

# **Odisha Relief Code**

**With latest Amendments**

**Revenue & Disaster Management Department**

**(SPECIAL RELIEF)**

# THE ODISHA RELIEF CODE

## CONTENTS

Chapter – I	Preamble. General Principles and Standing Preparations	<b>01-06</b>
Chapter – II	Administrative Relief Organization	<b>07-11</b>
Chapter – III	Drought	<b>12-21</b>
Chapter – IV	Floods	<b>22-36</b>
Chapter – V	Cyclone and Tribal Disaster	<b>37-45</b>
Chapter – VI	Fire Accidents and Fire Relief	<b>46-50</b>
Chapter – VII	Relief Works	<b>51-55</b>
Chapter – VIII	Food Assistance and Feeding Programme	<b>56-62</b>
Chapter – IX	Administrative of Relief given by other Governments, Semi-Governments, Non-Official Organizations and individuals.	<b>63-65</b>
Chapter – X	Care of orphans and destitute	<b>66-67</b>
Chapter – XI	Health and Veterinary measures	<b>68-71</b>
Chapter – XII	Agricultural measures and provisions of credits	<b>72-75</b>
Chapter – XIII	Strengthening of Public Distribution System and stocking of food stuff for relief measures	<b>76-77</b>
Chapter – XIV	Special Relief to weavers, artisans and others	<b>78-79</b>
Chapter – XV	Miscellaneous Relief Measures	<b>80-81</b>
Chapter – XVI	Accounts and Audit	<b>82-86</b>
Chapter – XVII	Reports & Returns	<b>87-88</b>
Scheme for Rainfall Registration		<b>89-91</b>
Rules for Rainfall Registration		<b>92-99</b>
<b>Appendix - I to XLIII</b>		<b>100-236</b>
Annexure - I to XII		<b>237-267</b>

# ODISHA RELIEF CODE

## CHAPTER - I

### PREAMBLE, GENERAL PRINCIPLES AND STANDING PREPARATIONS

#### 1. Preamble

- (1) Most of the provisions of the Bihar and Orissa Famine Code, 1930, which were in force in the State, have either been outmoded or become obsolete due to radical changes in the concept of relief in a welfare State. The present Orissa Relief Code has been compiled to serve as an operational guide in relief matters in the changed context. Consequently this code supersedes the Bihar and Orissa Famine Code, 1930.
- (2) The provisions of this Code may be modified, revised and supplemented at any time by appropriate orders of government, if with the change of time and need, it is considered so expedient.

#### 2. Scope of Applicability

- (1) The code will be applicable for administration of relief measures in the entire State in respect of Natural Calamities enumerated in paragraph 3 below and fire hazards.
- (2) It shall not be applicable for protection of cultivators against in roads of wild animals and for displaced persons for the regulation of which separate laws and rules are available.

#### 3. Kinds of Natural Calamities and Other Distress

- (1) Natural calamities have dimensional differentiation such as (a) Natural Calamities which are fairly widespread, e.g., drought flood, cyclone and tidal disasters, earthquakes volcanic eruption, [heavy rains]<sup>1</sup>, [heat wave]<sup>2</sup>, etc. and (b) those that are localized, e.g., gale-wind, tornado, hail storm, distress resulting out of fire accidents, accidents relating to communication and transport services, lighting, thunder squall, virulent epidemics, locust menaces, [pest attack]<sup>3</sup> etc.

\*Explanation (1): Heavy rain would mean three days or more of uninterrupted rainfall, the total amounting to at least 3 times that month's average rainfall in the Block / Area. In absence of supporting materials, rain amount from 64.5 mm to 124.4 mm per day for continuous three days or more and / or 124.5 mm and above for more than one day may be treated as heavy rainfall for the purpose of the paragraph.

\*\*[Explanation (2): "Pest attacks" fulfilling the following criteria shall only qualify for financial assistance out of CRF/ NFCR.

- (a) The Pest attack must have been caused or compounded by sustained adverse seasonal conditions.
- (b) The Pest attack must be in the nature of an outbreak or epidemic and such as could not normally have been prevented by human intervention.
- (c) The Pest attack should have affected crops in a sizeable contiguous area.
- (d) The extent of damage to the crops should be 50% or above.]

**Classification of Rainfall amount  
(24 Hours rain fall in MM at 0830 hrs IST)**

Rain amount in mm.	Description
0.0 mm.	No rain
0.1 to 2.4 mm.	Very light rain
2.5 to 7.5 mm.	Light rain
7.6 to 34.4 mm.	Moderate rain
34.5 to 64.4 mm	Rather Heavy rain
64.5 to 124.4 mm	Heavy rain
124.5 mm and above	Very heavy rain

- (2) At one time 'Famine' was included as kind of Natural Calamity 'Famine' indicates a state of extreme paucity of food due to complete failure of crops consecutively for more than one year and acute form of human distress as well as acute distress to animals and birds on account thereof. With the development of quick transport and communication facilities and with improvements in the food production situation in the country, the conditions of famine could not be said to appear on any local failure of rains. Hence at present the question of declaration of any area as 'Famine Affected' does not arise.

1. Inserted vide Rev & Excise Deptt. Resolution No.38277/R dt.1.9.1995
  2. Inserted vide Rev & Excise Deptt. Resolution No.30081/R dt.1.6.1999
  3. Inserted vide Rev & Excise Deptt. Resolution No.30081/R dt.1.6.1999
- \* Renumbered as Explanation (1) vide Rev & Excise Deptt. Resolution No.30081/R dt.1.6.1999  
 \*\* Explanation (2) added vide Rev & Excise Deptt. Resolution No.30081/R dt.1.6.1999

#### **4. Classification of Natural Calamities**

The Natural Calamities are broadly into two classes, viz. major and minor Natural Calamities. Government in respect of minor Natural Calamities (No relief measures are ordinarily under taken by Government in respect of minor Natural Calamities) which are of localized nature where the distress or loss is quantitatively less and is not wide spread ordinarily undertakes no relief measures.

[In case of hailstorm where the damage and loss, through localized is severe, relief for house building (grant) and loss of life shall be given it the affected areas on the same scale as applicable to cyclone.]

#### **5. Objective of Relief Measures**

The objective of the relief measures is not only to ensure that no one should die of starvation but also to prevent physical deterioration and destitution of the people and to enable them to resume their ordinary pursuits of life on return of better times and simultaneously to encourage the village community in making concerted and continuous efforts to fight a common misfortune. Boosting of the morale of the public in times of disasters is very much necessary and is, therefore, an important objective of the relief operations. The approach to relief in the present context has to be both preventive as well as maintenance of a common standard of economic health of the people.

#### **6. General Principle Regulating Relief Measures**

Relief operations should not be viewed in isolation. They should be very much an integral part of rural welfare and development. The general principles under which relief measures are to be regulated are as follows.

- (i) *Provision for labour intensive work* – In view of the increasingly large funds which are spent for drought and other natural calamities in recent years, there is need to have an arrangement aimed at integration of development and relief planning of the areas affected by natural calamities. This would necessitate having a shelf of schemes or Contingency plan ready to be switched into operation on the occurrence of any natural calamity. The normal programmes are either

suspended if necessary, or slowed down, or modified to suit the needs and intensified. The normal programmes are subordinated to the contingency plan. The shelf of schemes or contingency plan may include employment-oriented works like reclamation and management of saline land, raising of shelter belts in the coastal areas, plantation works under soil conservation programmes, scheme of plantation of economic species in forests, mining, irrigation, digging and renovation of tanks and wells, sorting up of village industries by artisans, and the like. While preparing this Contingency plan, special schemes provided under IRIP, SFDA, MFAL, DPAP, TDA / ITDP, HAD, CAD, etc. should be taken into account.

(ii) *Provision of Food and Drinking Water* – At a time of serious scarcity, its impact is keenly felt in the rural affected areas by the landless as well as small and marginal farmers. Scarcity of food and drinking water may lead to deterioration of physical health. By implementation of the aforesaid Contingency plan, which mostly comprises of programmes of development and rural employment to equip the agrarian community to withstand better the rigours of recurring natural calamities and to make the area flood and drought proof, both the problems of food and drinking water can be adequately solved.

(iii) *Gratuitous Relief* – Grant of gratuitous relief as a matter of principle, may not be resorted to. But there may be certain vulnerable sections of the people who cannot be supported in any other way at a time of serious natural calamity. In such a situation gratuitous relief has to be given. Similarly children both non school going and school going and expectant and nursing mothers have to be provided with a supplementary feeding programme in order that their physical condition may not deteriorate.

(iv) *Assistance to cultivator to retrieve loss* -

- (1) **When a major natural calamity occurs it becomes impossible for individual cultivators to take either preventive or remedial measures by themselves. The State comes to their assistance to retrieve the loss suffered in kharif crops by way of increasing production in next rabi and kharif crops by providing –**
  - (a) easy availability of seeds seedlings for resowing and transplantation of the crops or for raising alternative crops;
  - (b) arrangement for quick supply of pumps for lifting water from rivers, nallahs, etc.;
  - (c) quick energisation of irrigation tube wells;
  - (d) adequate supply of credit for purchase of seeds, fertilizers, pesticides, bullocks etc.; and
  - (e) undertaking prompt and effective measures for eradication of widespread pest attack if any.
- (2) Other aids in the form of remission and suspension of collection of land revenue and collection of loans are also given to cultivators with the same object in view.

(v) *Assistance from non-Government Sector* – The assistance of non- Government institutions and voluntary organisations to augment the Government effort in carrying out relief measures should always be enlisted.

(vi) *Best utilisation of resources* – The situation must be assessed constantly and the limited resources of men and materials available utilised to the best possible advantages.

## 7. Nature of Relief Measures

Speed is the essence of relief operations. As soon as a major natural calamity occurs or a particular area is declared by Government to be 'distress' or affected from such a calamity, one or more of the following measures, as deemed fit, may be undertaken subject, to the directive of the Board of Revenue / Special Relief Commissioner and then the scales of relief are given as per modifications to be effected by Government from time to time.

- a) Labour intensive works including relief works,
- b) Gratuitous relief,
- c) Nutrition supplementary feeding programme,
- d) Relief measures by non-official organisations,
- e) Care of orphans and destitutes,

- f) Strengthening of public distribution system,
- g) Health measures and veterinary measures,
- h) Agricultural measure including provision of credit supply,
- i) Special relief to weavers and artisans,
- j) Arrangement of food stuff and stocking of foodgrains in strategic places,
- k) Provision of drinking water,
- l) Provision for immediate irrigation facilities,
- m) Remission and suspension of collection of land revenue and loans,
- n) Grant of educational concessions,
- o) Enquiry into starvation cases and prompt action taken on such reports and
- p) Action on press reports.

## **8. Sources of funds from which relief measures may be financed**

(a) Immediate prior to the 1<sup>st</sup> April, 1990 the funds for relief expenditure were made available by share between Govt. of India and State Govt.

The policy and arrangements in regard to financing of relief expenditure was reviewed by the Ninth Finance commission set up by the Govt. of India. On their recommendation Govt. of India decided to implement relief programmes along with development programmes. In order to enable the State Govt. to met the immediate situation without seeking Central assistance, a fund namely 'Calamity Relief Fund' with of corpus Rs.47.00 crores was fixed for Orissa fro each year for the period from 1990-1995 and this was made effective from the Financial Year 1990-91 in Government of India letter No.43(1) – PF 1/90, dated 25.01.91.

(b) As regards the pattern of utilisation of the resources meant for relief expenditure, the Government of India emphasised in their letter No.7-9/ 73- SR, dated the 7<sup>th</sup> February, 1973 the need of demarcating between "productive" and "unproductive" works and creating productive assets from the outlays earmarked for relief works. They broadly indicated that schemes relating to soil conservation, afforestation, minor irrigation, etc., would fall under the category of productive works, whereas road works, specially rural roads, which were normally of temporary in nature, were unproductive. Thus, the Government of India desire utilising the margin money meant for relief works mostly for permanent asset creating productive schemes.

(c) (i) Government of India further reviewed the quantum of corpus of Calamity Relief Fund. The Tenth Finance Commission revised the corpus for the period from 1995-2000 in which the corpus for each year is enhanced (Annexure-IX-A). Govt. of India have issued instruction that the corpus of Calamity Relief Fund is to be funded by the Govt. of India and State Govt. in 3 : 1 ratio (Annexure – IX-B and IX-C) with instruction of keeping this amount outside the Public Account of the State and invested in the pattern prescribed in the "Scheme for Constitution and Administration of the Calamity Relief Fund" communicated by Govt. of India in their letter No. 43(1) PF – 1/95, dated 27.07.95 (Annexure-IX).

The decided state share is to be provided in the State's Budget every year and the unspent balance out of the same is to be carried over for the next year and the balance in this fund at the end of the fifth year will be available to the State for being used as a resources for the next plan.

(ii) In case of drought, if the relief expenditure is in excess of corpus of Calamity Relief Fund, the State should make a contribution from its Plan for providing employment opportunities as a measure of relief. The extent to which the State Government should contribute from its Plan in this manner is to be assessed by a Central team deputed by the Government of India after completion of necessary formalities of presentation of a Memorandum approved by the State Government. The ceiling fixed in this respect is that the plan contribution may not exceed five percent of the annual plan outlay. This plan contribution of the State Government should be treated as an addition to the plan outlay in that year and covered by advance plan assistance, as were the arrangements in force during 1974-1979. The adjustment of the advance plan assistance against the ceiling of the State Plan should be effected within five years following the end of the drought period. If the expenditure requirement, as assessed by the Central Team and approved by the Central High Level Committee cannot adequately be met in a particular case after the State Plan contribution is taken into account, the extra expenditure should be met by the Central Assistance half as grant and half as loan.

(iii) As regards expenditure on relief and repair and restoration of public works following flood and cyclone and other calamities of this nature. Central assistance should be made available as non-plan grant not adjustable against the Plan of the State or against Central assistance for the State Plan to the extent of 75 per cent of the total expenditure in excess of the margin money.

- (iv) Where a calamity is of rare severity occurs, the Central Government is to extend additional assistance to the State for which a separate fund at the level of Government of India namely “National Fund for Calamity Relief” has been created to which the Centre and the State would subscribe and will be managed by a National Calamity Relief Committee under the Chairmanship of Union Minister of Agriculture. The contribution to the National Fund for Calamity Relief has been fixed at the ratio of 75:25 by Government of India and State Government respectively annually in the beginning of the financial year. The scheme for constitution and Administration of the National Fund for Calamity Relief Communicated by Govt. of India vide No. 43(5) PE / 1/95 dated 24.10.95 is placed vide Annexure-X.
- (v) It is paramount importance that the accounts of the expenditures on various plan and non-plan items are maintained properly in the light of observation and recommendation issued by the Central Government to the States in various circulars so that no difficulty is experienced by the Audit Authorities in furnishing the audited figures of expenditure and figures are also readily available to the Central Team deputed for monitoring the expenditure incurred.
- (vi) A periodic quarterly information relating to expenditure and utilisation from the Calamity Relief Fund and National Fund for Calamity Relief are to be furnished to the Ministry of Agriculture, Government of India.

## **9. Standing Preparation**

As one or more of the major natural calamities like drought, flood or cyclone occur every year and bring in its trail much loss and suffering, precautionary arrangements should be undertaken to meet the eventualities and minimize the impact of these calamities. These arrangements, peculiar to each of such calamities, have been set forth under the chapter concerning the particular major calamity. A common feature of such preparations is the functioning of the Control Room in different offices. The following procedure should be followed in regulating the opening and functioning of the Control Room. For the successful implementation of the standing preparation as well as the Relief measures a strong administrative machinery is needed. This has been prescribed in Chapter-II of this code.

## **10. Opening and functioning of Control Room**

- (i) Notwithstanding occurrence of any natural calamity, Control Room functions in the Revenue Department all round the year. Similar Control Rooms shall normally function in all concerned offices including the offices of Collectors, Revenue Divisional Commissioners, Board of Revenue and Special Relief Commissioner specially from the 1<sup>st</sup> of May to the 30<sup>th</sup>, November during which there is likelihood of occurrence of major natural calamities like floods, cyclones and tidal disasters. The Control Room is to be under the operational command of a senior officer to be nominated by the concerned head of office. Drought conditions may also develop in case of erratic and inadequate rainfall in which case the Control Rooms may function also beyond November. Control Rooms may also be started in subdivisions and other offices according to the direction of the Collector.
- (ii) The function of the Control Room shall be to collect, collate and transmit information regarding matters relating to the natural calamities and relief operations undertaken, if any, and for processing and communicating all such data to concerned quarters.
- (iii) The Control Room shall be manned round the clock during the peak period of emergency till the relief operations are over. For this purpose one officer, one assistant and one peon will be on duty in suitable shifts. The services of Leave Reserve Officer may be utilised for this purpose in District and Sub-divisional Offices. Beyond office hours, one more peon may also be arranged during peak period of emergency.  
In the Control Room of Revenue Department one more officer should be posted during the peak period.
- (iv) The officer-in-charge of the Control Room, usually known as the Officer-on-Special Duty, shall maintain a station diary and such other records as may be prescribed by the Head of Office. The particulars of all information received and actions taken should be entered in the Station Diary hour by hour for every date.

- (v) The officer-in-charge shall furnish a daily report to the Head of Office on the important messages received and actions taken thereon. The Head of Office shall indicate the particulars to be released for public information. He may also define the extent up to which and the person to whom the officer-in-charge can furnish information.
- (vi) A separate telephone shall be earmarked for the Control Room. For the Revenue Department two telephones shall be provided, one connecting the Main Exchange direct and another for the Secretariat Exchange. Name of the Officer-in-Charge, phone number, date from which the Control Room starts functioning shall be communicated every year by the 1<sup>st</sup>, week of May to all concerned. Any change in Officer-in-charge should also be reported in due time.
- (vii) All the officers and staff deputed for duty in the Control Room shall remain under the disciplinary control of the Senior Officer-in-charge of the Control Room and severe disciplinary action shall be taken against any one found to be negligent in duty.
- (viii) The Control Room in the Revenue Department shall be under the charge of the Deputy Secretary in charge of Relief who shall inspect the working of the Control Room frequently and report to the Secretary about the short comings noticed.
- (ix) Departments of Government and Heads of Departments connected with Relief measures shall also open Control Rooms in their Departments and Offices and shall issue instructions for the functioning of such Control Rooms in their sub-ordinate offices where necessary.
- (x) If necessary detailed instructions may be issued by the Board of Revenue / Special Relief Commissioner for running of Control Rooms in offices of Heads of Departments and in all sub-ordinate offices in the State.

## CHAPTER - II

### ADMINISTRATIVE RELIEF ORGANISATION

#### 11. General

In a welfare State, Government have assumed the responsibilities of rendering relief to the people affected by a natural calamity. In such times of widespread distress, the entire Government machinery is switched on to render relief to the people. The Revenue Department and the Board of Revenue co-ordinate work of all the Departments of Government and Heads of Departments in regard to relief operations.

The Departments of Government who are mainly associated with relief operation and the responsibilities which are assigned to them are as follows :-

- (1) *Agriculture Department &*
- (2) *Co-operation Department:*

Supply of seeds, seedlings, fertilisers, insecticides, credit facilities for agricultural operations including purchase of bullocks, purchase of pumps, soil conservation, plantation works, control of sand-cast lands, construction of dugwells, post control measures, submission of periodical crop statistics, collection of statistics of damage and restoration works etc.

- (3) *Panchayati Raj Department &*
- (4) *Women & Child Development Department:*

Organising employment oriented labour intensive works including 'Food for Work' schemes, drinking water supply programme, feeding programme, collection of statistics of damage, restoration works under the Department etc.

- (5) *Higher Education & Youth Services Department &*
- (6) *Mass Education Department:*

Measures of relief to students and educational institutions in the affected areas mobilising student volunteer force when needed, restoration of damages to educational institution and buildings, etc.

- (7) *Forest and Environment Department &*
- (8) *Fishery & Animal Resources Department:*

Veterinary measures (both preventive and curative), afforestation programmes, supply of forest materials for housing, provision of fodder, fodder banks, cattle food, mobile health unit for cattle, works on forest roads, other employment programmes, restoration works, etc.

- (9) *Health & Family Welfare Department :*

Health measures (both preventive and curative), formation of Health Squads in case of necessity, mobile health units, establishment of temporary hospitals, prevention of epidemics, disinfection of wells and other drinking water sources, care of children's health, collection of damage statistics and restoration works etc.

- (10) *Home Department :*

Law and Order problem at the time of distress, provision of Police help for protection of weak points in embankments and for transport of relief goods, calling for army assistance in case of need, gearing up information and publicity machinery for relief work, utilising Home Guards for relief measures, installation of wireless stations, collection of damage statistics and restoration measures etc.

(11) *Water Resources Department :*

Energising Lift Irrigation points, supply of pumps to cultivators, communication of gauge reading and flood forecasts, watching over weak points in river and other flood protection embankments, long term measures for harnessing river systems for irrigation and flood protection works for eliminating drought conditions and flooding, collection of damage statistics and restoration measures etc.

(12) *Planning & Co-ordination Department*

Regulation of plan and non plan schemes and release of funds for such schemes, formulation of 'Contingency Plans' by the concerned Departments of Government as alternative programmes for implementation at the time of distress etc.

(13) *Rural Development Department :*

Undertaking minor irrigation works in large-scale and road programmes for providing employment opportunities, technical supervision of works under taken by the Block agency as needed collection of damage statistics, restoration programmes etc.

(14) *Food and Consumers Welfare Department :*

Opening of fair price shops / retail sale centres in affected areas with adequate stock of food stuff, opening of depots and sub-depots in vulnerable or strategic areas prior to occurrence of natural calamities, supply of food stuff for relief operation, regulating price line, anti-smuggling and anti-hoarding measures as may be decided by Government etc.

(15) *Harijans & Urban Development Department :*

Provision of drinking water, labour, employment programmes for Adivasis and Harijans in distressed areas, collection of damage statistics and restoration programmes, repair and restoration works of Sebashram and Ashram School etc.

(16) *Housing & Urban Development Department :*

Control of relief works in urban areas, ensuring necessary drinking water supply, completion of existing water supply schemes and laying of temporary water supply lines for augmenting water supply at times of scarcity, temporary pump houses, provision of employment opportunities etc.

(17) *Works Department :*

Keeping the network of roads in proper order for movement of traffic and relief goods, effecting speedy repairs to damage done to roads, ensuring employment facilities for the unemployed people in the distressed areas through road works, collecting damage statistics soon after the natural calamity and undertaking restoration works quickly.

(18) *Revenue & Excise Department*

Besides co-ordinating relief measure indicated earlier, Revenue Department is the administrative department for operating Relief Housing Schemes undertaken due to heavy damages on account of flood or cyclone, regulating relief measures financed from Calamity Relief Fund and those undertaken by voluntary organisations, corresponding with the Government of India and other State Governments in matters relating to natural calamities and relief measures, and submitting reports and returns to the Government of India.

## **12. Board of Revenue / Special Relief Commissioner**

- (1) The member, Board of Revenue / Special Relief Commissioner at the State level is directly responsible to the Government for all kinds of relief operations in the affected areas.
- (2) The Board of Revenue has got statutory powers and responsibilities u/s 4 of the Orissa Boards of Revenue Act, 1951 to exercise supervision of the work done by the Revenue Divisional Commissioners and Collectors and this applies to relief operation also.

- (3) In-Political and Services Department Resolution No. 11137-Gen., dated 7-6-1968. (Appendix-I) Government have delegated certain other powers to the Member, Board of Revenue in the matter of execution of relief operations on account of natural calamities. Government have further clarified that such powers are exercisable in respect of all types of expenditure including plan funds and advance plan assistance.
- (4) In Revenue Department Resolution No. 5976-R, dated 23-01-1975 following further powers have been delegated to the Member, Board of Revenue for relief operations.
  - (a) When the urgency of the situation so demands, he shall have the authority to transfer any gazetted or non-gazetted officer working in connection with the relief operations from one place to another and when he does so, he shall furnish a copy of his order to the authority competent to issue such order for his information.
  - (b) He shall have the authority to requisition the services of gazetted or non-gazetted officers working in the affected areas for administering urgent relief measures.
  - (c) He shall also exercise full powers to prescribe the headquarters of a gazetted Government servant employed on relief works.
  - (d) He shall have the authority to empower the Collectors of the affected districts to requisition vehicles of their departments whenever he / they need such vehicles for efficient execution of relief operations. The Collectors concerned may also be empowered by the Board of Revenue to requisition vehicles of the private parties if the situation so demands, on payment of hire charges at the rate paid by the Home (Elections) Department while requisitioning such vehicles for purposes of conducting elections.
  - (e) He shall have the full powers to sanction detailed schemes approved in principle within the Relief Budget.
  - (f) The Board of Revenue shall have the powers to call for information from the Revenue Divisional Commissioners and the other Heads of Departments and to periodically review and co-ordinate the activities of the relief operations. Naturally, the Board of Revenue shall exercise the special powers on the recommendation of the Revenue Divisional Commissioner and the other Heads of Departments.
- (5) Financial powers have been delegated to the Administrative Departments and Heads of Departments including Board of Revenue by the Finance Department in different financial rules and executive orders. Such powers as are appropriate are exercisable in respect of relief operations.
- (6) In case of extensive and acute distress arising out of any natural calamity, which may necessitate extensive relief measure, the State Government may appoint separately a Special Relief Commissioner for expeditious and effective relief measures and delegate to him and powers exercisable by the Member, Board of Revenue for effectively meeting the situation.

### **13. Revenue Divisional Commissioners**

Under Clause (xiii) of Rule 9 of the Orissa Revenue Divisional Commissioner' Rules, 1959 the Revenue Divisional Commissioners are responsible for advising the State Government in all matters connected with the Fire, Famine, Floods, etc. They have the statutory responsibility to regulate and control relief operations undertaken by the Collectors as a result of any natural calamity subject to the Control of the Special Relief Commissioner. Further Powers have been delegated to the Revenue Divisional Commissioner in Revenue Department G.O. No. 29301-R., dated the 17<sup>th</sup> May 1966 – Vide Appendix 1-B [and G.O.No. 35892-R., dated the 31<sup>st</sup> May 1982 – Vide Appendix 1-D.] (2).

### **14. Other Heads of Departments**

Heads of Departments under the different Departments of Government are responsible for relief measures within their respective jurisdiction subject to the overall control of the concerned Department of Government and the Board of Revenue / Special Relief Commissioner.

## **15. Collectors**

The Collectors are responsible for relief operations in their districts. They have to co-ordinate the relief activities of the District Level Officers of different Departments. They have been delegated with the necessary powers in G.O. No. 20850 / R, dated the 2<sup>nd</sup> April 1966 for undertaking the relief measures (Vide Appendix-I-C). [and G.O. No. 35892 – R, dated the 31<sup>st</sup> May 1982] (Vide Appendix – I-D).

## **16. Sub-Collectors**

The Sub-Collectors are responsible for all relief operations in the Sub-division. They have to co-ordinate and supervise the work of Relief Officers, Tahasildars and the Block Development Officers. Their responsibility is to see that relief measures are expeditiously and according to the instructions of Government and the Board of Revenue / Special Relief Commissioner and relief actually reaches the people for whom it is meant.

## **17. Tahasildars and Block Development Officers**

The service of the Tahasildars, Additional Tahasildars, Block Development Officers, Additional Block Development Officers and Other Officers of the Revenue and Block Administration may be utilised for relief measures undertaken in the district. In case the number of officers of a district affected by a natural calamity is found to be inadequate such officers from other districts are to be transferred.

## **18. Unit of Relief Organisation**

The Block is the Unit of Relief Organisation and the Block Development Officer shall be incharge of the unit. This depends on the degree of distress, if the distress is acute and extensive relief measures are undertaken the Collector may divide the Block into two units, one being kept under the charge of the Block Development Officer and the other under the charge of the Additional Block Development Officer. If no Additional Block Development Officer is available, the Collector may depute one of his Revenue Officer to be incharge of the Unit. These units shall work under the direct supervision of the Sub-Collector.

## **19. Association of people's representative with the administration of Relief**

- (1) With a view to ensure association of people's representative with the administration of relief, Government have formed Committees at different levels.
  - (a) *State Level Committee on Natural Calamities* – Government have constituted a State Level Committee on Natural Calamities in which some of the Members of the Legislative Assembly have been taken in as members. (Regarding constitution and functions of the Committee see Appendix – II). The Committee when meets reviews the situations arising out of natural calamities and advises the Government on relief matters.
  - (b) *District Level Committees on Natural Calamities* – Government have constituted a District Level Committee on Natural Calamities in which members of the Legislative assembly and members of Parliament of the district have been taken in as members (Regarding constitution and functions of the committee see Appendix III). The Chairman of the Panchayat Samities are invited to attend the meeting of the Committee whenever considered necessary.
- (2) The Panchayat Samities and Grama Panchayats are associated in organisation of relief measures in the Blocks. The Officer-in-charge of the Relief Circles should see that the people's representatives are properly associated with all relief measures.

## **20. Vigilance**

Because of the fact that by its very nature, heavy amounts of funds are required to be spent within a short span of time, there is likelihood of wastage and pilferage. Strengthening of administrative infrastructure of the various departments, on whom the responsibility for execution of various schemes connected with relief on account of natural calamities devolves, may be necessary. There may be need for activating the Vigilance Cell(s) for proper utilisation of relief funds and goods. The Special Relief Commissioner may constitute such cell(s) at the appropriate level according to necessity.

## **21. Inspection and Supervision**

For successful implementation of the relief schemes, the quality of supervision and guidance by the superior officers are very much essential. The Special Relief Commissioner, Board of Revenue, the Revenue Divisional Commissioners, the other Heads of Departments and the Collectors should do well to look to the working of the operations during their tours and inspections.

There should always be an endeavour to eliminate wastage, pilferage, and misappropriation and to render the benefits to such type of people for whom those are meant.

## CHAPTER - III

### DROUGHT

#### 22. General

Agriculture is the main stay of the rural population. Even in the best of times agriculture does not give full employment in the non-irrigated areas, which constitute more than four-fifths of the cultivated area of the state. Agricultural income being at a low level, distress becomes rather chronic, in case of even a slight imbalance in rainfall. Most of the paddy growing areas depends upon rainfall. The monsoon commences around the middle of June. For timely agricultural operation, a few showers of pre-monsoon rain is absolutely necessary. Regular rainfall till the middle of October can ensure a good harvest.

Drought is caused due to failure of rains in season. Want of rain at the proper time either defers commencement of agricultural operations or effects growth of crop. In either case it is detrimental. The intensity of drought depends upon whether the concerned areas have been visited by droughts successively for a number of years. Hence collection of rainfall statistics is of utmost necessity. It has two aspects, the one preventive and the other remedial. It gives timely warning of climatic dangers, prevents surprise and provides information for a plan of campaign. It also draws attention in ordinary times to weak points in the condition of a district, thereby preparing the way for timely relief or for improvement, which may fortify the people against time of pressure.

#### 23. Rain Recording

- (a) Rain-gauges have been provided in every Block. Besides, such stations are available in Government Agricultural Farms. Every year after the rainy season, the rain gauge stations should be checked by the Officer-in-charge of the Station who will submit a report to the Collector and the Director of Agriculture & Food Production as the case may be, indicating if the station is in complete working order or if it has any defect. The defect, if any, shall be remedied forthwith, at any rate before April every year.
- (b) Faithful and regular recording of rainfall data has to be ensured by the Rain Recording Authority in accordance with Rules framed for the purpose (for Rule Vide Appendix IV).

#### 24. Reporting weather and crop situation

- (a) The Collector shall report invariably on weather and crop condition in the fortnightly confidential reports.
- (b) He shall undertake a review of the rainfall statistics of the months of April, May and June by the first week of July with those of the previous two years and shall furnish his report to the Revenue Divisional Commissioner and the Board of Revenue / Special Relief Commissioner by the 10<sup>th</sup> of July with the following information: -
  - (i) The amount and distribution of rainfall in the months of April, May and June in the district and its impact compared to the previous two years;
  - (ii) The character of the weather and its influence on crop prospects;
  - (iii) The progress of agricultural operations;
  - (iv) The condition of the standing crops;
  - (v) Retail market price of common rice, ragi and maize prevailing in April, May and June and 1<sup>st</sup> week of July and that in the corresponding period of the previous two year, reason for fluctuation, if any;
  - (vi) Number of fair-price shops or retail sale centres under the public distribution system in the first week of July and whether such shops or centres are considered adequate;
  - (vii) Stock of food grains available in the district and whether that would be adequate to meet the scarcity situation that may arise;
  - (viii) The out-turn of the crops at the time of last harvest and its impact;
  - (ix) The general condition of health of the people;

- (x) The general condition of cattle health and position about availability of fodder from various irrigation sources;
- (xi) Adequacy of water for kharif through Canals / Minor Irrigation Project / Lift Irrigation points (details separately) and
- (xii) Any other matter which is considered necessary to bring it to the notice of Government.

The Collector shall assess the situation intelligently and shall furnish his analytical report by the date specified.

- (c) The Revenue Divisional Commissioner shall take into account the report of the Collectors of his Division and furnish his views to the Board of Revenue / Special Relief Commissioner forthwith.
- (d) The Board of Revenue / Special Relief Commissioner after consideration of the report of the Collectors and the views of the Revenue Divisional Commissioner shall furnish to Government a Consolidated Report by the 20<sup>th</sup> July indicating if any special measures are needed.
- (e) The Revenue Department may circulate a gist of the recommendations of the Board of Revenue / Special Relief Commissioner to the other concerned Departments for suitable necessary action.

## **25. Subsequent Report to be submitted by the Collectors-**

- (a) The monthly situation report shall be submitted by the Collector from July to October by the 10<sup>th</sup> of every month following, detailing therein all necessary information, including, further developments mutatis mutandis on the points as specified in the preceding section. Government may allow discontinuance of the submission of such report if the situation does not warrant it.
- (b) While submitting the monthly situation reports from July to October the Collector shall make a clear appraisal of the situation and should make definite suggestions for retrieval of crops rather than on relief measures, in case there has been inadequate rainfall.
- (c) The Collector in his report for October may also indicate the areas developing or likely to develop drought conditions and distress, furnishing full details in the preceding prescribed manner. The report may indicate the Grama Panchayats which are developing or likely to develop drought and distress conditions and indicate the population requiring relief, the nature of relief measures to be undertaken and the financial involvement.
- (d) The monthly report for October submitted by the Collector shall be carefully scrutinised by the Revenue Divisional Commissioner. He may test check views to the Board of Revenue / Special Relief Commissioner, who in its turn shall take quick action in reviewing the prevailing situation and shall furnish the Consolidated Report to Government without delay, not later than a week after its receipt of views from the Revenue Divisional Commissioner.
- (e) The Revenue Department may circulate a gist of the recommendations and proposals of the Board of Revenue / Special Relief Commissioner to the other concerned Departments for suitable necessary action.

## **26. Duties of Revenue Divisional Commissioner, Collector and Sub-Collectors**

The Revenue Divisional Commissioners and under them the Collectors and Sub-Collector shall keep themselves at all times informed of the agricultural conditions in every part of their Division, District and Subdivision respectively and to enforce the observance of all rules laid down for collection of agricultural statistics and other information. Sub-Collectors should exercise necessary vigilance in reporting to the Collectors any thing of importance regarding the agricultural state of their Subdivisions when scarcity is apprehended.

## **27. Meeting of the District Level Committee of Natural Calamities**

A meeting of the District Level Committee on Natural Calamities shall be convened by the end of May and another in November every year. The Committee which sits in May not only review the ongoing relief measures, if any, but it may also suggest the list of relief works (vide paragraph 151) to be undertaken, advise on the precautionary measures to be taken, for floods, etc. and for stocking of food articles in strategic or key points and such other matters.

The Committee, which sits in November, may similarly make a review of the immediate post situation on crop conditions, relief measures, if any, and also suggest on the immediate future relief activities.

## **28. Crop loss assessment**

- (a) Crop loss assessment of paddy, ragi maize and other major crop shall be taken up by the Revenue field staff every year through eye-estimation and crop cutting experiments. Detailed procedure has been prescribed in Revenue Department Resolution No. 13703 / R, Dt.23.03.94 (Vide Appendix – V) which should be followed in making crop loss assessment.
- (b) Sample crop cutting experiments may be taken up where it is considered necessary in accordance with rules prescribed in Revenue Department Resolution No. 14907/R, dt.30.03.94 (vide Appendix–VA). At least one sample crop cutting experiment may be undertaken in a representative village in a Gram Panchayat even if no village in the Gram Panchayat appears to have crop loss of 50% and more as per eye estimation survey.
- (c) The Board of Revenue / Special Relief Commissioner shall compile the districts figures furnished by District Officers in accordance with the aforesaid rules and shall furnish its report with its views in consultation with the Revenue Divisional Commissioner by the 31<sup>st</sup> January in respect of Autumn and Winter Paddy, Ragi and Maize, 30<sup>th</sup> June in respect of Summer paddy and within a period of one month from the date of harvest in respect of any other major crops to the Revenue Department. The Statistical data shall be prepared in the formats attached to the aforesaid Appendix-VA.

## **29. Declaration of Drought**

- (a) Ordinarily declaration of drought in respect of a particular area shall be made by Government, after taking into consideration the crop assessment report submitted by the Collector together with the views of Revenue Divisional Commissioners and the Board of Revenue / Special Relief Commissioner.
- (b) Government may in special circumstances before compilation of such report by the field officer declare certain areas as drought affected after considering the monthly situation reports, the special report submitted by the Collector together with the views of the Revenue Divisional Commissioners and the Board of Revenue / Special Relief Commissioner and such other materials as are available with Government.
- (c) Without formally declaring any area / pocket as drought affected, no relief operation should ordinarily be launched upon.

Government may, however considering the cases of extreme distress condition developing in any area/pocket issue instruction to the field officers to provide employment oriented labour intensive works in selected distress areas of pockets without formally declaring such areas as drought affected in consideration of the monthly situation reports, special report of the Collector, Revenue Divisional Commissioner or the Board of Revenue / Special Relief Commissioner and such other data as are available on development of scarcity condition or other untoward events in order to avoid hardships to the people.

### **30. Report to the Government of India**

As soon as drought is declared by the State Government in respect of any area a report shall be submitted immediately to the Government of India, Ministry of Agriculture, Department of Agriculture and Co-operation.

### **31. Master Plan for drought-prone areas**

A Master Plan for drought prone areas shall be prepared separately in which durable, remunerative, productive and asset-creating schemes and projects should be included for execution as long term measures towards permanent solution of the drought problems.

Similarly, there should be a contingency plan of such works and as soon as drought situation develops, or the situation worsens, these projects may be switched on to without loss of time.

As far as possible no unproductive works should be taken up in these areas for providing employment to the affected agricultural population except when it is altogether unavoidable.

### **32. Meaning' of declaration of drought and consequential action**

The declaration of drought does not imply the assumption by Government of any new responsibility for combating distress. It is a recognition of distress from the alleviation of which the measures as laid down in Paragraph 7 and in other chapters of this Code are to be adopted. It means a widening of ameliorative measures and that relief administration should be more alert. The Collector shall furnish frequent reports on the developing situation and on the relief measures being undertaken from time to time. The Board of Revenue / Special Relief Commissioner shall issue instruction forthwith to the field officers for undertaking necessary relief measures and place allotment of funds at their disposal for such measures.

### **33. Ensuring supply line of food**

(1) Soon after declaration of drought, the Collector shall see if food stuff available in the districts is adequate and to take steps to supply essential food articles to the people through the public distribution system and otherwise. If it appears that there is unusual stress for the supply of food grains or fodder, he shall submit a report to the Revenue Divisional Commissioner and the Special Relief Commissioner. If the Board of Revenue / Special Relief Commissioner after considering the situation in consultation with the Revenue Divisional Commissioner finds that there has been any bottleneck due to railway traffic, it shall take steps to convene a meeting of civil and railway officers and shall try to solve the bottleneck.

(2) Even if essential food stuffs are available the people may not have the necessary purchasing power due to distress. In such circumstances employment oriented labour-intensive works for the able bodied persons and gratuitous relief, feeding programme and other relief measures (Vide Paragraph 7) have to be resorted to in order to relieve the distress of the people.

(3) In localities where forest produce is utilisable as human food, Government should be moved by the Board of Revenue / Special Relief Commissioner to direct that every facility, compatible with the safety of the forests, shall be afforded by the Forest Officials to persons seeking such food in Government forest reserves. If such forest produce has been leased out to contractors, it may be necessary to cancel the leases, in which case the consequences according to the lease terms may follow.

(4) Facility may also be given to private trade, for effecting supplies where necessary. If supplies on any relief work or in any area run short, the Collector may assist the private trade to make quick movement of the needed supplies. Such difficulties should immediately be brought to the notice of the Revenue Divisional Commissioner, the Food Supplies & Consumers' Welfare Department as well as the Board of Revenue / Special Relief Commissioner.

(5) In such a situation the Board of Revenue / Special Relief Commissioner shall consider if Government of India as well as the Railway Board should be moved to reduce the railway rates and to make movement of relief goods in railway freight free. Such proposals after due consideration should reach Government after declaration of drought.

### 34. Provision of Drinking Water

(a) Construction of surface wells and tanks

- (i) In case of inadequate rainfall in any year there is an apprehension of scarcity of drinking water in the rural areas in the lean months. The position may become clear by the end of November. The Collector should take steps for the planning of provision of drinking water in advance. He should prepare a list of villages where there is need for construction of permanent wells, if such list does not exist. The list should be got prepared Gram Panchayatwise and Blockwise and got approved by the Panchayat Samiti / Collector.

Ordinarily such wells are to be constructed when the sub-soil water level is the lowest, i.e. in the month of May. But as water scarcity may be felt in some areas by end of February, such surface wells may be excavated according to necessity but the final digging should be completed by May and staining work take up at once and completed up to the ground level before start of monsoon so that the wells under construction are not affected by the rains. The platform & etc. may be completed thereafter.

- (ii) In villages where surface wells cannot be constructed, the feasibility of providing drinking water tanks should be examined and a list of such tanks should be prepared and got approved in the aforesaid manner.
- (iii) These wells and tanks should be located either on Government land or on communal land and as far as practicable near or within premises of educational institutions, or at places in close proximity to the habitations so that the people may not walk long distances to fetch water from the wells or tanks.
- (iv) These lists shall be forwarded to the Concerned Department according to the procedure laid down by them indicating financial requirement in respect of each project for allotment of funds by them.

(b) Deepening of wells and renovation of tanks

In case of dry spell commencing from September or October, there is likelihood of falling down of water level in some wells and tanks, while some other water sources may altogether dry up particularly in the lean month. Hence in such a year a preliminary survey about availability of drinking water should be undertaken by the Collector by the end of November with a view to preparing a list of wells (Gram Panchayatwise / Blockwise) which require deepening. Similarly the drinking water tanks which require renovation should also be listed.

The list should be submitted to the designated Department indicating financial requirement according to the procedure laid out by them.

(c) Installation of tubewells

In very badly affected villages where there is extreme scarcity of drinking water, or where water pollution has become a health hazard, or in the saline belt, tubewells may have to be provided during a time of scarcity. The Collectors in consultation with the Panchayat Samities shall prepare a list of villages where tubewells are absolutely necessary and forward the same to the Chief Engineer concerned. The Chief Engineer on receipt of the list from the Collector shall scrutinise it, eliminate the projects which are considered unnecessary or not feasible and finalise the list of tube wells to be taken up by him.

(d) Repairs of tube wells and supply of drinking water through temporary pipe line

Wherever possible the existing tube wells may be repaired and brought into fit condition for use. It may also be examined if water can be supplied by laying temporary pipe lines from rivers and nallahs to important scarcity villages at minimum cost if the existing water supply projects prove inadequate. Such proposals furnished by the Collector should be examined by the Concerned Department(s) forthwith and prompt action taken.

(e) Financing Drinking Water Project

The designated Departments of the State Govt. have certain provisions in their Departmental budget towards providing new drinking water sources and for repairing the old ones. They may undertake their programmes giving priority to the drought affected areas. In case there is shortfall of funds but the projects are considered essential for implementation in consideration of the acute scarcity of water, they may forward the lists to the Revenue Department with financial involvement in each case to make out a case for National Fund for Calamity Relief from the Government of India.

(f) Temporary surface wells

In case of serious shortage of drinking water as a consequence of acute drought condition, temporary drinking water surface wells like 'chuas' are to be provided on the dry beds of rivers, streams, nallahs, mundas, bandhas, katas, tanks etc. at reasonable cost, which may not be exceeding Rs.500/-<sup>1</sup> each. The execution of these temporary surface wells should be entrusted to the Block agency.

The instruction issued in Letter No.594/SR, Dated 01.06.93 should be strictly adhered to an Annexure-VIII.

As these kutch wells will vanish in the rainy season and as they have to be executed with utmost expedition no plans and estimates need be insisted upon for such wells, nor will thereby any need for according administrative approval and technical sanction. They will be taken up on 'job work' basis or entrusted to the villagers through village committees / Gram Panchayats. On completion, the Block Development Officer will give a certificate separately for each such well indicating therein material particulars like the exact plot of land on which the well is located, that is to say, whether it is a tank or a kata or a nallah etc. the diameter of the well, dates of commencement and completion, depth of the well, depth or water exists at the time of completion, the amount of expenditure incurred for the work etc. The form in which this certificate will be recorded will be prescribed by the Board of Revenue / Special Relief Commissioner along with detailed rules for execution, supervision etc. Name of villages in which such wells will be located will be finalised by the Block Development Officer subject to the approval of the Sub-Collector.

The wells should be located on Government land, or on communal land, the exact site being selected by the Block Development Officer in consultation with the Tahasildar. In case, it is felt that it will be more suitable to locate any such well on a place of private land, the Block Development Officer should obtain from the owner of the land an agreement, in writing that he (the owner) would not obstruct free use of water from the well by any body at any time during the day and night.

These wells are to be provided only in extreme cases of need to save the life of the people and cattle. The Collector shall always make a realistic assessment of the requirement of funds and furnish his report to the Board of Revenue / Special Relief Commissioner who shall make the allotment from the Relief Budget.

By the end of May the Collector shall furnish a list of villages in which 'chuas' have been constructed along with total outlay of funds for every village to the Revenue Divisional Commissioner and the Board of Revenue / Special Relief Commissioner.

(g) Carriage of water to any village at Government cost

Notwithstanding the above provisions, if scarcity of water is noticed in any village or any of these measures cannot be successfully implemented in such a village, water may be carried to that village at Government cost. But specific sanction of the Board of Revenue / Special Relief Commissioner will have to be obtained before undertaking this scheme.

### **35. Additional Provision of water for cattle and for other use**

It is expected that the water sources provided in the preceding paragraph will also serve the need of the cattle in the drought affected areas. But if such provisions prove inadequate the following further measures shall be taken :

(i) *Provision of shallow ponds* – In case of acute scarcity of water, the shallow ponds (locally known as 'chahalas') shall be provided in the beds of rivers, mundas, bandhas and katas wherever feasible and necessary for cattle. The size of such pond may be roughly 100' x 100' and the cost thereof may not exceed Rs.500 each. The same procedure as laid down under (f) of the preceding paragraph shall be followed also in this case.

(ii) *Construction of cisterns* – It may be that in some villages it is possible or convenient to undertake any of the foregoing measures for the purpose of provision of drinking water. To ensure availability of drinking water in such villages cisterns may be constructed on the beds of flowing nullahs or streams to store water for domestic use at a reasonable cost say, not exceeding Rs.500 each.

The work will be executed by the Department in charge of Rural Water Supply. The detailed sanctions and accounting procedure shall be prescribed by the Board of Revenue / Special Relief Commissioner in case such a project is taken up from the Relief Budget.]

(iii) *Construction of wooden troughs* – In order to enable the cultivators of the drought affected areas to construct wooden troughs for storage of water for cattle, timber, should be supplied on payment of single rate of royalty from protected forest, and if that is not possible, it may be allowed from the current year coupes or one year advance coupes situated in the nearest reserve forests.

The timber will be issued by the nearest Forester having jurisdiction forthwith on an application made to him by the cultivator.

The application should have the recommendation of the Revenue Officer not below the rank of a Revenue Inspector of the area or the Sarpanch of the concerned Gram Panchayat or the Block Development Officer of the Block in which the cultivator resides. While issuing timber for the aforesaid purpose, care should be taken to ensure that no cultivator is allowed to remove forest materials more than once for the same purpose during one year.

### **36. Provision for immediate irrigation facilities**

As soon as declaration of drought is made by the Government (vide Paragraph 29) an all-out effort should be made to save the existing standing crops in the drought affected areas, as far as possible raise an alternative kharif crop in such areas and also launch a rabi programme wherever possible in such areas. In order to provide irrigation facilities, the following steps should be taken.

- (a) By Lift Irrigation Corporation
  - (i) The Lift Irrigation Corporation shall energise as many lift irrigation points as possible and water supply from them shall be ensured on receipt of demand for the same.
  - (ii) Arrear collection of water rate by the Lift Irrigation Corporation shall not be insisted upon for supply of water after declaration of drought.
  - (iii) Prescribed water rates for new irrigation may be required to be paid by the cultivators in easy instalments.
  - (iv) The minimum area limitation shall be waived.
  - (v) On receipt of requisition from the Collector the Lift Irrigation Corporation shall supply pumps in working order at the Block Headquarters so as to enable the intending cultivators to avail of the pumps for lifting water to their fields. Such pumps as can be repaired at a short interval say a week or so should be transported after such repairs to Block Headquarters for supply to the cultivators. The hirer will bear the transport charges of the pump from the Block Headquarters to the place of operation and also for its return to Block Headquarters. Besides the hiring charges the hirer will also pay running charges of the pump, i.e. cost of petrol or diesel, oil and

lubricant actually consumed in running the pump, the details of which will be maintained in the Log Book.

- (vi) The hire charges shall be collected by the Corporation at a reduced rate from the cultivators to be fixed by the Government in consideration of the intensity of drought, the balance being subsidised by Government. The Lift Irrigation Corporation shall issue detailed instructions for the operation of the pumps after due approval by Government.

- (b) By designated Departments of the State Govt.-

Instructions may be issued by them for utilisation of the pumps at the disposal of Grama Panchayats and Panchayat Samities, Co-operative Societies and others by supplying the same to the needy cultivators for saving crops.

- (c) By District Administration –

If in any particular year rainfall is inadequate small temporary earth dams preferably sand-bundhs may be constructed across flowing nullahs, streams and rivers for diverting water for irrigation and other uses as a relief measure subject to the following conditions :-

- (i) People should be encouraged to put up sand bundhs to meet their needs of water during the dry season. If people do not voluntarily take up the projects and if it is apprehended that there will be serious scarcity of water, then the project may be taken up at Government cost provided other conditions are fulfilled.
- (ii) Such works shall not be treated as irrigation works within the meaning of the Orissa Irrigation Act, 1959.
- (iii) The initial selection of the site for cross bundhs may be made by the Block Development Officer in consultation with the Tahasildar. After such selection, the recommendation is to be made to the Sub-Collector with all connected details who shall undertake an enquiry as prescribed under item (iv) below and sanction the project provided it is within his competence or forward the necessary papers to the Collector with his recommendation for sanction. The execution of the project may be taken up by the Block Development Officer when it is cleared by the sanctioning authority. During execution if any dispute arises the Block Development Officer shall report forthwith the matter to the Sub-Collector and act according to his orders.
- (iv) No work shall be taken up if there is apprehension of breach of the peace or civil litigation or infringement of any riparian or irrigation rights by execution of such works. The Sub-Collector should record in writing (being satisfied after a spot visit and / or such other enquiry as may be necessary) as to the existence of any such difficulty. He may utilise the Revenue or the Block or the Law and order Agency to conduct the enquiry. He should take orders of the Collector in doubtful cases.
- (v) No water rate will be levied for use of water made available for irrigation through temporary cross bundhs.
- (vi) The payment for earth work involved in the construction of Cross Bundhs will be in terms of the prevailing schedule of rate of the state P.W.D.
- (vii) *Provision of Tendas* – With a view to helping the cultivators in drought affected villages, forest materials necessary for installation of Tendas should be supplied to such cultivators on payment of single rate of royalty from the protected forests. If the materials are not available in the protected forests, the same may be supplied from the reserve forests.

*(Substituted in Revenue and Excise Deptt. Resolution No. 57382/R, Dated 23.12.95)*

The materials will be issued by the nearest Forester having jurisdiction on an application made to him by the cultivator. The application should have the recommendation of the Revenue Officer not below the rank of Revenue Inspector of the area or the Sarpanch of the concerned Gram Panchyat or the Block Development Officer of the Block in which the cultivator resides. No person shall be allowed this facility more than once during the year.

### **37. Suspension of Collection of Loans**

Due to severe damage to crops on account of widespread natural calamities there may be necessity for suspension of collection of loans. The following principles in this regard shall be followed.

- (1) The procedure laid down in Paragraph 28 for assessment of crop loss shall be followed.
- (2) The revenue village shall be taken as the unit for consideration of suspension of Taccavi loans due to loss of crops by natural calamities.
- (3) Regarding crop loss, the Tahasildar shall compile village-wise list according to Gram Panchayats under two categories, i.e. villages having crop loss of 50% to 74% and those having crop loss of 75% and above and furnish the list to the Sub-Collector by the end of November.
- (4) The enquiry and check as envisaged in sub-para (vii) and (viii) of paragraph 2 of the Resolution in Appendix V shall be completed by the end of December of the year for which the claim for suspension relates.
- (5) In respect of villages where crop loss is 50% and above, coercive measures for repayment of loans advanced to cultivator under the A.L. Act or that L.I.L. Act by the Revenue Department may not be resorted to, Notices asking for such payments may not be issued until a month after kharif crop of next year is harvested.
- (6) No interest shall be charged during the aforesaid period and the payment of each remaining instalment due to respect of any loan shall be postponed to the date of next instalment and a new date be fixed for the last instalment according to the statutory rules.
- (7) The total amount of interest remitted in any year on account of suspension of collection of taccavi loans shall be reported by the Board of Revenue-Special Relief Commissioner to the Government indicating separately the amount of remission on each count.

### **38. Relief to students and educational institutions**

- (1) In case of serious distress conditions occurring to the people consequent on a widespread natural calamity, resulting in suspension of collection of taccavi loans in certain villages, Government may consider the grant of any of the following as relief to the students in such villages [belonging to BPL families]<sup>1</sup> ;
  - (i) Grant of full freeship;
  - (ii) Distribution of text books free of cost to primary school children;
  - (iii) Remission of tuition fees, admission fees and examination fees;[The concessions enlisted at Para 38(1)(i) and (iii) shall be restricted only up to secondary level of general education.]<sup>1</sup>
- (2) The question of payment of full deficit to aided institutions may also be considered.

1. Added vide Rev & Excise Department Resolution No.30081/R dt.1.6.1999

### **39. Reports on starvation**

(i) In spite of taking adequate precautions in providing relief work for able-bodied persons, and gratuitous relief and feeding programmes for those who cannot undertake physical labour and other relief measures, reports of starvation cases very often appear in the Press. Whenever a report of death due to starvation is published and it comes to the notice of the Collector, he shall immediately cause an enquiry into the allegation. The enquiry shall be conducted by [an officer not below the rank of Tahasildar]<sup>1</sup> in the presence of the Sarpanch, Ward Member or some gentleman of the village and the result of the enquiry reported in the Proforma in Appendix-VI within 48 hours if possible. The proforma is not exhaustive. The Collector should include such other information which he considers necessary to give Government a complete picture of the situation in which the alleged death has taken place. If all the information cannot be collected forthwith a preliminary report should be furnished immediately to be followed by a complete report soon. [In case of death due to starvation, a U.D. case should be registered in the local police station and Post-mortem should be conducted. Findings in the post-mortem report should weigh in deciding the case of starvation.]<sup>2</sup>

(ii) After the receipt of the enquiry report, the Collector shall review the relief measures undertaken in the area and also if he deems proper, may visit the area himself or depute a senior officer to take stock of the situation and be satisfied about the adequacy of labour employment, food position and other relief arrangements. He should take further steps to alleviate distress in the area as far as possible. In case he considers necessary to further strengthen the relief measures, he shall furnish concrete proposals promptly with necessary justification through the Revenue Divisional Commissioner to the Board of Revenue / Special Relief Commissioner.

[(iii) Whenever scarcity has developed in any village or area, the Local R.I., Sarpanch, Gram Sevak visiting their areas should enquire if anybody is suffering from want of food and after identifying such individuals/ families, will submit a detailed report to B.D.O./ Tahasildar immediately suggesting preventive relief measures like L.I. works and also to provide relief. Tahasildars/ B.D.Os. will immediately bring such reports to the notice of the collector on verification.]<sup>3</sup>

1. Substituted for the words "a gazetted officer" vide Revenue Department Resolution No.14088/R dt.30.3.2005

2. Added vide Revenue Department Resolution No.14088/R dt.30.3.2005

3. Substituted vide Revenue Department Resolution No.14088/R dt.30.3.2005

#### **40. Verification of Press reports and issue of contradiction, if any**

Besides alleging starvation deaths, reports on large scale migration of population on account of lack of work, scarcity of drinking water, outbreak of epidemics etc. appear in the press very often. The Collector shall take steps to get such reports immediately verified by proper enquiry or otherwise and if found true should take immediate remedial action. Proper publicity relating to the relief measures undertaken should be given. If on the other hand, the report is found inaccurate, exaggerated or incorrect a contradiction stating, the correct facts may be issued by the Collectors immediately. Copies of such contradictions should be made available to the higher authorities.

#### **41. Rains policy and closure of relief operations**

Drought relief operations should ordinarily continue till the onset of next rainy season i.e. till the end of June. With the commencement of monsoon the agricultural operations should start with full swing and the unemployed agricultural labourers would get adequate employment. Otherwise there is likelihood of the agricultural operations being hampered. Hence the following procedure should be observed in the matter of closing down relief operations ;

(i) Normally no new relief or relief work should be taken up in June. The aim should be to complete all the incomplete works by May and June. Most of the relief works should therefore be closed down towards the last week of June.

(ii) Gratuitous relief and feeding programmes should not be closed down abruptly. A review should be made if the programmes should be slowed down in a gradual manner to minimise hardships. In case of continuance of any programme beyond the 30<sup>th</sup> June, specific orders of the Board of Revenue / Special Relief Commissioner shall be taken.

(iii) Other relief programmes like temporary supply of drinking water, etc. should ordinarily be closed from July. In case further continuance is necessary in any particular area, specific orders of the Board of Revenue / Special Relief Commissioner shall be obtained.

#### **42. Submission of Final Report**

Within one month of the closure of drought relief operations, the Collector shall furnish the final report on the drought situation in his district, the different relief measures undertaken to alleviate the distress of the people, together with the information in the format given in Appendix VII. On receipt of the report, the Revenue Divisional Commissioner shall scrutinize it, fill up the lacuna if any, remove such details as deemed unnecessary and furnish the report along with his views to the Board of Revenue / Special Relief Commissioner, shall compile the State report and send it to the Revenue Department with all necessary districtwise statistical data. Such report shall be comprehensive from all angles in order to minimise further references on the subject. The final report of the Board of Revenue / Special Relief Commissioner shall reach the Revenue Department complete in all respects before expiry of two months from the date of final closure of relief operations.

## CHAPTER - IV

### FLOODS

#### 43. General

Orissa lies between 17°31' – 20°31' North Latitude and 81°31' – 57°30' East Longitude covering an area of 59,018 Sq. miles. The Bay of Bengal runs the entire eastern boundary of the State. The land surface slopes from West to East. The State has four main seasons of which the most important is the rainy season which covers the period from the 15<sup>th</sup> June till 15<sup>th</sup> October. The South-West monsoon which commences by about the middle of June brings rainfall to extent of 75 to 90% of the State during this period as a result of 8 to 10 depressions in the Bay of Bengal. The average annual normal rainfall is 1,482.20 mm. and the maximum precipitation is during the months of June to September with nearly 1,137 mm of rainfall. The three major rivers are the Mahanadi, the Brahmani and the Baitarani. The other important rivers are Subarnarekha and Budhabalang in Balasore, Rushikulya in Ganjam, Banshadhara and Nagabali in Koraput. These rivers along with their larger number of branches and tributaries form the river systems of the State. Apart from other factors like silting of estuaries tidal effect, silting of drainage, channels etc., these natural channels can hardly hold the large volume of water which passes through them during the aforesaid period for which heavy and widespread inundation takes place. Thus floods have become endemic in the State and call for effective pre-flood measures, flood relief operations and post-flood arrangements.

#### 44. Flood Relief Measure

The following four stages of action shall be ensured in the districts susceptible to flood –

- (i) Pre-flood arrangement
- (ii) Action during the floods
- (iii) Post-flood arrangement and
- (iv) Closure of flood relief measures

#### 45. Pre-flood arrangements

This is the most important stage of action. The Collector shall himself look into these arrangements in the month of May itself. The following aspects need his attention.

- (i) Convening a Meeting of the District Level Committee on Natural Calamities;
- (ii) Functioning of the Control Rooms;
- (iii) Closure of past breaches in river and canal embankments and guarding of weak points.
- (iv) Rain-recording and submission of rainfall reports;
- (v) Communication of gauge-readings and preparation of maps and charts;
- (vi) Assigning charge of Flood Circles;
- (vii) Dissemination of weather reports and flood bulletins issued by the Meteorological Centre and Central Flood Forecasting Division at Bhubaneswar.
- (viii) Deployment of boats at strategic points;
- (ix) Use of power boats;
- (x) Installation of temporary Police Wireless Stations and temporary telephones in flood-prone areas.

- (xi) Arrangements for keeping telephone and telegraph lines in order;
- (xii) Storage of food in interior, vulnerable strategic and key areas;
- (xiii) Arrangements of dry food stuff and other necessities of life;
- (xiv) Arrangements for keeping drainage clear;
- (xv) Agricultural measures;
- (xvi) Health measures;
- (xvii) Veterinary measures;
- (xviii) Selection of flood shelters;
- (xix) Advance arrangements for army assistance;
- (xx) Training in flood relief work;
- (xxi) Organisation of relief parties;
- (xxii) Other precautionary measures; and
- (xxiii) Review of pre-flood arrangements.

#### **46. Meeting of the District Level Committee on Natural Calamities**

A meeting of the District Level Committee on Natural Calamities shall be convened in the month of May to review the precautionary measures taken or proposed to be taken against the possible floods, stocking of food stuff in advance in interior, vulnerable, strategic and key areas and review of other programmes of work in progress, if any.

#### **47. Control Room**

Functioning of Control Rooms should normally be regulated in accordance with paragraph 10.

#### **48. Closure of past breaches in river and canal embankments and guarding of weak points.**

All the flood control works are under the Water Resources Department. There were certain Test Relief embankments under the Revenue Department which have since been transferred to their control. That Department should take timely steps to keep all flood control works, including canals and Test Relief embankments considered essential for maintenance, under proper repairs. In spite of proper maintenance, certain weak points may develop on embankments and flood control works. These points should be located in advance by the Irrigation Officers and reported to the Collector so as to enable him to bring them to the notice of the District Level Committee on Natural Calamities in its meeting held in the month of May as well as to Government. Special notice shall be taken of these weak points which should be strengthened before the flood season. But still there may be necessity for provision of sand bags, talais, bamboos, etc., to protect these weak points as well as flood control works against the onslaught of high floods. The Water Resources Department shall not only take these required precautionary measures in time but also provide watch and ward staff to guard these weak points. If necessary police help as well as help of the local Gram Panchayats may be taken for this purpose. The local Executive Engineer, Irrigation shall contact the Collector and the Superintendent of Police for such assistance and shall keep the Collector informed of every development.

#### **49. Rain-Recording**

Rain recording and submission of rainfall reports shall be made in accordance with the rules in Appendix IV and orders of Government issued from time to time.

## **50. Gauge Readings and preparation of maps and charts**

(1) Gauge readings of different river systems and of the important reservoirs are communicated by the Irrigation Department to the concerned Collectors, Revenue Divisional Commissioners, Board of Revenue / Special Relief Commissioner and Revenue Department including the inflow and outflow of water from the important reservoirs.

The controlling Authority of Hirakud Reservoir (maximum level 630 ft.) regulates the flow of flood water in the Mahanadi system. In case the flow of water at the delta head (i.e. Naraj) is within 8 lakh cusecs, normal floods may occur in the rivers of the Mahanadi System. But if the flow exceeds this limit, the flood may be more intense.

Similarly the Central Flood forecasting Division at Bhubaneswar furnishes the gauge readings of some important rivers along with the forecast relating to rising the falling of rivers, crossing of danger levels and likelihood of high floods of some important points where they have got the necessary agencies.

Such gauge readings should be made and communicated as promptly as possible to the Control Room of the Revenue Department and to others for dissemination and for taking precautionary measures against high floods. For information and guidance of the field officers the existing danger levels in different rivers have been given in Appendix VIII.

(2) The Control Room of Revenue Department shall on receipt of the said messages communicate them to the concerned Departments of Government the Board of Revenue / Special Relief Commissioner, Revenue Divisional Commissioner and Collectors concerned for prompt action.

(3) The Water Resources Department shall depute an Engineer not below the rank of an Assistant Engineer to work in the Revenue Departments Control Room to collect and collate the above statistics and prepare maps and charts for the information of Government. He should also prepare monthly and annual rainfall graphs for use in the department.

(4) The statistical figures compiled and graphs prepared shall bound together in the form of a register and shall be preserved in the Control Room for future use.

## **51. Assisting Charge of Flood Circles**

(1) For facility of flood relief operations, the flood-prone areas shall be divided into flood circles. Ordinarily a Block should constitute a flood Circle. In case any Block area is found to be too large or unwieldy the Collector may divide it into two Circles. The Block Development Officer or Additional Block Development Officer, as the case may be, shall be kept in charge of each flood Circle. In case there is no Additional Block Development Officer the Collector shall depute an officer from the administrative cadre under his control with necessary Non-Gazetted staff to work as Flood Circle Officer. In case of urban areas the Executive Officer of the Municipality of Notified Area Council or any other Gazetted Officer considered suitable by the Collector may be appointed as Flood Circle Officer.

(2) The Collector shall furnish the list of flood Circles Officers to the Revenue Divisional Commissioner and the Board of Revenue / Special Relief Commissioner by the 1<sup>st</sup> week of June every year.

## **52. Dissemination of weather reports, flood bulletins, etc. received from the Meteorological Centre**

The Meteorological Centre of the Government of India at Bhubaneswar sends forecasts on depression in the Bay of Bengal, direction and velocity of wind, rising of waves and tidal bore heavy rainfall, etc. to the Collectors, Revenue Divisional Commissioners. The Board of Revenue / Special Relief Commissioner, Revenue Department and Water Resources Department.

The Control Room of the Revenue Department shall immediately on receipt of such messages communicates the substance of all important messages to the concerned Departments of Government, Board of Revenue / Special Relief Commissioner. The Revenue Divisional Commissioner and the Collectors concerned by the quickest means of communication available (by Wireless / FAX NIC-NET / Telegram and confirm over telephone) in order to obviate the chance of non-availability of the message at different levels.

Immediately on receipt of the message, the Collector shall communicate the message to the Superintendent of Police. The Executive Engineer, Water Resources, the Sub-Collectors, Tahasildars, Block Development Officer, flood Circle Officers and others who shall without loss of time disseminate the messages among the people and caution them so that they will be in readiness to shift to flood shelters or safe places in the event of any high floods.

Weather reports, flood bulletins, etc. are usually sent by the Meteorological Centre at Bhubaneswar direct to the All-India Radio for broadcast. Still the Control' Room of the Revenue Department shall confirm from the All-India Radio, Cuttack, that the message has been received by them for broadcast in case, the message has not been received, the Control Room shall immediately bring the fact to the notice of the Deputy Secretary in charge of the Control Room and communicate the message to the All India Radio / Doordarshan for broadcast. In case of important forecasts, the All-India Radio / Doordarshan shall be requested to broadcast the message frequently the Radio on the same day and on the following - day as may be necessary.

### **53. Deployment of boats**

(a) The Special Relief Commissioner maintains a fleet of powerboats. Besides a sizable number of country boats are kept at the disposal of the Collectors in flood prone districts.

(b) As soon as the rainy season is over, the Special Relief Commissioner shall take steps to get all the power boats examined by the Technical staff at its disposal with a view to finding out their worthiness for deployment. during the next flood season. The usual maintenance' work and their repairs should be attended to by the Technical staff of the Special Relief Commissioner in time. In case of major repairs, the usual procedure of preparing- realistic estimates, checking the same by superior officers, calling of tenders, selection of firms for undertaking repairs, placing of funds, getting the repairs done by a stipulated time etc. should be followed so as to get all such boats ready for service during the next flood by the 30th of June every year.

The Collector shall take similar action for the repairs of the country boats under his control.

(c) Having regard to the experience gained in previous floods, the Collectors of flood prone districts shall furnish by the end of May their requirement of power boats as well as country boats to the Board of Revenue / Special Relief Commissioner indicating the places where they should be stationed and the officer to whom they should be made over. The Board of Revenue / Special Relief Commissioner in consultation with the Revenue Divisional Commissioners may allot as many boats as possible to such districts keeping the overall position in view and as far as possible the power boats should reach their destinations by the 30th of June.

(d) In case the country boats are not adequate, the Board of Revenue / Special Relief Commissioner may authorize the Collectors to hire private boats for flood relief purposes as deemed necessary from the locality the hire by Board of Revenue / Special Relief Commissioner charges of the boats, may be paid as per structure issued the letter No. 973/ SR and 20/2/95 . ( Annexure 'V' )

### **54. Use of power boats**

- (i) The flood power boats are meant for use only in flood relief operations. All the boat crew shall be in position when a boat is drafted for service.
- (ii) During off season the Board of Revenue / Special Relief Commissioner is only competent to allow

the use of the boats otherwise for Government work. The Collector shall take specific permission of the Board of Revenue / Special Relief Commissioner for such use.

Flood power boats shall not be used for non-official purpose except for relief and rescue operations.'

### **55. Installation of temporary Police WT. Stations Telephones**

(a) All permanent Police WT. stations in the State are allowed for transmission of flood and cyclone messages. But certain interior areas, not connected with telecommunication system are required to be provided with temporary Police WT. Stations. Such stations do not ordinarily exceed twenty in number in a flood season. The Board of Revenue / Special Relief Commissioner in consultation with the Collectors shall furnish a list of such stations to the Revenue Department by the end of May for obtaining the sanction of Government in Home Department for installation of such stations. These stations should function till the end of November i.e., the end of the cyclone season, unless otherwise. decided by government.

(b) Similarly, most of the Subdivision, Tahasil and Block Offices in the flood prone areas have been provided with telephones. All the remaining such offices should be provided with permanent telephone connections. Temporary telephones when installed in' such areas. do not give satisfactory service. The Board of Revenue / Special Relief Commissioner shall report to the Revenue Department by the end of April every year if any Tahasil or Block Office in the flood prone areas is not connected with telephones.

### **56. Arrangements for keeping telephone and telegraph lines in order**

At the times of high floods or cyclones the telephone and telegraph lines are the first casualty. The Posts and Telegraphs Department should be requested by the Revenue Department before the flood season to make 'special... arrangements for quick restoration of such lines incase those are affected by floods or cyclones.

### **57. Storage of food in interior vulnerable Strategic and key areas**

(i) As several parts of the flood prone areas -become inaccessible, quick transport of food grains, i.e. rice and wheat and other essential commodities is not possible. A list of places where food stuff should be stocked along with quantity thereof shall be prepared by the Collector and steps shall be taken by him before the onset of the monsoon to stock such food stuff at such places for efficient working of the public distribution system. Care should be taken for the safety of the food stuff at such places. The Collector and the Superintendent of Police shall in mutual consultation make such arrangements.

(ii) Food grains (rice or wheat according to availability) has to be given as emergent or gratuitous relief in case of widespread inundation. Such food grains has to be drawn from the aforesaid depots according to necessity. This should be taken into account while assessing the requirement of food stuff to be stored at each depot or sub-depot.

(iii) A list of places where food stuff is stocked, the nature and quantity of such food stuff along with quantity stocked at such places during the previous two years should be made available by the Collector to the Revenue Divisional Commissioner, Board of Revenue / Special Relief Commissioner and the Revenue Department by the 30th June every year. The Revenue Divisional Commissioner and the Board of Revenue, Special Relief Commissioner may review the position and send guide lines to the Collectors for follow up action under intimation to the Revenue Department.

### **58. Arrangement for dry food stuff and other necessities of life**

Dry food like chuda, mudhi, guda, bread, etc. shall be, arranged for distribution among he marooned people in the event of high floods. This shall be done by the Collectors in consultation with chuda mills and stockists of mudhi, bread, etc. The stock may only be lifted if at all needed. The collectors of Cuttack, Puri, and Balasore, Sambalpur and Bargarh where most of the chuda mills have been installed, have **an** additional responsibility for supply of such food stuff to other districts on requisition from the Collectors of such districts.

Similarly tarpaulin, Kerosene oil, match boxes and other necessities of life should also be ensured for supply to the affected people. This prior arrangements may be completed before the onset of the monsoon.

## **59. Arrangements for keeping drainage clear for free flow of flood water**

(1) Under section 8 of the Orissa Irrigation Act, 1959 (Orissa Act 14 of 1959) the power to remove obstruction *on* drainage works rests with all Executive Engineers and Assistant Engineers in charge of 'irrigation works. The Water Resources Department may issue instructions to the concerned Executive Engineers and Assistant Engineers, to keep drainage works clear during the rainy season for free flow of flood water. Relevant extract from the Orissa Irrigation Act is given in Appendix-IX.

(2) Many drainage works have been checked due to silting, improper maintenance or non-maintenance. This has been responsible for long duration stagnation of flood water and for consequent damage to crops. The Water Resources Department may take up necessary schemes in a phased manner for clearance of all such drainage works and their subsequent maintenance and, the progress made in that direction may be reported to the Revenue Department and the Board of Revenue / Special Relief Commissioner by the end of June every year.

(3) A list of drainage works along with distance covered in each case, cost of maintenance etc. may be prepared by the Water Resources Department and supplied to the Board of Revenue Special Relief Commissioner and Revenue Department. On receipt of the same a district-wise register of drainage works may be prepared for handy use.

## **60. Selection of flood shelters**

In or about the flood prone areas, suitable buildings belonging to Government, Panchayat Samities, Gram Panchayats, Educational Institutions, Mahila Samitis, Recreation Centres or other Institutions of public nature may be selected for providing emergent shelter to the people on evacuation from the flood affected areas. In case no such buildings could be found, temporary structures with bullahs, bamboos, talais and tarpaulins should be raised on high mounds or embankments for such shelters. The Collectors of flood prone districts shall arrange for quick availability of bamboos, bullahs, ropes, talais, tarpaulins, etc. for construction of such shelters.

## **61. Advance arrangements for Army assistance**

(1) Army assistance may be sought for only when it is absolutely necessary. This assistance may be of the following types :

- (i) To assist in airdropping of food packets either cooked or dry in the marooned area;
- (ii) To assist in the rescue operation by supplying army boats, equipments and crew for manning the boats; and
- (iii) To supply helicopter or other types of planes for re-connaissance flights in the flood affected areas.

(2) The Revenue Department shall furnish a preliminary report to the Home Department in the early part of June for enabling that Department to inform the Army authorities about the nature of army assistance that may be required in the ensuing flood season. On receipt of the same, the Home Department shall inform the Army authorities including the Ministry of Defence about the likelihood of requisitioning army assistance.

(3) The Army authorities drawn up a scheme for rendering assistance to the different States in case of necessity. They depute some of their officers to carry out some pre-flood reconnaissance of the flood prone areas in order to facilitate quick deployment of army assistance and require the following facilities :

- (i) Provision of transport, accommodation and assistance of the civil authorities in undertaking pre-flood reconnaissance.
- (ii) A Liaison Officer to conduct the party to different flood prone areas to provide intelligence of local resources available for undertaking relief operation etc.

The Board of Revenue / Special Relief Commissioner shall take steps to provide the above facilities as and when required.

(4) The Board of Revenue / Special Relief Commissioner shall undertake preliminary action for procurement of suitable size of gunny bags from Chief Engineers (R. & B.), Chief Engineers ( Water Resources) Chief Engineer (Rural Works ), failing which, those should be procured from the open market

He will also make arrangements for preparing food packets in Cuttack, Bhubaneswar or Chowdwar whichever is convenient for the purpose of airdropping. He will also make arrangements for transportation of food packets from the packing centres to the Air port/Helipads.

Board of Revenue / Special Relief Commissioner should also ensure that for the purpose of air dropping of food packets etc. arrangements are made and articles are purchased much in advance of the operation strictly in accordance with the guidelines as contained in Appendix IX - A.

(5) In case of undertaking rescue operation by army boats the Board of Revenue / Special Relief Commissioner may draw up a tentative programme of the areas where the flood boats of the Board of Revenue / Special Relief Commissioner may likely to be inadequate and assess the requirement of such boats so that prior intimation of such requirement can be given to the army authorities. Subsequent action as per paragraph 69 may afterwards be taken.

## **62. Training in flood relief work**

In the past the Homeguards had been trained in flood relief work. As the floods occur almost every year, not only the Homeguards but also the class III and Class IV Government employees particularly working under the district administration should be trained in flood relief work so as to utilise their services, if required, 'at the time of necessity. The Board of Revenue / Special Relief Commissioner in consultation with the police authorities and Gopabandhu Academy of Administration & Training may undertake a programme of training for this purpose.

## **63. Organisation of relief parties**

The Sub-collector shall organise relief parties in consultation with the Flood Zone Officers. A young and energetic officer having sound experience in flood relief work may be appointed as leader of each team. The members of the team should be conversant with swimming. A power boat or country boat should be earmarked to each party considering the area of operation. The assistance of Home-guards trained in flood relief work may be enlisted. Sufficient dry food and other relief goods should be carried for distribution among the marooned people, if required.

## **64. Other precautionary measures**

(i) Health, Agricultural and Veterinary measures which have been indicated in specific chapters of this code should be undertaken in due time. Immediately after the flood, there may be necessity for disposal of dead bodies and carcasses. Precautionary measures may be taken in advance so that no difficulty may be experienced in such disposal.

(ii) The Collector shall prepare maps of the district showing river systems, different flood circles, places where power boats are stationed, places where food stuff are stocked, flood shelters, telephone and wireless stations. A copy of the map shall be kept in the Control Room of the Collectorate for inspection and reference and copies thereof made available to the Revenue Divisional Commissioners, Board of Revenue / Special Relief Commissioner and the Revenue Department.

The flood affected areas if any may be shown in the map later.

(iii) The Collector should issue standing orders as to how situations caused by natural calamities in his district should be dealt with; how weather warnings received in the District Office Control Room are to be circulated forthwith after receipt; how prompt action is to be taken at every stage of work; and how matters of urgency and importance are transmitted to the Revenue Divisional Commissioner, Board of Revenue / Special Relief Commissioner and the Revenue Department, without any loss of time, by the quickest means of communication available.

(iv) Assistance *from* Police and Fire Brigade personnel may be needed *for* maintaining law and order in relief camps, guarding relief stock and weak points in embankments, in rescue operations and in such other important matters as , deemed necessary. The Collector shall decide such matters in consultation with the Superintendent of Police and the Executive, Engineer, Concerned.

(v) The Collector shall see that the Flood Circle Officer has adequate capable non-gazetted field staff

for implementation of the instructions issued from above and for submission of information and reports at the quickest possible time after implementation, as otherwise the field operations may suffer.

(vi) He shall also take such other precautionary measures not covered under. Paragraph 45 and in other chapters of this code and report forthwith such necessary measures taken to the higher authorities.

## **65. Review of pre-flood arrangements**

A review of the pre-flood arrangements shall be undertaken by the collectors in respect of the Subdivisions and by the Revenue Divisional commissioners in respect of the districts, by the end of June in order to both gazetted and non-gazetted officers are in position in their respective places of duty to meet any emergent situation that may arise. If at the time of review any shortcoming is noticed, it should be remedied then and there by the reviewing authority, which should also find place in the review report to reach the Board of Revenue / Special Relief Commissioner and the Revenue Department precisely by the 5th of July.

## **66. Action during and immediately after flood**

On the first information of a high flood above danger level the following arrangements shall immediately be made by the concerned collector and Sub-Collector.

- (i) Relief parties *for* relief and rescue operations may be sent out
- (ii) Emergent relief and shelter to the people in distress may be provided
- (iii) In *case* efforts of the civil authorities are considered inadequate, army assistance may be requisitioned.
- (iv) Relief measures by non-official and voluntary organisations may be listed as far as possible.
- (v) Daily situation reports may, be furnished to the Revenue Divisional Commissioner, the Board of Revenue / Special Relief Commissioner and the Revenue Department till dangers are over or till discontinued by the Special Relief Commissioner.

## **67. Rescue Operation**

(1) In case of high floods low lying villages maybe inundated. Breaches may also occur in the flood protection embankments and canals. It shall be the responsibility of the Sub-Collector to see that relief parties are sent out forthwith to the affected areas and the people in such areas, if they are found still there may be persuaded to take shelter at safer places. They may be provided with transport facilities, at Government cost if necessary to move to the flood shelters.

(2) The rescue operations may not ordinarily continue for more than 72 hours. In case the duration exceeds this limit the matter should be reported to the higher authorities including the Revenue Department.

(3) In case it is noticed that rescue parties already sent and the additional stand by staff available are inadequate to rescue all the marooned people within a reasonable time, army assistance will have to be sought for. The Board of Revenue / Special Relief Commissioner shall make a quick review of the situation and send a report to Government forthwith detailing the nature of services to be requisitioned from the Army.

## **68. Grant of Emergent Relief**

- (a) No Gratuitous relief on cards as envisaged in Chapter VIII shall be sanctioned after even a high flood. But ad hoc gratuitous relief as prescribed therein may be sanctioned sparingly in deserving cases at the discretion of the Collector in order to obviate distress.
- (b) Emergent relief in kind maybe sanctioned to the distressed people at the time of a natural calamity irrespective of. consideration of status, caste, or creed as provided in paragraph 165. The details of distribution of emergent relief shall be consolidated and maybe attached to the final damage report in statement No. of Appendix 'X'.
- (c) *Ad hoc* gratuitous relief maybe given in case the people, are deprived of cooking their food due to inundation and if they are marooned.

## 69. Requisition of Army Assistance

On receipt of the report of the Board of Revenue / Special Relief Commissioner as required in paragraph 67(3) the Revenue Department shall examine the issue and send a formal note to the Home Department, detailing the assistance to be requisitioned from the Army. Simultaneously the following arrangements, which are illustrative may be made by the Board of Revenue / Special Relief Commissioner for utilisation of (a) Army assistance:-

- (a) *Reception*- A senior officer of the Board of Revenue / Special Relief Commissioner shall be detailed to receive the Army Officers at Bhubaneswar Air Port. At other places, the Collector of the district shall arrange such reception.
- (b) *Transport*- Transport for the movement of army personnel as well as equipment shall be arranged at Government cost in case such transport facilities are needed.
- (c) *Supply of POL*- The Collector shall arrange for supply of POL and other articles, required for relief and rescue operations by the Army, at the points of operation. The usual accounting procedures may be followed to keep the accounts clear. .
- (d) *Supply of Labour*- Unskilled labour for loading and unloading equipment at railway station, aerodrome or at destination points shall similarly be provided at Government cost.
- (e) *Accommodation* - ordinarily the army personnel are treated as State Guests and they are provided with food, transport and accommodation at Government cost. Standing orders of Government on the subject may be issued to all concerned for their guidance.
- (f) *Supply of basic necessities*- The Collectors of the district in which the relief operation is undertaken by the Army shall arrange the bare necessities like sugar, tea etc., for the Army personnel according to their requirement.
- (g) *Police arrangements* - The Director - General of Police shall arrange Police parties for protection of unarmed army personnel employed in relief operations as may be required by the Board of Revenue / Special Relief Commissioner. The traffic police may guide the task forces to their destination.
- (h) *Law and order* - In case any situation arises purporting to law and order problem it shall at once be tackled by the Collector, Sub-Collector and the Superintendent of Police.
- (i) *Co- ordination*- The Board of Revenue / Special Relief Commissioner shall see that the resources available with the State Government are properly co-ordinated with those of the Army and relief and rescue operations are started forthwith.
- (j) *Liaison* - The Board of Revenue / Special Relief Commissioner shall depute an officer of the Board who shall keep liaison with the Army personnel's.

## 70. Relief by Non-Official Organisations

The procedure laid down in Chapter IX will regulate relief organized by non-official and voluntary organizations.

## 71. Submission of daily situation reports

(1) The Flood Zone Officer shall from the date of occurrence of the flood, furnish daily situation reports to the Sub - Collector and the Collector till after three days of the abatement of flood on the following items as far as possible. In case there is no information worth reporting a nil report shall be sent.

- (i) Date of occurrence of flood;
- (ii) No. of villages, names of G.Ps., Blocks and population affected;
- (iii) Details of breaches in canals, roads and embankments;
- (iv) Daily rainfall figures;
- (iv) Communication, i.e., roads, bridges, culverts, telephone, telegraph lines, disrupted;
- (v) No. of private houses, institutions fully collapsed and partly collapsed;
- (vi) Standing crop, if any, affected acreage may be noted; (viii) Area sand cast & water logged, if available;
- (vii) Human lives, cattle lives and lives of other domestic animals and birds lost;
- (x) No. of public utilities affected;
- (xi) Emergent relief, if any, given - No. of beneficiaries, quantity and cost;
- (xii) Relief given by private individuals and non-official organisation; name of organisation and quantity of relief given, duration and approximate cost thereof;

- (xiii) Health & Veterinary measures taken, if any;
- (xiv) Any other information worth mentioning; and
- (xv) Date of abatement of flood

(2) The Sub- Collector shall similarly furnish a daily report to the Collector who in his turn, shall furnish the district report to the Revenue Divisional Commissioner, Board of Revenue / Special Relief Commissioner and the Revenue Department every day as specified above. The Board of Revenue / Special Relief Commissioner shall furnish the consolidated daily report to Government everyday so long as necessary.

(3) In case another high flood intervenes before the abatement of the first phase of flood, the fact should be noted and the daily situation report shall continue to be sent till after three days of the abatement of the last phase of flood.

## **72. Post flood measures**

When the floods have subsided there will be immediate need for disposal of dead bodies; assessment of crop loss and other damages caused by flood; payment of house building and other grants and loans to the affected people to enable them to effect repairs and restoration to their houses and return to their normal avocations; undertaking preventive and curative measures against health hazards; a programme of restoration of Crop damages by adopting a cropping pattern for alternate kharif crop, if any, and a rabi programme; providing employment-oriented labour intensive works in a sizeable scale to provide employment to the surplus labour.

It has to be examined if a special feeding programme for supplementing nutrition for the benefit of school-going non- school-going children and expectant' and nursing mothers is necessary.

As the low lying areas are subject to inundation almost every year the question of providing house sites are elevated points and rehabilitation of the economically backward groups becomes a serious problem which have to be given attention. The statistical data collected at the Block level should be carefully checked by the supervisory officers before they are furnished to the higher authorities.

## **73. Disposal of dead bodies**

In case of high floods, generally there is loss of human lives, cattle and other lives. These dead bodies thrown or floating here and there should be disposed of immediately in order to avoid health hazards.

Dead bodies of human beings found in flood affected areas shall ordinarily be made over to their relatives and friends, if available, for cremation or burial, as the case may be, according to their customary rites. When there are no claimants for dead bodies, those (dead bodies) should be cremated or buried at the cost of Government, i.e., Health & Family Welfare Department.

Similarly carcasses. of cattle and other animals shall be buried by Fisheries & Animal Resources Department.

The Collector shall see that all the dead bodies are disposed of forthwith any difficulty faced by him shall be brought to the notice of the Revenue Divisional Commissioner, Board of Revenue / Special Relief Commissioner, and the Revenue Department.

## **74. Assessment of crop damage and agricultural measures**

(1) For speedy assessment of crop damage and for undertaking agricultural measures the Agriculture Department may issue directives for the guidance of field officers under them. To supplement their instructions, provisions of Chapter XII may also be kept in view. The Range Deputy Director of Agriculture may undertake an immediate survey to ascertain the following statistics :- .

- (i) Acreage under crops and acreage damage
- (ii) Approximate loss in rice, wheat, ragi, maize etc. in metric tonnes and value thereof
- (iii) Cropping pattern both for alternate kharif and rabi programmes to be adopted and acreage in each case.

- (iii) Requirement of seeds, seedlings, fertilisers, pesticides, ground and aerial spraying arrangements in case of pest attack and pest epidemic.
- (iv) Availability of seeds, seedling, etc. and procurement or purchases needed.
- (v) Funds needed, funds available and net additional requirement of funds
- (vi) Cropped area sand cast, depth of sand, area from which sand can be removed and cost thereof; area waterlogged and possibility of reclamation and introducing any alternate crop, orchard, etc.

(2) The Deputy Director of Agriculture shall furnish his assessment report to the Director of Agriculture & Food Production, Orissa by one week after the abatement of flood with a copy to the Collector. He shall also supply the data as in Statement No.4 of Appendix X to the Collector.

## **75. Assessment of flood damage to be made by other Departments of Government**

Private properties and properties of Government under different Departments are also damaged by high floods. The Collector shall undertake assessment of damage to private properties, properties of Revenue and Excise Department and those of other Departments of Government having no District level Officers. In case of Departments of Government having their own field officers, they should get the assessment done quickly by such officers. This assessment shall be done as speedily as possible soon after the abatement of flood in the prescribed formats in Appendix X.

## **76. Submission of preliminary flood damage report.**

(1) The Collector as well as the district level officers under each Department of Government shall immediately after assessment of flood damage forward a copy of their report to their immediate Head of Department. The district level officers may also supply reports to the Collector:

(2) The Heads of Departments after necessary scrutiny shall forward their reports to their respective Departments of Government with copy to the Board of Revenue / Special Relief Commissioner, not later than two weeks from the date of abatement of flood.

(3) The Special Relief Commissioner, shall compile the State report and shall furnish the consolidated preliminary report to the Revenue Department within a week of the receipt of the reports from the Heads of Department.

(4) The preliminary flood damage report should be prepared as accurately as possible, as the relief measures, if any, are to be based on the merit and statistical data of that report.

## **77. Submission of final flood damage report.**

(1) The concerned Heads of Departments as well as the Collector shall take immediate steps to compile the final report on flood damage in the formats prescribed in Appendix - X soon after submission of the preliminary report.

Accidental errors, clerical mistakes, shortcomings, if any, noticed should be rectified in the final report. The final report shall be made available to the Board of Revenue / Special Relief Commissioner as soon as possible and not later than one month from the date of abatement of flood.

(2) On receipt of the reports from the different sources, the Board of Revenue / Special Relief Commissioner shall forthwith compile the State report and furnish requisite number of copies to the Revenue Department.

(3) The Board of Revenue / Special Relief Commissioner may require the Deputy Director Map Publication for preparation of a flood map on the data to be furnished by it approximately in the scale of 1" to 16 miles and attach the same to the final report. The Board of Revenue / Special Relief Commissioner may also take steps for printing of additional copies of the map for supplying to the Government of India and others.

## **78. Submission of report to the Government of India.**

On receipt of the reports on flood damage from the Board of Revenue / Special Relief Commissioner and the different Departments of Government, reports shall be submitted to the Government of India, Ministry of Agriculture, Department of Agriculture & (Relief) and other concerned Ministries.

## 79. Preparation of a list of flood affected areas.

In order to provide relief to their employees, Managements and Institutions require a list of flood affected areas. As soon as the final report on flood damage is ready the Board of Revenue / Special Relief Commissioner shall furnish a list of such areas Gram Panchayat wise indicating the Block and district in Statement No.6 of Appendix-X for distribution among the Institutions and Managements requiring them and for such uses as deemed proper.

## 80. Relief measures.

The nature of relief measures to be undertaken in case of a natural calamity has been provided in paragraph 7. Besides the provisions in this Chapter, special chapters detailing the procedures to be adopted have been provided wherever necessary. Such measures which are considered absolutely essential may be undertaken forthwith by the Collectors under intimation to the higher authorities. The other measures may be taken up after receipt of allotment of funds from the Board of Revenue / Special Relief Commissioner.

## 81. House Building Grant.

(1) On receipt of the preliminary flood damage report from the Collector, the Board of Revenue / Special Relief Commissioner shall take steps for allotment of funds for payment of house building grant to the eligible persons. The scale of house building grant to be sanctioned in respect of houses of people damaged due to flood, cyclone or heavy rainfall for repair or reconstruction of their houses is as follows:-<sup>1</sup>

(i)	For completely washed away houses per family (maximum aid)	Rs.3500
(ii)	For completely collapsed houses per family (maximum aid)	Rs.2000
(ii)	For partially collapsed houses per family (maximum aid).	Rs.1000

Explanation :

- (i) Houses which have been completely washed away from their original sites leaving behind no building materials shall be treated as "completely washed away"
- (ii) A house may be treated as fully collapsed if all the four walls and the roof have collapsed.<sup>2</sup>
- (iii) A partially collapsed house is one in which one or more walls might have collapsed but the roof may still be standing on pillars or some of, the walls with or without damage to the roof. During cyclone it is possible that only the roof is completely blown off leaving all or some of the pillars in tact, in such a case the house will be treated as partially collapsed.

(1) Amended vide Gov/. Revenue & Excise Deptt. Resolution No. 52854/R dated 24.11.95.

(2) Substituted vide Govt. in R/E Deptt. L No. 74816/R dated 12.11.1980.

(2) The Collector shall ensure a careful assessment of the completely washed away 'completely collapsed' and 'partially collapsed' houses and ensure preparation of such lists in respect of every village. The list shall be approved by the Collector.

(3) House building grant may be sanctioned by the Collector and the Sub-Collector. Any other gazetted officer serving under the Revenue administration may sanction and distribute such grants if he is specially authorised by the Collector in this behalf. At the time of necessity, the Revenue Divisional Commissioner as well as the Board of Revenue /Special Relief Commissioner shall be competent to authorise any gazetted officer to sanction and disburse house building grants.

(4) In the matter of payment of house building grant priority should be given to scheduled castes and scheduled tribes, landless labourers, marginal farmers and small farmers in this order.

(5) House building grant shall not be denied to encroacher on Government land whose houses have

sustained damage in accordance with the scale of assistance prescribed in Subparagraph (1) but as far as possible they may be asked to shift to unobjectionable sites, if such sites are available.

## **82. Procedure of payment of House Building Grant.**

(1) The person whose house is reported to have been damaged by flood will submit an application in the form prescribed in Appendix XI The fact has to be verified by the sanctioning authority before sanctioning the grant according to the scale of eligibility.

(2) A register of House Building Grants shall be maintained in the form as in Appendix XI - A .

## **83. House Building Loan.**

(1). House Building loans may be sanctioned for reconstruction of houses to those persons whose houses have been completely washed away, or completely collapsed or partially collapsed as indicated in paragraph 81 subject to the condition that such persons do not avail of the grant. In no case the same person will be eligible to both grant and loan.

(2) House building loan may be limited to Rs. 500/- if sanctioned under the provisions of the Agriculturists Loans Act, 1884. The amount to be given according to the circumstances in each case should be determined by the officer having the power to sanction the loan after causing necessary enquiry himself or through a Revenue Officer not below the rank of a Revenue Inspector. The loan may be paid in one instalment and it may be recoverable in easy annual instalments not exceeding ten, besides interest.

(3) Families of Government servants who avail of the facility of interest free advance for house building shall not be entitled to any further loan or grant

(4) Persons who are desirous of taking loans higher than Rs. 3500 may avail of the loans under "Low Income Group Housing Scheme" or "Village Housing Scheme", For regulation of sanction of such loans the LE.H. Department have issued necessary instructions for the guidance of the Collectors and sanctioning authorities. A person availing of this loan shall not be eligible for house building grant under paragraph 81 or loan under the Agriculturist' Loans Act 1884 under Sub - Paragraph (2) above.

## **84. Sanction of House Building Grant to Registered Private Institutions**

(1) Private institutions required under the Societies Registration Act which are neither owned nor managed by Government but are serving religious, educational, social, cultural and charitable purposes, if adversely affected by flood or cyclone may be given a grant to a maximum of Rs. 1,000 for repair or reconstruction. In special cases, the Board of Revenue / Special Relief Commissioner may sanction upto 5,000.

(2) A register showing the names of such institutions, their location, registration number and amount of grant sanctioned and the date of sanction shall be maintained by the sanctioning authority.

## **85. Repairs to other Private Institutions**

(1) Ordinarily other private institutions shall not be given any assistance from the Relief Budget.

(2) The field officers of the concerned Departments of Government who look after such institutions may move their Department for sanction of funds for effecting repairs to such institutions.

But if funds cannot be so provided and if the Department considers that assistance is absolutely necessary, they may move the Revenue Department through the Board of Revenue / Special Relief Commissioner for consideration if any grant can be provided from the Relief Budget.

## **86. Restoration Programme**

(1) The restoration programme may involve two stages of work. In the first stage some repairs are immediately necessary to avoid further deterioration or making the works worthy for immediate use.

Restoration of communication, power supply, hospital facilities. Water and sanitary arrangements are some of the programmes, which may come under this category. The concerned Departments of Government may lay down priorities in the restoration programme having regard to the necessity and availability of funds.

In the second stage of work the projects are to be restored to the pre-flood conditions. For such programme complete estimates of requirement of funds should be framed and provided for in the budget for immediate implementation. In case adequate funds are not available, the details should be made available to the Revenue Department who should take up the matter with the Planning and Co-ordination Department and the Government of India, if necessary, for advance plan assistance.

(2) The Collectors should be vigilant about the different restoration works and any difficulty or bottleneck noticed should be brought to the notice of the concerned Heads of Departments, Revenue Divisional Commissioner, Board of Revenue / Special Relief Commissioner and the Revenue Department.

### **87. Labour - employment programme in the Rainy season**

The normal Plan and non-Plan schemes under execution in the rainy season will provide considerable employment to the able bodied persons. Secondly when the floods subside, plenty of work will be available under the restoration programme. Thirdly considerable labour force will be absorbed in the agricultural sector in the retransplantation work, alternate kharif and rabi programmes. Notwithstanding all these provisions, if there will still be any further need of funds for providing employment in certain areas, then allotment may be given out of the Calamity Relief Fund available with the Revenue Department for such purpose. The procedure laid down for Relief works in Chapter VII should be followed in such cases.

### **88. Allotment of elevated house sites.**

(1) Low lying villages which are washed away or when most of the houses collapse, new village sites may be provided for on raised grounds or elevated places which should be above the high flood level.

Where the only elevated place available for such purpose is gochar or other communal land, this may be used for the new village site; but the Collector will take steps to provide an equal area in exchange of gochar or other communal land thus diverted. In case land acquisition or dereservation proceeding is necessary, this may have to be resorted to..

(2) There should be no compulsion for the villagers to shift to the new sites. Even if they shift to the new sites they may, not be required to surrender their old sites as they may have got their agricultural lands in the neighbourhood of the old village sites and may have to utilise them as farm houses for purposes of cultivating their lands.

(3) In case of necessity, the Collector shall in consultation with the Chief conservator of Forests mark the forest land for the purpose of village site and furnish the details of such lands with area, plot number etc. to the Revenue Department through the usual channel' for issuing' necessary order regarding the new, village sites, in forest areas for Settlement of flood affected people.

(4) No salami will be charged for settlement of gochar, anabadi or forest land for such village sites; but rent in vogue at village rates may be payable for , the. house sites under the normal rules.

### **89. Housing and Rehabilitation**

(1) House damages in the wake of high floods in the rural areas present a serious problem. As these houses are generally mud-built with thatched roof, the worst sufferers are the economically backward people who normally reside in low lying areas of these villages Rehabilitation Schemes are undertaken to provide housing to as many people as possible after a devastating flood. Such houses are either to be located on the land allotted in pursuance of paragraph 88 or on the original site by elevating it above high flood level.

(2) The Tahasildar and the Block Development Officer may visit the sites suitable for housing purposes in a village during normal times and if the people living in low lying areas are willing to shift to new sites proposed to be give under Paragraph - 88 obtain their willingness in writing and furnish such lists to the Sub-Collector and the Collector. A register for this purpose may be maintained for future use in office of all concerned Revenue Officers.

(3) The houses shall be built according to the, requirement of beneficiaries and their pattern of living subject to financial limitation . The people must involve themselves in the housing programme.

## **90. Closure of flood relief operations**

The flood relief operations may continue till the winter harvest of the staple crop i.e. upto the end of December. Restoration measures are ordinarily closed by the 31<sup>st</sup> March next unless extended by Government upto June. Hence, all flood relief operations may normally close by the end of March next unless otherwise directed by Government.

## **91. Long term measures against floods**

(1) Long term measures against floods are necessary. After the devastating flood and cyclone in October, 1971. Mr.H.A. Ferguson, a Dutch expert visited this State from the 15<sup>th</sup> to 21<sup>st</sup> February, 1972 on invitation of the State Government. In his report he emphasised the preparation of a master plan for the entire delta area for efficient protection against floods and cyclones to be realised in phases. The main features of this plan have been summed up according to their urgency and interdependence as follows

- (a) Construction of village mounds and shelter houses;
- (b) Construction of sea-defence belt and raising of shelter belt plantation etc.
- (c) Completion of the system of dams in rivers;
- (d) Simplification of net work of river branches;
- (e) Raising of embankments;
- (f) Dredging of the river and canal beds.

In addition to those, other works like road, building, afforestation, problem of shipping, fishery etc. are also to be taken care of.

(2) Taming of the river systems has been accepted as the most important item of work. After the Hirakud Dam project in the Mahanadi, the Rengali Dam Project in river Brahmani is already under execution. Similarly after the Salandi Project, the execution of the Bhimkund Dam Project in the river Baitarani is under consideration of Government. Flood in river Subarnarekha will be controlled by construction of the dam in its upper reaches which is under consideration of Government of India.

(3) The Water Resources Department, the Agriculture and Forest Departments are in the active line for the construction of the sea-defence belt, and for taking measures like raising of embankments, optimum utilisation of surplus water in the rivers and similar other flood control and afforestation works. The endeavour is to make the flood-prone areas a flood free zone.

## CHAPTER - V

### CYCLONE AND TIDAL DISASTER

#### 92. General

Cyclones generally occur in Orissa before and after the rains. October is the most crucial month for the Orissa coast. The other months in which storms affect Orissa coast with lesser frequencies are May, September and November. Cyclones ordinarily bring in their trail heavy rains causing severe floods, tidal disasters and saline inundation. Disasters of this kind cause heavy mortality, untold suffering and damage to private and public properties.

In recent years cyclones hit the State in 1967,1968, 1971, 1972 and 1973. All except the cyclone of 1972, occurred in the month of October and the cyclone of 1972 in the month of September. By far the cyclone of 1971 was the most severe, its intensity being 1,000K.M. wide It took a death toll of about 10,000 human lives and 50,000 cattle and affected a total area of about 6 lakh acres with a population of 59 lakhs.

In view of such excessive damage to life and property, the Government of India, Ministry of Irrigation and Power, vide their Memorandum No. F. C. 6 (12)/ 71 dated the 15th November, 1971, appointed a Committee to examine various measures to mitigate human suffering and to reduce the loss of life and property in the event of recurrence of such cyclones in future. The committee was headed by Dr. P. K. Kotesvaram, Director General of Observatories, India Meteorological Department. A brief summary of the recommendations of the committee is given in appendix XII.

#### 93. Cyclone prone areas

Although no definite area in the State could be declared as 'cyclone prone area', still the cyclones ordinarily hit the districts in the coastal belt and those adjoining them. The coastal districts may safely be taken as cyclone prone areas.

#### 94. Measures against cyclones

The measures that may be taken against cyclones may be of (i) preventive and (ii) protective nature.

#### 95. Prevention of cyclones

The Cyclone Distress Mitigation Committee felt that it was difficult to prevent cyclones. The 'Storm Curing Project' launched by U. S. A. at a heavy cost of five million dollar enabled reduction of wind pressure but only for a very short period i.e. half an hour after which it again picked up. That apart, such operations involve heavy cost beyond normal means. Hence the Committee recommended for protective measures as the only alternative.

#### 96. Protective measures

Protective measures which are intended to mitigate the damage and suffering due to the onslaught of cyclones depend on the action to be taken before and after the cyclonic storm. The following may be the stages of work:

- (a) Pre-cyclone measures;
- (b) Post-cyclone distress mitigation measures; and
- (c) Community preparedness programme

#### 97. Pre-cyclone measures

Eternal vigilance is the sin qua non. As in the case of apprehension of high floods, elaborate pre-flood arrangements have been prescribed in Chapter-IV, similar pre-cyclone measures shall be taken in advance by the Collectors in anticipation of the occurrence of cyclones or storms, with or without tidal disasters and high floods, both during the pre-monsoon and post-monsoon periods. Most important of these measures are as follows.

## **98. Detection and tracking of storms**

The Meteorological Department have taken measures for detection and tracking; of cyclones sufficiently before their impact is felt in the coastal main land. The Meteorological Center at Bhubaneswar also communicates not only the forecasts and warnings of cyclones but also of whirl winds, gales, storms, heavy rainfalls etc. generally sufficiently before their occurrence to the concerned authorities, the Press, the All India Radio and Doordarshan as shown in Appendix XIII for giving wide publicity and warning to the people against the impending calamity.

## **99. Dissemination of cyclone warning**

(1) The Meteorological Department issues weather bulletins as a routine *for* Merchant ships twice daily which are broadcast by the Coastal Radio Stations at Calcutta and Madras. It maintains a port warning service by which the Port Officers are warned by high priority telegrams. It issues warnings to officers of the Fisheries Department in the districts of Cuttack, Puri, and Balasore to fishermen and fishing vessels-against approaching storms of cyclones.

### **(1) VISUAL STORM WARNING SIGNALS**

#### **(I) DISTANT CAUTIONARY**

There is a region of squally weather in which a storm may be forming.

#### **(II) DISTANT WARNING**

A storm has formed

#### **(III) LOCAL CAUTIONARY**

The port is threatened by squally weather

#### **(IV) LOCAL WARNING**

The port is threatened by a storm, but it does not appear that the danger is as yet sufficiently great to justify extreme measures of precaution.

#### **(V) DANGER**

The port will experience weather from a storm of slight or moderate intensity that is expected to cross the coast to the south of the port (or to the east in the case of Veraval the Hooghly Ports and Port Blair).

#### **(VI) Danger**

The port will experience severe weather from a storm of slight or moderate intensity that is expected to cross the coast to the north of the port (or to the west in the case of the Hooghly Ports and Port Blair).

#### **(VII) Danger**

The port will experience severe weather from a storm of slight or moderate intensity that is expected to cross the coast over or near to the Port.

Note - This signal is also hoisted when a storm is expected to skirt the coast without (actually) crossing it.

#### **(VIII) Great Danger**

The port will experience severe weather from a storm of great intensity that is expected to cross the coast to the south of the port (or to the east in the case of Veraval the Hooghly ports and Port Blair).

### **(IX) Great Danger**

The Port will experience severe weather from a storm of great intensity that is expected to, cross the coast to the north of the Port (or to the west in the case of Hooghly Ports and Port Blair).

### **(X) Great Danger**

The port will experience severe weather from a storm of great intensity that is expected to cross over or near to the port.

Note - This signal is also hoisted whether severe storm is expected to skirt the coast without (actually) crossing it.

### **(XI) Failure of Communications.**

Communications with the Meteorological Warning Centre have, broken down and the Local officer considers that there is danger of bad weather.

(2) A system of two stage warnings has been introduced by the Meteorological Department by which Collectors of coastal districts are given warning of depressions and cyclonic storms. The first warning is generally issued 48 hours before the commencement of bad weather and the second about 24 hours.

(3) When a depression and a cyclone is expected to affect a certain area on the east coast, the public in the area are warned through the regional All India Radio Stations and Doordarshan which are requested to broadcast and telecast special storm bulletins at frequent intervals. These special Weather bulletins are also supplied to the Press for publication in the daily news papers.

(4) Rapid dissemination of cyclone warning is a basic need of the cyclone distress mitigation scheme. As the telegraphic and other landline communications are invariably the first victim during stormy weather, radio and television are the only dependable medium of speedy dissemination. The police wireless grid is another medium for dissemination. In addition to the permanent police wireless station, temporary police wireless Stations are installed in the vulnerable areas for the purpose.

(5) For the safety of road transport services and bus depots, the transport organisations should be kept apprised of the cyclone warnings by the district authorities. They should be instructed not to ply regular transport services to and from the threatened area except when their services are specially requisitioned by the district authorities for evacuation and other emergency operations. Buses and other transport vans (other than those the services of which are required for evacuation purposes) which happen to be in the area likely to be directly hit by the cyclones, should be asked to move out of the danger zone quickly. Generally transportation should be prohibited on sections of roads and bridges which run the imminent danger of inundation due to flood water or are direct targets of the cyclone winds.

(6) The Control Room of the Revenue Department which functions round the clock throughout the year also communicates such warnings, Soon after their receipt, to the subordinate offices by the quickest means of communication. (For the working of Control Room see Paragraph 10)

(7) The Collectors are required to see that dissemination of cyclone warnings to the public is made through the Sub-Collectors, Tahasildars, Block Development Officers, Public Relation Officers, Chairman of Panchayat Samities, Sarpanches and other Government and non-Government agencies in time. As far as possible, the local officers may warn the people through beat of drums or sirens or any other technically sophisticated warning system.

(8) Simultaneously the people should be advised to shift to safer places or to the cyclone shelters already notified by the Collector in, advance.

## **100. Cyclone shelters**

(1) Every year the Collector shall undertake a survey of the coastal areas vulnerable to storms, cyclones and tidal inundations prior to the cyclone season and select suitable buildings for purposes of emergency shelter. In choosing these building in tidal inundation areas, special care should be taken to **select** strong building in elevated places which can withstand both tides and high winds. Ordinarily community buildings, temples, mosques, churches, school buildings, storm shelters and such other strong built buildings

of public nature in the vulnerable areas may be selected as cyclone shelters. This selection may be made by the Collector himself or by his subordinate officers and in the latter case the list is to be duly approved by him.

(2) The Collector shall then prepare a map indicating the location of the emergency shelters and safe buildings and display them in public offices, schools and community centres, Railway station and such other places which are frequented by the people for their information. A copy of such map or list of such places, whichever can be arranged conveniently, may be supplied to the District Public Relations Officer for educating the people about the safe places for taking shelter in the event of a storm, cyclone, or tidal bore.

### **101. Evacuation**

Once the cyclone comes, there is no way of escape but to take shelter in a suitable storm proof building or to run away from the storm. Evacuation of people, cattle and livestock becomes necessary from these areas where storm-proof elevated shelters are not available. Difficulties in evacuation cannot but be recognised. Many villages have no roads for plying of vehicles. During a cyclone no organised evacuation operation is possible. The only other alternative is to persuade the people through radio broadcasts and T. V. Telecasts to vacate from low lying areas in the coastal belt; as well as from other areas threatened by cyclones on receipt of the ' alert' warning from the Meteorological Centre and take shelter only in the cyclone shelters selected by the Collector to save their lives as well as their cattle and other livestock and property.

### **102. Emergent – relief**

Emergent relief to the people who shift to the cyclone shelters. has to be provided for according to the prescribed scale [vide paragraph 165 (5)] to those who deserve such relief. The Collector may also provide clothing as an emergent relief if it is absolutely necessary.

The Collector shall inform the local Veterinary Officer to arrange fodder for the cattle and other livestock shifted by the people to the cyclone shelters if it is also felt absolutely necessary.

### **103. Other precautionary measures**

Other precautionary measures before a cyclone occurs may include "

- (1) Arrangement of vehicles, boats and organisation of relief parties for evacuation of people  
Vehicles, boats and relief parties should be got ready, as in case of apprehension of flood before a cyclone, so that relief and rescue measures can be undertaken both on receipt of ' alert' warning from the Meteorological Centre as well as immediately after the disaster.
- (2) Arrangement of dry food stuff and other necessities of life for giving emergent relief, the same procedure as laid down in paragraph 58 may be followed. (Also see Chapter VIII).
- (3) Provision of drinking water supply. It is always apprehended that drinking water sources are polluted at the time of a cyclone. Arrangements for stocking of disinfectants should be made for disinfecting water sources after the cyclone. Besides some standby provisions should be made by the Panchayat Raj and Women & Child Welfare Department as well as Public Health Department for sinking new wells and tube wells.
- (4) Arrangement for disposal of dead bodies and carcasses. Unlike a flood, the loss of life in a cyclone and tidal disaster is immense. Preliminary arrangements, for disposal of dead bodies of human beings and other animals, soon after a cyclone, are absolutely necessary. The designated Departments should make prior arrangements for this. The Collector of the district has also a responsibility in this regard. He must see to the preliminary arrangements done by these Departments and keep his higher authorities informed of the difficulties, if any. The active co-operation of the local bodies should also be taken in this matter.
- (5) Precautionary measures against epidemics and other health hazards. Chapter XI gives the guide lines for adoption of necessary measures in this respect.
- (6) Advance arrangements for Army assistance. The procedure outlined in Paragraph 61 may be *mutatis mutandis* followed in this case too.

- (7) Preliminary arrangements against cyclones and tidal disasters may not be rigid and uniform in respect of all the districts. The Collector should use his discretion in making comprehensive arrangements, to tide over the crisis and to mitigate sufferings.

#### **104. Review of pre-cyclone arrangements**

As in the case of a flood (vide paragraph 65) review of pre-cyclone arrangements is necessary, The Collectors as, well as the Revenue Divisional Commissioners shall undertake this review particularly in the coastal belt, in respect of cyclones, which are very likely to occur during May to October and furnish their review reports to the Board of Revenue / Special Relief Commissioner. who in turn will furnish the consolidated report to the Revenue Department.

#### **105. Reporting of occurrence of cyclones, tidal inundation etc.**

As soon as possible within 24 hours of the occurrence of cyclone etc. the local revenue officer i.e. the Tahasildar or their Additional Tahasildar or in their absence the Block Development Officer should intimate the Sub-Collector and the Collector by the quickest means of communication available or through special messenger, if needed, about the occurrence of the disaster, giving date and time of occurrence, details about the affected area, crops and other losses sustained etc. as readily available. The Collector on receipt of such information shall communicate the same to the Revenue Divisional Commissioner, the Board of Revenue Special Relief Commissioner. and the Revenue Department as well, as to the other concerned authorities, to be followed by a more detailed report within three days. The Board of Revenue / Special Relief Commissioner shall furnish the consolidated report to Government with its recommendations.

#### **106. Post-Disaster measures**

- (1) The Collector of the district shall immediately undertake a quick review of the situation and furnish a detailed report as indicated in Paragraph 105 with his suggestions as to the relief measures to be undertaken in the area. The Board of Revenue / Special Relief Commissioner. shall forthwith submit consolidated report to Government with its recommendations.

- (2) The cyclone affected area is wrought with various hazards even after the cyclone has cleared off. Immediately after the cyclone, the concerned Departments of Government should undertake immediate inspection of the affected area to be fully aware of the damage that has been caused by the cyclone and take appropriate protective and restorative action within the ambit of their Budgetary provisions as considered necessary.

- (3) Ordinarily a cyclone is accompanied with high flood or tidal bore. In that case no damage statistics can be compiled separately for the flood and for the cyclone etc.

#### **107. Clearance of roads for the movement of traffic**

It is likely that a large number of trees might be uprooted causing obstruction to traffic. The first measure that should be taken up is to clear up these roads for movement of vehicles. The Works Department as well as the Rural Development Department should lay down standing instructions for this purpose so that the clearance work may be undertaken by the lowest executive without waiting for orders from the higher authorities, without waiting for any special instructions. A copy of such standing instructions should be made available to the Collectors, the Revenue Divisional Commissioners, the Board of Revenue / Special Relief Commissioner and the Revenue Department for information. The Collector may expedite this clearance in pursuance of the instructions.

#### **108. Rescue of land relief to marooned people**

Due to the cyclone, many people might have been marooned. The Sub, Collector shall see that search and rescue parties with necessary boats, food stuff, etc. are immediately deputed to the affected areas both for rescue and relief purposes. Emergent relief in the form of food, clothing and shelter may be provide to such people either at the cyclone shelters or in their villages, by arranging improvised materials like tents, tarpaulins, bamboo mats, etc, if necessary.

## **109. Disposal of dead bodies and carcasses**

Paragraph 73 prescribes the procedure for disposal of dead bodies and carcasses. The same procedure should be followed here. The Collector of the district must see that immediate attention is bestowed to this work.

## **110. Reconnaissance flights and Army assistance**

In case of grave disaster, high dignitaries may like to under take reconnaissance flights to see the affected areas. Again if the relief and rescue operations undertaken by civil authorities prove to be inadequate, army assistance has to be requisitioned. The Board of Revenue / Special Relief Commissioner should undertake an immediate review of the situation and submit proposals if army assistance may be called for, and if so, the nature of such assistance for reconnaissance, relief and rescue operations. The procedure prescribed in Paragraph 69 should be followed for this purpose.

## **111. Restoration of communication**

Restoration of communication is essential for arranging relief measures in the affected areas. All the road leading to the affected areas should immediately be repaired for the purpose of movement of traffic and transport of relief goods. The restoration works may include (i) restoration of communication between State Capital and District Head Quarters (ii) restoration of communication between District Headquarters and Sub-divisional Headquarters and (iii) restoration of communication between Sub-divisional Headquarters and Tahasil and Block Headquarters and so on.

Similar attention may be paid by the central authorities for restoration and safety of telecommunication system and the railway tracks.

## **112. Problem of drinking water**

During a cyclone, the drinking water sources get contaminated due to several factors. Accordingly, drinking water tanks and wells should be disinfected. Tubewells have to be sunk particularly in problematic areas and in saline inundation areas. Both the Director of Health and Family Welfare Services and the Chief Engineer, Public Health should have always some stand-by provisions to meet the situation. Procedure prescribed in Paragraph 34 may be adopted in this case according to necessity.

## **113. Missing of fishermen and fishing crafts**

(1) In spite of the regular' warning of cyclone or flood, it is generally noticed that fishermen and fishing boats go to the sea in the coastal areas disregarding the warnings or being ignorant of the dangers involved. Very often report of their missing is received. The District Administration, Fisheries Department and the Port Authorities may co-operate in forming search and rescue parties to render necessary help to such fishermen and fishing vessels.

(2) In order to facilitate identification and rescue, the fishermen should be encouraged to adopt some readily distinguishable coloured dress, like red shirts or turbans or scarves. Such people should also be trained to hoist red flags in marooned villages and boats.

## **114. Restoration of power**

It is necessary to assign priorities for the restoration of power. The essential services like hospitals, All India Radio, Doordarshan, water supply, airfields, Meteorological Department should be given priority.

## **115. Assessment of crop loss, human casualty, loss to live stock and other damage caused by cyclone tidal bore, flood etc.**

The areas affected by tidal bore, areas subjected to saline inundation, areas affected by cyclone and flood should be carefully assessed. At places wind speed measurement apparatus is available. The Collector should try to collect the figures from such centres and indicate the same in his assessment report in order to evaluate the loss statements.

There may be prospects of retrieval of crops in respect of damages done by normal or usual floods. But damages caused to crops by a cyclone, a high flood or tidal disaster, particularly in the month of October or November, may not be retrieved, Soon after the cyclone, assessment of damages to crops, houses and other properties should be made forthwith by the concerned Departments of Government and the Collector in the lines prescribed in Paragraphs 74 and 75.

Human casualty by a cyclone or tidal disaster far exceeds such casualty by any other type of natural calamity, The Collector shall do well to undertake a census of such casualty at the time of collection of damage statistics.

Authentic assessment of loss of cattle and other live stock is equally necessary.

### **116. Submission of preliminary and final damage reports**

On the analogy of Paragraphs 76 and 77, the preliminary. and final cyclone, etc., damage reports may be drawn up and submitted to the required authorities as quickly as possible. The final report should give exhaustive details' of the circumstances as well as loss sustained.

### **117. Submission of report to the Government of India**

On receipt of the final report on cyclone, etc., damages from the Board of Revenue / Special Relief Commissioner and the concerned Departments of Government, a report shall be prepared and submitted by the Revenue Department to the Government of India, Ministry of Agriculture, Department of Agriculture and Cooperation(NDM) and the other concerned Ministries.

### **118. Declaration of areas affected by cyclone**

Usually the State Government issue a declaration indicating the areas affected by cyclone, etc. in order to enable the Government employees and others to get necessary help permissible under the Rules. This declaration cannot be , , issued in time due to delay in submission of necessary reports by the field officers. Such delay should be avoided by assessing the damages promptly.

The Board of Revenue / Special Relief Commissioner. shall submit a list of cyclone, etc., affected areas, Gram Panchayat wise, indicating Block and district, along, with the final damage report, for consideration of Government for declaring such areas as distress or affected areas.

### **119. Relief Measures**

Besides providing emergent relief in cyclone-shelters and in the marooned villages, as many of the relief measures as specified in Paragraph 7 may be undertaken, as the situation may demand. The detailed procedure for administration of such relief measures as have been prescribed in different chapters of this Code may be adopted. In case of any difficulty clarification may be obtained from the Board of Revenue / Special Relief Commissioner.

### **120. Assistance of Police**

- (i) **After a damaging cyclone or a tidal bore, the law and order problems may arise in** certain spheres, police may, therefore, be vigilant to the situation.
- (ii) For proper conducting of relief operations police help may be usefully taken.
- (iii) Traffic control arrangements should be tightened so that relief parties and trucks may get preference in clearance and movement.
- (iv) Many buildings in the affected areas might have been collapsed to the ground, while others might be in a state of dangerous inclined position. The broken electrical wires are another source of hidden danger. Such dangerous spots should be identified and cordoned off by the police.
- (v) Assistance of police may be required for enforcing the orders of Public Health authorities.
- (vi) Night patrolling in affected areas may be enforced and intensified as necessary. Police may also take care of the salvaged and the unclaimed properties.
- (vii) Police assistance will be needed in enquiring into the causes of death during and after a disaster and in disposing of the dead bodies.
- (viii) Police assistance may be required for guarding relief articles and in maintaining law and order at the time of distribution of relief.

## **121. Closure of cyclone relief operations**

If the cyclone occurs in the month of October or November and leaves devastating effects then their may be no chance for retrieval of the winter paddy and other crops. No alternative kharif crop is possible at this late stage. There may however be some chance for an alternative Rabi crop or a summer crop in some of the areas. Necessary arrangements may, therefore, be made by the Agriculture Department for the alternate cropping programme.

The cropping programme by itself may not be adequate. Therefore subject to the orders of Government the relief measures may ordinarily be continued till the kharif harvest of the next year, unless the situation improves otherwise.

## **122. Community preparedness programme and long-term measures**

(1) A devastating cyclone is swift decisive and damaging. In the twinkling of an eye, large number of people may become homeless or even lose their lives. Untold miseries may be brought about. Community preparedness programmes are necessary to lessen the disastrous impacts and to build up resistance to calamity and to afford necessary emergency protection. Such programmes envisage educating the people and for taking timely action in face of danger.

(2) No advance warnings of cyclones will be effective unless the public are properly educated about action to be taken on receipt of such warnings and cooperate fully with the evacuation measures arranged by the Government agencies. In order to impart a broad practical background knowledge of the disaster, information pamphlets and brochures are to be widely distributed Books on local languages written on natural calamities and relief operations may be given to the rural libraries in villages of the calamity prone areas. Audio-visual materials may also be shown to the public in convenient gatherings.

(3) Before the beginning of the storm seasons, the Collector should organise meetings in April and September each year, by the District Public Relations Officer and staff in the rural areas and explain to the people the procedure for evacuation as well as measures to be taken for the safety of life and property.

(4) The Information & Public Relations Department have prepared documentary films on cyclones. The Oriya version of the films should be exhibited widely in the coastal areas prior to and during the cyclone season.

(5) The Information & Public Relations Department may also prepare some simple slides giving important information and instructions regarding actions to be taken during cyclones, which may be shown in Cinema Houses or by mobile vans in coastal areas. Educative posters should also be exhibited.

(6) Before the onset of the storm seasons, there should be a series of talks over the All India radio and Doordarshan by the Meteorological and Administrative Officer(s) on natural calamities like cyclones and actions to be taken to face the problems. Conversational talks on cyclone in the rural programmes of the All India Radio Doordarshan should be arranged from time to time.

(7) Instructive materials on tropical cyclones and protective measures to be taken may be included in the educational syllabus in the school level.

(8) People should be discouraged to live in low-lying and vulnerable areas and to shift to safer locations. In doing so, nothing should be done to make the people feel panic, or to lose morale.

The Information & Public Relations Department, Education and Youth Services Department, Board of Revenue / Special Relief Commissioner, Revenue Divisional Commissioner's and Collectors may bestow necessary attention to make this programme a success.

## **123. Model cyclone plan for coastal areas**

The State Government have adopted a model cyclone plan for day to day use of the State. Copies of the plan both in Oriya and English were distributed to all concerned in Revenue Department Communication Nos. IICy (TMS)-70/75 58135-37R., dated 7-9-1973 and No. 58259/56-R., dated 8-9-1973. For facility of reference a copy of the model cyclone plan is provided in appendix XIV. This plan is intended to be

reviewed every year and revised whenever necessary in the light of experience. The Collector may review the working of the plan and suggest revision, if any, to the Board of Revenue / Special Relief Commissioner.

#### **124. Removal of old and dead trees**

During a cyclone many old and dead trees are uprooted and block the traffic. Such trees in cyclone vulnerable areas (i.e. in the coastal strip upto a depth of 60 Kms.) should be removed every year before the cyclone season. The designated Department may look to this precautionary measure, The Collector shall review this position and indicate the problem, if any, in a report to be submitted to Government prior to the cyclone season preferably in April every year.

#### **125. Permanent cyclone shelters**

(1) Ordinarily no strong buildings are found in the tidal inundated or cyclone prone areas. It becomes difficult to provide storm or cyclone shelters in such areas. As a permanent measure, community buildings, schools etc., should be designed in such areas keeping in view that these buildings may also be used as emergency shelters in times of necessity. Departmental and other public sector buildings to be constructed in these areas may also conform to the specifications of these shelters.

(2) These shelters should be of two types i.e. (a) for the areas vulnerable to tidal inundation and (b) for the other areas prone to storms cyclones and high winds. The area subject to tidal inundation may be the coastal belt of about 15 Kms. width from the sea coast while the area subject to cyclone may be 15 to 60 Kms. further inland. The structures in the tidal inundation area and in the other cyclone wind area (i.e. two storey and one storey) may be adopted on competent technical advice.

(3) While constructing new buildings in the tidal inundation area people should be instructed to have high plinths so as to withstand tidal inundation. Similarly farmers may raise platform (mounds) to stock the harvested crops to protect them from being washed away by tidal inundation.

#### **126. Construction of tidal breakers, Shelter belt plantations and coastal afforestation**

The entire coastal area had large forest growth. With the growth of population these forest growths have been gradually eliminated. As a result of this the coastal belt has been subjected to the direct impact of the cyclones, storms and tidal surges. The designated Department should take protective and preventive measures for safeguard bands and embankments.

Plantation and afforestation programmes are very much necessary in these areas. Agriculture and Forest Departments have launched necessary schemes for the purpose. Departmental as well as private efforts may be encouraged in these directions. The available forest covers may be scrupulously safeguarded against unwise encroachments. The forest belt may be about one kilometre deep from the coast line to act both as a wind breaker as well a tide breaker.

Some amount of publicity on the good effects of these plantations and afforestation works among the people is necessary to enlist their cooperation in. preservation of these assets.

## CHAPTER - VI

### FIRE ACCIDENTS AND FIRE RELIEF

#### 127. General

House damages due to fire accidents present a serious problem in Orissa. This is mostly due to the peculiar housing patterns adopted in the villages. These houses have generally mud-built walls with thatched roofs made out of timber, bamboo and straw. They spring up in clusters. In summer fire accident becomes frequent; it destroys houses and properties and causes serious distress to the afflicted people. The worst sufferers are the Harijans, Adibasis and other economically backward groups who live in congested localities..

When fire accidents take place apart from requisitioning and utilizing the services of the Fire fighting squads to put off the fire as expeditiously as possible, the following relief measures are undertaken to relieve the distress of the fire afflicted people from the Government account-

- (i) Emergent relief in the form of dry food and supply of clothing in case absolutely necessary.
- (ii) Free grant for effecting repairs to the damaged houses and
- (iii) Loans for building fire - proof houses.

#### 128. Enquiry into fire accident

(1) Immediately after the occurrence of the fire accident, the local Revenue Inspector shall conduct an enquiry for assessment 'of the extent of damages' caused to private houses and institutions and send his report to the Tahasildar in the proforma prescribed in Appendix-XIV (A). On receipt of this report the Tahasildar shall forthwith inform the Collector about the occurrence; and if necessary, the Tahasildar or some other responsible Revenue Officer shall immediately visit the place of occurrence for initiating necessary relief measures.

(2) In case the accident is wide spread causing large scale devastation, the Tahasildar shall also inform the Revenue Divisional Commissioner, the Board of Revenue / Special Relief Commissioner and the Revenue Department, by the quickest means of communication available, along with all necessary statistics of damages caused to life and property by the accident.

#### 129. Emergent Relief

(1) Where the fire accident is wide spread, causing large scale devastation and throwing the affected people into a state of helplessness, humanitarian and generous people either of that village or of other areas, as also Philanthropic Organization including the Indian Red Cross Society, come forward to render assistance to the afflicted people in the form of medical-aid, food and clothing.

But where no such private voluntary assistance is forthcoming, emergent relief in the shape of dry food at the rate of 500 grams per adult and 250 grams per child below 12 years of age per day shall be given from Government account out of the Fire Relief allotment. The Sub-Collector and the Collector are competent to sanction such emergent relief in their respective jurisdiction for a period of three days. If it is found inadequate the Revenue Divisional Commissioner may extend it up to seven days and the Member, Board of Revenue / Special Relief Commissioner up to 15 days.

**(2) The Tahasildar shall forthwith obtain the sanction of the Sub-Collector for distribution of emergent relief if such relief is needed as distribute such relief among the afflicted people in accordance with the prescribed scales.**

(3) In case free supply of clothing is necessary, the Tahasildar shall immediately assess the requirement and nature of such clothing and submit a report to the Sub-Collector as well as the Collector. The Collector being satisfied about the need may approach the Indian Red Cross Society through the Board of Revenue / Special Relief Commissioner for getting these supplies.

{4) In case no assistance is received from the Indian Red Cross Society, the Board of Revenue / Special Relief Commissioner may consider the need of supply of clothing out of the Fire Relief grant and submit proposals for sanction of Government.

(5) Expenditure on emergent relief in case of Natural Calamities like flood, cyclone etc, are **being** meet from the unit "Food & Clothing" under Demand No3-2245 - Relief on account of Natural calamities - B - Gratuitous Relief. As fire accident has been taken as a natural calamity like flood, cyclone etc, it is evident that expenditure towards emergent relief in case of fire accident should also be met from the aforesaid unit of "Food & Clothing". '1'

### 130. Sanction of free grant

The Tahasildar shall initiate other relief measures prescribed in these clauses on receipt of the report from the Local Revenue Inspector or on his own knowledge or enquiry or both.

### 131. Eligibility to get free grant

Free grant shall be made only to those persons, whose gross income is less than Rs: 6,000 per annum while in other cases loan under the Village Housing Scheme and the Low Income Group Housing Scheme may be advanced: Those who avail of the free grant may not be eligible for loans and *vice versa*.

### 132. Scale of relief in shape of forest materials

Relief to fire afflicted persons shall be given in the form of (a) Cash grant up to a maximum limit of Rs. 150<sup>2</sup> and (b) Free grant of forest materials where available in the scale given below :

Description of huts	Bamboos	Poles	Rafter & branch wood.
(1)	(2)	(3)	(4)
One roomed house	One cart-load	One cartload	one cart-load
Two or more roomed house	Two cart-loads	1 1/2 cart-loads	Two cart-loads

1. Revenue & Excise Deptt. Resolution Order No. 42667/R dated 13/08/81
2. Substituted Vide Revenue & Excise Deptt, Letter No. 69187 / Dt. 20.9.79

### 133. Maximum limit of relief in case of individual family

"The scale of house building grant to be sanctioned in respect of houses destroyed due to fire accident for repair or reconstruction of houses is as follows: -

(a) Fully destroyed houses:

- (i) Rs.25,000/- for pucca houses
- (ii) Rs.10,000/- for kutcha houses

(b) Severely destroyed houses:

- (i) Rs.5,000/- for pucca houses
- (ii) Rs.2,500/- for kutcha houses

(c) Partially destroyed houses, both pucca and kutcha houses (other than hut) where the destruction is minimum of 15% - Rs.1,500/-

(d) Destroyed Huts - Rs.2,000/-

(Hut means temporary make shift units inferior to kutcha house, made of thatch, mud, plastic sheets, etc. traditionally seen and recognized and known as Hut)<sup>1</sup>

1. Substituted vide Rev & DM Department Resolution No.30317/RDM dt.16.7.2008

### 133-(A) Assistance to Small Shopkeepers

Small shopkeepers whose shops have been fully or substantially damaged in a fire accident shall be provided assistance of Rs.2,000/- and Rs.1,000/- respectively subject to the following conditions:

- (i) Their annual income from all sources does not exceed Rs.25,000/-.
- (ii) The shop gutted by fire is not insured and
- (iii) The shop is not located on objectionable Government land.<sup>1</sup>

1. New Para inserted vide Rev & Excise Department Resolution No.30081/R dt.1.6.1999

### **134. Instruction for supply of forest materials**

(1) In order to reduce delay at all levels and to ensure payment of cash grant and supply of forest materials promptly, the Tahasildar shall immediately after the occurrence of a fire accident in the village/town prepare the list of the affected families indicating who are eligible to get relief by cash grant and supply of forest materials in the scale prescribed and distribute cash grant.

(2) The list shall be sent by the Tahasildar within 48 hours of the occurrence to the Local Forester or Range Officer having jurisdiction over the forest from which the villagers usually take their requirements, under intimation to the Divisional Forest Officer.

(3) The supply of forest materials shall be made from the areas from which the people usually take their requirement in exercise of their rights.

(4) The Forester or the Range Officer shall mark the trees from the protected forests (Khesra or unreserved forest) and issue free permit in favour of the affected persons and report compliance to the Divisional Forest Officer who will raise necessary debit against the Tahasildar.

(5) Where the materials are not available from the protected forest, the supply shall be made from the current coupe or the thinning coupe of the nearest 'B' class reserve forest or demarcated protected forest.

(6) In case of non-availability of materials from demarcated protected forests or 'B' class Reserve Forests, supply shall be made from the Reserve Forests from the coupe of the year, including the thinning coupe, failing which materials shall be supplied from one year's advance coupe including thinning coupe.

(7) In case of bamboo, supply shall be made from the Reserve Forest where no coupes have been formed and in other cases from the coupe of the year.

- Note- 1. Substituted vide govt. in Revenue & Excise Dept!. debt Resolution No 52854 dated 24.11.95.
2. One cartload bamboo means 100 salla or 25 daba bamboos
  3. Once cartload eles means 10 poles of 2'- 3' girth
  4. One cartload rafter means 10 rafters below 2' In girth

(8) Permits for removal of bamboos shall also be made available to the affected persons from the areas leased out to paper mills.

(9) Permits for removal of timbers shall remain valid for a period of three months from the date of issue.

(10) In case of non-availability of forest materials within the local forest division, the timbers shall also be supplied to the afflicted persons from the nearer Forest Division or Forest Corporation at the concessional rate of payment of single royalty provided it is convenient to the afflicted persons.

### **135. Payment of royalty for forest materials**

(1) In all cases of supply, the Forest Department shall be credited with the value of the produced supplied out of the Fire Relief allotment. But in cases where the recipients have a right to such forest produce it shall be supplied to them free of cost or at concessional rate up to the limit of the capacity of the particular forest area in which such rights subsist. The Tahasildar shall in his letter to the Forester or the Range Officer specifically mentioned about the subsistence of this right.

(2) Any produce supplied from the other forest areas, shall be paid for by the Revenue authority at the full schedule of rate.

(3) The local officers of Forest Department shall keep the Tahasildar informed about the value of the forest materials supplied to the afflicted people from time to time.

### **136. Priority for sanction of relief**

(1) On receipt of the requisitions for supply of forest materials the local Forester or the Range Officer

and shall issue the permit for supply of such material within 48 hours from the receipt of the requisition, under intimation to the Tahasildar.

- (2) In case of non-availability of forest materials either from the local Forest Division or from the nearest Forest Division, the Forester or the Range Officer shall immediately inform the Tahasildar.
- 3) On receipt of the foregoing intimation the Tahasildar shall finalise the distribution of money grant, where either no building materials are available or where the building materials are found to be inadequate, as per paragraph 133, within a period of one week from the receipt of intimation from the Forest Officer or otherwise.

### **137. Relief to people the roofs of whose houses are removed to check spread of fire**

Financial help may also be given to the people, the roofs of whose houses removed to check spread of fire. Money grant in such cases to an individual family may not exceed 50% at the minimum grant made to the person whose house is actually gutted by fire or Rs. 50 whichever is less.

### **138. Fire relief to encroachers of Government lands**

Fire relief grant may be given to victims of fire who have constructed houses on unobjectionable encroached Government lands before the fire took place and such land may be settled with such encroachers simultaneously.

No fire relief grant shall be sanctioned to persons who have built houses on objectionable Government lands.

### **139. Relief in case of Institutions**

Whenever any institution not owned or managed, by Government but serving the people is adversely affected by fire, relief shall be extended to such institution up to a maximum of Rs. 2500 only, including royalty for procurement of forest materials, if any, required by the institution.

### **140. Relief for loss of life while rendering selfless service**

While saving or attempting to save human life from the horrors of fire, if any' body dies accidentally, exgratia relief up to the maximum of Rs 10,000 vide Rev. Deptt. Resolution No 38277/Rdt 1-9-95 shall be given to the bereaved family, as a token of recognition of selfless service.

### **141. Relief for other loss of life**

In case any member(s) of the family dies in fire accident, exgratia assistance at the rate of Rs.10,000/- for each case of death shall be given to the bereaved family.<sup>1</sup>

1. Substituted vide Rev & Excise Department Resolution No.30081/R dt.1.6.1999

### **142. Relief from Chief Minister's Relief, Fund**

Where the condition of distress is acute, the Collector may recommend deserving cases for special grant from the Chief Minister's Relief Fund. Such recommendation should be made to the Board of Revenue / Special Relief Commissioner, keeping the Revenue Divisional Commissioner informed. On receipt of such recommendation the Board of Revenue / Special Relief Commissioner may submit its proposals direct to the General Administration Department with, a copy marked to Revenue Department. A report about the grant made from the Chief Minister's Relief Fund and utilisation thereof may be sent when disbursement is over.

### **143. Authority competent to sanction relief**

(1) The Tahasildar shall sanction relief prescribed under paragraphs 132, 133, 137, 138 and 139 subject to availability of funds. Whenever total fire relief grant in any village exceeds Rs 10,000 sanction of the Collector shall be obtained.

(2) The Collector shall sanction the relief prescribed under paragraphs 140 a 141 subject to availability of funds.

(1) Substituted in Revenue & Excise Deptt. Resolution No. 57382 I R dated 23-12-96

(2) Amended vide Revenue & Excise Deptt. Resolution No. 38277 I R dated 1-9-95)

#### **144. Allotment of funds**

(1) The Board of Revenue / Special Relief Commissioner shall allot funds for fire relief grant to the Revenue Divisional Commissioners within a period of one week from the date the expenditure is authorised and the Revenue Divisional Commissioners shall allot funds to the Collectors not later than a week from the date of receipt of the allotment from the Board of Revenue / Special Relief Commissioner.

(2) Not more than 10 percent of the allotment should be kept in reserve by the Board of Revenue / Special Relief Commissioner and the Revenue Divisional Commissioners.

(3) As soon as the Collector receives the allotment from the Revenue Divisional Commissioner he shall allot 50 per cent of the allotment to the different Tahasildars on the basis of population and keep the balance 50 per cent as reserve.

(4) When the entire amount placed with the Tahasildar is exhausted, he shall take steps to replenish his allotment from the Collector expeditiously through special messenger, telegrams, telephones or by personal contact whichever is considered expedient.

(5) In case there is delay of more than 3 days in getting allotment, the Tahasildar shall contact the Collector and in, case the delay is over a week he shall approach the Revenue Divisional Commissioner.

(6) When 75 per cent of the allotment placed at the disposal of the Collector is exhausted he shall take steps for obtaining fresh allotments.

(7) A copy of the allotment orders issued by the Board of Revenue / Special Relief Commissioner & Collector to the Tahasildar should be furnished to the Revenue Department, for information.

#### **145. Report to higher authorities**

Soon after finalisation of distribution of free grants, the Tahasildar shall furnish a report to the Collector, the Revenue Divisional Commissioner, the Board of Revenue / Special Relief Commissioner and the Revenue Department in the *proforma* given in Appendix XV, in every case of fire accident. If on any account modification is made in the final distribution, a report shall be submitted clarifying the position to that effect in due course of time.

#### **146. Quarterly Return**

All Collectors shall furnish a quarterly return showing the particulars of fire accidents occurring during the period to Government, Board of Revenue / Special Relief Commissioner and Revenue Divisional Commissioner concerned by the 15<sup>th</sup> of the month following each quarter to which the return relates. The return shall be submitted in the form prescribed in Appendix XVI.

#### **147. Annual Return**

The Collector shall furnish an annual return to the Revenue Divisional Commissioner, the Board of Revenue / Special Relief Commissioner and the Revenue Department by the 15<sup>th</sup> of April every year showing annual loss of property due to the fire accidents in the form prescribed in Appendix XVII accompanied by a narrative report regarding the working of the Fire Relief and the Fire Fighting systems.

148. The Board of Revenue / Special Relief Commissioner, after receipt of the aforesaid return, shall send a report to the Revenue Department before 30<sup>th</sup> of April every year about the administration of fire relief rules in the State including statistics contained in Appendix XVII.

## **CHAPTER-VII**

### **RELIEF WORKS**

#### **149. Relief Works**

In case of a widespread natural calamity there may be urgent need of providing employment to the able-bodied persons or the unskilled rural labour that have been thrown out of employment due to such calamity. Employment oriented labour-intensive works are undertaken out of "Calamity Relief Fund". These are normally called as "relief works".

The scope of utilisation of Calamity Relief Fund has been outlined in Paragraph 8. It can be utilised in the areas affected by a natural calamity in which plan and non-plan funds are found to be inadequate. Relief works may be taken up in such circumstances in order to provide employment to the able-bodied persons in such areas by the Collector of the district in accordance with the principles laid down in this regard.

The Collector shall ensure that all able-bodied persons get sufficient employment in or near about their respective villages. This will eliminate the possibility of their traveling for long distances in search of work and the need for providing them with temporary shelters and other needs of habitation near the place of work.

#### **150. Fixation of priority in the selection of relief works**

(1) There is need for laying down the priorities in the selection of relief works. As far as possible productive durable remunerative and asset-creating nature of works are to be financed from out of the Relief Budget for execution in the distress or affected areas.

(a) Development of water resources, irrigation potential, etc. may be given priority in selection of relief works, e.g. :

(i) Repair to and renovation and construction of tanks, katas, minor irrigation sources, bundhs, wells and such other water sources under the Government and Local Bodies.

(ii) Repairs and improvement of tanks belonging to schools, the Managing Committees of which are registered under the Societies Registration Act.

(iii) Creation of temporary sources of drinking water in the lean period when water sources generally dry up.

(iv) Clearance of water hyacinth and ipomoea growth in or adjacent to water sources.

(v) Construction of cross bundhs with the special sanction of Government

(vi) Such other schemes for development of water resources as may be sanctioned by Government.

(b) The following works can be taken up as relief works with the approval of the Departments to which those are borne :

(i) Repairs to flood control works, drainage channel and embankments

(ii) Repairs to and renovation of minor irrigation projects

(iii) Construction of cross drainage works, causeways including wooden culverts, landing platform at river ghats.

(iv) Afforestation and the plantation schemes.

(v) Soil conservation works.

(c) Repairs of Schools and departmental buildings can be included as relief works but may be given a low priority. Taking up patently unproductive works like metal breaking on a large scale shall be altogether avoided. Construction of roads, as a means of providing employment, needs to be drastically curtailed. But in case of extreme distress and in the absence of any other alternative projects, Earth work, collection and spreading of morrum in the construction of and repairs, to different categories of roads can be taken up.

## **151. Preparation of the list of relief works**

(a) The Block Development officer in consultation with the Tahasildar and the Grama Panchayats shall prepare, by the end of April every year, a list of suitable relief works of the Block, which may help agricultural production and in boosting up the income of the people according to the priorities fixed in the preceding paragraph.

(b) This list of works should take the specific local resource position into account and should be aimed at building up the developmental potential of the concerned areas.

(c) The works, schemes or projects should be selected in such a manner that those will be within the easy reach of the people. Those should be spread out and centered round the areas actually affected or likely to be affected by distress condition.

(d) In preparing the list of relief works technical advice wherever necessary, should be taken before hand and should not be allowed to lie over till the time of actual execution. Projects requiring technical knowledge and skill should not ordinarily be included in the list for implementation in case there is apprehension of non-availability of such knowledge and skill.

(e) The list shall be prepared Grama Panchayatwise, in the priority fixed in the preceding paragraph.

(f) A separate list of works may be prepared for execution in the rainy season as a measure for providing employment after a high flood, if any

(g) The list shall be placed before the Panchayat Samity for discussion after which the list along with the advice of the Panchayat Samity, should be sent to the Sub-Collector and the Collector.

(h) The Collector shall place the list of works and the advice of the Panchayat Samity before the District level Committee on natural calamities along with his comments for its approval in the meeting to be held in May, if possible.

(i) If any modification is made in the list by the District level Committee on natural calamities while approving it, necessary corrections shall be incorporated in the list and the final list given to the Block Development Officer, Tahasildar and the Sub-Collector.

(j) A copy of the approved list of the District shall also made available to the Revenue Divisional Commissioner, the Board of Revenue /Special Relief Commissioner and the Revenue Department.

## **152. Location of works**

- (i) Relief works shall be located on Government lands and shall be the property of Government. Those can also be located in the lands of local Bodies. Grama Panchayats and of other registered public institutions, etc. as may be directed by Government.
- (ii) No land over which any private right exists should ordinarily be selected for relief work. No private land shall ordinarily be acquired without specific orders of Government for location of any relief work. But a work on a private land can be executed if the land is transferred in favour of Government by a deed of gift. Such a deed of gift has been exempted from stamp duty and registration charges in Finance Department order No. 16074 S.T. 17/66-S.T.F dated the 3rd May 1966 communicated in Revenue Department letter No. 27712-Regn. -263/68 dated the 6th May 1966.

## **153. Procedure of execution**

The following procedure shall be followed in respect of relief works executed by the Collector through the Blocks and other Departmental agencies:-

(i) Only such works as find place in the final approved list prepared under paragraph 151 shall be taken up for execution.

(ii) The relief works are normally to be executed by the Block agency. Other district level executing agencies of the different Departments can also be entrusted with such works by the Collector as may be necessary in the public interest.

(iii) In case there is necessity in the public interest to take up a work for execution outside the list, prior approval of the Collector shall be obtained before such execution. The Collector shall place the facts before the District level Committee on natural calamities for information in its next meeting.

In case the situation so demands, the Collector may direct execution of some relief works out of the work programme prepared under paragraph 151, pending final approval of the District level Committee on Natural Calamities.

(iv) It should be ensured that necessary allotment is received from the Board of Revenue / Special Relief Commissioner. by the Collector before execution of the relief works. The Collector shall place necessary funds at the disposal of the various executing Officers for taking up relief works in the distress areas or Blocks according to intensity of damage in each area or Block.

(v) For relief works under execution by the Block agency the Collector shall place fund with the Sub-Collector, indicating funds for each 'Block area. The Sub Collector shall continue to draw money for relief measures and distribute the same according to the orders of the Collector to the concerned Block Development Officers for expenditure. The Block Development Officer on his part shall enter the cash received from the Sub-Collector for relief purpose in a Special Relief Cash Book separately maintained for this purpose instead of depositing the same in the P.L. Account of the Block.

(vi) For every work there shall be a plan and a detailed estimate to be prepared by the junior Engineer of the Block. The current schedule of rates followed by the Rural Works Deptt. in the area may be followed. The administrative approval shall be accorded by the competent authority shall accord the administrative approval only after obtaining technical sanction from the competent authority.

(vii) No work shall be taken up before finalization of the required formalities relating to administrative approval and technical, sanction. But in exceptional circumstances the Collector may in the public interest direct execution of the works in anticipation of preparation of plans and estimates. In all such cases plans and estimates must be prepared and administrative approval and technical sanction accorded within three months from the commencement of the execution of the work or earlier if possible.

(viii) Measurement Books in use in Works Department shall be maintained according to rules and in the manner indicated in the printed instructions contained in each book, Measurement of works done whether by daily labour or by Contract and of supplies made shall be recorded in the Measurement Book by the, concerned officer authorised to record measurement. Officers authorised to check, measurement shall check-measure the works and certify the fact of having done so against the relevant items check-measured in the Measurement Book.

(ix) Powers have been delegated for according administrative approval, technical sanction, measurement and check-measurement of relief works in Revenue Department G.O. No. 39175-IVF. 9 / 72 (Pt)-R., dated the 11th July 1972 (Appendix XVIII). In case of necessity these powers may be enhanced by Government taking into consideration the magnitude and impact of any natural calamity.

(x) The Revenue Divisional Commissioners should scrutinise the progress of expenditure monthly and quarterly and furnish his views to the Board of Revenue / Special Relief Commissioner for additional allotment of funds if necessary. Expenditure should always be limited to the allotments and in no case this should exceed the allotment in anticipation of future additional allotment.

#### **154. Departmental and non-Departmental execution**

(1) Relief works shall be executed through the Grama Panchayats or a Sub Committee of the Grama Panchayats or an *ad hoc* village Committee or any such local bodies which the Sub-Collector or Block Development Officer may consider to be the most competent to undertake the works for the benefit of the locality.

(2) In case the works cannot be taken up through the above local institutions or bodies due to one reason or the other, the works may be taken up departmentally. Where these works are executed departmentally master rolls as in Appendix XIX shall be prepared for works done by the daily laborers. The muster roll must be frequently checked by the Officer-in-Charge of the work. The Sub-Collector, Collector or the Revenue Divisional Commissioner may also test check these muster rolls during their tours to rule out the possibility of fraud or under payment. All other formalities regarding departmental execution of works must be observed as laid down in the P.W.D. Code and the Accounting Rule.

(3) The Officer-in-charge of works should be vigilant to see that proper wages are paid to the laborers. Since the programme is intended to serve the distressed, laborers nothing should be done which would be prejudicial to the interest of such people. Undesirable persons or bodies who or which would exploit the situation should not be appointed as the ground-level agency for execution of the works.

### **155. Payment of advances**

If found necessary an initial advance of Rs.500 or 10 percent of the estimated cost of the project, whichever is less, may be given when the work is approved for execution. Further advance may not be given unless the previous advance is fully utilised in terms of work done on the project.

### **156. Duties of Sub - Collector**

The works under execution through the Block agency will be executed under the direct supervision of the Sub-Collector who will be responsible for finalisation of the accounts also. He shall nominate either the Block Development Officer or any other suitable officer as the Officer-in-Charge, who shall be responsible for getting the work done according to the plan and estimate as expeditiously as possible. He should ensure completion of the works in time.

### **157. Wage structure**

The payment will be made to different category of labourers as per the norms of minimum Wages Act in force.

These rates are subject to modification by Government from time to time.

As a measure of protection of the interest of laborers, the rates prescribed for the relief works shall be announced in the locality. All complaints about under payment should be promptly investigated by the Block Development Officer or the Officer-in-Charge or the Sub-Collector as the case may be and necessary correctives applied at the earliest possible time. Such incidents shall forthwith be brought to the notice of the Collector.

### **158. Food for work**

Food for work Programmes are undertaken with the assistance of food stuff supplied free of cost by the International Voluntary Organisations, the cash component being met out of the relief money in the affected areas. When such schemes are started, detailed instructions are issued by Government for executing the scheme.

### **159. Grain For Work**

Under this scheme the Government of India supply whether free of cost both for maintenance as well as original development works to supplement the plan and non-plan positions. The Planning and Co-ordination Department has issued detailed instructions regulating utilisation of such stock (Appendix XLI). This programme can be taken up in the areas affected by natural calamities by the concerned Departments of Government in order to provide employment just like any other plan and non-plan schemes. The accounting procedure of the scheme prescribed by the Panchayat Raj & Woman & Child Department is in appendix XLI.

### **160. Restrictions in employment**

When works undertaken out of plan and non-plan funds are not adequate to provide employment to the people' in the affected areas relief works are organised to provide employment to the able-bodied persons who are really in need of employment has shown that there may be on-rush of people from other areas too for such relief works. Field officers shall therefore take measures to restrict employment in such relief works to genuine Cases who are in need of relief due to natural calamities. Engagement of outside contractors for relief work should be avoided as far as possible.

The following further measures should also be taken to restrict employment in relief works

(i) Restricting the number of persons form each family.

(ii) Ensuring that only landless agricultural labourers, marginal and small farmers are provided employment on such work from the affected areas.

### **161. Waiving of payment of departmental charges**

No (prorata) Departmental charges will be levied on Relief work on or after 8.1.91.

For non-levy of prorata charges see Appendix-XLIII Revenue & Excise. Department Letter No.15999/R dated 21/3/92.

Normally no departmental charges should be asked for by the different Departments for execution of relief works. The following Departments of Government have specially waived the payment of departmental charges for execution of relief works.

(i) Rural Development Department : G.O. No. PLAN-D-13175 3008-R. D.  
dated 11-02-1975

(ii) Works Department : G.O. No. IVR. (Misc.) 75-19228  
dated 26-07-1975

(iii) Water Resources Department : G.O.No. FA-20/74-24235-FA  
dated 13-08-1975.

## **162. Monthly return on physical financial achievement on works**

(i) A monthly return indicating financial and physical achievement on all works undertaken in a district from various sources e.g., (a) Normal plan and non-plan scheme, (b) Special advance Plan assistance, (c) Calamity Relief Fund and (d) other sources, in the areas affected by natural calamities, shall be furnished in the format given in Appendix XX. The Collector shall obtain necessary information in the *proforma* from all District level Officers and the Block Development Officers undertaking relief works and shall compile the district return department wise and furnish the same to the Board of Revenue / Special Relief Commissioner and the Revenue Divisional Commissioner by the 20th of the following month.

(ii) The Board of Revenue /Special Relief Commissioner on receipt of the district returns shall compile the state return and shall furnish the figures of achievements showing Department wise as well as district wise positions, to the Revenue Department by the 25th of the following month.

## CHAPTER-VIII FOOD ASSISTANCE & FEEDING PROGRAMME

### A. Food Assistance

#### 163. [Food Assistance]<sup>1</sup>

For providing [assistance]<sup>2</sup> to the people affected by natural calamities, relief works are undertaken to give employment to the able-bodied persons, while [food assistance]<sup>1</sup> is given to those who are incapable of earning their livelihood and for children of a specified category. During the time of a widespread calamity [ ]<sup>3</sup> [and individual situations of destitution, government should ensure that nobody starves due to want of food, and on proper assessment through filed enquiry, would provide assistance to such individuals/families]<sup>4</sup>.

1. Substituted for the words “gratuitous relief” vide Revenue Department Resolution No.14088/R dt.30.3.05
2. Substituted for the word “relief” vide Revenue Department Resolution No.14088/R dt.30.3.05
3. Deleted vide Revenue Department Resolution No.14088/R dt.30.3.05
4. Inserted vide Revenue Department Resolution No.14088/R dt.30.3.05

#### [164. Kinds of Assistance

Assistance may take the form of :-

- (a) Emergent assistance
- (b) Adhoc food assistance, or
- (c) Food assistance on cards.]<sup>1</sup>

1. Substituted vide Revenue Department Resolution No.14088/R dt.30.3.05

#### 165. Emergent [Assistance]<sup>1</sup>

(1) \*(a) When people are in acute distress due to a severe natural calamity like high flood or strong cyclone, it becomes impossible for them to procure food; their belongings are washed away and houses damaged. It becomes necessary for Government to provide them with dry or cooked food, clothing, shelter and other necessaries of life. These articles are generally transported to the affected areas by waterways as road communications stand disrupted. Air dropping is also made if the people are marooned for days together. This kind of [assistance]<sup>1</sup> is categorized as Emergent [assistance]<sup>1</sup>.

\*\* (b) When sufficient stock of temporary shelter material and clothing are not available with Special Relief Commissioner to meet the immediate requirement of the distressed people, assistance at the following scale may be provided to the families whose houses have been washed away/ fully collapsed/ fully burnt during a natural calamity.

- i) Rs.400/- only in lieu of polythene sheet for temporary shelter
- ii) Rs.100/- in lieu of each Dhoti/ Saree
- iii) 50/- in lieu of one child garment

(2) Emergent [assistance]<sup>1</sup> is sanctioned irrespective of the consideration of status, caste or religion as at such a juncture the haves and the have-nots are leveled down to the same position.

(3) Emergent [assistance]<sup>1</sup> may include distribution of Chuda, Muddhi, Gur, Salt, Kerosene, Match boxes and other bare necessaries of life, including cooked food and clothing. It may include provision of improvised shelter with timber, bamboo, tarpaulins, Straw, etc.

(4) In case non-official organizations come forward to extend, emergent [assistance]<sup>1</sup> as is usually the case at the time of a grave natural calamity, assistance from Government to that extent may be temporarily suspended.

(5) {For emergent assistance rice, wheat, chuda, mudhi, ragi maize, etc., may normally be sanctioned at the rate of 1.00 kilogram [and required quantity of dal limiting to Rs.20.00 (twenty rupees)]<sup>3</sup> per adult and 500 grams [and required quantity of dal limiting to Rs.15.00 (fifteen rupees)]<sup>3</sup> per child below 12 years of age per day.}<sup>2</sup> The Collector is competent to sanction such [assistance]<sup>1</sup> himself and can

delegate the powers of sanction to the Sub-Collectors to exercise the power in their respective jurisdictions for a period of three days only.

If this is found inadequate, the Revenue Divisional Commissioner may extend the period of distribution of emergent [assistance]<sup>1</sup> up to seven days. The Member, Board of Revenue/ Special Relief Commissioner can extend it up to a period of 15 days inclusive of the period of sanction by the Sub-Collector, the Collector and the Revenue Divisional Commissioner.

(6) No emergent [assistance]<sup>1</sup> shall ordinarily be given after 15 days of the abatement of a natural calamity like flood or cyclone unless it is of a very devastating nature. If absolutely necessary such [assistance]<sup>1</sup> may be given even beyond the period of 15 days laid down in the preceding sub-paragraph, only after obtaining specific Government orders.

\* Re-numbered as 165 (1)(a) in place of 165(1) vide Revenue Department Resolution No.33101/R dt.13.7.2001

\*\* 165(1) (b) inserted vide Revenue Department Resolution No.33101/R dt.13.7.2001

1. Substituted for the word "relief" vide Revenue Department Resolution No.14088/R dt.30.3.05

2. Sentence inserted vide R&DM Department office order No.26130/R&DM dt.18.6.2008

3. Inserted vide R&DM Department Resolution No.43430/R&DM dt.10.10.2008

## **166. Delegation of financial powers for sanction of Emergent [Assistance]<sup>1</sup>**

As there may not be sufficient time to obtain the orders of Government for distribution of emergent [assistance]<sup>1</sup>, the following financial powers to sanction such [assistance]<sup>1</sup> have been delegated to be exercised by the field officers subject to availability of funds:-

(i)	Member, Board of Revenue/ Special Relief Commissioner	Up to Rupees five lakhs	During any year in any district.
(ii)	Revenue Divisional Commissioner	Up to Rupees One lakh	Ditto
(iii)	Collector	Up to Rupees 50,000	During any year
(iv)	Sub-Collector	Up to Rupees 20,000	Ditto

1. Substituted for the word "relief" vide Revenue Department Resolution No.14088/R dt.30.3.05

## **167. Adhoc [Food Assistance]<sup>1</sup>**

(a) Adhoc [food assistance]<sup>1</sup> can be given to the people affected by a natural calamity to avoid starvation, extreme hardship, etc., as in the following cases:-

(i) Persons whose attendance on the sick or infant children is absolutely necessary making impossible for them to go out and earn their livelihood.

(ii) Able-bodied persons but temporarily rendered weak due to want of food, malnutrition or as result of illness.

(iii) In case, the people are deprived of cooking their food due to inundation and if they are marooned.

(b) Such [assistance]<sup>2</sup> may be sanctioned by the Collector only in deserving cases provided no [food assistance]<sup>1</sup> on cards is sanctioned in their favour. Ad hoc [food assistance]<sup>1</sup> may be administered only for a very short period, not exceeding a fortnight, to enable the recipient to come back to their normal avocation. This power may be utilized sparingly in actual cases of distress or malnutrition.

(c) No cash payment should ordinarily be made to any individual. Such people are to be supplied with dry food articles like rice, wheat, wheat products ragi maize etc. according to availability. In some cases of dire distress, clothing can also be supplied. The quantity of foodstuff allowed on [food assistance]<sup>1</sup> on cards may also be adopted for adhoc [food assistance]<sup>1</sup>.

(d) A list of such [beneficiaries]<sup>3</sup> along with the nature of adhoc food assistance given and cost hereof shall be maintained by the Collector.

1. Substituted for the words "gratuitous relief" vide Revenue Department Resolution No.14088/R dt.30.3.05

2. Substituted for the word "relief" vide Revenue Department Resolution No.14088/R dt.30.3.05

3. Substituted for the word "grantees" vide Revenue Department Resolution No.14088/R dt.30.3.05

## **168. [Food Assistance]<sup>1</sup> on cards**

(a) [Food Assistance]<sup>1</sup> on Cards is sanctioned by Government for a longer duration depending on the intensity of a natural calamity on conditions as may be prescribed. [It can also be sanctioned by Sarpanch up to 10 days, B.D.O. up to 30 days, Sub-Collector up to 45 days and Collector up to 120 days, all cumulatively in cases of starvation and malnutrition]<sup>2</sup>. [In respect of urban areas, the food assistance on cards can be sanctioned by Mayor in a Municipal Corporation, Chairperson in a Municipality / NAC for a period of 10 days, Sub-Collector up to 45 days and Collector up to 120 days, all cumulatively in cases of starvation and malnutrition.]<sup>3</sup>

(b) [Food Assistance to deserving persons may be extended as per eligibility criteria detailed in para 169]<sup>4</sup>.

[(c) Sarpanch should ensure that grains allotted under social benefit and food security schemes of Govt. of India and Govt. of Orissa are lifted regularly and disbursed to the beneficiaries in time]<sup>5</sup>.

1. Substituted for the words "gratuitous relief" vide Revenue Department Resolution No.14088/R dt.30.3.05

2. Added vide Revenue Department Resolution No.14088/R dt.30.3.05

3. Added vide R&DM Department Resolution No.18928/R&DM dt.25.4.2008

4. Sub-para (b) substituted vide Revenue Department Resolution No.14088/R dt.30.3.05

5. Sub-para (c) added vide Revenue Department Resolution No.14088/R dt.30.3.05

## **169. Eligibility of people for Food Assistance on cards**

The following categories of people living in the affected areas and having no source of livelihood will be entitled to such relief:-

- (i) [Mentally challenged and lunatics]<sup>1</sup>
- (ii) Cripples or invalid persons
- (iii) Blind persons
- (iv) All persons, who due to advance age or physical infirmity are incapable of earning their living, except those who are getting old age pension, political pension or other social security benefits like food in a free kitchen.
- (v) Children, who are below 12 years of age and who are not beneficiaries under any other feeding programme.
- (vi) Helpless widows
- (vii) All persons whose attendance on the sick or infant children is absolutely necessary
- (viii) Able-bodied persons but temporarily rendered weak due to want of food, malnutrition or as a result of illness.

[Collectors, who are also the chairpersons of the district Red Cross Societies, have a key role for treatment of ailing persons who are covered under Food Assistance on cards. Local Medical Officer and B.D.O. may recommend to the Collector for meeting medical expenses of the infirm, nursing mothers, critically ill and destitutes, etc. covered under the provision of Food Assistance on cards and they may also involve local SHGs/ Anganwadi Centres for their care.]<sup>2</sup>

1. Substituted for the words "Idiots and lunatics" vide Revenue Department Resolution No.14088/R dt.30.3.05

2. Added vide Revenue Department Resolution No.14088/R dt.30.3.05

## **170. Preparation of a list of deserving persons eligible for [Food Assistance]<sup>1</sup> on cards**

The unit for administration of [Food Assistance]<sup>1</sup> is the Block. The Block Development Officer shall be responsible for proper administration of the scheme subject to the supervision of the Sub-Collector and other higher authorities. [The Sarpanch during his visit to villages will enquire into the cases of starvation/ malnutrition in presence of concerned ward member and representative of local MLA and prepare a report on the format given at Appendix XXI. If he is satisfied that it is required to sanction Food Assistance on cards, then he will spend from G.P. funds for providing assistance which will be recouped by placement of funds by Collector. B.D.O. shall prepare a list of deserving persons reported by the Sarpanch/ his officials/ R.Is. in the form given in Appendix-XXI. ]<sup>2</sup> The list shall be arranged house wise, village-wise and Grama Panchayat-wise. An otherwise deserving persons who belongs to another place or district but

either has migrated or temporarily resides in the affected areas should not be omitted from the list. The list shall be prepared very carefully and the Block Development Officer shall be responsible for its correctness.

Social security schemes undertaken after Independence have provided economic benefits to a large number of old and people under the Old Age Pension Scheme, and other Social Security Schemes [such as Annapurna Yojana and Antodaya Anna Yojana, etc. ]<sup>3</sup> Such persons should not be included in the aforesaid list. In such circumstance the actual number of beneficiaries in a Grama Panchayat should not ordinarily exceed one hundred on an average.

The Grama Panchayat shall be consulted in preparing the list. The final list of beneficiaries draw up Grama Panchayat wise after incorporating the suggestion of the Grama Panchayat, if any, shall be submitted to the [ ]<sup>4</sup> [Sub-Collector/ Collector if Food Assistance on cards is to be sanctioned for a period of beyond 30 days and 45 days respectively]<sup>3</sup>. A copy of the approved list shall also be given to the Grama Panchayat concerned.

Even after approval of the list there may be necessity for marginal changes, like adding or dropping a few cases, in order to conform to the actual state of affairs. This may be done by the Block Development Officer under intimation to the Gram Panchayat, the Sub-Collector and the Collector, subject to the ceiling fixed above. This list of beneficiaries shall always be kept up-to-date in the office of the Block Development Officer, the Sub-Collector and the Collector.

1. Substituted for the words “gratuitous relief” vide Revenue Department Resolution No.14088/R dt.30.3.05

2. Substituted for the sentence “He shall prepare..... in the form given in Appendix-XXI” vide Revenue Department Resolution No.14088/R dt.30.3.05

3. Inserted vide Revenue Department Resolution No.14088/R dt.30.3.05

3. Deleted vide Revenue Department Resolution No.14088/R dt.30.3.05

#### **[170-A. Involvement of Red Cross and Self Help Groups**

a) District Branches of Indian Red Cross Societies headed by the Collectors have a key role for treatment of ailing beneficiaries selected for Food Assistance on cards. Local Medical Officer and Block Development Officer may recommend to the Collector and Chairman, District Red Cross Society for meeting the medical expenses of the infirm, nursing mothers, critically ill and destitutes, etc. covered under the provision of Food Assistance on cards.

b) Collectors may involve the Anganwadi Workers, local Women Self Help Groups for taking care of the infirm, nursing mothers, critically ill and destitutes, etc. covered under Food Assistance on cards. ]<sup>1</sup>

1. New Paragraph 170-A inserted vide Revenue Department Resolution No.14088/R dt.30.3.05

#### **171. Location of [Food Assistance]<sup>1</sup> [Distribution Centres]<sup>2</sup>**

(a) A [distribution centre]<sup>2</sup> shall be located for the purpose of distribution of [food assistance]<sup>1</sup> at the headquarters to the Grama Panchayat. Where the area of a Grama Panchayat is large it may have more than one [distribution centre]<sup>2</sup> so that no person should be required to travel for more than about three KMs to receive the [food assistance]<sup>1</sup>. In that case the villages of the Grama Panchayat tagged to each centre shall be clearly specified in order to avoid confusion on duplication.

(b) The Block Development Officer shall furnish an extract of the final list of beneficiaries in respect of each centre to the Officer-in-Charge of each centre for distribution of [assistance]<sup>3</sup> on that basis.

(c) A list of [distribution centres]<sup>2</sup> shall be maintained by the Grama Panchayat, the Block Development Officer, the Sub-Collector and the Collector. The Collector shall furnish the list of [distribution centers]<sup>2</sup> in his district with the number of beneficiaries attached to each centre to the Revenue Divisional Commissioner, the Board of Revenue/ Special Relief Commissioner and the Revenue Department as soon as possible.

(d) Sub-Collector may hire private accommodation on payment of prevailing rate of the locality.

1. Substituted for the words “gratuitous relief” vide Revenue Department Resolution No.14088/R dt.30.3.05

2. Substituted for the words “relief centre” vide Revenue Department Resolution No.14088/R dt.30.3.05

3. Substituted for the word “relief” vide Revenue Department Resolution No.14088/R dt.30.3.05

## 172. Supply of [Assistance]<sup>1</sup> Cards

Blank [assistance]<sup>1</sup> cards in the prescribed form given in Appendix XXII shall be got printed on stiff paper by the Board of Revenue/ Special Relief Commissioner and supplied to the Collector. These cards should be kept in the custody of [District Emergency officer]<sup>2</sup> in the District Office, who shall distribute the same under orders of the Collector to the Block Development Officers according to their requirement.

The Block Development Officer on receipt of the cards shall keep them in his custody and shall issue the same to every listed beneficiary (for himself and his family who are eligible to get food assistance). The card shall bear the seal and the signature of the Block Development Officer. He may use facsimile signature on his own responsibility.

The unused blank cards shall be returned to the District Officer after closure of the relief operation with the following account:-

Total cards received  
Total cards used  
Balance available and returned  
These cards should be preserved for future use in the District Office.

1. Substituted for the word "relief" vide Revenue Department Resolution No.14088/R dt.30.3.05

1. Substituted for the words "a gazetted officer" vide Revenue Department Resolution No.14088/R dt.30.3.05

## 173. Issue of [Food Assistance]<sup>1</sup>

{(a) Food Assistance shall be given in the form of uncooked rice, wheat, ragi or maize at the rate of 1.00 kilogram [and required quantity of dal limiting to Rs.20.00 (twenty rupees)]<sup>2</sup> per day per adult and 500 grams [and required quantity of dal limiting to Rs.15.00 (fifteen rupees)]<sup>2</sup> per day per child to the card holders on the specified date by the Officer-in-Charge at the [distribution Centre]<sup>3</sup> as per the list communicated by the Block Development Officer.

(b) Ration shall be issued twice in a month, i.e., once in every fortnight in advance on production of the [assistance]<sup>4</sup> card. Ration issued shall be entered in the card with date initialed.

(c) [Food Assistance]<sup>1</sup> shall be distributed on different days at different centres to be determined by the Block Development Officer under proper acknowledgement by the head of the family or his authorized agent in case of his incapacity to attend the [distribution Centre]<sup>3</sup>. These days or dates shall be fixed ahead of distribution and circulated among the card holders. The days or dates may also be noted on the [assistance]<sup>4</sup> cards. No deviation shall be made in distribution of [assistance]<sup>4</sup> on the specified days or dates.

(d) At each [distribution centre]<sup>3</sup> generally stock required for a month shall always be kept in reserve in order to obviate difficulty in distribution. The safety of the Government stock shall be ensured.

1. Substituted for the words "gratuitous relief" vide R&DM Department Resolution No.14088/R dt.30.3.05

2. Inserted vide R&DM Department Resolution No.43430/R&DM dt.10.10.2008

3. Substituted for the words "relief centre" vide R&DM Department Resolution No.14088/R dt.30.3.05

4. Substituted for the word "relief" vide R&DM Department Resolution No.14088/R dt.30.3.05

## 174. Maintenance of [Food Assistance]<sup>1</sup> Register at [Distribution Centre]<sup>2</sup>

The Officer-in-charge of the [Distribution Centre]<sup>2</sup> shall maintain a register of issues date-wise in the form given in Appendix XXIII. He shall furnish an abstract of issues making total of the entries in the register under the relevant columns to the Block Development Officer forthwith after distribution in the following manner:-

- (i) Date of issue of [food assistance]<sup>1</sup>
- (ii) Stock in hand
- (iii) Beneficiaries:-
  - a. Number of families
  - b. Number of adults
  - c. Number of children
- (iv) Quantity of food stuff distributed  
Quintal .... Kg. ... Grams

- (v) Balance stock in hand  
Quintal .... Kg. ... Grams

This register shall be preserved by the Block Development Officer after closure of the [Distribution centers]<sup>2</sup> in his office till such time as prescribed by the Board of Revenue/ Special Relief Commissioner.

1. Substituted for the words "gratuitous relief" vide R&DM Department Resolution No.14088/R dt.30.3.05
2. Substituted for the words "relief centre" vide R&DM Department Resolution No.14088/R dt.30.3.05

### **175. Maintenance of register of abstract of issues of [Food Assistance]<sup>1</sup> by the Block Development Officer.**

The Block Development Officer on receipt of the abstract of issues under the preceeding paragraph shall maintain a register with centrewise abstract as given in Appendix XXIII A. For each date of issue, totals under the relevant columns shall be struck.

1. Substituted for the words "gratuitous relief" vide R&DM Department Resolution No.14088/R dt.30.3.05

### **176. Supply of food stuff by Food and Consumer Welfare Department**

(a) The District Officer shall calculate the initial requirement of food stuff for two months (i.e. running requirement for one month and advance stock for another month) before commencement of the operation of the scheme of [Food Assistance]<sup>1</sup> on Cards and intimate the same to the Food and Consumer Welfare Department. From the second month onwards the Collector shall place realistic requirement for every month in advance.

(b) The Food Supplies & Consumer Welfare Department will supply the food stuff according to the requirement of the Collector for the implementation of the scheme.

(c) The stock required for GR by the Collector for one Grama Panchayat of a group of Grama Panchayats will be stored by the Food and Consumer Welfare Department at the same place where the stock meant for flow through the public distribution system is stored.

(d) From these depots the food stuff required for the different [distribution centres]<sup>2</sup> shall be drawn and transported by the Block Development Officer under the orders of the Collector.

1. Substituted for the words "gratuitous relief" vide R&DM Department Resolution No.14088/R dt.30.3.05
2. Substituted for the words "relief centre" vide R&DM Department Resolution No.14088/R dt.30.3.05

### **177. Stocking of food stuff at different centres**

(a) The Collector shall see that only standard quality of food stuff is supplied to the [Food Assistance]<sup>1</sup> distribution centres.

(b) The food stuff should be stored at damp-proof and leak-proof place.

(c) In the matter of guarding the stock at different centres the Collector and the Superintendent of Police shall in mutual consultation make necessary arrangements.

1. Substituted for the words "gratuitous relief" vide R&DM Department Resolution No.14088/R dt.30.3.05

### **178. Maintenance of Stock Register**

The Block Development Officer and the Officer-in-charge of the [distribution centers]<sup>1</sup> shall maintain a Stock Register in the form given in Appendix XXIV.

1. Substituted for the words "relief centre" vide R&DM Department Resolution No.14088/R dt.30.3.05

### **179. Payment of cost of transport**

The rate of payment of transport cost on relief goods shall be the same as prescribed by the Panchayat Raj & Women & Child Development Departments for transport of similar commodities of the Block. The cost shall be met from the allotment under Transportation of Relief Goods of the Relief Budget.

### **180. Payment of bills of the Food and Consumer Welfare Department**

(a) The stock supplied by Food and Consumer Welfare Department shall always be released on weightment. The Collector shall issue an order authorizing the quantity of stock to be drawn by the Block Development Officer each time from the Food Supplies and Consumer Welfare Department depots. Soon after release of stock the Block Development Officer shall submit a report to the Collector confirming release of such stock as a token of receipt of the stock.

(b) The Officer-in-charge who supplies stock on behalf of food Supplies and Consumer Welfare Department shall submit a bill to the Collector for payment, on receipt of the bill the Collector shall after due verification, take steps for the payment of the cost of stock supplied by the Food Supplies and Consumer Welfare Department before the close of the financial year from out of the allotment placed at his disposal by the Board of Revenue/ Special Relief Commissioner under Gratuitous relief of the Relief Budget.

### **181. Disposal of residue stock**

The Collector shall requisition the stock from the Food Supplies and Consumer Welfare Department for grant of [Food Assistance]<sup>1</sup> on cards strictly according to actual needs of the distribution centres on the basis of the prescribed scale. If due to circumstance beyond his control some stock is left over after the closure of the relief operation, the residue stock shall be distributed to the card holders without being wasted but a report to that effect shall be sent to the Revenue Divisional Commissioner and the Board of Revenue/ Special Relief Commissioner under intimation to the Revenue Department.

1. Substituted for the words "gratuitous relief" vide R&DM Department Resolution No.14088/R dt.30.3.05

### **182. Submission of monthly Return on [Food Assistance]<sup>1</sup>**

The Block Development Officer shall compile the monthly return in the proforma given in Appendix XXV, and shall furnish the same to the Collector, by the 20<sup>th</sup> of the month under intimation to the Sub-Collector. The Collector shall compile the district return in the same proforma by the 25<sup>th</sup> of the month and shall send it to the Revenue Divisional Commissioner and the Board of Revenue/ Special Relief Commissioner. The Board of Revenue/ Special Relief Commissioner shall compile the State return and furnish it to the Revenue Department by the 1<sup>st</sup> of the following month.

1. Substituted for the words "gratuitous relief" vide R&DM Department Resolution No.14088/R dt.30.3.05

### **183. [Food Assistance]<sup>1</sup> on cards in Urban areas**

Ordinarily no [food Assistance]<sup>1</sup> on cards shall be sanctioned at Government cost in the Urban areas. But in exceptional circumstance on account of a widespread severe drought and [destitution, Collector/ Sub-Collector/ Executive]<sup>2</sup> may sanction such [assistance]<sup>3</sup> in such areas. In that case the foregoing paragraphs shall mutatis mutandis be applied to such areas also; and the "Block Development Officer", "Grama Panchayat", wherever they occur in the paragraphs above shall be substituted by the "Executive Officer of the Municipality or NAC" and "Ward" respectively.

1. Substituted for the words "gratuitous relief" vide R&DM Department Resolution No.14088/R dt.30.3.05

2. Substituted for the word "Government" vide R&DM Department Resolution No.14088/R dt.30.3.05

3. Substituted for the word "relief" vide R&DM Department Resolution No.14088/R dt.30.3.05

## Chapter- IX

### **Administration of relief given by other governments, semi-governments, non-official organizations and individuals**

#### **187. General**

Although the State Government have assumed full responsibility for administration of relief measures at time of a major calamity, still assistance comes not only from many Governments and Semi-Government sources, but also from voluntary humanitarian organization and private individuals which undoubtedly play a very useful role in combating distress.

#### **188. Assurances from Prime Minister's Relief Fund and from other Government sources**

These assurance when received are ordinarily credited to the Chief Minister's Relief Fund and regulated under the Rules of that Fund administered by the General Administration Department, who may be requested by the Revenue Department to furnish the details of receipt and utilization for incorporation in reports to be compiled by the Revenue Department.

#### **189. Co-ordination of the activities of Semi-Government and Non-official Organizations and individuals**

(a) The activities of all Semi-Government and Non-official Organisations and private individuals shall be co-ordinated at the level of Board of Revenue/ Special Relief Commissioner in accordance with Government Resolution No. IVF(II)- 38/79- 10890- R., dated the 7<sup>th</sup> February 1979 (Appendix XLII). The Board of Revenue/ Special Relief Commissioner in consultation with the Committee referred to there in may allot specific areas or specific aspect of relief work to such Organisations and individuals, including starting of mid-day meal centers, free kitchens, distribution of dry or cooked food, keeping in view the type of assistance which the particular organisation intends to render. In case any feeding programme, mid-day meal centers or free kitchen for a certain period is undertaken by a non-official organisation or private individual in any area allotted by the Board of Revenue/ Special Relief Commissioner similar programme if continuing in that area at Government cost shall be reduced, suspended or closed as the case may be in order to obviate duplication and consequential wastage.

At the district level, the relief activities of the private agencies, voluntary organisations, groups and individual etc., shall be co-ordinated by the Collector.

(b) Some voluntary organizations or individuals may like to distribute cooked food or clothing themselves; in some distress areas and may require assistance for transporting the materials at Government cost. Government vehicle can be used for relief operation, by the voluntary Organisations on requisition. They should meet the Cost of POL, but daily hire charges need not be realized from them. Exemption from payment of hire charges should however have the approval of the Special Relief Commissioner in each case.

#### **(1) Revenue & Excise Deptt. Order No. 33087/R dated 13<sup>th</sup> May 1981**

Rules regulating Control & use of Government vehicles, there is no provision to realize the cost of repairing from the hirer. So this can not be levied on the hirer provided the vehicle is not misused during the journey. The may be occasion to realize major repairing charges from the hirer if it is misused. '1'

But where the individuals or organisations hand over the stock to the Collector, subject to the instruction of the Board of Revenue/ Special Relief Commissioner in the matter, the stock may be taken charges by the Collector and distribution in the selected affected areas at Government cost. The Board of Revenue/ Special Relief Commissioner may issue standing instructions to supplement the provision in these paragraphs for the administration of such relief.

(c) Voluntary organization may undertake a long duration programme in a distress area selected and approved by the Board of Revenue/ Special Relief Commissioner under intimation to Government.

## **190. Procedure for regulating gift materials and cash**

The following procedure shall be followed in regulating the use of gift materials and cash:-

(1) All cash received from outside sources by the Relief Authorities shall be credited into the Chief Minister's Relief Fund and shall be administered in accordance with the rules convention prescribed deposit into and expenditure from out of this fund.

(2) In respect of gifts of articles of perishable nature, the donors may be requested to contact the Collector of the district to which the gifts are intended to be sent for distribution in the area to be selected by the Collector. Information relating to convenient routs, rail-heads etc., if wanted by the donors shall be supplied.

(3) Gift in shape of relief materials of durable nature including dry foodstuff, milk powder, clothes and blankets, medicines and nutrients, tents and tarpaulin, etc., shall first be received by the Board of Revenue/ Special Relief Commissioner who will make stock entry of the materials and then issue these to the Collectors concerned keeping the requirements of different areas in view. Where the Board of Revenue/ Special Relief Commissioner considers it necessary to issue the stock to some Heads of Departments it will be free to do so. All receipts and issues of these materials shall be entered in the Stock Register and the Issue Register and to be duly accounted for.

(4) The Collector and the Heads of Departments concerned shall receive the stocks through dully authorized officers and shall issue those to officers directly administering relief in the field. All receipts and issues of these articles shall be entered in the Stock Register and the Issue Register and to be duly accounted for. The forms to be used for the purpose are given in appendices XXVII & XXVII-A.

### **(1) Revenue & Excise Department Order No. 17503/ R dated 16<sup>th</sup> March 1982.**

(5) Officers of all Departments of Government administering relief in the field shall duly account for all receipts of stock and issue the stock or utilize the same in accordance with the instructions issued in that behalf, making suitable entries in the Stock Register and the Issue Register. Simultaneously utilization certificates should be furnished to the Board of Revenue/ Special Relief Commissioner is token of utilization of the materials for the purpose for which those were meant.

## **191. Distribution of Relief through honorary workers of Organisations.**

Different kinds of relief sponsored by Government out of their own funds or from those of voluntary organisations may either be utilized through the authorized government agencies ( i.e. Relief Officers) or through honorary workers or organisations to be nominated by the Board of Revenue / Special Relief Commissioner for the purposes on such terms and conditions as the Board of Revenue /Special Relief Commissioner may fix.

Such individuals or organisations may apply to the Board of Revenue/ Special Relief Commissioner expressing their willingness to work or operate any relief measures and the terms and conditions under which they want to work. The Board of Revenue / Special Relief Commissioner may accept such conditions, or reject all or any of them, and impose fresh conditions if any as deemed proper. Such decision of the Board of Revenue / Special Relief Commissioner in any particular case shall be final.

Proper utilization of the relief assistance shall be ensured buy the Relief Administration at all levels. The Board of Revenue/ Special Relief Commissioner may require the Collector to supervise the utilization of such funds and materials and furnish the utilization certificates duly countersigned by him to the Board of Revenue/ Special Relief Commissioner. The utilization certificate shall be the evidence for proper utilization.

## **192. Charitable trust funds**

- (1) In addition to the funds locally subscribed there are other funds such as the Indian People's Famine Trust Fund and Orissa Famine Charitable Relief Fund, which can be utilized for charitable relief purpose.
- (2) The Indian People's Famine Trust Fund is administered by All India Board of Management in the Ministry of Agriculture, Department of Agriculture (Relief). The Secretary, Revenue Department of the State Government is an ex-officio Member of this Board. Grants may be obtained from this fund for alleviation of general distress caused by a natural calamity. The grant is regulated by a set of rules drawn up by the Trust. Relevant extract of the Rules (i.e., Rules 8, 11 and 11-A) is annexed in Appendix XXVIII.
- (3) On the receipt of the grant from the Indian People's Famine Trust, the amount is credited to the accounts of the "Orissa Famine Charitable Relief Fund. This fund is guided by a separate but similar set of Rules, vide Appendix XXVIII-A.
- (4) Consistent with the purpose of the donating Trusts, the committee administering the Orissa Famine Charitable Relief Fund decides the specific purposes for which the grants credited into the Fund are to be utilized, having regards to the relevant rules regulating such expenditure. Allotments are placed through the Collectors for expenditure who are required to furnish the utilization certificates to the Revenue Department for submission of final utilization certificate to Indian People's Famine Trust.

## **193. Any other special relief operation by non-official Organisations**

If any other relief operations not covered under the foregoing paragraphs are proposed to be taken up by any non-official voluntary organisation, special orders of Government for starting such operations may be obtained by the Board of Revenue/ Special Relief Commissioner. The concerned voluntary organisation shall submit its proposals to the Collector who after such enquiry as deemed proper may submit the case to the Board of Revenue/ Special Relief Commissioner with his views through the Revenue Divisional Commissioner. The Board of Revenue/ Special Relief Commissioner may examine the case in detail and furnish its proposals for consideration of the Government.

## **194. Submission of monthly return on administration of relief by Private charity**

(1) A monthly return of utilization of funds and the gift materials shall be submitted by all officers administering relief to their respective superiors and the Board of Revenue/ Special Relief Commissioner in the pro forma given in Appendix XXIX. The Board of Revenue / Special Relief Commissioner after compilation shall furnish such a return to government by the 20<sup>th</sup> of the following month.

(2) The Board of Revenue/ Special Relief Commissioner shall give a short description in the monthly report about the quantum of assistance received from the different agencies, value distributions made, area and people benefited, etc. In respect of work programmes undertaken the progress made and employment generated should find specific mention.

## **CHAPTER - X**

### **CARE OF ORPHANS AND DESTITUES**

#### **195. General**

In times of distress the Collector will act as the temporary guardian of children who are found deserted in his district. He will be responsible for the care of such children. In case of a cyclone of devastating nature and tidal inundation, a number of persons may become orphans or destitutes. It becomes necessary to undertake a census of such persons by the Collector immediately after the catastrophe.

#### **196. Register of orphans**

The Collector shall maintain a register in the form given in Appendix XXX of all children found destitute. All information regarding their names, address, residence of their parents and relatives, as well as, particulars showing how the children were found as destitutes may be entered in the Register. Detailed information as to the way in which each child eventually disposed of should also be entered in the Register.

#### **197. General Rules as to the disposal of orphans**

- (a) Every effort should be made to discover the surviving parents or relatives of the children, and a proceeding showing the action taken should be recorded in respect of each such case.
- (b) If the parents or relatives cannot be traced, attempts should be made to make them over to respectable people who are willing to adopt or support them and who will agree to answer to any periodic enquiries regarding their condition etc. that the collector may desire to institute, until the children reach the age of 18 years.
- (c) If no respectable person is found willing to adopt an orphan child or to consent to support it, such child may be sent to any established orphanage or such other public institution meant for the care of destitute children.

#### **198. Private orphanages**

It shall be obligatory on the Manager of a private orphanage to maintain a register given in Appendix XXX. If any orphan is admitted direct to the orphanage, its particulars shall be furnished at once to the Collector. A copy of the register shall be forwarded monthly to the Collector who shall make every endeavour to find out the parents of the children not yet traced. The Collector after receipt of the copy of the register from the private orphanage shall include such orphans in the register maintained in his office. The Collector shall intimate the results of the proceedings to the Manager of the private orphanage for incorporation in the register maintained by him.

#### **199. Free access to private orphanage**

Free access to the children in a private orphanage shall at all times be given to the Collector and to persons claiming the rights as parents or relatives to take the children with them, if the parentage or relationship of any person claiming as parents or relatives and the right to children with them is, in the opinion of the Collector, satisfactorily established, such child or children shall be made over to them on proper acknowledgement and the fact recorded with necessary address and other details in the register for future reference.

#### **200. Disposal of old orphans**

Children abandoned by their parents or guardians should if found to be old enough, be sent to a suitable relief work for earning their livelihood. This fact may be mentioned in the remarks column of register of orphans.

**201. Destitutes**

A destitute is one who had an ostensible means of living as well as living accommodation before the occurrence of a natural calamity, but due to such calamity he has lost his living as well as accommodation. The Collector shall assist him in getting house building grant according to the prescribed scale for repairing, renovating or rebuilding his house. He shall also provide employment for him in some labour intensive works undertaken in his district. If necessary, the Collector may sanction ad hoc gratuitous relief in case of distress under the prescribed rules regulating sanction of such relief.

**202. Expenditure incurred on orphans**

An expenditure incurred by the Collector on orphans till they are accommodated in recognized orphanages shall be met from the allotment placed at his disposal under "Gratuitous Relief".

**203. Submission of monthly report**

The Collector shall furnish a copy of the register of orphans every month to the Revenue Divisional Commissioner, the Board of Revenue / Special Relief Commissioner and the Revenue Department.

## **CHAPTER – XI**

### **HEALTH AND VETERINARY MEASURES**

#### **(A) Medical and Public Health Measures**

##### **204. General**

During distress of any kind caused due to drought, heavy flood, cyclone or such other major natural calamity, the Medical and Public Health Organizations have to play a prominent role. In case of severe distress, cases of mortality may be high not so much due to direct starvation but due to increased incidence of diseases. This increase in incidence is again mainly due to reduction in vitality and consequential decrease in resistance to disease. All these factors contribute to the out-break of epidemics like Cholera, Typhoid etc., in the affected areas which take a heavy toll of human lives. It would, therefore, necessary to strengthen the Medical and Public Health arrangements before-hand in order that adequate measures may be adopted both for preventing out-break of epidemics as well as for treating the affected people with utmost expedition.

##### **205. Present set up and its relationship with district administration**

According to the present set up there is a Chief District Medical Officer in each district who is the head of the Officers and staff of the Health and Family Welfare Department posted to the district, both for preventive and curative sides. At the district level the Collector will maintain contact with the Chief District Medical Officer who will also be vigilant about the developments of the health situation in the district. At the Sub-divisional level it will be necessary for the Sub-Collector to have similar contact with his counterpart on the health side at the first instance; problems of importance, however, being left to be settled at the district level between the Collector and the Chief District Medical Officer.

##### **206. Preventive measures**

Whenever distress is apprehended in any area, the whole situation shall be surveyed by the Chief District Medical Officer in consultation with the Collector in order that arrangements for preventing outbreak of epidemics may be made. Steps may have to be taken to push inoculations against Cholera, Typhoid etc., in the areas where there is apprehension of a major calamity or where a natural calamity has already taken place.

##### **207. Measures to be taken by Health Department**

Before the rainy and cyclone seasons and also as soon as there is apprehension of a major natural calamity in any part of the State, the Directors of Health and Family Welfare shall attend to the following:-

- (a) Issue special instructions for the hospital treatment and diet of the patients likely to seek medical aid in the distress or affected area;
- (b) Satisfy that medical and public health arrangements for the distressed people are duly made in all the districts, and as far as possible may personally inspect and supervise them;
- (c) Tighten up the public health measures where necessary, and report to Government the results achieved in a weekly report giving the details of public health measures undertaken and the consequential results ensured;
- (d) Direct the Chief District Medical Officers to frequently inspect the sanitary arrangements in the area and the establishments supplying cooked food and their character, and to take suitable measures against supply of unwholesome food;
- (e) Take steps for opening of temporary additional hospitals in selected zones or areas as an emergency measure when the situation so warrants;
- (f) Organise and depute mobile medical units to the affected areas including the interior areas, as and when necessary; and

(g) Submit a weekly report to State Government with copy to the Revenue Department and the Board of Revenue/ Special Relief Commissioner with the following particulars:-

- (i) Number of distressed people admitted to the hospitals for treatment,
- (ii) Number of their deaths in hospitals ( with explanation of causes of death),
- (iii) Number discharged after treatment,
- (iv) Number of distressed people treated in outdoor,
- (v) Number of deaths, if any reported.
- (vi) If there is any marked increase in death rate, illness and diseases believed to be due to want of food, and
- (vii) Such other information as is considered relevant for appreciation of the situation.

#### **208. Sanction of special staff and allotment of medicines etc.**

The Health Directorate normally keeps a certain reserve of doctors and medicines for dealing with outbreak of epidemics. These reserves may be examined promptly when there is a apprehension of distress. If it is found that the reserves may not be sufficient, the Directorate shall take immediate steps for providing the requisite staff by transfer such staff to the affected areas from the unaffected areas along with the additional stock of vaccines, medicines disinfectants, equipments etc., according to requirement.

#### **209. Inspections by Chief District Medical Officer**

The Chief District Medical Officer shall undertake frequent tours in the affected areas and inspect both the preventive and curative arrangements made. In case there is any shortcoming he will attend to them then and there and remove such shortcoming.

In case he comes across drinking water scarcity in any area which may lead to an epidemic, forthwith he will bring this to the notice of the Collector, the Health Directorate, the Chief Engineers, designated (for tube wells) and the Director, Panchayati Raj (for surface wells) under intimation to the Board of revenue/ Special Relief Commissioner and the Revenue Department.

#### **210. Mother and child care**

**(1) The nation's children are a supremely important asset. Their nurture and solicitude are the responsibility of the state. There can be no hope for a better future for the nation unless the special needs of children in times of distress or natural calamity receive the utmost attention of the community.**

Mother and child care centers may have to be started in each village or for group of villages affected by scarcity and distress conditions to provide the minimum health and nutrition needs of pre-school children pregnant woman and nursing mothers, who constitute nutritionally the most vulnerable section of the community. The minimum standard of intake of nutrients for each of these categories may have to be prescribed for each affected area and the mother and child care centers equipped to meet the gap between the minimum requirement and the food intake at home by making use of the food commodities that are generally used in the affected areas. Emphasis may have to be laid on provision of clean drinking water and environmental hygiene. Simple workable procedures may have to be prescribed for identification of pre-school children for supplementary nutrition and nutritional therapy ( e.g. measurement of upper-mid arm circumference and for weight comparing it with an indicated standard).

(2) Apart from supplementary nutrition or nutritional therapy ( in cases of severe mal-nourishment requiring curative approach) the mother and child welfare centers may have to be utilized for conveying to the community especially the parents, simple educational messages relating to health nutrition and personal and environmental hygiene.

(3) Certain common diseases like diarrhoea, cough, fever, skin infection etc. are likely to occur among, pre-school children in scarcity affected areas. Standing instructions may have to be worked out locally for detection and treatment of these ailments as well as for recognizing the need for reference to district health authorities.

Certain drugs are likely to be in great demand and sufficient quantities of the drugs may have to be procured and supplied to the affected areas. The drugs normally required are ferrous sulphate tablets, Triple sulphanamiss, Aspirin, Antibiotic eye ointment, Antiseptic cream, Piperazine Adipate tablets, Chloroquine etc.

(4) The pregnant mother may have to be immunized against Tetanus and the children given all the needed prophylaxis.

Mother and child care centers can be run by local persons with simple education if they are given training for three to seven days. Training can be arranged through medical staff of the Primary Health Centre.

(5) Arrangements organized by the Health Directorate may have to be reported to the Health Department, the Revenue Department and the Board of Revenue/ Special Relief Commissioner.

### **211. Assessment of damage and restoration work**

Assessment of damage caused due to flood, cyclone or any other natural calamity to life and property of the Department should be made forth with after the abatement of such natural calamity. Restoration programme may also be taken up as expeditiously as possible.

### **212. Issue of detailed instruction by the Health & Family Welfare Department**

The Health and Family Welfare Department may issue detailed instructions for the guidance of their field officers to effectively tackle the situation that may arise due to any major natural calamity like drought, flood, cyclone, tidal inundation, etc., on each of the item enumerated in these paragraphs and look to their faith full implementation. Copies of instructions issued may be made available to all the Collectors, all the Revenue Divisional Commissioners, the Board of Revenue / special Relief Commissioner and the Revenue Department.

## **B. VETERINARY MEASURES**

### **213. General**

The important part that cattle play in the economic and agricultural life of the community needs no emphasis. Wherever there is economic distress due to failure of agricultural operations, whether due to drought, flood, cyclone, otherwise the cattle suffer extreme hardship no less than human beings. Loss of cattle means loss of national wealth. It should, therefore, be an important duty of the Collector to see that adequate steps are taken for the preservation of cattle in the affected areas during relief operations, as well as, for their treatment on account of epidemic and contagious diseases which may break out in such conditions.

### **214. Scarcity of fodder**

In case of at large scale failure of crops, steps will have to be taken in advance for the provision of adequate fodder for the cattle particularly during the months of March to June. When the rains set in, grass would become available to relieve shortage of fodder.

When such shortage of fodder is apprehended, liberal advances should be given to the cultivators with a view to construct temporary wells as well as for the purchase of fodder seeds and for ancillary purposes for the growth of fodder crops. The influence of leading people may be usefully employed with the object of stimulating growth of fodder crops.

“At times during high floods some villages become encircled by flood water and remain cut-off from outside. Even cattle cannot move out to graze the grass or browse the trees and bushes. People usually

store some fodder for the rainy days. However, if the people are in distress due to high flood submerging their village for more than a day it would be necessary to provide fodder to keep the animals alive. In absence of straw or grass, “Kunda” ‘1’ may be used as fodder. However, Collectors must use their discretion sparingly and may sanction Kunda in exceptional cases, not exceeding one kilogram per animal per day up to a maximum of 3 days depending on severity of the flood.

#### **215. Special report on shortage of fodder**

When a serious shortage of fodder is apprehend, the Collector shall furnish a report stating the requirement of fodder of the district, import, of fodder from other area the likely terms of such import, the economic condition of the people to purchase such imported fodder and if he recommends subsidized sale of fodder etc. The report may be given to the Revenue Divisional Commissioners, the Director of Veterinary Services and Animal Husbandry and to the Board of revenue / Special Relief Commissioner.

#### **216. Location of fodder banks**

In order to meet the shortage of fodder in times of scarcity, location of fodder banks may be considered as an alternative provided the scheme can be viable and self-financing. The Fishery & Animal Resources Development Department may take up some such schemes for provision of fodder in times of scarcity.

#### **217. Emergency production of fodder**

It is possible to undertake some emergency schemes for production of fodder both departmentally and by giving subsidy to intending producers. The Department may keep such schemes ready and take action for saving the life of the cattle as may be necessary.

#### **218. Cattle camps**

In case of a drought of extensive magnitude, it may be very difficult to provide sufficient fodder and other cattle food in large scale as a relief measure. Still all possible measures may be taken to save the lives of as many cattle as possible emphasis being given on useful cattle both milch and drought. Necessary provision on this account should be made in the budget of the Fisheries and Animal Resources Development Department. Certain cattle camps may be arranged in selected areas where the useful cattle may be provided relief at State cost under departmental supervision.

#### **219. Forest Grazing**

Forest Department may open certain forest areas for grazing of cattle at the time of scarcity. Ordinarily no grazing fee shall be levied for this purpose. The Forest Department may in consultation with the Fisheries and Animal Resources Development Department issue detailed instructions for guidance of its field officers and others. A copy of the instruction so issued may made available to the Collectors, the Director of Animal Resources Development Service, the Revenue Divisional Commissioners, the Board of Revenue / Special Relief Commissioner and the Revenue Department.

#### **220. Veterinary Services**

The Director, Veterinary Services and Animal Husbandry may make arrangements for prevention of cattle epidemics at the time of distress. Necessary animal health squads with medicines, vaccines and other equipments may be got ready for treatment of cattle diseases. The existing arrangements may be tightened up, vacant post if any, may be filled up, and adequate quantities of medicines etc. may be stocked in the dispensaries of the area vulnerable to natural calamity.

#### **221. Report on veterinary measures**

The Directorate may furnish a weekly report on the veterinary measures undertaken with consequential results achieved, to the Department with copy to the Revenue Department and the Board of Revenue / Special Relief Commissioner at the time of distress.

(1) Revenue & Excise Department Resolution dated 27-7-93.

## **CHAPTER - XII**

### **AGRICULTURAL MEASURES AND PROVISION OF CREDIT**

#### **(A) AGRICULTURAL MEASURES**

##### **222. General**

As Agriculture is the main occupation of the rural people in the State and as the holding are small, vigorous intensive agricultural measures are for developing agriculture in modern lines and for ensuring production against the vicissitudes of natural calamities that visit the State almost every year.

##### **223. Kharif programme**

Every year anticipating a normal rainfall, the Agriculture Department puts-forth a Kharif programme. But as agriculture is still very much dependent on rainfall in about 80 per cent of the areas in the State, no substitute can be attached to the successful achievement of the programme. In case of inadequate rainfall, the prospect of the main Kharif crop i.e. paddy becomes bleak. Hence steps as specified in paragraph 36 of Chapter III for providing temporary irrigation facilities are undertaken to save the crop in the field and to raise alternative Kharif crops.

##### **224. Supply of seeds**

The Agriculture Department is the main agency for supplying quality seeds to the cultivator. They take steps for procurement of seeds well in advance of the agricultural season both from inside and outside the State according to the requirement in case the seed supply from the Agricultural farms becomes inadequate. The seeds are kept at district headquarters for facility of supply to the *needy* cultivators. In addition to seeds, seedlings are also arranged for supply particularly in the flood affected areas. If the cost of seeds becomes more than the market price of such consumption grains, the department takes steps for supplying the seeds at subsidised rate, the subsidy being met by Government.

##### **225. Supply of fertilizers**

Fertilizers are needed by the cultivators not only for raising crops but also for recuperation of partially damaged crops. The Agriculture Department obtain short-term credit from the Government of India for obtaining fertilizers and channelise the supply through the Co-operatives so that the, cultivators may purchase fertilizers from their own Co-operative Societies either on credit or cash.

##### **226. Dug-well Irrigation Scheme**

Regular irrigation facilities are still insufficient and cannot be provided to all lands. The cultivators are, therefore, encouraged to own a dug-well where possible, for providing irrigation to the adjoining lands by taking loans from the banking institutions. This scheme has been quite popular in the State as it works as an insurance against recurring drought and inadequate rainfall. The Agriculture Department is the administrative Department for the Scheme.

##### **227. Precautionary measures before flood**

"Floods are frequent and in almost every year heavy floods visit one or the other areas of the State. Anticipating heavy rainfall and consequent floods, advance precautionary measures are undertaken. Every year in the technical Kharif circular detailed instructions are issued to the field officers for contingent planning to counter the possible damaging effects of natural calamities. Alternate cropping, re-sowing or replanting is done according to the prevailing circumstances. For this purpose, seeds of recommended varieties are stocked in advance in suitable places. Plant Protection Schemes for prophylactic measures and epidemic control are also kept ready for being launched in times of need.

##### **228. Damage by floods**

The period of flooding and depth of submergence of different classes of land vary different cultural practices have to be undertaken. The technical circular contains detailed instructions in this regard. Generally, if damage to crops is caused by floods in July - August, restoration of crops is possible by top dressing with Nitrogen or foliar spray of urea, or by re-sowing and re-planting. But if the flood occurs in September, alternate cropping is the only recourse.

### **229. Pest attack control measures**

After floods pest attacks normally take place. Swarming caterpillars become a menace. Pest control operations are organized by prophylactic dusting or spraying the unaffected fields adjoining the infected fields and then moving against the direction of movement of the swarms for control. The Department provides adequate number of dusters and sprayers for this purpose along with funds. These sprayers and dusters" are examined every year after use and are kept in order for use after repairs where necessary. Pesticides are required to control pest attack. For this purpose, necessary funds are provided in the budget of the Department.

Pest attack may take the form of pest-epidemic when ground spraying may not control the spread of the epidemic. In that case aerial spraying is undertaken to control the epidemic, with the assistance of the Government of India in the Ministry of Agriculture in such areas where aerial spraying is feasible.

### **230. Problem of sand cast lands**

By the action of .floods, natural calamities, like Flood, Cyclone, land slide and heavy to very heavy rains, agricultural lands get sandcast / silted up with varying depth of sand / silt deposits rendering these unsuitable for further cultivation. Subsidy 'I' at the rate of Rs, 2500 per hectare subject to a maximum of Rs. 5000 per small farmer and Rs. 3000 per marginal farmer should be paid to the beneficiaries for reclamation of the lands and cast due to the floods with a depth of more than 6" inches.

### **231. Rabi programme**

(1) Every year before the agricultural season starts the Agriculture Department a Kharif programme before the Kharif season as indicated earlier, followed by a Rabi programme immediately before the Rabi season. In case of loss of Kharif crops due to the vagaries of rainfall etc. alternate Rabi programme is also framed.

After taking into account the possibilities of situation the alternate Rabi programme aims, at-

- (i) a substantial increase in the production of pulses, oil seeds, wheat and dalua paddy,
- (ii) introduction of and replacement with higher yielding short duration varieties of the above crops,
- (iii) adoption of low cost technology to achieve production.
- (iv) maximising agricultural production in command areas of irrigation projects of all sorts,
- (v) scientific and optimum use of water sources, and
- (vi) encouragement of cultivation of soil restorative crops like pulses.

(2) The Agriculture Department may make an assessment of the outcome of these programmes at the end of the year and make available a copy of such assessment to the Revenue Department.

## **B. PROVISION OF CREDIT FACILITIES**

### **232. General**

(1) The Bihar and Orissa Famine Code, 1913 provided in section 155 a set of Special Rules under the land Improvement loans Act. XIX of 1883 for grant of advances in an area declared by the local Government under section 74 to be affected by distress. These rules have been incorporated at pages 36 to 43 in the Bihar and Orissa loans Manual reprinted in 1971. These Special Rules were declared to have effect in such tracts as might from time to time be declared by the local Government under section 47 of the Bihar & Orissa Famine Code of 1930 vide rule 1 of the Special rules printed as Appendix V. 1 of that Code. The section 47 of that Code runs as follows-

"Declaration of Famine - On receipt of the telegram required by section 40 the local Government will decide whether in a district or part of a district famine should be declared. In the event of such a decision, orders should be issued forthwith to the local Officers concerned, and the Government of India shall be informed".

(1) Substituted in Revenue & Excise Dept!. Resolution No. 57382/ R dated 23-12-96.

Thus from the date of operation of the Bihar and Orissa Famine Code, 1930, the applicability of the aforesaid Special Rules can be invoked only when a certain tract is declared by the State Government as affected by famine. As the present Orissa Relief Code does not contemplate the occurrence of a famine [vide subparagraph (2) of paragraph 3] the aforesaid Special Rules will have no application, for grant of advances under the land Improvement loans Act, 1883. Therefore, the normal rules under the Act will be applicable for regulating advances for land improvement,

(2) Another set of Special rules for the distribution of loans during famine and scarcity and when distress is apprehended or is present under the Agriculturists Loan Act, 1884 (XII of 1884) has been framed and printed at pages 74 to 76 of the Bihar & Orissa Loans Manual (1971 reprint). These Special sections incorporated as Appendix VII in the Bihar & Orissa Famine Code, 1930.

These special rules are applicable when extensive distress due to drought, floods or other calamity is imminent or is present. Therefore, the provisions of these Special sections will continue to regulate the sanction of loans for the prevention or relief of distress under the Agriculturists Loans Act, 1884 in respect of calamities specified in the present Orissa Relief Code.

### **233. Provision of Taccavi Loans**

(1) Sagging of the morale of the people is inevitable on the occurrence of a wide spread calamity like severe drought, flood, cyclone or tidal inundation. It is of great importance on such occasions, to have recourse to an early and adequate distribution of loans, both as an act of moral strategy to give confidence to the people and also with the object of stimulating agricultural efforts. In such circumstances, liberal advances may be given under the Agriculturists Loan Act 1884 until normal conditions are restored.

Besides, the agriculturists may also be encouraged to avail of the institutional credit facilities available for the aforesaid provided that both Taccavi loans and institutional credit may not be available to the same cultivator.

(2) The extent of provision of loans is dependent on the degree of distress caused by the natural calamity. In a year of widespread drought, small and marginal farmers who mostly depend on institutional credit are not able to repay their loans and consequently they become ineligible for Co-operative loans. Many cultivators do not enroll themselves as members of Primary Co-operatives. In order to enable the cultivators to raise a second Kharif crop or a rabi crop, credit assistance becomes necessary. Those who cannot get credit assistance from the Co-operative or other banking institutions, will have to be given distress Taccavi loans under the Agriculturists Loans Act by the Revenue Officers for purchase of seeds, fertilisers, bullocks, etc. for which necessary provision has to be made by the Revenue Department in its budget.

Similarly in case of a high flood, the cultivators may need loans for removing sand from their fields or for developing water logged lands. All such cultivators may not be entitled to institutional credit for the reasons indicated above. For this purpose also, Revenue Department should make some provision in its Budget under the land Improvement Loans Act.

### **234. Principles for sanction of seed and bullock loans by Revenue Officers under Agriculturist Loans' Act, 1884**

(a) Seed loan may be sanctioned to the agriculturists Rs. 40 per acre subject to a maximum of Rs. 200 per individual cultivator according to the principles indicated below:-

(i) the agriculturists possessing lands of 7 acres or less in the drought affected area may first be covered;

(ii) after exhausting the applicants in (i) above, loans may be given to the agriculturists possessing more than 7 acres of land in the drought affected areas;

(iii) after exhausting the applications of the above two categories in the affected areas the balance amount, if any may be sanctioned in favour of the agriculturists or other areas possessing lands of 7 acres or less, in such areas agriculturists possessing more than 7 acres of land shall not be given any Taccavi loans ;

(iv) such agriculturists in the flood and cyclone affected areas may be given said loan to the extent of acreage of land that have actually suffered damage subject to the ceiling fixed, for the purpose of raising an alternate Kharif or rabi crops

(v) this loan shall be sanctioned in one installment.

(b) *Bullock loan*-<sup>11</sup> Loans for purchase of bullocks are also given by the Revenue Officers under the Agriculturists Loans Act. The price of a Bullock will be fixed with reference to the price fixed of for I.R.D.P. beneficiaries.

**235. Submission of monthly return on disbursement of Taccavi Loans**

(1) The Tahasildar shall furnish to the Collector and the Sub-Collector a monthly return on disbursement of loans under the Agriculturists loans Act and the land Improvement Loans Act on the first day of the following month. The Collector shall furnish the district return to the Revenue Divisional Commissioner as well as to the Board of Revenue / Special Relief Commissioner by the 5<sup>th</sup> of that month. The Revenue Divisional Commissioner shall scrutinise the returns and shall furnish his comments to the Board of Revenue /Special Relief Commissioner by the 10<sup>th</sup> of that month, The Board of Revenue / Special Relief Commissioner shall compile the return district wise and shall furnish it to the Revenue Department by the 15<sup>th</sup> of that month with its comments.

(2) The format given in the Appendix XXXIA shall be followed in submitting the return. The return shall be submitted in time with explanation for any delay in case no materials are available a blank return shall be submitted.

**236. Submission of quarterly return on collection of Taccavi loans.**

The Tahasildar shall furnish this return to the Collector and Sub-Collector in the format in Appendix XXXIB by the first day of the month following the quarter. The Collector shall furnish the Return to the Revenue Divisional Commissioner as well as to the Board of Revenue / Special Relief Commissioner by the 7<sup>th</sup> of that month. The Revenue Divisional Commissioner shall make available his comments to the Board of Revenue /Special Relief Commissioner by the 14<sup>th</sup> of that month. The Board of Revenue /Special Relief Commissioner shall furnish District wise return by the 20<sup>th</sup> of that month to the Revenue Department. The return shall be submitted in time with explanation for any delay. In case no collection has been made in the quarter, a blank return shall be submitted.

**237. Provision of institutional credit at the time of natural calamities.**

At the time of a major natural calamity the agriculturists will require substantial institutional credit not only for purchase of seeds, bullocks, fertilisers and insecticides but also for various other purposes like provision of water for irrigation (dug wells), capital for employment of laborers, removal of sand from sand-cast lands, and land improvements. The Agriculture Department will take steps for providing institutional credit in time for all such purposes.

**238. Conversion of Loans.**

Suitable standing instructions may be issued by the Agriculture Department for conversion or rescheduling of loans at the time of distress which were advanced to the agriculturists earlier by the Co-operative Societies.

Copies of such instructions may be made available to all field Officers including the Collector, the Revenue Divisional Commissioner, the Board of Revenue / Special Relief Commissioner and the Revenue Department.

**239. Acceleration of Membership of Primary Co-operative Societies.**

Most of the agriculturists are ignorant of the Co-operative- laws and are averse to membership in Co-operative Societies. As a result they cannot avail of the Co-operative credit facilities at the time of distress. The Agriculture Department may undertake an extensive programme for educating and encouraging agriculturists to become members of such Societies so that they may be in a position to avail of the benefit of credit facilities extended by the Co-operative Society.

(1) Substituted in Revenue & Excise Deptt. Resolution No. 57382 / R dt. 23.12.96.

## **CHAPTER - XIII**

### **STRENGTHENING OF PUBLIC DISTRIBUTION SYSTEM AND STOCKING OF FOOD STUFF FOR RELIEF MEASURES**

#### **240. Strengthening of Public Distribution System**

The Public Distribution System is the normal channel for distribution of essential commodities among the people. In normal times there may be no demand for opening of a large number of fair price shops or retail sale centres under the system. But at the time of a grave natural calamity like drought, high flood or cyclone etc. there is a great demand for such shops or centres, free flow of staple commodities like rice, wheat products and other necessities of life of the people are made available through this system at reasonable price. Otherwise, there may be apprehension of rise of price level and scarcity of food grains which may aggravate the distress conditions. In order to avoid such a situation adequate number of fair price shops or retail sale centres should be opened and adequate stock of essential commodities should be stored and preserved at such centres. In case the Collector feels any difficulty, he should at once bring it to the notice of the Food Supplies & Consumer welfare Department, The Revenue Divisional Commissioner, the Board of Revenue / Special Relief Commissioner and the Revenue Department.

#### **241. Labour Employment Schemes and Sale Centres**

At the time of grave natural calamities, Government have to accentuate employment oriented labour intensive works in order to provide adequate employment to the rural population. Unless the fair-price shops or retail sale centres are opened quite contiguous to the project areas, the workers and labourers will have to walk long distances to procure the essential commodities. Therefore the endeavour of the District Administration should be to open as many such shops or sale centres as possible in the affected areas to avoid hardships to the people.

#### **242. Drawing of food stuff for relief measures out of the district allotment**

The requirement of different food stuff for relief measures is to be met out of the district allotment. Besides meeting the needs of the fair price shops or the retail sale centre under the public distribution system, food stuff has to be supplied for the special shop-centres located near about the labour intensive works, for gratuitous relief, emergent relief and other feeding programmes etc. as the case may be.

##### **(i) *Gratuitous relief on cards :***

(a) The district officer shall calculate the initial requirement of food stuff for two months (i.e. running requirement for one month and advance stock for another month) before commencement of the operation of the scheme of gratuitous relief on cards and intimate the same to the Food Supplies & Consumer Welfare Department. From the second month onwards the Collector shall place his realistic requirement for every month in advance till the closure of the scheme.

(b) The Food Supplies & Consumer Welfare Department will supply the food stuff according to the requirement of the Collector for the implementation of the scheme.

(c) The stock required by the Collector for one Grama Panchayat or a group of Grama Panchayats will be stored by the Food Supplies & consumer Welfare Department at the same place where stock for public distribution system is stored.

##### **(ii) *Stocking of food stuff in flood prone areas:***

The unprotected areas as well as the low lying areas in the coastal districts and the river valleys in other districts are subjected to recurring high flood every year. The transport facilities in the rainy season are quite inadequate as a number of roads and bridges go out of action. Hence storage depots and sub-depots of essential commodities should be opened in these areas sufficiently before the commencement of floods, so that the public distribution system may work effectively in these areas without any difficulty even if fresh supplies do not reach for some time. These depots and sub-depots may also feed the emergency relief programmes and other feeding programmes that may be undertaken in the exigencies of the situation. Provision in Chapter VII may also be referred to in this regard.

### **243. Report on the working of different schemes**

The Collector shall look to the efficient working of the public distribution system. Sufficiently before the rains, he shall ensure the storing of adequate quantities of food stuff in the interior strategic vulnerable or key areas to the keep the flow of stock moving through the public distribution system and for drawing of stock on account of relief measures where and when necessary.

In case of any difficulty, he shall at once bring it to the notice of the Revenue Divisional Commissioner, the Secretary, Food Supplies and Consumer Welfare Deptt. the Board of Revenue / Special Relief Commissioner and the Revenue Department.

On receipt of any such report from the Collector, the Revenue Divisional Commissioner shall personally take up the issue with concerned authorities of Government and shall solve the difficulty. He shall keep the Board of Revenue / Special Relief Commissioner and the Revenue Department informed of the developments.

## CHAPTER - XIV

### SPECIAL RELIEF TO WEAVERS, ARTISANS AND OTHERS

#### 244. Preliminary

In case of a major natural calamity like drought, flood, cyclone etc. distress is caused to certain classes of rural artisans like the weavers, the fishermen, the potters, the blacksmiths, the carpenters, the cobblers, the tailors and others.' While assessing damage caused on account of these calamities, the cases of these artisans engaged in specialised trade shall be taken into account.

A list of such distressed rural artisans shall be prepared by the Block Development Officer, indicating their names, parentage, age, profession and reasons of distress. If it is a case of loss of implements due to washing away by flood, the nature of implements lost and value thereof should be mentioned. Similarly if it is a case of a betel vine grower, the extent of betel garden damaged and value thereof should be indicated. In brief this list shall be comprehensive and there should be details of damage and value of loss in each case.

This list shall be annexed to preliminary damage report furnished to the Collector who in his turn shall furnish the same with the district report to the higher authorities.

#### 245. Formulation of proposals for sanction of relief

After compilation of the district list of distressed rural artisans like the weavers and others the Collector shall consider the nature of relief that may be given to the different distressed artisans and others and shall formulate his proposals and furnish the same to the Revenue Divisional Commissioner and the Board of Revenue / Special Relief Commissioner. The Board of Revenue / Special Relief Commission on receipt of the proposals of the Collector shall furnish its own in consultation with the Revenue Divisional Commissioner and shall furnish the same for the consideration of the Government. After due consideration of the proposals of the Board of Revenue / Special Relief Commission Government may sanction such relief as deemed proper.

#### 246. Modes of relief

The relief may be in the form of free grants for purchase of raw materials, tools and implements, including boats or nets to fishermen; for repair to workshop or shed; or giving of cash grants or loans. The modes of assistance are not mutually exclusive; a person may be given help in one or more of the above ways, if circumstances so justify.

#### 247. General principles for administering relief

Free grants may be given to the persons who are extremely indigent. Persons who are slightly better off may be helped with materials at cheap prices if Government so decide. All others may be allowed loans of different nature to which they may be entitled to.

A person who gets a free grants may in addition be allowed to purchase materials at cheap rates as well as a loan, if necessary. Detailed procedure for sanction of materials may be prescribed by Government at the time of sanction of such assistance.

#### 248. Special relief to distressed weavers and other artisans

Distressed weavers and other artisans may as far as possible be given special relief, if they are:-

- (a) Unfit, by the practice of their profession and hereditary habits, for hard outdoor labour; or
- (b) Physically incapable of earning a sufficient livelihood in relief works; or
- (c) Unable to submit to the labour tests on relief works without risk of impairing their normal skill or the delicacy of touch necessary for their arts and crafts.

## **249. Grant of Co-operative Loans**

Ordinarily weavers and other artisans who are members of the Co-operative Societies may avail of Co-operative credit temporarily in order to re-establish themselves in their arts and crafts. If they are not members of the Co-operatives, Government may consider to give them some free grants so as to enable them to become members of the Co-operatives and derive benefit from such societies.

## **250. Advance of loans under Agriculturists' Loans Act.**

In cases where it is not possible to organise relief for weavers and other artisans, advances of loans under the Agriculturists' Loans Act or under Special Rules there under, may be given after such enquiry as deemed proper to the individuals on such security as may be considered sufficient, or to the bodies or groups of artisans on their joint security.

## **251. Other kinds of relief**

Artisans who are agriculturists may be allowed loans under the Agriculturists Loans Act for the purchase of small plant for gur making, oil pressing, cotton ginning and paddy husking. The procedure in regard to such loans shall be that as laid down in the Statutory Rules under the said Act.

### **251-A. Assistance to damaged betelvine farmers**

Assistance up to maximum of Rs.500/- shall be provided to small and marginal farmers whose betel vines are substantially damaged by flood/ cyclone and such assistance will be limited to the extent of only 10 decimals of betel vine affected.<sup>1</sup>

1. New Para added vide Revenue & Excise Department Resolution No.30081/R dt.1.6.1999

## CHAPTER-XV

### MISCELLANEOUS RELIEF MEASURES

#### **252. Standing Preparation and relief measures in respect of other natural calamities**

Specific relief measures have been prescribed for major natural calamities like drought, flood, cyclone, tidal disasters and fire accidents in this Code. But other natural calamities like earthquake, volcanic eruptions, gale wind, whirlwind, tornado, lightening, hailstorms railway and air accidents, etc. may also occur requiring similar extensive and intensive relief measures.

The procedure of reporting about the occurrence of natural calamities and the standing preparations in the event of any such natural calamity as prescribed in the Code, should *mutatis mutandis* be followed in respect of these disasters as well. The relief administration should keep a vigilant watch over the situation and in the event of occurrence of any such disaster, prompt action for rendering necessary relief to the affected people should be taken. Government orders wherever needed may be sought for promptly.

In this connection it may however, be noted that a catastrophic tornado had occurred on 16-4-1978 in the district of Keonjhar razing the village of Puruna Bandhaguda to the ground and affecting other 10 villages necessitating large scale relief and reconstruction measures. A set of instructions as in Appendix XXXI - C were issued for regulating relief measures. These instructions may be followed in case of recurrence of tornado.

#### **253. Relief to bereaved families for selfless service**

While saving or trying to save human life from flood, cyclone or any such natural calamity or disaster, if any person dies accidentally, relief shall be given upto the maximum of Rs. 1 0,000/- to the bereaved family as a token of recognition of the selfless service.

#### **254. Relief for other loss of life**

In case any member(s) of the family dies due to such natural calamities or disasters like flood, cyclone, tornado, thunder squall, hailstorm, sun stroke, lightning, drowning of boat, etc., exgratia relief at the rate of Rs.10,000/- for each case of death shall be given to the bereaved family.<sup>1</sup>

1. Substituted vide Rev & Excise Department Resolution No.30081/R dt.1.6.1999

#### **255. Authority competent to sanction relief**

The Collector shall sanction relief prescribed in paragraphs 253 and 254 subject to availability of funds.

#### **256. Procedure for sanction of relief on account of selfless service or other loss of life**

In order to enable the Collector to sanction relief under Paragraph 253 and 254, the following procedure shall be followed:

(i) The Revenue Inspector of the Circle in which the death occurs shall initiate action. He shall undertake an enquiry into the accident, soon after the occurrence and shall furnish a report to the Tahasildars stating

- (a) The -name of the deceased and his occupation,
- (b) Name of father/husband/guardian,
- (c) Age;
- (d) Monthly earning,
- (e) Name of the person whom the deceased saved or was attempting to save and other details about him;
- (f) Details of circumstances leading to the death of the deceased,
- (g) Name of the family members left, their age, occupation, etc. and
- (h) Financial position of the family (i.e. quantum of landed property of value of business; etc. owned, annual income derived from all sources and earnings, if any, of individual members).

(ii) The Tahasildar on receipt of the report of Revenue Inspector, shall on being satisfied about the correctness of the details furnished by the latter, submit the same **within three days** from the date of its receipt to the Collector with his recommendation about the quantum of relief under intimation to the Sub-Collector.

(iii) The Collector on receipt of the report of the Tahasildar and on being satisfied about the correctness of the incident, shall sanction the relief **within ten days** from the date of its receipt subject to the conditions laid down above and shall communicate the order to the Sub-Collector and the Tahasildar concerned, keeping the Revenue Divisional Commissioner, the Board of Revenue /S.R.C. and the Revenue Department informed.

(iv) The Tahasildar, on receipt of the sanction order of the Collector, shall draw and disburse the amount to the head of the bereaved family **within a week** of the receipt of the sanction order and furnish the compliance report forthwith to the Collector under intimation to the Sub-Collector.

### **257. Sanction of reward for showing exceptional bravery in rescue operations**

(1) A reward may be sanctioned in favour of an individual showing exceptional bravery in the rescue operation undertaken in connection with a natural calamity.

(2) The same procedure as laid down in paragraph 256 (i) and (ii) shall be followed with the modification that in this case the Block development Officer shall intimate action and that he shall furnish his report to the Sub-Collector.

(3) The Collector on receipt of the report of the Sub-Collector shall move government through the Revenue Divisional Commissioner and the Board of Revenue / Special Relief Commissioner for sanction of such reward as considered appropriate and necessary.

## CHAPTER-XVI

### ACCOUNTS AND AUDIT

#### **258. Policy and arrangements for financing Relief Expenditure**

(1) In Paragraph-8 it has been laid down that relief programmes are to be dove-tailed with development programmes. In order to meet localised situations of distress, an annual Calamity Relief Fund has been fixed for expenditure. At the time of a major natural calamity the most important problem is to provide employment to the surplus agricultural labourers who have lost their sources of earning due to the natural calamity.

(2) As such a time different Departments of Government accelerate their employment oriented labour-intensive works out of their plan and non-plan budget provisions. This expenditure is not reflected in the relief budget. Only a monthly return is submitted by the Collector to the Board of Revenue/Special Relief Commissioner who in its turn compiles the return for the whole State which reflects Department-wise and district-wise expenditure along with generation of man days of employment ( vide Paragraph-162). That portion of expenditure out of Calamity Relief Fund money incurred for labour intensive works is also reflected in that return.

(3) Expenditure on other items of relief is also met out of the Calamity Relief Fund. Expenditure on account of fire distress is met out of the provision under Calamity Relief Fund.

(4) In case of large scale disaster to living houses on account of flood and cyclone, advance plan assistance is extended by the Government of India for Village Reconstruction Programme as a relief measure for which provisions are made under the head of Social Security and Welfare.

#### **259. Provision of funds in the annual budget for relief expenditure :**

The specific purposes for which the Calamity Relief Fund can be utilised have been enumerated in the Orissa Famine Relief Fund Regulation, 1937 as amended up to date ( vide Appendix-XXXII).

According to the provisions of the Orissa Budget Manual and instructions issued on the subject, the Board of Revenue/Special Relief Commissioner furnishes the necessary budget estimates for provision of funds in the annual budget. After usual scrutiny and with such modification as deemed proper, necessary provision are allowed in the first edition budget estimates under Demand No.3' for relief expenditure.

#### **260. Allotment of funds for relief measures :**

Natural calamities occur almost every year in some form or the other. Therefore, for undertaking precautionary measures well in advance of the occurrence of a natural calamity, allotments of funds under different units of expenditure are placed with the Board of Revenue/Special Relief Commissioner as soon as the Budget is passed by the Legislature.

The Board of Revenue/Special Relief Commissioner in its turn places allotments with the Revenue Divisional Commissioners and the Collectors according to necessity, keeping a portion with it as reserve to meet unforeseen demands.

According to the standing instructions pre-flood and pre-cyclone arrangements are done by the Collectors in the flood and cyclone-prone areas. Hence the Collectors on receipt of the allotments distribute them among the Sub-Collector's and the other concerned field officers, for undertaking precautionary measures as well as relief measures at short notice when the circumstances so demand. Allotment Register in the proforma Appendix-XXXIII shall be maintained by the Board of Revenue/Special Relief Commissioner, the Revenue Divisional Commissioners and the Collectors. Similar allotment registers may also be maintained by the other officers receiving allotments from the collectors.

**261. Supplementary allotments :**

(1) After actual expenditure on relief operations if the Collector finds his allotment insufficient, he shall submit a supplementary estimate on his additional requirement to the Revenue Divisional Commissioner with copy to the Board of Revenue/Special Relief Commissioner. The Revenue Divisional Commissioner shall scrutinize the estimates and may if satisfied about the need, make a further allotment out of the reserve at his disposal, or if that has been exhausted, move the Board of Revenue/Special Relief Commissioner for further allotment of funds under intimation to the Revenue Department. The Board of Revenue/Special Relief Commissioner if satisfied about the need may place further allotment as required by the Collector out of the reserve at its disposal.

(2) The expenditure under any unit of appropriation shall not exceed the budget grant. When the Board of Revenue/Special Relief Commissioner finds that it will be necessary to incur expenditure in excess of the budget grant, it should apply to the State Government for additional allotment in accordance with the provision of the Budget Manual specifying the additional requirement with adequate justification. Government may then take steps for placing such additional allotment as considered necessary at the disposal the Board of Revenue/Special Relief Commissioner either by re-appropriation or otherwise as the expenditure is imminent and cannot wait for regular provision in the budget. Normally provision has to be made in the regular budget before expenditure is authorized.

**262. Accounts Registers :**

According to the Accounts Rules Registers like Cash Book, Advance Register etc., prescribed therein shall be maintained by the controlling officers, drawing and disbursing officers and the officers handling relief money.

For exercising proper administrative and audit control over such expenditure the executing authorities shall also maintain the following records.

(i) Register of Relief Works :

Such a register with the particulars as given in Appendix-XXXIV shall be maintained.

(ii) Case Record:

For every work a case record shall be maintained with order sheet showing all particulars of the scheme from inception till final payment. A copy of the plan and estimate, muster rolls, if any and progress report showing physical and financial achievements, man days of work turned out, measurement of work done and check-measurement etc., should be placed in the case record.

**263. Drawal of money from the Treasury in case of emergency :**

(1) No money shall ordinarily be drawn from the Treasury unless it is immediately required for expenditure even if allotments have been placed with the drawing officers. It is noticed that money is sometimes drawn much in advance of the actual need and kept in hand for a long time. This procedure should be avoided.

(2) Orissa Treasury Rules-26 authorities the Collector in circumstances of exceptional urgency to require a Treasury Officer to make payment without complying with the provisions of the Orissa Treasury Rules. This authority may be made use of by a Collector in very exceptional circumstances when the expenditure on account of any grave natural calamity cannot be deferred till funds are provided for the normal way.

In case of such emergency drawal, the Collector shall report at once by telegram the circumstances in which this was done, and the amount so drawn, to the Revenue Divisional Commissioner, the Board of Revenue/Special Relief Commissioner, the Revenue Department, the finance Department as well as the Accountant General, Orissa. Allotment shall be obtained as quickly as possible and the amount adjusted.

**264. Sanction of permanent advance :**

As the relief measures on account of natural calamities have become a normal feature of Relief Administration, permanent advance in a scale prescribed in the Accounts Rules and in orders of the

Finance Department issued from time to time shall be allowed to the Collectors, the Revenue Divisional Commissioners and the Board of Revenue/Special Relief Commissioner the amount of such advance may vary according to the norm fixed by Government. The greater part of the permanent advance sanctioned to a district may be distributed among the Relief Officers keeping a portion for the District Office and the Sub-Divisional Offices.

**265. Expenditure statement and control :**

(1) Monthly statements of expenditure under each unit of appropriation out of Calamity Relief Fund spent shall be submitted by the Collectors to the Revenue Divisional Commissioners and the Board of Revenue/ Special Relief Commissioner by the 5<sup>th</sup> of the following month and the Board of Revenue/Special Relief Commissioner in its turn shall furnish district wise expenditure statements to the Revenue Department by the 10<sup>th</sup> of that month in respect of each unit of appropriation in proforma given Appendix-XXXV.

(2) A monthly return shall also be submitted in the above manner in respect of the Village Reconstruction Programme relating to Relief Housing Scheme in the proforma given in Appendix-XXXVI.

(3) The Board of Revenue/Special Relief Commissioner shall undertake a review every month on the progress of or and utilisation of ( a) plan and Non-Plan funds being used for labour-intensive works, (b) Calamity Relief Fund releases for relief purpose, (c) Advances Plan assistance given by Government of India for purposes of relief and restoration works; and (d) Any other funds for schemes used for providing employment and relief works in the affected areas and furnish such reviews to Government along with its moments and suggestions.

**266. Reconciliation of departmental figures of relief expenditure with Accountant General's figures :**

According to the instructions issued by the Finance Department the concerned controlling officers are required to undertake such verification in the Office of the Accountant General with a view to arriving at the final figures of expenditure in a particular year.

The Board of Revenue/Special Relief Commissioner being the Chief Controlling Officer, undertakes verification of relief expenditure out of Calamity Relief Fund for its final acceptance by the Accountant General. The expenditure on account of natural calamities is initially booked under the head '2245'—Relief on Account of Natural Calamities' and on equivalent amount is transferred from the Famine Relief Fund and shown as reduction of expenditure under this major head.

The Board of Revenue/Special Relief Commissioner shall see that this reconciliation is effected soon after the close of the financial year according to the programme drawn up by the Accountant General and final figures of acceptance reported to the Revenue Department at the earliest opportunity.

**267. Application of the normal accounting procedure and rules in respect of relief expenditure.**

(1) The ordinary accounting procedure laid down in the Orissa General Financial Rules, Treasury Code and in other such rules and executive instructions issued by the Finance Department are considered adequate for the purpose of maintenance of relief accounts and checks at different levels and should therefore be followed.

(2) For the efficient control of relief expenditure it is essential that there should be prompt scrutiny and check of all returns at different levels.

**268. Audit of relief Accounts :**

(1) The Revenue Department has an Internal Audit Organisation . This Organisation undertakes detailed audit of the relief accounts from 1973-74 onwards. Audit Parties will undertake audit of accounts not only at the District Headquarters but also in other subordinate offices and submit memoranda to the Collector, indicating any grave irregularity or defect which comes to light. They should also take steps to get the D.C. Bills for the amounts already drawn in A.C. Bills and get the audit objections cleared/ explained.

All officers concerned with relief expenditure are required to co-operate with the Audit parties to remove audit objections and for admission of expenditure by the Accountant General. Detailed special instructions are issued for guidance of field officers when audit parties are deputed for undertaking the audit. Such instructions should be meticulously followed.

(2) The Accountant General Orissa will continue to conduct test audits of relief accounts unless any special detailed audit is ordered in any particular case.

**269. General Points requiring attention of Audit :**

The main points requiring attention of audit are –

- (a) That the expenditure is warranted by orders of competent authority;
- (b) That the expenditure is necessary for the due administration of relief and not unreasonably higher or out of proportion to the need or that what the occasion demands;
- (c) That bills and accounts of expenditure are signed by the proper authority and are supported by the necessary vouchers and other documents;
- (d) That vouchers are in order and that the details of the figures work up to the total;
- (e) That there are no erases and that alternations are duly attested by the officer concerned;
- (f) That correct cross references are indicated in the different registers, documents and agreements and that the totals worked out should correspond correctly in different cases;
- (g) That the records and documents appears to be genuine in all its part after due examination;
- (h) That the accounts of works are carefully checked starting from the muster rolls and ending with the entry in the bills; and
- (i) That the scope of audit is not limited to Government grants and loans above but also to donations and gifts received in cash and kind from the non-official organizations and others.

**270. Classification of relief expenditure :**

(1) It has been indicated in Paragraph-8 that relief expenditure is met from both Plan and Non-Plan provisions under different Departments of Government. Such expenditure is debited to appropriate service heads of the different departmental budget. Expenditure incurred from out of Calamity Relief Fund, for fire distress and rehabilitation schemes and on account of Taccavi loan are debited to Demand No.3 are classified as follows :

1. 2245-Relief on Account of Natural Calamities.

1.B- Gratuitous Relief

- (a) Food and Clothing
- (b) Housing –
  - (i) Repairs to damaged houses
  - (ii) Repairs to houses damaged by flood

Other Gratuitous Relief :

- (i) Repairs to damaged houses.
- (ii) Transportation of goods on relief works
- (iii) Miscellaneous

2.C. Relief Works- Test Relief-

- (a) Roads
- (b) Irrigation Works
- (c) Other Works

Supply of Drinking Water.

3.D. General – Direction and Administration.

- (i) Pay
  - (ii) Dearness Allowances
  - (iii) House rent allowance
  - (iv) Reimbursement of cost of medicines
- Other allowances

Travel Expenses  
Wages  
Office Expenses  
Motor Vehicle  
Other Charges

- (b) Other Expenditure
- (A) Repairs to Public Property
- (B) Drought Relief Committee  
(TE on non-official members)
- (C) Transfer to Famine Relief Fund

II. 288. Social Security and Welfare  
E- Other Social Security and Welfare Programmes

Relief for fire distress  
State Plan (a) Other Programmes  
(b) Village Reconstruction Programme

III.705- Loans for Agriculture :  
(a) Other Agricultural Loans  
(A) Loans to Cultivators under Land Improvement Loans Act, 1883  
(B) Loans to Cultivator under Agriculturist's Loans Act, 1984

2. Unless otherwise provided, in case of persons in Government service, whose service are temporarily or partially utilise for the purposes of relief operation, their pay and allowances together with contingent expenditure, TA etc., shall normally be charged to their departments service heads.

## **CHAPTER-XVII**

### **REPORTS AND RETURNS**

#### **271.Submission of immediate Report :**

(1) The Collector in the event of any part of his district being affected by any natural calamity or disaster including grave accidents causing widespread distress and loss of life, will report by the quickest means of communication available, the facts to the State Government as well as to the Board of Revenue/Special Relief Commissioner and the Revenue Divisional Commissioner with as much details as could be mustered at the moment regarding damages done to crop lives, property, etc. and relief measures, if any, already undertaken and proposed to be taken up forthwith to be followed by a formal report without undue delay.

(2) The Board of Revenue/Special Relief Commissioner and the Revenue Divisional Commissioner on receipt of such report from the Collector shall take immediate action, undertake field visits, if it is considered necessary, and furnish consolidated report to Government promptly.

(3) In case calamity is extensive and the loss to life and property is sizable, a preliminary report may be submitted to the Government of India forthwith for their information.

#### **272.Submission of report and returns to the Government of India :**

Apart from report indicated in Sub-Paragraph (3) of Paragraph-271 the following reports and returns have been prescribed for submission to the Government of India :-

- |                               |   |
|-------------------------------|---|
| (i) Chapter-III Paragraph-30  | Report on drought situation, soon after declaration of drought. |
| (ii) Chapter-IV Paragraph-78  | Report on flood situation                                       |
| (iii) Chapter-V Paragraph-117 | Report on cyclone and tidal disaster                            |

#### **273.Preparation of Memorandum on Natural Calamities :**

On the occurrence of a natural calamity of a sizable magnitude, when it is anticipated that the existing provisions under plan and non-plan funds and the Calamity Relief Fund together would be inadequate to meet the situation, a memorandum is submitted by the State Government to the Government of India for sanction of advance assistance.

With a view to streamlining the procedure and facilitating quick assessment of such assistance the Government of India in their letter No.12-1/77-(SR), dated the 4<sup>th</sup> July 1977, prescribed certain outlines and formats ( vide Appendix-XXXVII) for use in drafting the memorandum and supplying information therein.

The Departments of Government and Heads of Departments and other field officers are to furnish the date to the Board of Revenue/Special Relief Commissioner under intimation to the Revenue Department for compilation of such a memorandum.

#### **274.Submission of Memorandum to the Government of India :**

On receipt of the draft memorandum compiled by the Board of Revenue/Special Relief Commissioner, the Revenue Department shall undertake a scrutiny of the memorandum in consultation with Planning & Co-ordination Department, Finance Department and other concerned Departments of Government and finalise the draft; which, after approval of Government, may be submitted to the government of India along with information in the formats prescribed by them.

**275. Submission of monthly return on physical and financial achievements to the Government of India.**

In case any advance assistance is sanctioned. Government of India, Ministry of Agriculture require a monthly return on utilisation of such funds including expenditures under plan and non-plan funds meant particularly for labour intensive works and generation of man -days of work, and also relating to Calamity Relief Fund. This information may be supplied to the Government of India on the basis of the reviewed figures given by the Board of Revenue/Special Relief Commissioner.

**276. Utilisation of advance Plan Assistance:**

Government of India insist that the advance assistance sanctioned during a particular financial year should be fully spent during that year and that no spill over works or funds should be carried forward to the succeeding financial year. In case of requirement of funds in the succeeding financial year for continuance of relief measures, necessary funds have to be provided in the State plan for that year.

Hence soon after the closure of the financial year, the concerned Heads of Departments should furnish the expenditure figures as well as the nature of schemes on which the expenditure is incurred to the Board of Revenue/Special Relief Commissioner under intimation to the Revenue Department and the Planning & Co-ordination Department.

The final report shall be furnished to the Government of India by the Revenue Department after necessary consultation with the Planning & Co-ordination Department and the Finance Department.

**277. Report on flood damage required by the Central Water Commission:**

In its letter No.11/77-FOOD, dated the 24<sup>th</sup> September, 1977, the Central Water Commission has prescribed a format ( Appendix- XXXVIII) for supplying the figures on flood damage. The Board of Revenue/Special Relief Commissioner may furnish information on the basis of the final flood report to the Revenue Department for onward transmission of the data to the said Commission.

**278. Submission of weekly report on flood damage to the Government of India:**

The Government of India, Ministry of Agriculture & Co-operation, Department of Agriculture, required in the letter No.FC-34 (1)/77, dated the 23<sup>rd</sup> April 1977 to furnish notes concerning flood situations and damage figures in a Proforma prescribed by them (Appendix-XXXIX), relief measures undertaken, and the performance of the flood control works executed, etc. This weekly report shall be furnished by the Board of Revenue/Special Relief Commissioner to the Revenue Department for transmission to the Government of India as well as to the Central Water Commission during the flood season.

**279. List of other important reports and returns:**

(1) Several reports and returns have been prescribed in the different chapters of this Code for submission by the Collectors, the Revenue Divisional Commissioners and the Board of Revenue/Special Relief Commissioner on the natural calamities and disasters. For facilitation of reference, the important reports and returns are shown in Appendix-XL.

(2) A report or return loses much of its value in case it is not submitted by the due date. All concerned, therefore, should see that the reports and returns are submitted to the appropriate authorities by the dates fixed.

**280. Issue of White Paper:**

In case a major calamity the Legislators, the Press as well as the public express concern over the situation prevailing and relief measures undertaken. In order to present authentic information, the State Government usually lays a White Paper containing all the material particulars on the floor of the Assembly for the information of the Members, copies thereof being circulated to the Press. When Government decide to take this steps, the Revenue Department shall compile the White paper after obtaining necessary material from the Board of Revenue/Special Relief Commissioner.

**SCHEMES & RULES FOR RAINFALL REGISTRATION  
IN ODISHA**

---

**PART-I  
SCHEME FOR RAINFALL REGISTRATION**

---

## **Scheme for Administration of Rainfall Registration by the Revenue Department :**

Since 1963, the Agriculture Department was responsible for rainfall registration and reporting through the agency of the Director of Agriculture and Food Production. The duties of the Director of Agriculture in this regard were as follows :

- (j) Supervision and maintenance of rain-gauges under the control of the Agriculture Department.
- (ii) Collection of weekly rainfall data from Rain Recording Officers in the State.
- (iii) Compilation of weekly rainfall reports district-wise for preparation of weekly crop weather reports.
- (iv) Preparation of monthly rainfall tables district-wise for publication in the Official Gazette.
- (v) Compilation of annual daily rainfall reports district-wise for submission to the Meteorological Department. Government of India.

2. Collection, compilation and publication of rainfall data in the Office of the Director of Agriculture and Food Production was entrusted to the Chief Statistician assisted by other statistical staff.

3. For rainfall reporting each Rain Recording Officer was getting an honorarium as fixed by Government from time to time, provided the weekly reports were submitted correctly and punctually. The expenditure was being met from the "*Demand No.37-31 Agriculture-G-Statistical Section- Allowance*" under which there was a provision of Rs.36,800/-.

4. There existed a provision of Rs.7,000/- for maintenance of rain-gauges under the "*Demand No.37-31-Agriculture-G-Statistical Section-Contingencies.*"

5. It has now been decided that the work should be transferred to the Revenue Department. Board of Revenue/Special Relief Commissioner was asked to prepare a set of rules for the purpose in accordance with the decisions taken in the meeting held on the 22<sup>nd</sup> July 1967 in the Office room of the Chief Secretary to consider the maintenance and supervision of the rain recording stations and administration of the subject Meteorology. A set of rules has accordingly been drafted and is appended hereto. The salient features of the scheme are as follows :-

(i) Revenue Department will be the Administrative Department for the subject "Meteorology" which will include rainfall registration.

(ii) The Board of Revenue/Special Relief Commissioner will be the Head of the Department relating to rainfall registration and under it, The Officer Authorised by Special Relief Commissioner shall be the Rainfall Registration Authority.

(iii) The Revenue Department of Government shall be responsible for the maintenance of the existing rain-gauge stations excepting those of Water Resources and Power Department and future installation of rain-gauge stations and their maintenance shall also be the responsibility of the Revenue Department.

(iv) Subject to the approval of the Rainfall Registration Authority, installation of rain-gauges in future and their maintenance should be through the agency of the Sub-Collector who may get the work done through the Rural Engineering Organisation or any other agency approved by the Rainfall Registration Authority. The expenditure will be met out of the :-

"Demand No.3-2053-Dist.Administration-094-Other Establishment-00131100-Sub-Divisional Estt.-2000000- Other charges."

(v) For rain-gauges installed at the Block Head quarters the Head Clerk of the Panchayat Samiti should normally be the Rain Recording Officer. Entrustment of the work to any other agency will require the prior approval of the Rainfall Registration Authority for which proposal shall be initiated by the Sub-Collector.

(vi) Rainfall registration and reporting shall be made by the Rain Recording Officer on every Monday, Wednesday and Friday during the months from June to September and once in a week in the rest of the year. For this purpose he shall maintain a Rainfall Register in the prescribed form and shall send

periodical report as indicated above to the Rainfall Registration Authority in the form prescribed for the purpose.

(vii) In the Office of the Rainfall Registration Authority, the rainfall data shall be compiled in a register to be maintained in the prescribed form. A monthly rainfall table in the prescribed form shall be published by the said authority in the Official Gazette.

(viii) At the close of each calendar year, the Rainfall Registration Authority shall send a daily rainfall report for whole calendar year district-wise to the Department of Meteorology, Government of India in the prescribed form.

(ix) The Director of Agriculture shall keep close liaison with the Rainfall Registration Authority and for this purpose, he shall obtain from the latter a weekly rainfall report for inclusion in the weekly weather and crop report. It shall be the duty of the Director of Agriculture and Food Production to send various weather and crop reports to the Government of India and other agencies.

(x) Each Sub-Collector shall inspect all the rain-gauges in his subdivision at least once in a year. The Collector shall inspect at least 20% of the rain-gauges in each subdivision once in a year. The Executive Engineer and the District Agriculture Officer shall inspect all the rain-gauges within their respective jurisdictions at least once in a year. The inspection notes shall be in the prescribed form to be obtained from the Meteorological Department, Government of India by the Rainfall Registration Authority. Copy of the inspection note shall be forwarded within 3 days from the date of inspection to the Rainfall Registration Authority.

(xi) When the rainfall exceeds 125 MMs. in a day a telegraphic report shall be sent by the Rain Recording officer to the Rainfall Registration Authority and the Meteorological Department, Government of India when needed by that Department.

(xii) Hailstorm reports in the prescribed form shall also be sent by the Rain Recording Officer to the Rainfall Registration Authority and to the Meteorological Department, Government of India.

6. It will be noticed from Paragraphs-3 and 4 that Agriculture Department was providing in its annual budget Rs.36,300/- for payment of honorarium to the Rain Recording Officers and a sum of Rs.7,000/- as contingencies for Maintenance of rain-gauges. After the subject is transferred to the Revenue Department, there should be equivalent provision under the head " Demand No.3-2053-Dist. Admn. - 094-Other Estt.-0013100-Sub Div. Estt.-2000000- Other Charges".

7. The entrustment of the work relating to collection, compilation, and publication of rainfall data to the Board of Revenue/Special Relief Commissioner will add an appreciable amount of work to its existing work-load which is already heavy. The work being statistical, the Board of Revenue/Special Relief Commissioner will need the following staff to be transferred from the Agriculture Department.

(i) Senior Statistical Assistance	-	1
(ii) Draftsman	-	1
(iii) Peon	-	1
(iv) Meteorologist Inspectors	-	6

8. Forms prescribed for the rainfall registration and reporting should be standardized under Schedule-XIV (Board of Revenue forms).

9. Rules as drafted will have to be printed in sufficient numbers after approval and distributed to all concerned. Forms will have to be indented after standardization, printed and supplied in advance.

The Scheme will be operated from the beginning of next year i.e. 1970-71.

-----

---

**PART-II**  
**RULES FOR RAINFALL REGISTRATION**

---

## Rules Relating to Rainfall Registration

1. Rainfall registration and reporting is necessary for -

- (a) Agriculture Planning;
- (b) Flood Protection measures ; and
- (c) Planning of relief measures.

It is, therefore, of utmost importance that there should be adequate arrangements for rainfall registration and reporting.

2. The Special Relief Commissioner shall be the Head of Department for rainfall registration.

3. Subject to the control of the Special Relief Commissioner, the Additional Commissioner, Relief, shall be the Rainfall Registration Authority, who shall be the Controlling Officer relating to rainfall registration and reporting.

4. The Rainfall Registration Authority shall be

- a) responsible for suitable distribution of rain-gauge stations so that the rainfall of the State is properly represented and their maintenance;
- b) responsible for selection of suitable sites for rain-gauges;
- c) countersigning authority relating to indents of rain-gauges, measuring glass and other accessories.
- d) countersigning authority for supply of forms relating to rain recording and reporting;
- e) responsible for collection of data relating to rainfall; and
- f) compilation of rainfall tables and their publication in the official Gazette.

5. (1) There should be atleast one rain recording station in each Block area.

(2) The Rainfall Registration Authority shall examine the existing rain-gauge stations to find out if these are suitably distributed. He shall take steps for establishment of more rain-recording stations, wherever necessary, with approval of the Board of Revenue/ Special Relief Commissioner, subject to availability of funds.

(3) He shall decide where the rain-gauge stations shall be suitably located inside the Block area.

(4) Prior consultation will be made with the Deputy Director General of Observatories (Climatology and Geophysics) in establishment of new rain-gauge stations, change of sites of the old ones or closing of any rain-gauge station.

6. (1) Site for establishment of new rain-gauge stations shall be selected by the Sub-Collector having jurisdiction over the place in which the rain-gauge is proposed to be established, subject to the approval of the Rainfall Registration Authority.

(2) In selecting the site the following factors shall be taken into consideration :

The ground should be level. The rain-gauge should not be placed upon a slope or terrace and never on a wall or roof.

Placement of the gauge should not be such that the ground falls away steeply on the side of the prevailing wind.

The distance of the gauge from every object should not be less than twice the height of the object above the rim of the gauge.

Provided the conditions laid down in clauses (a) to (c) are satisfied a position sheltered from the wind should be preferable to an exposed one. Great care must be taken especially at the mountain and coast stations that the gauges are not unduly exposed to the sweep of the wind. A belt of trees or a wall on the side of the prevailing wind at a distance conforming to the restriction indicated in clauses (a) to (c) usually forms an efficient shelter.

In the hills where it is difficult to find a level space the site for the gauge should be chosen where it is best shielded from high winds and where the wind does not cause eddies. Only in very exceptional circumstances should a gauge be exposed on a roof.

(3) A site plan showing the distance and bearing of the new site in respect to the old one shall be sent in triplicate by the Sub-Collector to the Rainfall Registration Authority who, shall after examination, send a copy of the site plan to the Deputy Director General of Observatories ( Climatology and Geophysics) Poona-5 for approval.

(4) If it is not possible to choose a site satisfying the conditions laid down in sub-rule(2) a detailed report shall be made by the Sub-Collector to the Rainfall Registration Authority and his sanction obtained for erecting the gauge in the abnormal site proposed. The Rainfall Registration Authority shall obtain the approval of the Deputy Director General of Observatories, Poona-5 before giving sanction to the erection of the gauge in the abnormal site.

(5) On receipt of approval from the Deputy Director General of Observatories, the Rainfall Registration Authority shall, after obtaining the approval of the Special Relief Commissioner the site-plan and return a copy to the Sub-Collector for taking steps for establishment of the rain-gauge.

7. (1) All erections of rain-gauge shall be made through the agency of the designated Department or such other agency as may be approved by the Rainfall Registration Authority.

(2) On receipt of the approval of the site-plan the Sub-Collector shall get plan and estimate in respect on the rain-gauge station prepared by the designated Department or any other agency approved for execution of the work in duplicate. A detailed estimate for the erection of a rain-gauge station is given in Appendix-“A” for guidance.

(3) The gauge should be fixed on masonry or concrete foundation 60 Cms. X 60 Cms X 60 Cms. sunk into the ground. Into the foundation, the base of the gauge is cemented, so that the rim of the gauge is exactly 30 Cms. above ground level. This height is necessary to prevent more than a negligible amount of water splashing into the gauge. If exceeded, the amount of rain collected decreases owing to wind eddies set up by the gauge itself. The top of the gauge shall be kept perfectly level, as anything which decreases the effective area of the collecting funnel reduces the amount of rain collected. In preparing the plan and estimate the instructions so contained in Paragraph-5 of the booklet captioned “Rainfall Registration” published by the Government of India, Meteorological Department should be followed.

(4) For protecting the gauge from being damaged particularly by stray cattle, children etc., a suitable fence should be erected around it. The height of the fence should not be more than half the distance from the rain-gauge.

(5) The plan and estimate in duplicate as prepared by the R.E.O. or any other agency approved for execution of the work shall be forwarded to the Rainfall Registration Authority for administrative approval and allotment of funds.

(6) The Rainfall Registration Authority shall, after examination and necessary check, accord administrative approval to the erection of the Project and subject to the budget provision allot funds for the erection of the rain-gauge station out of the head “D.No.3-2053-Dist. Adm.-094-Other Estt.-00131100-Sub,divn.Estt.-2000000-Other Charges.”

(7) A copy of the plan and estimate after countersignature and administrative approval shall be returned to the Sub-Collector for getting the work executed through the agency of the designated Department or through any other agency approved by the Rainfall Registration Authority.

(8) On allotment of funds the Sub-Collector shall forward the approved plan and estimate to the designated department or any other agency approved for execution of the work and shall get the work executed through that agency.

8. (1) Symons rain gauge with diameter of the receiving funnel 127 mm. and with looking arrangement shall only be used.

(2) The gauge consists of 4 parts, namely :-

- a) base,
- b) body,
- c) receiver, and
- d) funnel

(3) Rain gauge, measure glass or any other accessories required for any rain gauge station shall be obtained by the Sub-Collector from the National Instruments Ltd., Calcutta. Price lists of rain-gauges, rules and regulations, etc. for obtaining supply are obtainable from the National Instrument Ltd. For obtaining rain-gauge or other accessories relating to rain registration, the Sub-Collector shall submit indent to the National Instruments Ltd., through the Rainfall Registration Authority who shall countersign the indent and transmit it to the National Instruments Ltd., which shall arrange to send rain-gauge or any other accessories required for the rain-gauge direct to the Sub-Collector. The cost is debitable to the head "D.No.3-2053-Dist.Adm.094-Other Estt.-00131100-Sub.Divn. Estt.-2000000-Other charges." Detailed instructions relating for placing of indents for rain-gauges are contained in the booklet captioned "Rainfall Registration" issued by the Meteorological Department of the Government of India. In the indent clear mention of the designation of the officer who shall receive the rain-gauge or other accessories as the case may be the station to which it shall be dispatched, the railhead to which the parcel should be booked (wherever necessary) and the mode of dispatch of the parcel, etc., shall be made by the Indenting Officer. In order to facilitate the adjustment of amounts, the designation of Accounts Officer ( namely, Accountant General, Orissa, New Capital, Bhubaneswar) by whom the transaction is adjustable should invariably be stated clearly while placing orders.

(4) In case of establishment of a new rain gauge station it is absolutely necessary that the rain gauge should first be obtained from the National Instruments Ltd., Calcutta. As the base of the rain gauge has to be cemented inside the masonry or concrete foundation, construction of the rain gauge platform and its fence, etc. should be taken up only after the rain gauge accessories are available.

(5) No accessories should be accepted from the supplying firm without the test certificate of the India Meteorological Department.

9. (1) The rain gauge shall be painted periodically to prevent its surface from being corroded

(2) The rain-gauge must be kept locked up.

(3) The funnel, receiver and body of the rain-gauge shall always be kept clean.

(4) The measure glass shall be kept clean. It should be washed, thoroughly dried from time to time and should be stored safely when not in use.

(5) (a) The funnel, receiver and base shall be examined for leaks at least once in every three months. If any accessory is found to be leaking, it should be repaired immediately or got replaced, wherever necessary. If there is a zinc receiver which has become leaky it may be soldered locally if possible, otherwise it should be replaced by a glass bottle or a fresh zinc receiver should be obtained from the National Instruments Ltd.

(b) In case of breakage of glass bottle within the gauge another bottle should be obtained locally, either from the Bazaar or the nearest dispensary. The exact shape of the bottle is not important so long as it fits within the gauge and will hold about 127 mm. of rain.

(6) Shrubs and plants should not be allowed to grow around the rain-gauge so as to vitiate its exposure.

(7) Every rain-gauge should be supplied with an extra measure glass. When the measure glass in regular use is broken, the spare measure glass should be at once brought into use and another measure glass should be at the same time indented for in the manner prescribed in sub-rule (3) of Rule-8.

(8) Maintenance of the existing rain gauges excepting those of the Water Resources Department shall be taken over by the Revenue Department. The maintenance of the rain gauges that may be installed in future shall also be the responsibility of the Revenue Department.

10. (1) For rain gauges installed at the Block headquarters, the Head Clerk of the Panchayat Samiti Office should normally be the Rain Recording Officer. Entrustment of the work to any other Officer shall require the prior approval of the Rainfall Registration Authority.

(2) In respect of rain gauges installed at stations other than the block headquarters, suitable officials shall be appointed as Rain Recording Officers by the Sub-Collectors with the approval of the Rainfall Registration Authority. Normally an official of the Department who might be staying very close to the rain gauge should be appointed for the purpose.

(3) The duties of the Rain Recording Officer shall be

- (a) Proper maintenance of rain gauges.
- (b) Timely measurement of rainfall reports.
- (c) Punctual submission of rainfall reports.

11. (1) The Rain Recording Officer shall measure the rain water in the gauge every day at 8.30 A.M.(IST). The gauge must be examined every day at this hour, even if, in the opinion of the Rain Recording Officer, no rain has fallen during the day.

(2) On days on which there is heavy rain, rainfall must be measured three or four times during the day, but the last measurement should be taken at 8.30 A.M. and the sum total of all the measurements taken during the preceding 24 hours should be taken as the rainfall for the day.

(3) Rainfall will be measured in terms of the depth of water which would be collected upon a level area of any size. To measure rainfall, the funnel must be removed and the water collected in the receiver should be carefully poured into the measure glass which is placed over a level surface. Care should be taken to avoid spilling of any of the Collected water. The eye is then brought into horizontal line with the bottom of the meniscus and the curved surface of the water and its reading taken.

(4) Each of the graduations on the measure glass represents .02 mm. and the Rain Recording Officer must count the number of divisions covered by the water. In order to facilitate this numbers are engraved on the glass at 10, 20, 30, etc., divisions (mms. 20, 4.0, 6.0, 8.0, 10.0 etc.). If the water comes up to the third division above the line marked 2.0 the rainfall is 2.6 mm. If the Rain Recording Officer has measured 30 divisions he writes 6.0 mm. (30 X 0.2 mm). If the bottom surface of the water comes between 2 divisions, the rainfall should be estimated to the nearest 0.1 of a mm. The figures should always be entered up to one place of decimal.

(5) If there is more water in the receiver than the measure glass will hold, the glass should be filled nearly up to the top graduation marked and the reading taken. This water should then be thrown away and the above process repeated till all the water collected has been measured. The total rainfall is the sum of all these measurements. For example, if the measure glass holds 25 mms and the amount measures are 22.2, 16.4 and 0.9 mm. the total rainfall is  $22.2 + 16.4 + 0.9$  or 39.5 mm.

(6) If it is raining at the time of observation, it is necessary to complete all operations as quickly as possible to avoid considerable error. In case rainfall is heavy at the time of observation, it is desirable that a glass bottle or spare receiver is placed immediately after the receiver is taken out of measurement of rainfall in order that no record is missed during the interval. The receiver should then be replaced quickly and the rainfall collected in the bottle poured into the receiver.

(7) Rain gauge with receivers of larger capacity so as to hold 375 mm. or more of rain should be used at places where rainfall of more than 250 mm. is likely to occur during 24 hours in order to ensure the measurement of extremes of rainfall in the event of the Rain Recording Officer being unable to take observation repeatedly on days of such heavy rainfall.

(8) If rain water has over flown from the receiver, the outer cylinder or body of the rain gauge must be taken out and its contents measured and added to the amount in the receiver. If there is water in the outer cylinder when the receiver is not full, the receiver must be examined for leaks.

(9) Each rain gauge station must be provided with 2 measure glasses. If a measure glass is accidentally broken and there is no spare measure-glass, an ordinary compounder fluid measure glass may be used to measure the rainfall, the measurement being recorded in ounces, till a new measure glass is supplied. An ounce of rain in a 127 mm. rain gauge corresponds to 22.4. mm. of rain.

(10) If a compounder's measure glass is not available the rain water collected on each day must be stored up in separate bottle well corked. Each bottle should be labeled separately with date and on receipt of a new measure glass the rain water in each bottle should be measured and entered against the respective dates.

(11) The amount of rainfall measured should invariably be entered against the date measurement irrespective of the fact whether the rainfall was received on the date of measurement or on the previous date ( after measurement)

(12) The rain recording officer of each station shall maintain a written recorded of the rainfall measured of 8.30 AM (IST) each day in the for given Appendix-:B"). The form should be bound of in a book to contain 10 forms, so that records of rainfall for ten consecutive years are available at a glance.

12. (1) During the period from the 1<sup>st</sup> June to the 30<sup>th</sup> September the Rain Recording Officer shall send to the Rainfall Registration Authority ( Additional Commissioner Relief, Orissa, Cuttack-2), all Revenue Divisional Commissioner and Sub-Collectors a rainfall report in the form prescribed in Appendix-"C" on every alternate days, i.e. on each Monday, Wednesday and Friday of each week. In the report submitted on Monday the rainfall recorded on Saturday, Sunday and Monday shall be mentioned. In the report submitted on Wednesday the rainfall recorded on Tuesday and Wednesday shall be noted. Similarly, in the report submitted on Friday the rainfall recorded on Thursday and Friday shall be mentioned.

(2) For the months of the year except those specified in sub-rule (I) a weekly rainfall report in the same form as prescribed in Appendix-'G' shall be sent by the Rain Recording Officer on each Friday and end on Thursday .

(3) Care shall be taken by the Rain Recording Officer to report correctly the rainfall recorded at the station on each day.

13. (1) The rainfall reports received from the rain gauge stations shall be carefully scrutinized in the office of the Rainfall Registration Authority and if found in order, the rainfall for each station shall be recorded in the register of daily rainfall to be maintained in his Office in the form given in Appendix-"D".

(2) As early as possible after the close of each month a monthly rainfall table for the State district-wise shall be prepared in the Office of the Rainfall Registration Authority in the form given in Appendix-'E' and shall be sent by the 15<sup>th</sup> of the month following the one to which the table relates to the Orissa Government Press for publication in the Official Gazette.

(3) The Rainfall Registration Authority shall obtain the required number of spare copies of the monthly rainfall tables as published in the Official Gazette from the Director, Stationary, Printing & Publication for distribution according to the distribution list given in Appendix-'F'.

14. (1) The Director of Agriculture and Food Production shall keep close liaison with the Rainfall Registration Authority relating to rainfall data and shall obtain from the latter weekly rainfall reports in the form given in Appendix-'G' for each week ending on Thursday by the following Tuesday.

(2) The Chief Engineer, Water Resources, may also obtain daily or weekly rainfall reports for any station from the Rainfall Registration Authority as may be required for the purpose.

(3) It shall be the duty of the Director of Agriculture and Food Production to send various weather and crop reports to the Government of India and other agencies.

15. Immediately after the close of the calendar year, the Rainfall Registration Authority shall cause a daily rainfall report for the year prepared in his office in respect of each rain gauge station and forward a copy of the same to the Deputy Director General of Observatories, Poona-5 by the first week of March following the year to which the report relates.

16. (1) Government in the Revenue Department shall be the Administrative Department relating to the subject 'Meteorology' which includes collection of rainfall data.

(2) Correspondence with the Government of India and rainfall data shall be made by the Revenue Department. This Department shall also take steps to keep other concerned Departments of the

State Government , like Agriculture, Water Resources and Planning & Co-Ordination informed of the rainfall data.

17. (1) The Sub-Collector shall inspect all the rain gauges in his subdivision at least once in every calendar year.

(2) The Collector shall inspect at least 20 percent of the rain recording stations in each subdivision of his District during each calendar year.

(3) The District Agriculture Officer shall inspect all the rain gauges within his jurisdictions at least once in each calendar year.

18. (1) The main object of the Inspecting Officer while inspecting a rain gauge should be to determine :-

(a) Whether the instrument is suitably placed and is in good order ;

(b) Whether the Rain Recording Officer can make the rainfall measurements correctly and enter them properly in the rainfall records;

(c) Whether the rainfall records are properly and neatly kept up and are in good order ;

(d) Whether the Rain Recording Officer makes his measurement at 0830 hours (IST);

(e) Whether any part of the rain gauge requires repair or replacement ;

(ff) Whether there has been any change of site and

(g) at places where exceptionally heavy rainfall is recorded the Inspecting Officer should ensure that the receiver supplied is of suitable capacity and not likely to over flow on days of heavy rainfall.

(2) In order to determine whether the instrument is suitably placed and is in thoroughly good order the Inspecting Officer should ascertain :-

(a) Whether there are any trees growing up or houses built which are likely to affect the exposure, whether it is likely be flooded in the event of heavy rain ;

(b) Whether the gauge is firmly fixed, so that it is not likely to be blown over ;

(c) Whether the rim, when pressed home, is level. As all gauges are made level when first erected, it will not be necessary for the Inspecting Officer to use spirit level. He will only need to see that no obvious displacement of the gauge has taken place.

(d) Whether the rim or mouth of the funnel is circular.

(3) For ascertaining whether the Rain Recording Officer can measure the rainfall accurately and make entries correctly, the Inspecting Officer should have the glass receiver partially filled two or three times with different quantities of water and the Rain Recording Officer required to measure them and write down the entries. If the Rain Recording Officer is not able to take the measurement correctly, the Inspecting Officer should teach him the know how of taking measurement of rainfall accurately.

(4) The Inspecting Officer should also see that the rainfall register is in good condition and that the entries made therein are carefully and nearly made. He should also verify that the Rain Recording Officer knows how to make entries in the rainfall report submitted by him.

19. (1) The Inspecting Officer shall use the inspection report from as given in Appendix-‘H’ for preparing his report.

(2) Copies of the form shall be obtained by the Rainfall Registration Authority from the Deputy Director General, Observatories ( Climatology and Geophysics), Poona-5 and supplied to the Inspecting Officers.

(3) A copy of the inspection report duly prepared shall be forwarded by the Inspecting Officer to the Rainfall Registration Authority within 3 days from the date of his inspection.

20. (1) The Sub-Collector shall be the Indenting Officer in respect of forms given in Appendix-‘B’ ( which should be standardized under Schedule-XIV). The Rainfall Registration Authority shall be the Countersigning Officer. The sub-Collector shall obtain the forms on indent form the Orissa Government Press and supply the same to the Rain Recording Officers within his jurisdiction.

(2) The form prescribed in Appendix-‘C’ shall be printed on service post cards which shall be supplied by the Rainfall Registration Authority to the Orissa Government Press for printing of the forms according to requirement. The printed forms as obtained from the Orissa Government Press shall be supplied by the Rainfall Registration authority to the Sub-Collector on indent for supply to the Rain Recording Officers.

(3) The forms given in Apendices- “D”, “E” and “G” shall be standardized under Schedule-XIV for which the Rainfall Registration Authority shall be the Indenting and Countersigning Officers.

21. (1) whenever there is rainfall exceeding 125 mm. in 24 hours, the Rain Recording Officer shall send a telegraphic report indicating the total rainfall recorded during the day to the Rainfall

Registration Authority. For this purpose service postage stamps should be provided by the Sub-Collector to the Rain Recording Officer on requisition.

(2) If the India Meteorological Department requires heavy rainfall report from any Rain Recording Station by telegram it shall be supplied to the Department by the Rain Recording Officer. The telegraphic expenditure will be borne by the India Meteorological Department.

22. (1) Hail is precipitation of frozen water in the form of balls or irregular lumps of ice more or less transparent and usually occurs in association with violent thunder storms.

(2) Whenever a hail storm occurs at the rain gauge station, the Rain Recording Officer shall send a report of hail-storm soon after its occurrence to the Rainfall Registration Authority and to the Director, Regional Meteorological Centre, Alipore Observatory, Alipore, Kolkatta-27.

(3) The report shall be sent in the form given in Appendix-'T'. Blank postcard forms for the supply of report shall be obtained by the Rainfall Registration Authority from the Director, Regional Meteorological Centre, Aipore Observatory, Alipore Kolkatta-27 and supplied to the Rain Recording Officers.

.....

## APPENDIX- "A"

Estimate for the construction of rain-gauge platform with barbed wire fencing with a gate

(1) Earth work excavation in foundation in all kinds of soil including initial land and lift.

Platform	-	1x2'-6"x2'-6" - 2'.2"=	14 cft.
Pillar	-	12x1'-0"x1'-6"=	18 cft.
Ex-corner Pillars-8	}	1'.0" x 1'.0" x 1'.6"=	15 cft. Say 47 cft.
Gate -2			

Or 1.41 Cum.

C. Rs.1020% per Cum.	Say	Rs. 2.00
----------------------	-----	----------

(2) Cement concrete- 1.5:10 with 1'.2" size hard granite metal,  
Platform – 1x2'.6"x2'.6"x0'.4"=2 cft.

Or 0.06 Cum.

C. Rs.46.15 per cum.	...	Rs. 3.00
----------------------	-----	----------

(3) 1<sup>st</sup> class K.B. Bricks in cement mortar 1.6 in F&P

Platform – 1'x2'-0" x 2'-0"X2-0 = 8 cft.

Or 0.22 cum.

C. Rs.43.40 per cum	...	Rs. 10.00
---------------------	-----	-----------

(4) R.C.C. posts for fencing with staple and base 11'x1'x3" and  
height 6'.3" embedded in cement concrete 1:5:10 including gate.  
22 nos. including corner support & gate support

C. Rs.8.00 each	...	Rs.176.00
-----------------	-----	-----------

(5) Providing iron gate in two flaps- 1'x4'.0"x6'.0"= 24 cft.

C. Rs.5.00 per cft.

C. O.Total	...	<u>Rs.120.00</u> Rs.311.00
------------	-----	-------------------------------

(6) Barbed were in 6 rows. 6x4x18'.0"=432 Rft

say at Rs. 0.25 Rft.

Other contingent expenses	...	Rs.108.00
---------------------------	-----	-----------

Total	...	<u>Rs. 9.00</u> <u>Rs.428.00</u>
-------	-----	-------------------------------------

(Rupees four hundred and twenty eight) only

## APPENDIX –“B”

Station..... District..... State.....

Height mean sea level..... Meters      Lat.....      Long.....  
Year.....

Date	January	February	March	April	May	June	July	August	September	October	November	December
1												
2												
3												
4												
5												
6												
7												
8												
9												
10												
11												
12												
13												
14												
15												
16												
17												
18												
19												
20												
21												
22												
23												
24												
25												
26												
27												
28												



**APPENDIX-“E” (Cont.)**

Daily Rain Recorded in Millimeters for the month of .....19

No. of Rainy Days	Normal No. of rainy days	Total rainfall for the days	Normal rainfall of the month	Heaviest rainfall during the month	Station	District
34	35	36	37	38	39	40

Note : (1) If the rainfall within 24 hours preceding the prescribed hour for taking measurement is 2.5 M.M. or more the day is to be treated as a rainy day shown under column-.34.  
 (2) Even if a day is not counted as a rain day, the rainfall, if any, recorded in respect of the said day should be shown under the appropriate column (1Rev.41)

**APPENDIX-“G”**

WEEKLY RAINFALL REPORT FOR THE WEEK ENDING ON  
..... (THURSDAY)

Name of the district	Average for the district in meters

Rainfall Registration Authority

Specimen Copy

**APPENDIX-“H”**

I. R. Received from Inspector on.....  
RAIN- GAUGE INSPECTION REPORT

Inspection Report of Rain-gauge Station at .....

District .....State.....

Inspection on:- Lat.....Long.....  
Height above M.S.L. .... Meters

Item	Remarks at Scrutinising Office
------	--------------------------------

11.(i)  
(a) R.G. situated in .....(mention exact place) on plain land/Hilly  
Slope hilly top/roof of building.

(ii)Name of the river catchment/ Sub-catchments

(b) When was the R.G. installed at/shifted to the present site?

(c) Name and distance from R.G. of nearest:-

(i) Telegraph Office .....

(ii) Post Office.....

(iii) Dak Bungalow or hotel or any place where the Inspecting Officer can stay?

Rly. Station/Landing pier/Bus stand?

(d) Type of conveyance available

(ii)	Office	Name, designation and address
------	--------	-------------------------------

Hony. Superintendent

Observer

Dy. Observer

Controlling Authority

R.G. Maintained by

R.G. Belongs to

P.W.D. or equivalent authority

II. (i) Prescribed time (s) of taking observation(s) IST.

(ii) Rainfall Reports sent	By	Period during which send
Post	Telegram if by telegram code addressed	
Date of last Inspection	Date of following inspection	

☼ The abbreviation 'G.R.' for rain gauge is used hereafter. Scrutinizing Office means the office of the Rainfall registration Authority ( like the Director of Agriculture, Special Relief commissioner, etc.) to whom the report should be forwarded.

Item			Remarks at scrutinizing Office
1. (ii) Heavy Rainfall report sent to	Code Address	Period during which sent	Amount of rainfall

(iv) Arrangements, if any for special observations

III. (i) Exposure

Good

(ii) Nature of near by object	Its distance (d) in meters from R.G.	Its height (h) in meters	(h) (d)	Direction with respect to R.G.
-------------------------------	--------------------------------------	--------------------------	------------	--------------------------------

iii. General remarks about surrounding country ( if there are any trees growing up or buildings being built that are likely to affect the exposure, give details as under (ii) above. There should be no object like a tree or building in the neighborhood such that its height is greater than half its distance from the R.G. through some objects in conformity with the above may be presence in order to mitigate the effects of wind . Mention special features, if any such as proximity to the sea or a river, etc. sandy or rocky soil, etc.

iv. Please mention whether a photograph or sketch or plan of the R.G. is attached to this report (whenever practicable this should be done)

Item	..	Remarks at scrutinizing Office
(1)	(2)	(3)

CONDITION

IV. (i) Funnel and Tube Conditions

No

Maker  
Rim horizontal  
Ht. of rim above ground  
Dented ?

Is the funnel tube  
Clean and free from  
Choking dust or dirt,

(1 Rev 42)

(ii) Base and body  
General condition

Firmly fixed in ground and How  
Condition of paint

(iii) Receiver in use

Zinc capacity mm.  
Glass

Narrow-neck or not ?  
Leaking ?

- (iv) Measure glass No.                      Likely to overflow in heavy rain ?  
General Condition                      Maker to measure mm.  
Subdivision Calibration test              Clean ?

    Suited for funnel in use ?  
Dimensions (lxbxh) condition

- (vi) Whether provided with lock  
and key.  
(vii) Any other remarks

---

V

Observer

---

Observer/Dy. Observer

- (i) Can he reach to tenth of a mm.
- (ii) Does he take observation  
(a)at the prescribed time ?
- (iii) Are observations entered in  
pocket Rainfall Register, direct or  
on slip of paper in the first instance ?
- (iv) Does he pick up instructions Readily ?
- (v) Does he know how to measure rain  
On days of snow or hail ?
- (vi) Is the acquainted with the current  
Instructions regarding issue of  
Heavy rainfall telegrams ?
- (vii) Distance of residence from R.G. Site.
- (viii) Are rainfall records and Correspondence  
Properly maintained ?
- (ix) Are returns sent regularly ?
- (x) Special instructions given, if any.
- (xi) Other remarks

---

VI

Additional Remarks

- 
- (i) Have there been floods during which the R.G. was submerged ?
- (ii) Is the R.G. at its present site likely to be submerged in the event of flooding of the station ?

- (iii) Report on interview with Superintendent or other authority.
- (iv) Periods for which the past records are available and the authority maintaining them.
- (v) Maintenance of present records including authority(ies)
- (vi) Publication(s) in which the rainfall data appear.
- (vii) Other remarks.

---

VII Stores and instruments including spare parts.

(Particularly measure-glass)

Details, Publications, Stationery, etc.

---

---

VII Inspector's recommendations.

---

Orders, notes and action taken ( to be given by scrutinizing Office) Orders, Notes including notes for next inspection. ☼

---

☼Recommendation should include those for removal or reduction of height of obstacle if possible or shifting of the R.G. If shifting is recommended a plan of the new site showing the proposed positions of the R.G. and the neighboring objects, if any, together with their distance from the R.G. and their height should be given.

**APPENDIX-“T”**  
HAIL STORM REPORT

Station..... District..... Sub-Division.....

Date (day, month year	Area affected by storm	Hour of occurrence	Duration of storm	Direction of which it came	Approx. size or weight of largest stone	Character of storm	Estimate of damage caused by storm
1	2	3	4	5	6	7	8

Signature.....

Rain Recording Officer

## APPENDIX-I

Paragraph 12 (3)  
No.11137 –Gen  
GOVERNMENT OF ORISSA  
POLITICAL & SERVICES DEPARTMENT  
RESOLUTION

Bhubaneswar, the 7<sup>th</sup> June, 1968

**SUBJECT :** Execution of Relief Operations on Account of natural calamities such as drought, flood, cyclone, etc.

Natural calamities like drought, flood, cyclone etc., are visiting the State almost every year and elaborate arrangements are being made for relief operation in the affected areas as and when they occur. Hitherto, no uniform system is being followed and different administrative arrangements are made at different times with different hierarchies of administration to combat the situations and to provide relief measures in the affected areas. Absence of a uniform practice hampers the smooth execution of relief measures and Government have been considering for sometime past to lay down a procedure with different official hierarchies to deal with the matter. This will be applicable for dealing with all natural calamities like flood, drought, cyclone, etc., and it will be taken as the normal channel of administration in respect of relief operations when any kind of natural calamity occurs. At the present moment, when scarcity of rainfall during the Khariff year of 1967-68 has created drought conditions in most of the districts of the State, relief operations have become very important. The magnitude of the situation requiring appropriate relief operation undertaken in the affected areas necessitates effective dealing and accordingly Government have been pleased to decide that henceforward the Member, Board of Revenue, Orissa will directly responsible to Government for all kinds of relief operation in the affected areas and he should exercise complete control over and issue necessary order to all Heads of Departments and their subordinates for the proper and prompt execution and co-ordination of relief operation subject to the control of the State Government. He shall be the authority to direct the Heads of Departments or other field officers to function in any particular manner as he considers fit in the interest of the administration of relief measures. When he issues such a direction to the Heads of Department, he shall keep the concerned Administrative Departments informed.

2. The R.D.Cs. of the Divisions and the Heads of Departments are responsible within their respective Divisions and spheres for effective control of relief operation subject to the control of the Board of Revenue.

3. The member, Board of Revenue, while co-coordinating the relief operation work of the Heads of Departments may at any time bring to the notice of the concerned Administrative Departments of Government if any difficulty is faced in executing the relief operation by any Head of Departments. He may also bring to the notice of the Minister in charge of the concerned Department day important matter concerning relief operation if it requires his immediate attention.

**ORDER :** Ordered that the Resolution be published in the Orissa Gazette for general information. Ordered also that copies of the Resolution be forwarded to all Departments of Government/all Heads of Departments/all District Officers/Accountant General, Orissa, Bhubaneswar for information and guidance.

By order of the Governor  
A.K.BARREN  
Chief Secretary to Government

## APPENDIX-IA

**MOST IMMEDIATE**

**No.43(1)-PFI/79**

**GOVERNMENT OF INDIA, MINISTRY OF FINANCE  
(Department of Expenditure)  
PLAN FINANCE I BRANCH**

New Delhi, the 25<sup>th</sup> April, 1979  
From

SHIR R.K.KAUL  
Joint Secretary to Government of India.

To  
The Chief Secretary ( all States)

Subject : Financing of expenditure for relief of distress caused by natural calamities.

Sir,

I am directed to state that the 7<sup>th</sup> Finance Commission was asked to review the policy and arrangements in regard to the financing of relief expenditure by States affected by natural calamities and suggest such modifications as it considered appropriate, having regard, inter alia to the need for avoidance of wasteful expenditure. The observations and recommendations of the 7<sup>th</sup> Finance Commission in this regard are contained in Chapter-4 of its report. The main recommendations/observations of the commission are summarized below :

(a) The Commission have taken into account, in reassessing the forecast of the expenditure of the States and in their scheme for devolution of Central taxes and grants –in-aid to the States, the amounts of margin money as shown in the annexure to this letter. The Commission have expressed the hope that these amounts of margin money which are much larger than those recommended by the 6<sup>th</sup> Finance Commission, would enable the States to bear the burden of the relief expenditure even in calamities of more than moderate severity. The States should provide these amounts in their Budgets every year and should invest the unspent balances out of the margin money in any year in easily encashable securities so that these can be drawn upon in a year of need.

(b) In case of drought, if the relief expenditure is in excess of margin money, the State Government should make a contribution from its Plan for providing relief employment. The extent of which the State Government should contribute from its Plan in this manner should be assessed by the Central team after consultation with the State Government and approved by the Central Government. This contribution should not exceed about 5 percent of the Annual Plan outlay. This Plan contribution of the State Government, should be treated as an addition to the Plan outlay in that year and covered by Advance Plan assistance as in the arrangements in force during 1974-79. The adjustment of the advance Plan assistance against the ceilings of Central Assistance for the Plan of the State should be effected within five years following the end of the drought. If the expenditure requirements, as assessed by the central teams and the High Level committee, can not be adequately met in particular case after the State Plan contribution is taken into account, the extra expenditure should be met by the Central assistance, half as grant and half as loan ;

(c) In regard to the expenditure on relief and repair and restoration of Public works following floods, cyclone and other calamities of this nature, Central assistance should be made available as non-plan grant, not adjustable against the Plan of the States, or against Central assistance for the State Plan to the extent of 75% of the total expenditure in excess of the margin money.

(d) Where a calamity is of rare severity, it may be necessary for the Central Government to extend assistance to the States concerned even beyond the above mentioned schemes.

(e) The Central teams should the assessment with great care particularly in the interest of the States themselves, as a relaxed view of the expenditure needs would possibly leave room for expenditure of doubtful value and needlessly add to the burden of the States who in the scheme of relief mentioned

above will have to bear to sizeable part of the expenditure. It is necessary that Central teams and the High Level Committee should fix ceilings on all the items of expenditure both non-Plan and Plan.

2. The recommendations of the Commission for financing of the relief expenditure by the States affected by the natural calamities have been accepted by the Government of India. The policy and arrangements recommended by the 7<sup>th</sup> Finance Commission have thus become effective with effect from the 1<sup>st</sup> April, 1979.

3. It is requested that the amounts of margin money indicated in the annexure to this letter may kindly be provided in the State Budget every year. Further, the unutilized balance out of the margin money in any year may kindly be invested in easily encashable securities to be drawn upon as need arises.

4. In case the State is hit by a natural calamity of more than moderate severity, necessitating relief expenditure in excess of the accumulated amounts of the margin money, the State Government is advised to approach the Central Government ( Ministry of Agriculture & Irrigation, Department of Agriculture) for deputation of a Central team to make an on the spot assessment of the damage caused and requirements of the additional expenditure by the State, and to recommend the ceilings of additional Plan and non-Plan expenditure on various items. To enable the Central team to make a proper assessment it would be necessary for the State Government to forward sufficient number of copies of a comprehensive Memorandum giving full details likely to be required by the Central team. This Memorandum is to be prepared in accordance with the guidelines issued by the Ministry of Agriculture and Irrigation in this regard.

5. The public Accounts Committee in its report on the expenditure and Central assistance for relief of distress caused by natural calamities during the period from 1969-70 to 1973-74 had made a number of observations and recommendations. In the light of these observations and recommendations the Central Government had issued several letters to the State Governments regarding the considerations to be kept in view and norms to be observed in incurring expenditure on relief of distress caused by natural calamities. It is to be noted that under the new policy and arrangements recommended by the 7<sup>th</sup> Finance Commissioner it is necessary to ensure strict compliance with various observations and recommendations of the Public Accounts Committee.

6. Finalisation of the accounts of Central Assistance given to the States in the past for relief of natural calamities has not been possible because the accounts of expenditure on various items for which Central assistance was given were not kept in such manner as could enable the Audit authorities to furnish the audited figures of expenditure. It is of paramount importance that the accounts of expenditure on various Plan and non-Plan items are now maintained properly so that no difficulty is experienced by the audit authorities in furnishing the audited figures of expenditure and the figures are also readily available to the Central Teams deputed for monitoring the expenditure incurred.

The receipt of this letter may kindly be acknowledged.

Yours faithfully,

R.K.KAUL  
Joint Secretary to Government of India

Copy to :  
Finance Secretaries ( all States) with 5 spare copies for distribution to the concerned Departments.  
Accountant General ( All states)  
Controller and Auditor-General of India, New Delhi  
Controller of Accounts ( Department of Expenditure)

(1 Rev. – 35)

## ANNEXURE

### *Margin Money recommended by the Seventh Finance Commission*

	States	Amount in lakhs
1.	Andra Pradesh	8,58
2.	Assam	3,46
3.	Bihar	13,08
4.	Gujarat	9,56
5.	Haryana	47
6.	Himachal Pradesh	51
7.	Jammu & Kashmir	1,30
8.	Karnataka	2,00
9.	Kerala	1,59
10.	Madhya Pradesh	1,83
11.	Maharastra	4,57
12.	Manipur	8
13.	Meghalaya	7
14.	Nagaland	14
15.	Orissa	8,71
16.	Punjab	2,68
17.	Rajasthan	7,74
18.	Sikkim	1
19.	Tamil Nadu	8,59
20.	Tripura	18
21.	Uttar Pradesh	10,80
22.	West Bengal	13,60
	TOTAL	1,00,55

**APPENDIX-IB**  
**Paragraph-13**  
**No.29301-IVF (G)/155/66- R**  
**GOVERNMENT OF ORISSA**  
**REVENUE DEPARTMENT**

From

SHRI A.K.BARREN, MC., IAS,  
Chief Secretary to Government

To

The Special Relief Commissioner,  
Board of Revenue, Orissa, Cuttack.

Dated Bhubaneswar, the 17<sup>th</sup> May, 1966

Subject : Empowering the Revenue Divisional Commissioners with special power for implementation of relief measures.

Sir,

I am directed to say that in the interest of proper administration of various relief measures in the drought affected areas, the Collectors and Sub-Collectors have been vested with additional powers. The Revenue Divisional Commissioner being the head of the Revenue Division is in over all charge of matters arising out of the connected with drought situation in the districts in his Division. Paragraph-58 of the Bihar and Orissa Famine Code, 1930, no doubt authorizes the Divisional Commissioner to exercise general control over all relief operations. It is however considered necessary to redefine the powers and responsibilities of the Revenue Divisional Commissioners in respect of drought relief measures under the changed circumstances. Government have therefore, decided to empower the Revenue Divisional Commissioners as indicated hereafter in order to made him responsible for exercising general control and affecting necessary coordination among various Departments within his Division.

2. The Revenue Divisional Commissioner will call for any information pertaining to relief operations from any Officer at the Divisional level who is in charge of relief measures.

3. Revenue Divisional Commissioner shall also be competent to issue any instructions, he considers necessary to the Divisional Officers to different Departments who shall abide by his instructions and report compliance to him . Failure of nay Divisional Officer to comply with the instructions of the Revenue Divisional Commissioner will be viewed seriously by Government.

4. The Revenue Divisional Commissioner will bring to the notice of Government and the Special Relief Commissioner such of the recommendations made by the District Relief Committees in the district in his Division as deserve special mention and furnish his recommendation thereon. In order to acquaint himself with the discussions of District Relief Committees, he should endeavor to attend some of the meetings in each district and shall do so, when required.

5. The Revenue Divisional Commissioner shall review at least once every fortnight the progress of various relief measures and forward copies of his reviews to Government and to the Special Relief Commissioner.

6. The Revenue Divisional Commissioner shall tour extensively in the drought affected areas of his Division with a view of acquiring into the problems of relief operations and endeavour of solve the difficulties in implementing them in consultation with all officers connected with execution of relief operations and also the elected representatives of the people. Whenever the difficulties do not admit of an immediate solution the Revenue Divisional Commissioner shall bring it to the notice of the Special Relief Commissioner under intimation to the appropriate Department of Government or Head of the Department as the case may be and the Revenue Department.

Yours faithfully,  
A.K.BARREN

Chief Secretary to Government

Copy forwarded to all Revenue Divisional Commissioners/All Collectors/All Departments of government/all Heads of Departments.

B.K.MISHRA  
Secretary to Government

**APPENDIX-IC**  
**Paragraph-15**  
**No.22850-IVF (G)/54/66- R**  
**GOVERNMENT OF ORISSA**  
**REVENUE DEPARTMENT**

From

SHRI A.K.BARREN, MC., IAS,  
Chief Secretary to Government

To

The Secretary, Board of Revenue, Orissa, Cuttack.  
Dated Bhubaneswar, the 2<sup>nd</sup> April, 1966.

Subject : Empowering Collectors to be the coordinating authority in connection with the implementation of drought relief measures.

Sir,

I am directed to say that in order to ameliorate the distress of the people in the drought affected areas. Government have undertaken several relief measures through various Departments like the Community Development & Panchayati Raj Department, Agriculture & Animal Husbandry Department, Planning & Coordination Department, Works & Transport Department, Irrigation & Power Department, Health Department, Education Department, Cooperation & Forestry Department, etc. The Revenue Department has the responsibility of coordinating at the State level, all relief measures that are being implemented by different Departments. The need for such coordination is greater in the field particularly because officers under the administrative control of different Departments are in charge of different items of relief measures. The Collector being the executive head of the district has the overall responsibility for proper implementation and execution of all relief measures and therefore he is the authority who must have the responsibility of coordinating all relief measures and ensuring proper distribution of gratuitous relief, wherever necessary. In order that he may discharge this responsibility effectively and there is no delay in implementation of relief measures. Government have been pleased to direct that whenever he feels that any district level officer of any Department should function in any particular manner in the interest of successful implementation of relief operation that officer should carry out his orders without any further correspondence and report compliance to him. If he fails to do so, it will be treated as an act of indiscipline and suitable disciplinary action should be initiated against the officer concerned, if recommended by the Collector to the Revenue Department under intimation to the Revenue Divisional Commissioner and Board of Revenue. Similarly, where the Collector feels that the head of any Department, or any Department, or any Department of Government should augment existing relief measures and provide new relief measure., he should make a recommendation to that effect to the Revenue Department of Government under intimation to the appropriate Department, the concerned Head of Department, the Revenue Divisional Commissioner and the Board of Revenue.

2. The Collector would also be competent to direct non-gazetted employees of other Departments to work in connection with distribution of gratuitous relief in the manner he specifies, he should however, take into consideration the difficulties likely to be experienced by the Department which is called upon to make available the services of a number of non-Gazetted employees. In absolutely urgent cases, the Sub-Collector will be competent to direct non-Gazetted employees of other Departments to work in connection with distribution of gratuitous relief, but he should, in every such cases, keep the Collector and the appropriate district level officer informed. If the latter has any objections to the diversion of the staff subordinate to him, he should bring his difficulties to the Collector's notice who would be competent to confirm or modify Sub-Collectors orders. Till, however, the modification is sanctioned, the orders of the sub-Collectors would continue to be in force.

Yours faithfully,  
A.K.BARREN

Chief Secretary to Government

Copy forwarded to all Revenue Divisional Commissioner/All Collectors/All Department of Government/All Heads of Departments.

## APPENDIX-ID

GOVERNMENT OF ORISSA  
REVENUE DEPARTMENT  
No.IVF-(Code)- 1/82-35892- R

Dated Bhubaneswar, the 31 April, 1966.

From

SHRI S.M.PATNAIK, IAS,  
Chief Secretary to Government

To

The Secretary to all Departments of Government.

Subject : Empowering Collectors and Revenue Divisional Commissioners  
For implementation of relief measures- Delegation of powers to requisition  
The services of gazetted and non-gazetted officers in relief operations.

Sir,

I am directed to say that the Member, Board of Revenue/Special Relief Commissioner have the full authority in accordance with Paragraph-12(4)(b) of the Orissa Relief Code to requisition the services of gazetted and non-gazetted Officers working in the areas affected by natural calamities for administration of urgent relief measures. Collectors and Revenue Divisional Commissioners however do not have the authority at present to exercise such powers and they are required to obtain approval of Member , Board of Revenue/Special Relief Commissioner on each occasion for the above purpose which is practically not possible at the time of emergency when relief operations are required to be undertaken with the utmost promptitude.

2. After careful consideration, Government have been pleased to decide that all Collectors and Revenue Divisional Commissioners would also be competent to exercise concurrent powers with Member, Board of Revenue/Special Relief Commissioner to requisition the services of both gazetted and non-gazetted officers of all Departments working in the respective districts/Revenue Divisions for administration of relief operation in the areas affected by natural calamities. They will however take into consideration the difficulties likely to be experienced by the Department which is called upon to make available the services of the number of employees and limit their requirement to the extent possible for undertaking relief operations.

3. You are requested to ensure that requisitions received for the said purpose are duly complied with at the shortest possible time for quick administration of relief operations. Any delay on this account will be seriously viewed by Government.

4. Please acknowledge receipt of this letter

Yours faithfully,

S.M.PATNAIK  
Chief Secretary Orissa

MEMO NO.35893- R

Dated the 31<sup>st</sup> May, 1982

Copy forwarded to the Special Relief Commissioner for information and necessary action.  
Steps are being taken to suitably amend the provisions of Paragraph-13 and 15 of the Office Relief Code  
Further instructions as considered necessary may be issued by the Board of Revenue (Special Relief) to  
all Collectors and Revenue Divisional Commissioners for appropriate action

S.C.PATNAIK  
Deputy Secretary to Government

## APPENDIX-II

### GOVERNMENT OF ORISSA REVENUE & EXCISE DEPARTMENT No.IVF (M)-2/95-55920-R Dt.13.12.1996

In partial modification of Revenue & Excise Deptt. Resolution No.25787/R , dated 13.6.96 Government have been pleased to reconstitute the State Level Committee on Natural Calamities with the following Members :

1. Sri Janaki Ballav Pattnaik Chief Minister	Chairman
2. Sri Kanhu Charan Lenka Minister, Revenue & Transport	Vice Chairman
3. Sri Basant Kumar Biswal Deputy Chief Minister & Minister, Finance, Water Resources and Parliamentary Affairs.	Member
4. Sri Hemanand Biswal Deputy Chief Minister & Minister Panchayati Raj, Housing & Public Grievances and Pension Administration.	Member
5. Sri Srikant Jena Union Minister, Tourism & Parliamentary Affairs	Member
6. Sri Nandini Satpathi Chair Person of State, Planning Board	Member
7. Sri Ashok Das Leader of the Opposition	Member
8. Sri Matlub Ali Minister, Rural Development	Member
9. Sri Baibulla Khan Minister, Food Supplies & Consumer Welfare	Member
10. Sri Harihar Swain Minister, Works	Member
11. Sri Amar Pradhan Minister of State, Urban Development	Member
12. Sri Jagannath Rout Minister of State, Health & Family Welfare	Member
13. Sri Nartranganda Mallick Minister of State, Information & Public Relation	Member
14. Sri Rabindra Kumar Sethi Minister of State, Cooperation	Member
15. Sri Prakash Ch. Debata Minister of State, Fisheries & Animal Res. Dev.	Member
16. Sri Kamakshya Prasad Singh Deo, MP	Member
17. Sri Muralidhar Jena, M.P.	Member
18. Sri Sarat Ch. Pattnaik, M.P.	Member
19. Sri Krupasindhu Bhoi, MP	Member
20. Sri Bhakta Charan Das, MP	Member
21. Sri Laxman Majhi, MLA	Member
22. Sri Ramakrushna Pattnaik, MLA	Member
23. Sri Biswabhusan Harichandan, MLA	Member
24. Sri(smt.)Kamala Das, MLA	Member
25. Sri Jayanarayan Mohanty, MLA	Member
26. Sri Arjun Das, MLA	Member
27. Sri Dolagovinda Nayak, MLA	Member
28. Sri Bijaya Kumar Nayak, MLA	Member
29. Sri Nalini Kanta Mohanty, MLA	Member
30. Sri Rabindra Kumar Behera, MLA	Member
31. Sri Panchanan Kanungo, MLA	Member

32. Sri Judhistir Samantary, MLA	Member
33. SriGhasiram Majhi, MLA	Member
34. Sri Bikram Keshare Deo, MLA	Member
35. Sri Surendra Singh Bhol, MLA	Member
36. Sri Rama Chandra Pradhan, MLA	Member
37. Sri Dhanurjaya Lanuri, MLA	Member
38. Sri Sudam Rarandi, MLA	Member
39. Sri Shibaji Pattnaik, MLA	Member
40. Sri Loknath Choudhury, Ex-MP	Member
41. Sri Laxman Majhi, Ex-MP	Member
42. Chief Secretary Orissa	Member
43. Member, Board of Revenue	Member
44. Addl.Development Commissioner, Orissa	Member
45. Agriculture Production Commissioner	Member
46. Secretary, Agriculture	Member
47. Secretary, Energy	Member
48. Secretary, Finance	Member
49. Secretary, Food Supplies & Consumer Welfare	Member
50. Secretary, Rural Development	Member
51. Secretary, Water Resources	Member
52. Secretary, Cooperation	Member
53. Secretary, Revenue & Excise	Member Secretary

2. The Committee will meet as and when necessary to review the situation arising out of Natural Calamities. The Board of Revenue (Special Relief) will furnish periodical reports for the consideration of the Committee.

3. The functions of the Committee shall be :

- To advise the Government regarding precautionary measures to be taken in respect of flood, drought and other natural calamities.
- To assess the situation arising out of such calamities
- To recommend to Government the nature and quantum of relief; and
- To recommend to Government the policy to be adopted in giving such relief in areas affected by such calamities.

Members of the Legislative Assembly, who attend the creating of this Committee are entitled to get T.A. and D.A. as admissible to them under the Orissa Legislative Assembly Member's salaries and Allowance not and Rules issued the rounder in accordance with Finance Department Resolution No.7635/F., dt. 4<sup>th</sup> March, 1972, amended from time to time.

Order : Ordered that the Resolution be published in the extra ordinary issue of the Orissa Gazette for general information.

Order that copies of the Resolution be forwarded to all members of the Committee/All Department of Government/All Heads of Departments/Secretary of Governor/all District Officers/Accountant General, Orissa, Bhubaneswar for information.

By order of the Governor  
K.B.Verma  
Principal Secretary to Government

Memo No.55921/R dt. 13.12.1996

Copy forwarded to the Director, Printing Stationery and Publication, Orissa, Cuttack for publication in the next issue of the Orissa Gazette.

2. He is requested to supply 50 (fifty) printed copies of the Resolution to this Department.

Joint Secretary to Government

Memo No.55922/R dt.13.12.96

Copy forwarded to all Members of the Committee/Secretary to Governor/all Departments of Government/All Heads of Departments/Accountant General, Orissa, Bhubaneswar for information.

Sd/-

Joint Secretary to Government

Memo No.55923/R dt.13.12.96

Copy forwarded to all Collectors./All Sub-Collectors/all Tahasildars for information and necessary action.

Sd/-

Joint Secretary to Government

Memo No. 55924/R dt.13.12.96

Copy forwarded to all Branches of Revenue & Excise Deptt./Control Room for information .

Sd/-

Joint Secretary to Government

## APPENDIX-III

Paragraph- (Rule) 19 (i) (b)  
No.21317-IVF (M)/3/74- R  
GOVERNMENT OF ORISSA  
REVENUE DEPARTMENT

### RESOLUTION The 16 th April, 1974

Subject :Reconstitution of District Level Committee  
On 'Natural Calamities'.

#### Resolutions

1. No.39891-R	In In Superss of the marginally noted Resolution's Government have been pleased to
2. No.39921-R	reconstitute the District Level Committee on 'Natural Calamities' in each district with the
3. No.39927-R	following members :
4. No.39939-R	
5. No.39945-R	(I) Collector of the District - Chairman
6. No.39951-R	(II) "The Chairman may nominate as member
7. No.39957-R	The Committee, Representatives of the
8. No.39963-R	cognized registered voluntary agencies"
9. No.39969-R	(III) All Members of the Legislative Assembly
10. No.39975-R	Members of Parliament of the District. Member
11. No.39981-R	
12. No.39987-R	(IV) C.D.M. O/DVO/SE (Irrigation Member
13. No.39993-R	charge of flood Protection Embankments Member
All dated 20.6.1973	(V) Sub-Collectors of the District Member
	(Vi) District Emergency Officer Member Secretary

2. The Chairman may invite District level Officers of various Departments, Chairman Panchayat Samitis, Block Development Officers and Tahasildars of the district to attend the meetings whenever considered necessary.

3. The Committee shall meet as often as required.

4. The functions of the Committee shall be :-

- To advise on the precautionary measures to be taken in respect of flood, drought and other natural calamities;
- To access the situation arising out of such calamities;
- To advise on appropriate relief measures and location of relief works.

5. The Ministers, Ministers of State, Deputy Ministers, Speaker and Deputy Speaker may nominate any person from their constituency to represent them in the District Committee on natural calamities in case he is unable to attend any meeting of the committee.

1. Inserted vide Govt. in Revenue & Excise Deptt. Resolution No.5367/R dated 14.1.89

6. The members of the Legislative Assembly who attend the meeting of the above Committee are entitled to get T.A. and D.A. as admissible to them as Members of the Legislative Assembly under the Orissa Legislative Assembly Members' Salaries and Allowances Act and Rules issued there under in accordance with the Finance Department Resolution No.7665-F dated the 4<sup>th</sup> March, 1972. Members of Parliament and Deputy Speaker may draw T.A. and D.A. according to the provisions of Finance Department Resolution No.18937-F, dated the 6<sup>th</sup> August, 1955, as amended from time to time.

1. All Members of the Committee
2. All Departments of Government
3. All Heads of Department
4. Secretary to Governor
5. All District Officers
6. Accountant-General, Orissa, Bhubaneswar for information.

By order of the Governor  
S.M.PATNAIK  
Commissioner-cum-Secretary to Government

**APPENDIX-III A**  
GOVERNMENT OF ORISSA  
REVENUE & EXCISE DEPARTMENT  
No.IVF (M)-15/88 (Pt.-II)--5367-R Dt.24<sup>th</sup> Jan'89

Government have been pleased to make the following modifications to the Revenue Department Resolution No.21317- IVE (17)-3/47-R dated the 16<sup>th</sup> April, 1974 relating to District Level Committee on Natural Calamities.

1. The following shall be inserted as Sub-Paragraph (ii) under Paragraph-1

“ The Chairman may nominate, as members to the Committee, Representatives of the recognized registered voluntary agencies.”

Order : Record that the Resolution be published in the Orissa Gazette for general information.

Orders also that copies of the Resolution be forwarded to all Departments of Government/All Heads of Departments/Secretary to the Governor/All District Officers/Accountant General, Orissa, Bhubaneswar for information.

By order of the Governor  
Sd/-  
Secretary to Government

Memo No. 5368-R /dated the 24th Jan.'1989

Copy forwarded to the Director, Printing Stationery & Publication, Orissa, Madhupatna, Cuttack with a request to publish the Resolution in an extra ordinary issue of the Orissa. Faceted immediately and supply 100 spare choices to this Department.

Sd/-  
Joint Secretary to Government

## **APPENDIX-III B**

**No.IVF (M)-4/92 (Pt.)--17042-R**

**GOVERNMENT OF ORISSA  
REVENUE & EXCISE DEPARTMENT  
No.IVF (M)-15/88 (Pt.-II)--5367-R Dt.24<sup>th</sup> Jan'89**

Dated, Bhubaneswar, the 28.3.92

From  
SHRI P.K.MISHRA, IAS.,  
Secretary to Government

To  
  
The Collector, Bolangir.

Sub :Revised Resolution on constitution of District Level Committee on Natural Calamities.

Ref: Resolution No.6367 dated 21.1.89 of Revenue & Excise Department.

Sir,

I am directed to say that the Revenue department Resolution No.21317/R, dt.16.4.74 on District Level Committee on Natural Calamities has been modified in Resolution No.6367 dated 21.1.89 ( copy enclosed) authorizing the Collector to nominate representatives of the recognized registered voluntary agencies, as member to the Committee.

2. You are requested to nominate representatives of recognized registered voluntary agencies of your district as member of the district Level Committee on Natural Calamities. The number should not exceed more than five.

3. It may please be ensured that necessary order to nominate the representatives of the recognized registered voluntary agencies as members to the District Level Committee on Natural Calamities issued immediately. A copy of such order may be sent to Revenue Department for reference. It may also be ensured that the meeting of the District Level Committee on Natural Calamities is convened at least once in 2 months and all the members, including representatives of voluntary agencies nominated are noticed to attend the meeting.

Yours faithfully,

P.K.MISHRA  
Secretary to Government

## **APPENDIX-IV**

**Paragraph-23 (b)**  
**Letter No.Ic-3/70-4001-R.**

Dated the 27 January,1970

From

Deputy Secretary to Government,  
Revenue Department.

To

The Secretary,  
Board of Revenue, Orissa, Cuttack.

Sub: Framing of scheme and rules regarding construction and maintenance  
Of rain recording stations in the State by the Revenue Department.

Ref : Your letter No.671-MR , dated the 5<sup>th</sup> September, 1967.

I am directed to say that the Government have been pleased to approve the Scheme and rules regarding construction and maintenance of rain recording stations in the State by the Revenue Department. Approved copies of the Scheme and Rules are enclosed. It has been decided to take over the rain recording stations existing staff etc. from the Agriculture Department with effect from 1<sup>st</sup> April, 1970. Necessary provisions is being made in the Budget Estimate for 1970-71 by means of a new Demand Schedule for implementation of the Scheme by this Department. I am therefore to request you to take steps to take over the staff, records, furniture, instruments, etc., from the Agriculture Department. I am further to request that necessary proposals for sanction of the staff, printing of the Rules and standardisation of the forms prescribed in the Rules, etc. may be submitted to this Department at an early date ( Memo No.4002-R, dated the 27<sup>th</sup> January, 1970.)

Copies forwarded to the Agriculture Department/Director of Agriculture and Food Production, Orissa, Bhubaneswar for information and necessary action.

## **APPENDIX-V**

**PARAGRAPH-28(a)**  
**No.-13703-IVF (Crop)-2/94-R**

**GOVERNMENT OF ORISSA**  
**REVENUE & EXCISE DEPARTMENT**

### **RESOLUTION**

The 23<sup>rd</sup> March 1994

Subject : Procedure for assessment/damage of Paddy, Ragi, Maize and any  
Other major crop.

Government in Revenue and Excise Department vide their Order No.49995-R dated the 13<sup>th</sup> October, 1992, constituted a Committee for formulation of the new guidelines on the procedure for assessment of crop loss with the following Members.

- |  |          |
|--|----------|
| 1. Special Relief Commissioner   | Chairman |
| 2. Director, Economics & Statistics  | Member   |
| 3. Deputy Secretary, in-charge of Relief,<br>Revenue & Excise Department                   | Member   |
| 4. Joint Director, P & C Department  | Member   |
| 5. One officer from Board of Revenue<br>to be nominated by the Member,<br>Board of Revenue | Member   |
| 6. Representative of Agriculture Department<br>(not below the rank of Deputy Secretary)    | Member   |
| 7. Representative of Cooperation Department<br>(not below the rank of Deputy Secretary)    | Member   |

The Committee was asked to finalise the procedure for assessment of crop loss on the basis of guidelines of the NABARD.

1. The present crop cutting experiment undertaken in the State is on a scientific basis and does not require any radical change. However, as there is a persistent demand to include a few more crops in the list to assess actual loss sustained by farmers even in the non-paddy and non-ragi areas, maize and any other major crops, as defined in the procedure, are included in crop cutting experiment.

The existing system include only winter paddy and ragi crops for taking up crop cutting experiment. Therefore after careful consideration, Government have been pleased to decide that the procedure laid down in the Revenue Department Resolution No.66555-IVF (Crop), 17-77-R , dated the 3<sup>rd</sup> September,1977 need not be followed hereafter.

2. In due consideration of the decision taken by the Committee, Government have been pleased to decide that the following procedure should hence forward be followed in the matter of crop assessment:

- (I) Effective steps should be taken by the Special Relief Commissioner for faithful recording of rainfall data in as many rain gauges as possible for identification of areas having inadequate rainfall.
- (II) Crop assessment has to be undertaken by the Revenue Inspector in respect of paddy, ragi, maize and any other major crop through eye estimation and crop cutting experiments.
- (III) The estimation survey has to be undertaken in respect of every village commencing from the month of October or even earlier when a major crop is ready for harvest. A major crop is one which covers 25% of the cultivated area of the village. The same procedure should be adopted in respect of three varieties of paddy (Autumn, Winter and Rabi). Crop cutting experiments may be taken up only in the village where the crop loss appears to be more than 50% on eye estimation survey. However, sample crop cutting experiments may also be undertaken in the village where it becomes doubtful for the R.I. to determine the loss i.e. , 50 % or less through eye estimation. If sample crop cutting experiments indicate loss to be 50 % or more, crop cutting experiments may be undertaken in that village to determine the actual loss. In case no village in a Gram Panchayat appears to have crop loss of 50% and more as per eye estimation survey, at least one sample crop cutting experiment may be undertaken in a representative village of that Gram Panchayat. While framing a crop cutting programme for Revenue Inspector, in the affected village, Tahasildars may take assistance of Statistical Field Surveyor of Directorate of Economics and Statistics and village Agricultural Workers of Directorate of Agriculture and Food Production, Orissa. The crop cutting experiment must be done in the presence of two important persons of the village. Tahasildar will draw up the programme of crop cutting experiment and intimate the same to the District Statistical Officer and District Agricultural officer for technical assistance.
- (IV) The crop loss should be quantified in two categories :

50% to 74%  
75% and above

- (V) The Revenue Supervisor and the Tahasildar should so arrange among themselves that both of them shall check the assessment made by the Revenue Inspector in every village subject to the condition that the Tahasildar shall test-check the crop survey is not less than 10% of the number of villages. Similarly, DSO and under his direction. S.A. should so arrange among themselves to test-check 2% of the number of villages. Similarly, D.A.O. and under his direction Junior Agricultural Officer should so arrange among themselves to test check not less than 3% of the number of villages. All these supervising test check should be mutually exclusive. Supervision must be done when the crop cutting experiment is going on.
- (VI) The Tahasildar will compile village wise list according to the Gram Panchayats of the crop loss under the aforesaid two categories. i.e. village having crop loss of 50% to 74% and those having crop loss 75% and above. Such list may be furnished to the Sub-Collector as per the time schedule indicated below :
- |     |                      |                               |
|-----|----------------------|-------------------------------|
| (a) | Autumn Paddy         | End of October                |
| (b) | Maize and Ragi       | End of November               |
| (c) | Winter Paddy         | End of December               |
| (d) | Summer paddy         | End of May                    |
| (f) | Any other major crop | According to time of harvest. |
- (VII) The Sub-Collector shall undertake a test check of at least 2 per cent of the total number of villages reported to have crop loss by the Tahasildar. The sub-Collector shall compile the sub-divisional list in the above manner and shall furnish the same to the Collector.
- (VIII) The Collector shall undertake a test check in at least 1 percent of the village reported to have crop loss before the district list is compiled.
- (IX) The survey envisaged in the foregoing paragraphs shall be completed as per the time schedule indicated in Para-(vi) and the Collector shall furnish the consolidated list of the district to the Board of Revenue (Special Relief), the Revenue Divisional Commissioner and the Revenue Department by the 15<sup>th</sup> of January in respect of Autumn and Winter paddy., Ragi and Maize, 15<sup>th</sup> of June for Summer Paddy and for any other major crops, within a

period of 15 days from the date of harvest along with a report specifying other necessary details. The Board of Revenue (SR) shall compile the district figures and shall furnish the final report with its views for the entire State by the 31<sup>st</sup> of January in respect of Autumn and Winter paddy, Ragi and Maize . As regards the Summer paddy the report should reach Government by 30<sup>th</sup> June and for the other major crops, the report should reach Government within a period of one month from the date of harvest for consideration of Government.

3. The Board of Revenue (SR) shall be competent to issue detailed instructions to the field officers for the implementation of the above decision of Government and for the maintenance in different Revenue Offices of such registers as are deemed necessary.

4. Notwithstanding the procedure laid down above in case of failure of rains of inadequate rainfall particularly in the month of September or October which are the crucial months for crop grown the Board of Revenue (SR) shall furnish an adhoc report to Government with an estimate of anticipated crop loss so as to enable Government to undertake relief measures, if required , before the compilation of the final report by the Board of Revenue (SR) on crop assessment survey.

ORDER - Ordered that a copy of the Resolution be published in the Orissa Gazettee for General information.

Ordered also that copies of the Resolution be forwarded to all Departments of Governments/all Heads of Departments/Special Relief Commissioner, Orissa, Bhubaneswar/Board of Revenue, Cuttack/Board of Revenue (Special Relief), Orissa, Cuttack/all Revenue Divisional Commissioners/All Collectors/all Sub-Collectors/all Tahasildars for information and necessary action.

By order of Governor  
A.K. TRIPATHY  
Commissioner-cum-Secretary to Government

## **APPENDIX-VA**

**No.-14907-IV (Crop)-2/94-R  
PARAGRAPH-28(b)**

**GOVERNMENT OF ORISSA  
REVENUE & EXCISE DEPARTMENT**

### **R E S O L U T I O N**

**The 30<sup>th</sup> March, 1994**

Subject : Instruction for conducting sample crop cutting experiments  
Of paddy, Ragi, Maize and any other major crop.

1. Preliminary

i. The procedure laid down in Revenue Department Resolution No.13703-R dated the 23<sup>rd</sup> March 1994 should be followed in the matter of crop assessment of Paddy, Ragi, Maze and any other major crops.

ii. The eye estimation survey has to be undertaken in respect of every village commencing from the month of October or even earlier when a major crop is ready for harvest. Only in such villages sample crop loss is anticipated due to inadequate rainfall or due to other reasons to be less than 50% of the normal yield.

iii. The standard yield rate should be fixed taking in the consideration the average yield of last six years which may include drought years.

2. Programme :

The Tahasildar shall draw up a programme of villages Gram Panchayat wise in which sample crop cutting experiments are to be undertaken in consultation with strict Statistical Officer and District Agriculture Officer technical assistance. It may cover all the village where crop loss is expected to be 50% or more according to eye estimation. In case no village in a Gram Panchayat appears to have crop loss 50% and more as per eye estimation survey at least are representative village of the Gram Panchayat may be included in the programme for taking up cutting experiments. According to the programme drawn up by the Tahasildar, the R.I. and Supervisor will take up the crop cutting experiment. The Tahasildar shall furnish a list of the Sub-Collector and the Sub-Collector in turn shall furnish the consolidated list of the Sub-Division to the Collector.

3. Selection of fields for carrying out experiments :

The experiments shall be carried on representative fields with the consent of the owner in the presence of two important persons of the village. The representative field is to be selected by the Revenue Inspector himself is not less than three fields taken at random in a village. While supervising the experiments the supervising Officer if consider that the fields selected by the Revenue Inspector is not representative, he may select another field and direct the revenue Inspection to undertake sample survey in that field. This fact shall be indicated by the Revenue Inspector in Statement No.1 under a Note. Fields on which the crop are fairly good shall be avoided.

4. Area to be covered and the method of experiment:

The area from which the crop will be cut shall be a square having the length and breadth of 25 links each i.e. 1/160<sup>th</sup> of an acre. Care should be taken to see that all the standing crop grown in this square is cut. This may be done in the presence of presence of person who has raised the crop and two important persons of the village.

5. Method of ascertaining the yield :

As soon as the crop is cut, it should be brought by the grower to his threshing floor and the main produce shall be separated from the bye-product and properly cleaned. The main crop shall then be weighed and record kept after which the main produce and bye product shall be made over to the owner ordinarily one tenth of the weight should be reduced towards drainage.

6. Supervision :

The procedure for supervision as laid down in the aforesaid resolution shall be followed and necessary checks undertaken by the officers concerned.

7. Crop cutting Register :

The Revenue Inspector shall maintain a crop cutting register in the form given in Statement No.1 (enclosed). All the columns of the register should be carefully filled in by the Revenue Inspector. A copy of such registers in respect of every village shall be submitted to the Tahasildar not later than middle of December in respect of Autumn paddy, Winter paddy, Ragi and Maize by middle of May for Summer paddy and just after harvest for any other major crops.

8. Tahasildar Register of Crop Cutting Experiments :

(a) On receipt of the copies of Crop cutting registers from the Revenue Inspectors, the Tahasildar shall bind them Gram Panchayat wise into a register which shall be preserved for a period of 12 years.

(b) Tahasildar shall compile a village wise list according to Gram Panchayats having crop loss of 50% and 75% and above and shall furnish the same to the Sub-Collector along with an abstract in Statement No./2 ( enclosed) not later than the end of December in respect of Autumn paddy, Winter paddy, Ragi, Maize by end of May in respect of Summer paddy and just after harvest for any other major crops.

9. Report of the Sub-Collector to the Collector :

On receipt of the report of the Tahasildar, the Sub-Collector shall compile Block wise figures in Statement No.3 ( enclosed) and shall furnish the same to the Collector by the 7<sup>th</sup> of January in respect of Autumn Paddy, Winter paddy , Ragi and Maize, 7<sup>th</sup> June for Summer paddy and just after harvest for any other major crops.

In case one village in a Gram Panchayat sustains crop loss of 50% or more the entire Gram Panchayat should be so treated for the purpose of Column 4 of the Statement No.3.

10. Reports of the Collector :

The Collector shall compile the statistical figures of crop loss also in Statement No.3 and furnish the consolidated list of the district to the Revenue Divisional Commissioner, Special Relief Commissioner and Revenue Department by the 15<sup>th</sup> January in respect of Autumn Paddy. Winter paddy Ragi and maize, 15<sup>th</sup> of June for Summer paddy and for any other major crops within a period of 15 days from the date of harvest along with a report specifying other necessary details.

11. Use of result of experiments :

The result of the Sample crop cutting experiments are intended to be utilised for relief purpose and on no other account.

Order : Ordered that a copy of Resolution be published in the Orissa Gazette for general information.

Ordered also that copies of the Resolution be forwarded to all Departments of Government/all Heads of Departments/Special Relief Commissioner, Orissa, Cuttack/Bhubaneswar/ All Revenue Divisional Commissioners/all Collectors/all Sub Collectors/all Tahasildars, for information and necessary action.

By orders of the Governor  
P.S.Guha  
Deputy Secretary to Government

## **APPENDIX-VB**

**No.-15731-IVF (Crop)-2/94-R  
PARAGRAPH-28(b)**

**GOVERNMENT OF ORISSA  
REVENUE & EXCISE DEPARTMENT**

### **R E S O L U T I O N**

**The 5<sup>th</sup> April, 1994**

Subject : Amendment to Paragraph-28 (a), (b), (c) and (d) of Orissa Relief Code

After careful consideration , the Government have been pleased to decide that paragraph 28(a), (b), (c) and (d) of the Orissa Relief Code shall be substituted as follows :

This will come into force with immediate effect.

28. Crop loss assessment :

(a) Crop loss assessment of the paddy, ragi, maize and other major crop shall be taken up by the Revenue field staff every year through eye estimation and crop cutting experiments. Detailed procedure has been prescribed in Revenue Department Resolution No.13703-R dated the 23<sup>rd</sup> March, 1994 ( vide Appendix-iv) which should be followed in making crop loss assessment.

(b) Sample crop cutting experiments may be taken up where it is considered necessary accordance with rules prescribed in Revenue Department Resolution No.14970/R., dated 30<sup>th</sup> March, 1994 ( vide Appendix-V) At least one sample crop cutting experiment may be undertaken in a representative village in a Gram Panchayat even if no village in the Gram Panchayat appears to have crop loss of 50% and more as per eye estimation survey.

(c) The Board of Revenue, (Special Relief Commissioner) shall compile the district figures furnished by District Officers in accordance with the aforesaid rules and shall furnish its report with its views in consultation with the aforesaid rules and shall furnish its report with its views in consultation with the Revenue Divisional Commissioner by the 31<sup>st</sup> January in respect of autumn & winter paddy, ragi and Maize, 30th June in respect of Summer paddy and within a period of one month from the date of harvest in respect of any other major crops to the Revenue Department. The Statistical data shall be prepared in the formats attached to the aforesaid ( Appendix-V).

(d) The assistance and service of Directorate of Economics and Statistics and Directorate of Agriculture and Food Production may be taken as and when necessary.

Order : Ordered that a copy of the Resolution be published in the Orissa Gazetteer for general information.

Ordered also that copies of the Resolution be forwarded to all Departments of Government/ all Heads of Departments/Special Relief Commissioner, Orissa, Bhubaneswar/ Board of Revenue, Orissa, Cuttack/Board of Revenue ( Special Relief), Orissa, Cuttack/all Revenue Divisional Commissioners/ all Collectors/ all Sub Collectors/ all Tahasildars for information and necessary action.

By order of the Governor

P.S.GUHA

Deputy Secretary to Government

Memo No. 15732/R dated 5.4.94

Copy forwarded to all Departments of Government/All Heads of Department/Special Relief Commissioner, Orissa, Bhubaneswar/Board of Revenue(Special Relief), Orissa, Cuttack/Board of Revenue, Orissa, Cuttack/All Revenue Divisional Commissioners/All Collectors/all Sub-Collectors/ all Tahasildars/Relief (A) Branch/Relief Code Revision Sear, Relief (B) Branch, Control Room Revenue & Excise Department for information and necessary action.

Sd/-P.S.GUHA

Deputy Secretary to Government

### STATEMENT No. 1

(Assessment of crop loss of Paddy, Ragi, Maize and any other major crop for the year (Crop cutting Register to be maintained by the Revenue Inspector and copy supplied to the Tahasildar by the middle of December)

Sl.No.	Name of Gram Panchayat	Total number of villages in the Gram Panchayat	Name of villages where crop loss is assessed by R.I. to be 50% and more by eye estimation	Date of sample crop cutting experiment	Plot No.	Name of Cultivator	Out turn of the area under experiment		
							Weight on date of experiment	Deduction towards drainage (10%)	Net Outturn
1	2	3	4	5	6	7	8	9	10

Name of the supervising authority who undertook test check, number of such checks and date thereof		Normal yield per acre in quintal in respect of each village in the Gram Panchayat		Actual yield per acre according to crop cutting experiment in quintals		P.C. of loss		Reasons for crop loss like inadequate rainfall, pest attack, flood, cyclone etc.	Remarks
Paddy	Ragi	Paddy	Ragi	Paddy	Ragi	Paddy	Ragi		
11	12	13	14	15	16	17	18	19	20

### STATEMENT NO.2

Assessment of crop loss of Paddy, Ragi, Maize and other major crop( To be maintained by Tahasildar to sub-divisional Officer by the end of December)

Name of the District :

Name of the Tahasil :

Name of Block/Portion of Block

Sl. No.	Name of Gram Panchayat	Total number of Villages in the Gram Panchayat	Name of village in which sample crop cutting experiments had been undertaken	P.C. Crop Loss		Remarks (Reasons for crop loss like inadequate rainfall, pest attack, flood, cyclone etc.)
				Paddy	Ragi	
				(Only average of loss PC of villages to be taken)		
1	2	3	4	5	6	7

### STATEMENT NO.3

Proforma furnishing statistical data of crop loss assessment of paddy, ragi, maize and any other major crop for the year,

Name of Sub-Division :

Sl. No.	Name of Block	No. of Gram Panchayat in the Block	Name of the Gram Panchayats having crop loss of 50% and above	Name of villages having crop loss of 50% and above	Total number of villages in the Gram Panchayat under Col.4	No. of villages having irrigation facilities	No. of villages in which no sample crop cutting experiments had been undertaken as the crop loss was less than 50% according to eye estimation	No. of villages having crop loss from 50% to 74%	No. of villages having crop loss of 75% and above	Remarks
1	2	3	4	5	6	7	8	9	10	11

## APPENDIX - VI

### Paragraph 39(i)

Proforma for submission of enquiry report on alleged death due to starvation originally communicated in Board of Revenue S.R.C. D. O. letter No. 3132 – S, R.C., datd 27-5-1967

1. Name of the person alleged to have died of starvation, parentage, village, Grama Panchayat, Block and District.
2. Sex.
3. Age at the time of death.
4. Profession (if he is a cultivator, please mention acerage of cultivated land he owns and acerage under his cultivation including Bhag lands. In case the person has got any side business that may be mentioned. Similar details may be given in respect of others. Who are not cultivators.)
5. Date, place and time of death.
6. Cause of death as revealed at the time of enquiry if he was ailing, give period of illness, whether he was under treatment of any medical practitioner, dispensary or hospital before death; if not why not, give details.
7. Economic condition of the family, nature of house and premises, number of members of the family, their age and relationship with the deceased ; whether he was the only earning member and whether there are other earning members and if so, give an idea of their income, physical condition of the remaining members of the family, whether at the time enquiry food articles, utensils, ornaments, furniture, i.e. things of value were notices.
8. General condition of the village – Yield of crop in the village during the last Kharif season, normal and actual yield, state total area of cultivation. Percentage of crop loss assessed at last crop cutting experiment, what is the condition of subsidiary crops, whether the village had been affected by any natural calamity during the last 3 years, give details.
9. Rainfall position – Rainfall normal and actual for the village, statistics of nearest rain gauge during last 3 years.
10. Number of fair price shops in or adjoining the village and that in the corresponding month of the preceding year, off-take of food grains during this period.
11. Whether food grains are available in open market and if so what is the current price and that in the corresponding month of previous year. How does it compare to the price in fair price shops.

12. Number of labour intensive works under execution within a radius of 4 miles since April last. Mention total estimated cost of these projects. Number of man days turned out every month. Do you consider that labour employment was adequate.
13. Whether any ad-hoc relief, gratuitous relief was given to the deceased or to any other member of his family and if so state details of relief given indicating the period.
14. Do you consider that the village is in acute economic distress ? If so indicate the total number of families and population and number of families and population in economic distress.
15. General observation and recommendation.

Signature of the Gazetted Officer.  
Conducting the enquiry with  
Date and Seal of Office

**APPENDIX – VI A**  
**Paragraph – 39**  
**No. 55813 – IVF (M) – 7 / 92**

**GOVERNMENT OF ORISSA**  
**REVENUE AND EXCISE DEPARTMENT**  
-----

Dated, Bhubaneswar, The 18<sup>th</sup> NOVEMBER 1992

From Shri S.R.Pal, I.A.S.,  
Principal Secretary to Government

To All Collectors

Subject: Investigation in case of alleged starvation death.

Reference: Revenue Department letters No. 12307/R. dt. 7.3.92  
And No. 17763/R dt. 3.4.92

Sir,

I am directed to say that inspite of issue of clear instructions as stated above, and existing provision in Orissa Relief Code, in case of alleged starvation death, the enquiry is not conducted by Revenue Authority with promptness. The matter as and when comes to the notice of the district administration either through the newspaper or information received from any other sources, should be enquired into promptly.

Whenever scarcity has developed in any village or area, the Local R.I/Sarpanch/Grama Sebak should be instructed to visit the area and to report, if any body is suffering from want of food. The Tahasildar or other senior officers should visit the area and send report to Collector and Government immediately suggesting preventive measures like L.I. works and also to provide relief.

I would, therefore, request that similar instructions should be issued from your level to all officers working under you.

Yours faithfully,

S. R. PAL  
Principal Secretary to Government

## Appendix – VII

Paragraph 42

Final report on drought

STATEMENT No. 1

District wise rainfall data

Serial No. (1)	Name of dist. (2)	April			May				
		Normal (3)	Actual of lat 3 years			Normal	Actual of lat 3 years		
			(1) (4)	(2) (5)	(3) (6)	(7)	(1) (8)	(2) (9)	(3) (10)

Serial No. (1)	Name of dist. (2)	Normal (11)	June			Till the end of November  15 - 34	Total Normal  (35)	Actual of last 3 years			Remarks  (39)
			Actual of lat 3 years					(1)	(2)	(3)	
			(1) (12)	(2) (13)	(3) (14)			(1) (36)	(2) (37)	(3) (38)	

State average

**FINAL REPORT ON DROUGHT OF (YEAR)**

**STATEMENT - 2**

**Area of Population of affected**

(Area to be given in hectares)

(Name of the crop, if there is more than one main crop, use one format for each crop)  
No. of G. Ps, declared as drought affected

Serial No.	Name of the district	Total population of the district	population affected by drought	Total cultivated area	Total area under Kharif crop	Total area of complete kharif crop damage	Total area of partial Kharif crop damage
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

  

Serial No.	Name of district	Total of columns 7 & 8	Human casualty			Total	Details of loss of other domestic	Remarks
			Men	Women	Children			
(1)	(2)	(9)	(10)	(11)	(12)	(13)	(14)	(15)

FINAL REPORT ONDROUGHT OF (year)														
STATEMENT.3														
Damage of Kharif crop (value)														
Yields to be given in Tons and Quintals														
Serial No.	Name of the district	Name of the Subdivision	Name of Block	Name of G.P.	Whether declared as drought affected.	P.C. of Crop loss (average)	whether crop cutting experiments have been undertaken.	Normal yield per acre (average of five years excluding drought years(s).	Actual yield per acre (average)	Actual crop loss in Quintals of cleaned cereal	Value of crop loss	Value of domestic animal lost	Total of Columns 12 and 13	Remark
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)
<b>District Average:</b>														
FINAL REPORT ONDROUGHT OF (year)														
STATEMENT.4														
Damage of Kharif crop (value)														
Yields to be given in Tons and Quintals														
Serial No.	Name of the district	Name of the Subdivision	Name of Block	Name of G.P.	Total area damaged under pulses.	Total area damaged under oil-sheeds.	Total area damaged under cash crop	Total area damaged under crops, cereals and vegetables.	Value of crop loss under cash crops	Value of crop loss under oil-seeds	Value of crop loss under cash crops	Value of crop loss under other crops, cereals and vegetables	Total of Columns 10,11,12 and 13	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)

FINAL REPORT ONDROUGHT OF (year)														
STATEMENT.5														
Damage of Rabi crops including vegetables														
													Yields to be given in Tons and Quintals	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)
					Total area damaged under paddy.	Total area damaged under pulses.	Total area damaged under oil-sheeds	Fatal area damaged under crops, cerealsa and vegetables.	Total quantity of loss in paddy	Value of crop loss under oil-sheeds	Value of crop loss under oil seeds	Value of crop loss under other crops, cereals and vegetables	Total of Columns 10,11,12 and 13	Remarks
District Average :														

FINAL REPORT ONDROUGHT OF (year)  
STATEMENT.6  
Work Programme

Serial No.	Name of the district	Allotment under plan schemes for works programmes by different Departments of Government	Number of works undertaken and completed	Expenditure.	Man days generated	Allotment under relief work	Number of works undertaken and completed.	Expenditure	Man days generated	Relief works by non officel organisation.	Number of works undertaken and completed.	Expenditure.	Man days generated.	total works undertaken and completed columns 4,8,12	Total expenditure columns 5,9,& 13	Total Man days generated. Columns 6,10,& 14	total works undertaken and completed columns 4,8,12
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)	(17)	(18)

<p style="text-align: center;"><b>FINAL REPORT ONDROUGHT OF (year)</b> <b>STATEMENT.7</b> <b>Gratuitous Relief</b></p> <p style="text-align: right;">Quantity in M.T. &amp; Quintals Expenditure in lakhs of rupees</p>															
Serial No.	Name of District	Name of Block	Name of cards issued	No. of beneficiaries under the programme	Duration of the Programme	Quantity of nature of food grains distributed	Value of food grains in lakh of rupees	Transport and other incidental charges	Total expenditure Cols. 8+9.	No. of beneficiaries to whom ad	Name of ad-hoc G.R	Name of adhoc G.R	Total of expenditure cols. 10+13	Total no. of beneficiaries 3+11	Remarks
77(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)
District Average:															
<p style="text-align: center;"><b>FINAL REPORT ONDROUGHT OF (year)</b> <b>STATEMENT.8</b> <b>Feeding Programme</b></p>															
Serial No.	Name of District	Name of Block	No. of approximate school-going non-school going expected nursing mothers in the affected areas	No. of covered under the normal programme of C.D. & R.R. Department	No. of covered under the drought programme	Total cols. 5 & 6	Value of food supplied under drought programme	Cost from Government account under drought programme	Total cols. 8+9	Remarks					
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)					

## Final Report on Drought of (Year)

STATEMENT NO – 9  
Relief by non-official Voluntary Organisations

Serial no.	Name of district	Name of Non official Voluntary Organisations rendered relief	Nature of relief rendered	whether all the relief articles and cash, if any had been usefully spent (give details)	No. of beneficiaries	Total value of relief	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

FINAL REPORT ON DROUGHT OF (year)  
STATEMENT NO – 10

## Care of Orphans and Destitutes

Serial no.	Name of district	No. of Orphans destitutes detected	Name of Orphanage to which sent	Cost incurred from Government account	Remarks
(1)	(2)	(3)	(4)	(5)	(6)

FINAL REPORT ON DROUGHT OF (YEAR)											
STATEMENT - 11											
Strengthening of Public Distribution System											
Serial No	Name of district	Number of retail sale centre in July of the year.	Off-take of foodstuff in July	Market price of rice in July	Price at retail sale centre	Number of Retail Sale centres by working closure of relief	Off-take of food stuff by closure of relief	Market price of rice regi by closure of relief	Price at retail sale centre by closure of relief	Total off-take during the drought period	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)

STATEMENT - 12												
Credit facilities made available												
Serial No	Name of district	Amount of actual credit extended by				Total of Cols 3 to 6	Number of beneficiaries				Total of Cols 8 to 11	Remarks
		Co-operatives	Other Banking Institutions	Government	Other sources		Co-operatives	Other Banking Institutions	Government Loans.	Other loans		
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)

**FINAL REPORT ON DROUGHT OF (YEAR)**  
**STATEMENT – 13**

**Special Relief to weavers and other artisans**

<b>Serial no.</b>	<b>Name of district</b>	<b>No. of each category of artisans</b>	<b>Number affected</b>	<b>Number given relief</b>	<b>Nature and amount of relief given</b>	<b>Remarks</b>
<b>(1)</b>	<b>(2)</b>	<b>(3)</b>	<b>(4)</b>	<b>(5)</b>	<b>(6)</b>	<b>(7)</b>

**Appendix VIII**  
**Paragraph 50 (1) Important**  
**Danger Level of Rivers in Orissa**

[List revised by the Chief Engineer, Irrigation in his letter No. 11-F-19/7/8711 (W.E.) dated 24-6-1973]

**N.B. – Danger level is that particular flood water level of a river at a particular guage or location which is likely to cause grave danger to-**

- (i) Public Properties and habitations,
- (ii) Food protection embankments, irrigation structures, roads installations, communications.
- (iii) Cultivated area and rural areas.

The danger level is below 3' (Minimum) of the existing T.B.L. Top Bank Level.

**1. BAITARANI SYSTEM**

Name of Guage station	Danger Level	Maximum level ever recorded (with year)
1	2	3
Champua	14.50 (gauge)	...
Anandapur	12.50 (gauge)	...
Railway bridge (Bridi)	...	...
Akhuapada (Tiekora)	63.00 (gauge)	72.00 (1960)
Ballavighatat (Jaipur)	14.50 (gauge)	15.00 (1960)
Dasarathpur	12.50 (gauge)	43.00 (1960)
Kani Offtake	9.50 (gauge)	11.50 (1961)
Dhobabil	27.00	

Name of Guage station	Danger Level	Maximum level ever recorded (with year)
	<b>SALANDI</b>	
Randia (Near by bridge 4 Miles of 5g. of Raighat Raighat (Bidyadharpur d/s)	13.00	59.78(1897)
	10.00 (Guage)	79
	<b>KUSEI</b>	
Belbahali	14.38	
	<b>2. BRAHMANI SYSTEM</b>	
Panposh	26.00 (Guage) or 7.92 m.	
Talcher	30.00 (Guage)	44.00 (1960)
Jenapur (Old anicut)	66.00	74.80 (1960)
Jenapur (Railway Bridge)	67.60 (Guage)	
Alvalock	15.00 (R.L.)	17.6
	<b>KHARSUA</b>	
Tantighai	30.28 (Guage)	25.50 (1960)
Kamalpur	20.00 (Guage)	25.90 (1960)
Binjharpur	17.50 (Guage)	19.20 (1960)
Singhapur	15.00 (Guage)	19.20 (1960)
	<b>PATIA</b>	
Patia anicut	64.00	71.90 (1960)

Jokadia (Khadibar)	64.00	
		<b>BURHA</b>
Budhia Anicut	64.00	
Malanandapur	64.00(Guage)	
		<b>3. BURHABALABNGA</b>
Baripada	24.00 (Gauge)	20.00 issue of warning for Balasore embament
Filarigat	14.50 (Gauge)	26.80 (1930)

Name of Guage station	Danger Level	Maximum level ever recorded (with year)
(1)	(2)	(3)
		<b>4. MAHANADI SYSTEM</b>
Sambalpur (Orissa)	33.00 (Guage)	37.60 (1927)
Khaiarmal (Orissa)	347.00 (R.L)	
Barmul (Orissa)	199.00 (R.L.)	
Kaimumdi (Orissa)	101.00 (R.L)	
Banki	32.40	
Naraj (Orissa)	80.00 (Guage)	93.36 (1955)
Naraj wair	88.00	
Jobra (Orissa)	72.00 (Guage)	76.2
Bellevue	25.00 (Gauge)	27.8
Barada	30.00 (Gauge)	
Dalaoghal	60.00 (R.L)	62.20 (1955)
Sabhabas	6.20	
Teijjori	26.50	
Sagadailo Sluice	10.05	
Parisekhana	16.10	
Bariakana	14.97	
		<b>KHUAKHAI</b>
N.H. Bridge	13.20	
Kajipatna	59.00 (R.L.)	84.53 (1933)
Pratapnagari	70.00 (Gauge)	19.08 (1955)
		<b>DEVEI</b>
Machhagaon	15.45 (Gauge)	15.45
		<b>CHITRATOLLA</b>
Kenduapatna	51.60	20.60 (1955)
		<b>NUNA</b>
Marshaghai	20.00	22.85 (1955)
		<b>PAIKA</b>
Etatikiri	11.50	20.55
Sirasta	6.50	11.10 (1955)

Name of Guage station	Danger Level Feet	Maximum level ever recorded (with year)
(1)	(2)	(3)
<b>KUSABHADRA</b>		
Balianta	13.50	
Benupur	12.50	
Jogisahi	10.72	
Ramachandrapur Escape	9.10	
Sisumatha	14.00	
Jalahata Escape	7.80	
Nimapara Bridge	35.50	
Gop	9.00	
Netapur	16.80	
Alanda	10.50	
<b>KUSUMI</b>		
Kantilo	18.47	
Bridgesite Khandpara	18.50	
Nayagarh	14.00	
Khandaraparagarh	16.00	
Benagadia	7.67	

State - Discharge (in Cusecs) of River Mahanadi at Khairmal and Kaimundi

<b>KHAIRMAL</b>	
Gauge	Discharge
328.00	7.000
329.00	10.000
330.00	18.000
331.00	30.000
332.00	46.000
333.00	60.000
334.00	80.000
335.00	100.000
336.00	125.000
337.00	152.000
338.00	185.000
339.00	218.000
340.00	255.000
341.00	295.000
342.00	338.000
343.00	385.000
344.00	435.000
345.00	495.000
346.00	570.000
347.00	630.000
348.00	730.000
349.00	820.000
350.00	900.000
351.00	998.000

**Gauge**

352.00  
353.00  
354.00  
355.00  
356.00

**Discharge**

1.090.00  
1.180.000  
1.275.00  
1.445.000

**KAIMUNDI**

70.0	5.000
71.0	9.000
72.0	12.000
73.0	17.000
74.0	22.000
75.0	30.000
76.0	40.000
77.0	49.000
78.0	60.000
79.0	70.000
80.0	85.000
81.0	102.000
82.0	120.000
83.0	140.000
84.0	160.000
85.0	190.000
86.0	220.000
87.0	250.000
88.0	290.000
89.0	330.000
90.0	417.000
91.0	470.000
92.0	520.000
93.0	580.000
94.0	630.000
95.0	690.000
96.0	755.000
97.0	820.000
98.0	885.000
99.0	950.000
100.0	1.050.000
101.0	1.080.000
102.0	1.50.000
103.0	1.150.000
104.0	1.200.000
105.0	1.265.000
106.0	1.325.000
107.0	1.390.000

**5. SUBARNAREKHA SYSTEM**

Name of Guage station	Danger Level Feet	Maximum level ever recorded (with year)
Ghatsila (Bihar)	34.00 (Guage)	47.00
Rajghat (Jaleswar)	15.00 (Guage)	20.50
Bhograri Lock	14.00	
Khajipromala	15.25	
<b>CHITEI</b>		
Raipur	15.10	
Batgaon	16.50	
Orissa Coast Canal	14.50	
Mangudi	16.40	

## **APPENDIX –IX**

### **Paragraph 58 (I)**

#### **GOVERNMENT OF ORISSA REVENUE AND EXCISE DEPARTMENT.**

#### **NOTIFICATION\***

**The 14<sup>th</sup>. February 1966**

No. 9761-IIIW-167/66-R-In excise of the powers conferred by Paragraph 46, read with clause (7) of Paragraph 4 of the Orissa Irrigation Act, 1959 (Orissa Act 14 of 1959), the State Government do hereby appoint all Executive Engineers and Assistant Engineers in charge of Irrigation works to exercise the powers and discharge the duties of an Irrigation Officer under Sections 5, 6, 8, 10 and 41 of the said Act and the relevant rules made there under in respect of the said Irrigation works.

By order of the Governor  
B.K. MISHRA  
Secretary to Governor

---

*\*Published in the Orissa Gazette No. 8, dated the 25<sup>th</sup> February, 1966 c(1 Rev.-48)*

**CHAPTER- 11**  
**Construction and Maintenance of Irrigation Works**

- (1) Any Irrigation Officer, or any person acting under the general or special order in writing of an Irrigation Officer, may-
- (a) enter upon any lands adjacent to any irrigation work or watercourse or through which any irrigation work or water course is to be made and undertake surveys or levels thereon
  - (b) dig and bore into sub-soil;
  - (c) make and set up suitable land-marks, level-marks water-gauges and other apparatus;
  - (d) do all other acts necessary for the proper prosecution of any inquiry relating to any existing or projected irrigation work or water-course under the charge of the said irrigation officer;
  - (e) Where otherwise such inquiry cannot be completed cut down and clear away any part of any standing crop, fence or jungle; and
  - (f) Enter upon any land or building for the purpose of inspecting or regulating the use of the water supplied, or of measuring the lands irrigated thereby or chargeable with irrigation revenue and of doing all things necessary for the proper regulation and management of any irrigation works:

Provided that if such Irrigation Officer or person proposes to enter into any building or any enclosed court attached to dwelling house, he shall give the occupier of such building or court at least twenty-four hours notice in writing of his intention to do so.

(2) After entry under this section, the Irrigation Officer shall, before leaving, tender compensation to the owner or occupier of such land for any damage which may have been caused by any proceeding under this section and in case of dispute as to the sufficiency of the amount so tendered, he shall refer the matter for decision by Collector. Such decision shall be final, and no suit shall lie in a civil court to have it set aside or modified.

(3) Whenever the State Government propose to construct any projected irrigation work they shall, after completion of the survey and enquiry as may be necessary for the purpose in accordance with the provision in Sub-Section(10).

Publish in the prescribed manner the descriptions of the said work indicating the situation there or and the area likely to be benefited or adversely affected thereby along with any further particulars as may be prescribed and call for objections or suggestions from persons interested to file before the prescribed authority within a time to be specified.

Every such objection or suggestion shall be heard and considered by the said authority in the prescribed manner, who shall after the close of the enquiry submit the entire record of the proceeding along with his report and recommendations to the STATE Government for their decision which shall be final:

Provided that nothing in this sub-section shall apply in respect of any minor irrigation work and the procedure to be followed in the construction of any such work shall be as may be prescribed.

Explanation – For the purposes of this sub-section construction of any projected irrigation work shall include the extension or improvement of any irrigation work if as a result of such extension or improvement –

(a) the ayacut of such irrigation work is increased ; or

(b) such irrigation work is assigned a class higher than that to which it belonged.

6. (1) In case of any accident happening or being apprehended to an irrigation work, any Irrigation Officer or any person acting under his general or special orders in writing in this behalf, may enter open any lands adjacent to such irrigation work, and may execute all works which may be necessary for the purpose of repairing the damages caused by or preventing such accident.

(2) In every such case the Irrigation Officers shall tender compensation within one month to the owner of occupier of the said lands for all damages caused thereto by the entry or by any works executed thereon, if such tender is not accepted, the Irrigation Officer shall refer the matter to the Collector who shall thereupon give notice in writing to the person or persons interested in such land and to the Irrigation Officer requiring them to attend before him on a date to be fixed in the notice for the purpose of making enquiry as to the amount of Compensation. The Collector shall after making such enquiry as he may deem necessary decide the amount of compensation payable to such person or persons.

8. (1) The Collector or any Irrigation Officer authorized by the State Government in this behalf, may after such publications, issue an order to the person causing having control over any such obstruction to remove or modify it within a time fixed in the order.

(2) if, within the time so fixed, such person does not comply with the order, the Collector or the said Irrigation Officer may remove or modify the obstruction and the expense incurred in such removal or modification shall be recoverable from the person concerned as arrears of land revenue;

Provided that the Collector or the Irrigation Officer authorized by the State Government may, in case of emergency remove the obstruction before to publication and the expenses incurred shall be recoverable in the same manner.

10.(1) Whenever it appears to the Irrigation Officer or any officer acting under his general or special orders in this behalf, that, unless some work is immediately executed such serious damage shall happen or continue to happen to any irrigation work as is likely to cause or continue to cause serious public injury or serious interruption of the normal course of irrigation and that the labour necessary for the proper execution thereof cannot be obtained in the ordinary manner in time to prevent such injury or interruption or to remedy it within a reasonable time, the Irrigation Officer or any officer acting under the said orders, may, by public proclamation by beat of drum, require every owner and occupier of irrigable land resident in any village within five miles of the place where the work is to be, executed and every agricultural labourer employed by this to attend in person of such place and to carry out such duties as he may allot to them in connection with the execution of the work necessary for the safety of the particular irrigation work.

(2) If the Irrigation Officer, or any officer acting under his orders is of opinion that the amount of labour likely to attend in pursuance of an order under sub-section (1) is not sufficient,

he may at any time, in like manner and subject to the same conditions as laid down in sub-section (1) issue like order requiring the attendance of all cultivators or of all agricultural labourers or of both resident within five miles, of the place where the work is to be executed.

(3) The rates of wages to be paid for such work shall be at the approved rates of the Works Department for labour or services performed during day time and at double such rates for any labour or services performed during night time, and any person attending in compliance with the proclamation shall be paid for the whole period during which he is thereby prevented from following his ordinary avocation.

(4) No person shall be required to carry out any duties under this section for which such person is unfitted by reason of age, sex, health or bodily infirmity.

4.1. Whenever any person is convicted under either of the last two preceding sections, the convicting Magistrate may order that he shall remove the obstruction. Or repair the damage in respect of which the conviction is made within a period to be fixed in such order. If such person neglects or refuses to obey such order within the period so fixed, any Irrigation Officer duly empowered in this behalf may remove such obstruction or repair, such damages, and the cost of such removal or repair, as certified by the said officer, shall be realized from such person by the Collector as in arrear of land Revenue.

**APPENDIX – IX A**  
**Chapter IV Paragraph 61 (4)**

**GOVERNMENT OF ORISSA**  
**REVENUE DEPARTMENT**

**NO. IVE(II) -52/79-51054-R**  
**Dated, Bhubaneswar, the 12<sup>th</sup>. July, 1979**

From,  
Shri R.K. Mishra, I.A.S.,  
Commissioner & Secretary to Government

To  
The Secretary, Board of Revenue, Orissa, Cuttack.

Subject: - Dropping of food packets from air in marooned areas during emergency arising out of flood.

Sir,

I am directed to say that the question of issuing a set of instructions about the contents and weight of food packets to be dropped from the air during a flood emergency in the marooned areas were under consideration of the Government for sometime past. It was observed that during the last floods 1978 -79, 4816 food packets had to be dropped front eh air, for which there was no advance preparations and the work had to be done at a very short notice. The Board of Revenue have, therefore, been already requested in this Department D.O. letter No. 26192, dated the 30<sup>th</sup> March 1979, to make standing; arrangements for meeting the needs for sealed and floatable food-packets to be air dropped in the marooned areas at a very short notice so that the difficulties experienced during 1978 – 79 are not faced again during the subsequent years. In order to streamline the procedures, the following instructions are, therefore, issued.

2. It is necessary to spell out the content and weight of the sealed and floatable packets to be dropped in the flood-affected marooned areas. During the last air-drops in 1978-79, 3 separate sizes of bags containing 4 Kg., 8Kg. and 10 Kg. food packets were dropped. It was experienced at the time of handling these bags that maneuverability of 8 Kg. and 10 Kg. bags are very much limited, causing inconvenience at the time of actual dropping of the bags from the aeroplane/helicopter. On the other hand, 4 Kg. bags were found to be handy and suitable and they could be easily dropped at the intended places. It is therefore, instructed that while preparing these bags, the total weight of food packet shout d not exceed 4 Kg. each.

3. Each food packet may contain the following quantities of the food articles and other articles of use :-

Chura	3.00 kgs..
Dry gur	0.50 kgs.
Salt	0.10 kgs.
Match-box	One
Candle stick (big)	One

In addition to the above, some boiled potato, re-pepper, etc. may also be given, keeping in view that the total weight does not exceed 4 kgs.

4. The food and other articles should be properly and carefully packed in a polythene bag which should also be properly sealed.

5. The polythene packets containing the food and other articles should again be put in another small gunny bag which will serve as an outer cover to prevent the content of polythene packets from damage due to throwing from the aircraft. The ends of the gunny bag should also be lightly stitched and closed.

6. It is also necessary at times to air-drop fodder for the marooned cattle in the flood affected areas. While making packets or bundles of fodder, care should be taken that the packets or the bundles of grass or fodder are in same or similar size and do not exceed 4 kg. in each weight.

7. For making these food packets at a very short notice, it is necessary that advance arrangements are made to stock 'Chura' and 'Gur' which are fit for human consumption and also to have sufficient no. of gunny bags and polythene packets. Advance arrangements should be made for stocking these articles in one or two convenient places, preferably, near the base of airfield or helipads so that the packets can be conveniently and easily transported and loaded in the aircraft.

8. Usually air-dropping of food packets have been necessary in the past in the districts of Balasore, Cuttack and Puri. So, the Collectors of these under sided districts may be alerted to keep sufficient stocks of the above articles and make them available at a very short notice.

9. The number of food packets to be air-dropped will depend on the intensity and extensity of the floods and the number of villages and people affected and marooned. So, it cannot be said as to how many food packets should be prepared in advance to meet a flood emergency. However, advance preparation may be made for getting the necessary no. of food packets prepared at a very short notice.

10. These food packets are usually prepared in haste. So, the accounts of food materials, candles etc. sometimes remain in a confused state. It's therefore, necessary that special care is taken to maintain the accounts correctly in all such air-dropping operations. A register should be maintained inter alia showing the quantity of chura, gur, salt, etc. received at the place where the packets are prepared number of packets prepared and dispatched to the base of the aircraft for loading.

11. At the base of the aircraft, an Officer nominated by the Special Relief Commissioner should be detailed for duty to note the number of packets dispatched in the different air sorties. After the aircraft leaves the base, the officer at the airfield should intimate the number of packets dispatched in each sortie to the officer in general charge of preparing the food packets, for making necessary note in the register.

12. After the end of the operation the Board of Revenue will send a detailed report to Government intimating the total quantity of food stuff and other articles used in air-dropping, showing the number of packets prepared and air-dropped and the actual success or otherwise of the operation in making available emergency food articles to the marooned people. The report should also contain the number of packets dispatched in each sortie and the destination of each sortie for air-dropping.

13. The Voluntary Organizations also usually come forward and contribute food packets at the time of air-dropping operations. A special note should be kept about the contribution made by the Voluntary Organizations and individuals showing the total quantities of food stuff contributed by them and the number of packets prepared, dispatched and air-dropped. Names and address of the representatives of each Voluntary Organization and individuals should be carefully noted and mentioned in the report.

14. I would, therefore, request you to take necessary action in the matter accordingly. Action taken or proposed to be taken may please be intimated to this Department at an early date for information of Government.

Yours faithfully,  
R.K. MISHRA  
Commissioner and Secretary to Government

**APPENDIX - X**  
**Paragraph 77 (i)**  
**FLOOD DAMAGE STATISTICS**  
**STATEMENT No. 1**  
**Rainfall data**

Serial No.	Name of district	Name of places where there had been heavy rainfall (i.e 100 mm. and above) with data			Average monthly rainfall														Remarks.	
					April		May		June		July		August		September		October			
					Normal	Actual	Normal	Actual	Normal	Actual	Normal	Actual	Normal	Actual	Normal	Actual	Normal	Actual		
-1	-2	-3	-4	-5	-6	-7	-8	-9	-10	-11	-12	-13	-14	-15	-16	-17	-18	-19	-20	

**APPENDIX - X**  
**Paragraph 77 (1)**  
**FLOOD DAMAGE STATISTICS**  
**STATEMENT No. - 2**  
**Area affected**

Serial No.	Name of district	No. of sub-divisions	No. of blocks.	No. of urban areas	No. of villages	No. of G.Ps	No. of Villages	Villages	Total population affected by flood in urban areas.	Villages	Total area affected urban areas.	Villages	Total area affected by flood in the affected urban areas.	Villages	Name of rivers nallahs streams, etc, which caused damage
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16



**APPENDIX - X**  
**Paragraph 77 (1)**  
**FLOOD DAMAGE STATISTICS**  
**STATEMENT No. - 4**  
**Crop Damage**  
**(Separate figures should be given for Urban areas)**

Serial No.	Name of district	No. of sub-divisions	No. of blocks\urban areas	No. of villages	Population affected	Total cultivated area in acres urban areas/Block	Cultivated areas affected by flood in acres Urban areas/Block	Area sand cast out of Col. 8	Areas water logged out of Col.8	Damage over 75 % of normal yield in acres.	Damage between 50% and 75% in acres	Estimated loss of yield in quintals	In rupees	Damage after flood in acres	Cost for eradication of pest attack	Remarks
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17

**APPENDIX - X**  
**Paragraph 77 (1)**  
**FLOOD DAMAGE STATISTICS**  
**STATEMENT No. - 5**  
**Casualties**

Serial No.	Name of district	No. of sub-divisions	No. of blocks.	No. of Police stations	No. of villages	Number of human beings died				No. of livestock lost					Total value of investock lost in rupees	Remarks
						Men	Women	Children	Total	Goats & sheep	Cows, bullocks, Calves etc.	Pigs	Fowl	Total		
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17

**APPENDIX - X**

Paragraph 77 (1) & Paragraph 79

FLOOD DAMAGE STATISTICS

STATEMENT No. - 6

List of urban areas, Grama Panchayats affected by flood

Name of district .....

Serial No.	Name of Block	Name of G.P.	No of villages affected in each G.P.	Name of urban area	Remarks (District wise abstract may be furnished below the list)
1	2	3	4	5	6

**APPENDIX - X**  
**Paragraph (1)**  
**FLOOD DAMAGE STATISTICS**  
**STATEMENT No. - 7**

**Damage to Public Utilities**

Serial No.	Name of Department	Nature of public utilities	Nature of damage	Number of public utilities	Extent of loss		Cost of preliminary repairs, if needed in any case	Cost of repairs to bring to pre-flood level	Total cost	Amount available in Department Budget		Additional amount that can be met from within the budget over and above those in Cols. 11&12	Balance needed as advance plan assistance	Remarks
					physical	Financial				Under Plan	Under Non-plan			
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15

**APPENDIX - X**  
**Paragraph 68 (b)**  
**CONSOLIDATED REPORT SHOWING DISTRIBUTION OF EMERGENT RELIEF**  
**STATEMENT No. - 8**  
**Food Damage Statistics**

Serial No.	Name of district	No. of Blocks	Name of the GPs	Name of Villages	Total Quantity of Rice distressed	Total Quantity of chuda distributed	Total Quantity of Gur. Juggerry distributed	Total Quantity of other educational comodong distributed	Average Value of each category	Beneficiary Covered		
										Adlut	Children	Total Remark
1	2	3	4	5	6	7	8	9	10	11	12	13

(Average value be given item v

**APPENDIX - X**  
**Paragraph 74 (VII)**  
**STATEMENT No. - 9**  
**CROPPED AREA SAND CAST**

Serial No.	Name of District	Name of Gp	No. of village	Total area covered under sand cast	Name of the Small/Marginal farmers	Name of the village	Khata No.	Total area of the land	Plot No.	Area covered under sand	Depth of the sand covered	Remarks
1	2	3	4	5	6	7	8	9	10	11	12	13

**FINAL REPORT ON DROUGHT OF (year)**

**STATEMENT No.10**

Strengthening of Public Distribution System

Serial No.	Name of district	Number of retail sale centres in July of the Year.	Off-take of foodstuff in July	Market price of rice, regi in July	Price at Relief Sale Centre	Number of Retail Sale centres by working closure of relief.	Off-take of food stuff by closure of relief.	Market price of rice ragi by closure of relief.	Price at retail sale centre by closure of relief.	Total off-take during the drought period.	Remarks
1	2	3	4	5	6	7	8	9	10	11	12

**STATEMENT NO.11**

Credit facilities made available

Amount of actual credit extended by

Number of beneficiaries

Serial No.	Name of district	Co-operatives	Amount of actual credit extended by					Number of beneficiaries			Remarks	
			Other Banking Institutions	Government (Under A.L. & L.I.L. Act.)	Other sources	Total of Clos 3 to 6	Co-operatives	Other Banking Institutions.	Government Loans.	Other loans		Total of Clos. 8. to 11.
1	2	3	4	5	6	7	8	9	10	11	12	13

**APPENDIX – XI**  
**Paragraph 82 (I)**

ବନ୍ୟା / ବାତ୍ୟା ଯୋଗୁଁ କ୍ଷତି ହୋଇଥିବା ଘର ତିଆରି ବା ମରାମତି ପାଇଁ ସାହାଯ୍ୟ ଦରଖାସ୍ତ –

ଗ୍ରାମ -  
 ଗ୍ରାମପଞ୍ଚାୟତ -  
 ଥାନା -  
 ଜିଲ୍ଲା -  
 ଦରଖାସ୍ତ କାରୀଙ୍କ ନାମ -

ପିତାଙ୍କ ନାମ / ନାବାଳକ ହୋଇଥିଲେ ଅଭିଭାବକଙ୍କ ନାମ –

ଉପରଲିଖିତ ଗ୍ରାମରେ ଥିବା ମୋର ଘର .....

ସାଇ ..... ମାସରେ ପ୍ରବଳ ବନ୍ୟା / ବାତ୍ୟା ଯୋଗୁଁ ଭାସିଯାଇଛି / ସମ୍ପୂର୍ଣ୍ଣ ରୂପେ ଭାଙ୍ଗି ପଡ଼ିଛି / ଆଂଶିକଭାବେ ଭାଙ୍ଗି ପଡ଼ିଛି ।

ମୁଁ ଏତଦ୍ୱାରା ଅନୁରୋଧ କରୁଅଛି ଯେ ମୋତେ ମୋର ଘର ତିଆରି ବା ମରାମତି ପାଇଁ ଆର୍ଥିକ ସାହାଯ୍ୟ ଦିଆଯାଉ ।  
 ମୋର ..... ଏକର ଚାଷ ଜମି ଅଛି / ଚାଷ ଜମି ଆଦୌ ନାହିଁ । ମୋତେ ଯାହା ଅର୍ଥ ସାହାଯ୍ୟ ମିଳିବ ତାହା ମୁଁ ମୋର ଘର ତିଆରି / ମରାମତିରେ ଖର୍ଚ୍ଚ କରିବି ।

ଉପରେ ଯେଉଁ ବିବରଣୀ ଦିଆଗଲା ତାହା ସମ୍ପୂର୍ଣ୍ଣ ରୂପେ ସତ୍ୟ । ଯଦି ସେଥିରେ କୌଣସି ଭୁଲ ଧରାପଡ଼େ ତେବେ ମିଳିଥିବା ଆର୍ଥିକ ସାହାଯ୍ୟ ଫେରାଇ ଦେବାକୁ ମୁଁ ଦାୟୀ ରହିଲି । ସେହି ଟଙ୍କା ମୋ ନାମରେ ସାର୍ଟିଫିକେଟ କରି ଅସୁଲ କରାଯାଇ ପାରିବ ।

ଦରଖାସ୍ତକାରୀଙ୍କ ସାକ୍ଷର କିମ୍ବା ଦରଖାସ୍ତକାରୀ  
 ନାବାଳକ ଥିଲେ ତାଙ୍କ ପାଇଁ ତାଙ୍କ ଅଭିଭାବକଙ୍କ ସାକ୍ଷର

.....

ମୁଁ ଦରଖାସ୍ତକାରୀଙ୍କୁ ଜାଣେ ମୋ ଜାଣିବାରେ ଉପରୋକ୍ତ ବିବରଣୀମାନ ଠିକ୍  
 ଗ୍ରାମର ଦାୟିତ୍ୱ ସମ୍ପନ୍ନ ଭଦ୍ର ବ୍ୟକ୍ତିଙ୍କ ସାକ୍ଷର  
 (୧)

(୨)

**FOR RELIEF CENTRE ONLY**  
**Order of Circle Officer**

No. .... H.B.G.

Dated ..... (year) in respect of the house

I checked up flood/cyclone damage report of the applicant and find that his house had actually suffered the following damage.

**Nature of damage**

Hence sanctioned Rs. ....(Rupees in words) .....  
..... for payment.

**Signature and designation of  
sanctioning authority.**

..... ସାଲରେ ପ୍ରବଳ ବନ୍ୟା  
ବାତ୍ୟା ଯୋଗୁଁ କ୍ଷୟକ୍ଷତି ରିପୋର୍ଟ ତନଖି କରିବାରୁ ଦେଖାଗଲା ଯେ, ଦରଖାସ୍ତ କାରାର ଘର  
..... (କ୍ଷତିର କିମ୍ପା)

ତେଣୁ ଘର ତିଆରି ବା ମରାମତି ପାଇଁ .....  
ଟଙ୍କା (ଅକ୍ଷରରେ) ମଞ୍ଜୁର କରାଗଲା ..... ଟଙ୍କା  
(ଅକ୍ଷରରେ) ବୁଝି ପାଇଲି ।

ଗ୍ରହୀତାଙ୍କ ସାକ୍ଷର .....  
ଚିହ୍ନଟକାରାର ସାକ୍ଷର .....

(ସାହାଯ୍ୟ ପରିମାଣ ପାଞ୍ଚଗତ ଟଙ୍କାରୁ ଅଧିକ ହୋଇଥିଲେ ଏକ ଟଙ୍କାର ରେଭିନ୍ୟୁ ସ୍କାମ୍ପ ଲାଗିବ)

**APPENDIX – XI A**

**REGISTER OF HOUSE BUILDING**

Year .....

**Paragraph 82(II)**

Name of district.....

Name of Block.....

<b>Serial No.</b>	<b>Name of the applicant</b>	<b>Date of application</b>	<b>Age of applicant</b>	<b>Name of father / guardian in case minor</b>	<b>Name of the village</b>	<b>Name of Grama Panchayat</b>	<b>Name of police-station</b>	<b>Name of damage</b>	<b>House / holding number if any</b>	<b>Whether damage was caused due to heavy rainfall, flood or cyclone</b>	<b>House Building grant sanctioned</b>	<b>Name and designation of sanctioning authority.</b>	<b>Amount paid to the applicant</b>	<b>Signature of disbursing authority with name and designation</b>	<b>Remarks</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b>

## APPENDIX-XII

### Paragraph 92

BRIEF SUMMARY OF THE RECOMMENDATIONS OF THE CYCLONE DISTRESS MITIGATION COMMITTEE (ORISSA) SET UP BY THE GOVERNMENT OF INDIA, MINISTRY OF IRRIGATION & POWER IN NOVEMBER 1971

#### Recommendation-1

The installation of high power storm detection radars at Calcutta and Paradeep should be completed expeditiously.

#### Recommendation-2

A close network of about 30 stations equipped with simple wind instrument like wind-vane and anemometer should be organised along the Orissa coast line as "Co-operative Cyclone Reporting Network". These observatories should transmit their observations to the Storm Warning Centre by W/T or landline telegram on occasions when they are specially requisitioned by the Storm Warning Centre. During the rest of the year, the observations (wherever possible but particularly at permanent W/T stations) may also be recorded in the monthly Meteorological Registers. The India Meteorological Department should develop a study anemometer capable of withstanding hurricane winds for use at these stations.

#### Recommendation-3

Police W/T in Orissa should extend their co-operations in this scheme by taking wind observations and radioing them to the Storm Warning Centre from suitable locations along the Orissa Coast wherever they operate. In addition in cyclone situations and on being requested by the Storm Warning Centre they should also arrange taking and transmitting these observations from unscheduled places by diverting mobile W/T vans there.

#### Recommendation-4

- (a) Self-recording instruments should be installed at all regular meteorological observatories along the Orissa Coast. Wave observations should also be arranged at these stations.
- (b) Consideration should be given to starting of a first class surface observatory at Chandipore.
- (c) When fishing harbours are developed preference should be given for starting observatories at these places which will be right on the coast.

#### Recommendation-5

It was noted that a radio wind finding station already exists at Bhubaneswar and a 3 C.M. Scloiniradar is installed there which is also useful to detect cycloses upto a range of about 200 Kms. This will be useful as a back-up station for the "S" Band radar proposed to be installed at Paradeep. In addition a pilot balloon observatory should also be established at Chandipore.

#### Recommendation-6

The Posts & Telegraph Department should take urgent steps for the establishment of a coastal radio station at Paradeep Port to facilitate improved reception of ships observation and satisfactory dissemination of weather warnings from these stations. The department should also provide reliable and snaproof communication links between the Paradeep radar on the one hand and the Storm Warning Centre, Bhubaneswar and the All India Radio, Cuttack on the other.

## **Recommendation-7**

Meteorological Port Liaison Officer should be established at Paradeep to ensure that the ships meteorological instruments are checked at suitable intervals and for discussions with ships officers regarding proper maintenance of the instruments, reporting of observations and the requirements of the cyclone warning organisations. It should also ensure receipt of ships observations from the cyclone areas by keeping a track of ships movements.

## **Recommendation-8**

It is essential that suitable aircraft equipped with necessary meteorological instruments are provided at an early date for reconnaissance flights into the cyclonic storms to report about the location of the centre and the wind speeds associated with the cyclones. The responsibility for these flights should be that of Indian Air Force.

## **Recommendation-9**

There is an imperative need for continuous research on cyclones to improve the forecasting capabilities of detecting and tracking of cyclonic storms. Storm surge studies should be undertaken based on the past storms for the following belts of coastal Orissa (i) South of Chilika lake up to Andhra Pradesh border, (ii) Chilika to Debi Mouth (iii) Debi Mouth to Mahanadi Mouth (iv) Mahanadi Mouth to Dhamra Mouth (v) North of Dhamra up to West Bengal Border. To facilitate the studies tide gauges may be installed at all minor ports also.

## **Recommendation-10**

Depending upon the results of studies made vide recommendation 9 above, model studies should be undertaken as necessary, taking into account the floods in major river systems.

## **Recommendation-11**

The India Meteorological Department should expedite the establishment of the State Meteorological Centre at Bhubaneswar. This should also take over the cyclonic warning responsibilities as early as possible.

## **Recommendation-12**

The India Meteorological Department in Collaboration with the Posts & Telegraphs Department should work out efficient arrangements for the expeditious dissemination of Meteorological observations on telegraphic channels with minimum transit delay. The Posts & Telegraphs Departments should upgrade the overhead links with Calcutta and Viskhapatnam to coastal cable and/or microwave.

## **Recommendation-13**

The first stage warning to the Collectors of costal districts and designated railway official should be sent by landline telegraphs and subsequent cyclone bulletins for those authorities should be broadcast over the A.I.R. stations. The concerned Collectors, Railway and other authorities should thereafter make arrangements for monitoring of these bulletins by officials specially designated for the purpose. In the case of districts which are no longer affected by the cyclone, the warning messages may be sent by landline telegrams.

## **Recommendation-14**

In case of failure of Posts & Telegraphs tele-communications due to cyclons alternate arrangements should be made which should be promptly notified by the Posts & Telegraphs to the India Meteorological Department Storm Warning Centre concerned to disseminate cyclone warnings and instructions for distress mitigation through the micro-wave network for the Railway and or /AFN channels of the C.A.D. wherever such facilities exist. For this purpose the Railway and the Civil Aviation Department should arrange for the extension of the watch hours round the clock during the period of cyclone danger. An appropriately high priority should be given by these communicators for the transmission of these messages to their destinations.

## **Recommendation-15**

It was understood that the Railways have plans to instal micro-wave network along the east cost. As this would be valuable aid for speedy transmission of Cyclone Warning Messages, this may be given a high priority by the Railway Board.

## **Recommendation-16**

The Posts and Telegraphs Department should employ the speediest methods of communication available with them for the transmission of cyclone warnings and distress messages. They should make use of their micro-wave net work and those of the Railways during breakdown of landline links.

Telegraph staff posted at stations dealing with cyclone warning should be specially trained to deal with these messages the utmost speed. Posts and Telegraphs Departments should remind such staff of their responsibility at the beginning of each cyclone session every year by issuing a special circular in March and August every year.

## **Recommendation-17**

Cyclone warning for each cyclone should be serially numbered by the India Meteorological Department and the abbreviated telegraphic address of the sender, e.g. Meteorological Centre, Weather, etc. should be invariable given with the warning messages. This will enable the recipients to ensure the authority of the messages on which they should take action.

## **Recommendation-18**

The Committee considers very desirable to name of allot identification number to cyclones as is being done in other countries. India meteorological Department should take appropriate action in this respect and A.I.R. Stations broadcasting warning messages should refer to the identification of the cyclone and indicate the name of the Storm Warning Centre originating the message.

## **Recommendation -19**

Cyclone warning telegrams with classification XXW and weather immediate should be delivered by the Posts and Telegraphs Department to the addresses in distinctive coloured envelops preferably red, in order to draw the attention of the recipient to the urgent nature of the telegram.

## **Recommendation-20**

Telex facilities should be provided at the Storm Warning Centre, Calcutta and Bhubaneswar A.I.R. Station at Cuttack and the Port Offices at Paradeep and Gopalpur for speedy transmission of Cyclone Warning from the concerned storm warning centres.

## **Recommendation-21**

On receipt of request from the concerned India Meteorological Department Storm Warning Centre, arrangements should be made for round the clock transmission at A.I.R., Cuttack, Cyclone bulletin should be broadcast at hourly intervals and sudden unexpected developments as soon as they are notified to the station.

## **Recommendation-22**

A.I.R., Cuttack whose power is being increased from 20 K.W. to 100 K.W. shortly should also necessarily have a suitable stand by generator to avoid all possibilities of disruption of its broadcast of vital cyclone messages due to power failure.

## **Recommendation-23**

In addition to cyclone warnings from the India Meteorological Department A.I.R. Stations should broadcast without delay messages, if any from the State government and or district Collector issuing definite instructions to the public for taking protective measures.

## **Recommendation-24**

Warnings for cyclones approaching the Orissa coast should also be given in the central news bulletins from A.I.R., New Delhi in English, Hindi, Oriya, Bengali and Telugu as well as the appropriate regional news bulletins.

## **Recommendation -25**

Transistor radio sets should be provided-

- (i) Designated Government Officials
- (ii) Fisheries Officials
- (iii) Ports Officers; and
- (iv) Sarpanches or any other person designated by the Collector who is charged with the responsibility of disseminating cyclone warnings and instructions for public protections.

## **Recommendation-26**

Transistor radio sets should also be provided to fishing vessels to enable them to monitor cyclone bulletins while out at sea and return to port for safety.

## **Recommendation-27**

A study of cyclones which have affected the coastal areas of Orissa in the past should be undertaken so as to demarcate the parts of the costal belt which are normally vulnerable to both tidal inundation as well as high wing and the areas which are subject to high winds alone in association with the cyclones.

## **Recommendation-28**

The coastal areas vulnerable to the tidal inundation and the high winds associated with the cyclones should be surveyed by the district authorities every year prior to the cyclone season and the buildings found suitable for shelter purposes should be selected as "Cyclone shelters" and duly notified as such. In choosing these buildings in the Tidal Inundation areas, special care should be taken to select strong and high buildings which can withstand both tide and high wind.

## **Recommendation-29**

While constructing storm shelters, the appropriate two storeyed buildings design made by the Central Water & Power Commission should be used for “tidal inundation areas” and the single storey building design for cyclone wind areas.

## **Recommendation-30**

In the future planning of public buildings in the “tidal inundation area” care should be taken to see that they have high plinth so as to withstand high winds and tidal bores and are built according to suitable wind resistant specifications preference should be given to construct them on high mounds wherever available. In the “cyclone wind” area, it should be sufficient to construct buildings as per wind resistance specifications only.

## **Recommendation-31**

A building should be made for the construction of cyclone shelters in the areas vulnerable to the tide inundation and cyclone winds and where suitable buildings do not exist, according to a phased programme. In this, the building design as appropriate to the areas (vide Recommendation-29) should be used.

## **Recommendation-32**

As an effective measure against potential damage due to cyclone, coastal bunds may be built along the coast line vulnerable to tidal inundation with afforestation to a depth of about 1 Km. to act as wind breakers and prevent soil erosion.

## **Recommendation-33**

In the tidal inundation area, the farmers should be encouraged to build houses on high mounds and also have mounds (raised platforms) in their fields to stock the cut crops to protect them from being washed away by tidal bores. The latter should not, however, be used in areas where strong winds are expected in association with the cyclones.

## **Recommendation-34**

The State and Inter-State Police W/T, should render full co-operation for the transmission of cyclone warning messages and other administrative messages connected with Cyclone Relief Operation during the entire period of the cyclone i.e. beginning from the alert stage to complete normally after the cyclone has passed over. The Police W/T. links should be augmented wherever necessary, for the above purposes.

## **Recommendation-35**

Telephones should be made available to the Officers in-charge of Tehsil headquarters to facilitate immediate transmission of cyclone emergency message from district headquarters to them and vice versa at any time of day or night.

## **Recommendation-36**

An alternate radio teletype (RTT) channel should be provided by the P & T. Department between State Meteorological Centre, Bhubaneswar and the Storm Warning Centre, Calcutta to ensure exchange of vital cyclone information even on occasion of breakdown of other landline telecommunication channels.

### **Recommendation-37**

- (a) The control Rooms in the coastal districts which normally function during the flood season June to September at various levels should be extended from May 1 to November 30 in order to cover the storm months of May, October and November.
- (b) The Control Rooms should be adequately staffed so that they can undertake the following responsibilities without difficulty.
  - (1) Round the clock monitoring of broadcasts of cyclone warning message over radio
  - (2) Sorting out instructions for action by officials and public in affected areas as advised in cyclone warnings broadcast by the radio and otherwise received from higher State Officials and transmit them to lower formations by telephone and Police W/T as necessary.
  - (3) Keeping close liaison with the State Meteorological Centre for up-to-date information on the movement of the cyclone (for co-ordination at Bhubaneswar only).
  - (4) To mobilise locally the official and unofficial machinery charged with different distress mitigation actions before, during and after cyclone.

### **Recommendation-38**

District authorities should designate appropriate Officials in each Tehsil and Block Headquarters and in suitable villages to listen to the cyclone warning over All-India Radio and disseminate them further amongst public and concerned officials.

### **Recommendation-39**

The scope of the existing relief committees at State, District and other levels for floods and other natural calamities should be extended to cover cyclones also.

### **Recommendation-40**

Arrangements should be made for the provision of road communication between various regions in the cyclone-prone areas according to a phased plan spread over a number of years.

### **Recommendation-41**

Wherever road communication exist, adequate help should be given by the district authorities to enable the public in villages threatened by inundation to shift to safer places in the event of cyclone by making special arrangements for transport in areas where they do not normally operate and in other areas covered by normal transport, by augmenting the same adequately.

### **Recommendation-42**

In the areas not accessible by roads, the public should be educated to shift from the low lying areas to safer places inland on receiving appropriate message over the all-India Radio.

### **Recommendation-43**

The State Government should form Co-ordination Committee consisting of representatives from the Fisheries Department, Ports and nearest units of Indian Air Force and Indian Navy for arranging reconnaissance and relief operations for fishermen stranded at the sea as well as affected population in the marooned areas.

### **Recommendation-44**

To facilitate speedy assessment of the disaster situation in the cyclone affected areas, the district authorities and flood/cyclone duty officers of the Public Works Department should be equipped with an amphibious vehicle and helicopter. Sufficient number of power launches should be kept ready for evacuation of marooned people.

### **Recommendation-45**

Priorities should be laid down for the restoration of communications and power supply in the event of general breakdown of these essential facilities due to cyclone, highest priority being given to hospitals, water supply. All-India Radio, Posts and Telegraphs Department Airport and the Meteorological Department.

### **Recommendation-46**

- (a) Suitable distress signals may be devised by the licensing authorities of fishing boats for the use of fisherman in distress over the sea and the licensing authorities should ensure that the fishing boats do have these signals with them whenever they leave for fishing operation.
- (b) Similar distress signals should be devised for use by population caught in marooned areas and suitably advertised in the coastal districts so that the public are well aware of the same.

### **Recommendation-47**

Fishermen should be encouraged to adopt some readily distinguishable coloured dress-say red shirts or turbans or scarves to facilitate locating them easily from air during search and rescue operations by aircraft. They should also be trained to give distress signals as specified by the licensing authority and encouraged to carry life jackets or inflated rubber tubes.

### **Recommendation-48**

Deep tube-wells should be sunk in saline inundation areas of the State in adequate number in order to ensure availability of drinking water even in times of tidal inundation.

### **Recommendation-49**

For assessment of damage due to a cyclone the ECAFE recommended formats should be preferably used. These should, however, be co-ordinated with the existing formats currently used in the county so that one and the same format gives information usable by the State as well as national and international agencies.

### **Recommendation-50**

The formal declaration about the concerned areas as having been subjected to cyclone havoc should be issued by the State Government expeditiously so that timely help as permissible under rules can be given to Government servants and others.

### **Recommendation-51**

The State Public Relation Department should make special efforts to educate the public Cyclone Distress Mitigation measures during the pre-cyclone seasons through exhibition of cyclone film, suitable slides, school and community talks, etc. For this they should arrange for the production and distribution of publicity materials such as posters, slides, etc., on a priority basis.

## **Recommendation-52**

Frequent educational talks on cyclones and how to guard against them should be arranged in the villagers programme of All-India Radio, Cuttack.

## **Recommendation-53**

The State Education Department should take action to include the subject of “Cyclone and Protective Measures” in the school syllabi.

## **Recommendation-54**

The model Cyclone Plan for coastal area in Orissa developed by the Cyclone Distress Mitigation Committee should be adopted for day to day use by the State and Central authorities in the State. The plan should be reviewed every year and revised, whenever necessary in the light of experience.

## **Recommendation-55**

The State Government should print the “Model Cyclone Plan for a coastal area in Orissa” prepared by the Cyclone Distress Mitigation Committee in Oriya and English and make copies of them available with all concerned officials in the coastal districts.

## **Recommendation-56**

The State Government should promulgate a cyclone code as early as practicable for the guidance of various authorities in the State incorporating the requirements of the ‘Model Plan’ and detailing their duties responsibilities and financial powers for actions in cyclone situations.

## **Recommendation-57**

In view of the limited resources and budget provisions usually available with the State, the Central Government should render prompt and timely financial assistance to the State Government for the implementation of the various emergency and long-term measures recommended by the Committee for cyclone distress mitigation to the extent required.

## **Recommendation-58**

A “Natural Calamities Fund” may be organised by the Central Government with appropriate annual contribution from the Central Government and the various States on India. Whenever any natural calamity occurs in any State, or funds are required for implementation of schemes distress mitigation against the Natural calamity, the expenditure may be shared equally by the “Fund” and the State.

## **Recommendation-59**

The Government of India is requested to constitute a statutory body charged with the responsibility to implement cyclone distress mitigation measures for the coastal public in co-operation with concerned State Government, and should also provide necessary funds to this body in the form of periodical contribution from the centre and States for special utilisation in cases of natural calamities.

## APPENDIX-XIII

### Paragraph 98

LIST OF OFFICERS TO WHOM CYCLONE BULLETINGS, HEAVY RAINFALL ETC., ARE SUPPLIED BY THE METEOROLOGICAL CENTRE AT BHUBANESWAR

#### A. List of officials to whom cyclone bulletins for coastal areas of Orissa are issued

1. Chief Secretary, Government of Orissa
2. Home Secretary, Government of Orissa
- A. Special Relief Commissioner of Orissa
3. D. G. Police, Cuttack
4. Deputy Secretary to Government (Control room), Revenue Department,
5. Collectors : Cuttack/Puri/Balasore/Ganjam/Nayagarh/Bhadrak/Kendrapara/Jagatsinghpur/Jajpur/ Khurda/ Gajapati
6. A.I.R. Cuttack/ A.I.R. Sambalpur / AIR Jeypore for repeated broadcast and Bhubaneswar Doordarshan for repeated telecast.

#### B. List of official to whom heavy rainfall / Gale / Storm warnings are issued

	<b>Type of warning</b>	<b>Period during which Sent</b>
1. Deputy Secretary to Government of Orissa (Control Rook).	Heavy rainfall Gale	Whole year
2. Sub-Collector (Civil) Jajpur,	Ditto	May to October
3. Collector, Balasore, Bhadrakh	Heavy rainfall/Gale/ storm	June to December
4. Superintending Engineer, Eastern Circle, Cuttack.	Heavy rainfall/gale	June to October
5. Collector, Cuttack, Kendrapara, Jajpur Jagatsinghpur	Ditto	Ditto
6. Chief Controller, S.E. Rly. Chakradharapur.	Ditto	Whole year
7. Chief Controller, S.E. Rly. Khurda Road.	Ditto	Ditto
8. Superintendent of Fisheries, Paradip	Ditto	Ditto
9. Superintendent of Fisheries, Chandipur, Balasore.	Ditto	Ditto
10. Executive Engineer, Dhenkanal Division (R & B). Dhenkanal	Ditto	June to October
11. Sub-Collector, Kendrapara,	Heavy rainfall/gale/ storm	March to November
12. Executive Engineer, Roads, Balasore Division, Balasore.	Ditto	Whole year
13. Additional Chief Engineer, Irrigation Orissa. Bhubaneswar	Heavy rainfall/Storm/ Surge	Whole year
14. Executive Engineer, Angul Irrigation Division.	Heavy rainfall	June to October
15. Executive Engineer, Mahanadi North Division, Jagatpur, Cuttack.	Heavy rainfall	June to October
16. Additional Chief Engineer, Irrigation Hirakud Dam project, Burla, Orissa.	Ditto	Ditto
17. Dy. Director, Central Flood Forecasting, Division, C.W.H. & C. Sahidnagar, Bhubaneswar.	Ditto	Ditto
18. Assistant Executive Engineer, C.W.P. & C., C.F.F. Control Room, Balasore.	Ditto	Ditto

19. Assistant Director of Fisheries, (Power Fishing on Sea) Sunahat, Belgaon.	Heavy Rainfall/Gale	Whole year
20. Sub-Collector, Athagarh.	Heavy Rainfall/Gale	Whole year
21. Tahasildar, Kujang, Cuttack	Heavy Rainfall/Gale	Whole year
22. Collector, Sambalpur	Ditto	Ditto
23. Collector, Mayurbhanj, Baripada	Ditto	April to October
24. Executive Engineer, Jajpur Division Jajpur, Cuttack.	Ditto	June to November
25. Supdt. Engineer, Irrigation Circle, Cuttack.	Heavy Rainfall	June to October
26. Collector, Dhenkanal, Orissa	Ditto	Ditto
27. Chief Controller, S.E. Rly., Waltair	Heavy rainfall/Gale	Ditto
28. Collector, Sundargarh, Orissa	Ditto	Whole year
29. Assistant Director of Fisheries P.O. Balugaon.	Ditto	June to October
30. Superintendent of Fisheries Chandbali, Bhadrak.	Ditto	Whole year
31. Deputy conservator, Paradeep, Paradeep Port Trust	Ditto	Whole year
32. Superintending Engineer (R&B) Southern Circle, Berhampur, Ganjam.	Storm/Depression.	Whole year
33. Executive Engineer, Ganjam Division (R & B), Berhampur, Ganjam.	Ditto	Ditto
34. Executive Engineer, Phulbani (R & B.) Division, Phulbani.	Ditto	Ditto
35. Executive Engineer, Koraput (R.&B.) Division, Koraput.	Ditto	Ditto
36. Executive Engineer, Balangir (R. & B.) Division, Balangir,	Heavy rainfall/ Storm/depression	Whole year
37. Executive Engineer, Kalahandi (R.& B.) Division, Kalahandi.	Heavy rainfall/ Storm/gale	Ditto
38. Executive Engineer, Bhubaneswar Division, Bhubaneswar-1	Heavy rainfall/gale	May to November
39. Collector, Koraput, Rayagada/Nawaraangpur	Heavy rainfall	June to October
40. Executive Engineer, Kalahandi (R. & B.) division, Kalahandi	Ditto	June to October
41. Executive Engineer, Koraput (R.& B) Division, Koraput,	Heavy rainfall	Ditto
42. Sub-Collector, Boudh, P.O. Boudh Raj, Phulbani	Heavy rainfall/gale	15 <sup>th</sup> June to 15 <sup>th</sup> October
43. District Magistrate, Boudh/ Khandamal.	Ditto	June to October
44. Superintending Engineer, Southern Irrigation Circle, Berhampur(GM).	Ditto	June to November
45. Collector, Kalahandi, Bhawanipatna, Orissa.	Heavy rainfall	Whole year
46. Executive Engineer, Bhanjanager Irrigation Division, district Ganjam.	Ditto	13 <sup>th</sup> June to 15 <sup>th</sup> November
47. Collector, Bolangir, Sonapur	Heavy rainfall/gale	June to December
48. Collector, Ganjam, Chatrapur, Orissa	Ditto	June to December

49. Superintending Engineer, Central Circle (R. & B.) Bhubaneswar.	Heavy rainfall	June to October
50. Executiver Engineer(R. & B.) Cuttack	Ditto	Ditto
51. Executiver Engineer (R. & B.), Dhenkanal	Ditto	Ditto
52. Executiver Engineer (R.& B.), Bhubaneswar.	Ditto	Ditto
53. District Engineer, Mahanadi, Cuttack	Heavy rainfall/strong winds	Whole year

C. List of Port Officials to whom appropriate warnings during depressions/cyclonic storms in Bay are issued.

1. Port officer : Gopalpur/ Balasore/ Puri/ Chandbali/ Paradeep.

D. List of officials to whom information about onset of monsoon is supplied

1. Head of Department of Agronomy, College of agriculture, O.U.A.T., Bhubaneswar, Orissa
2. Agronomist, Irrigation Research Centre, Chakuli, Sambalpur

E. Weather forecast sent to the press

1. Weather forecast for Bhubaneswar, Cuttack and neighbourhood

F. Weather forecast/Bulletins/warnings sent to All-India Radio.

1. Weather forecast for Bhubaneswar and neighbourhood to A.I.R. Cuttack
2. Farmer's weather bulletins to All-India Radio, Cuttack & A.I.R., Sambalpur
3. Warnings for fishermen to All-India Radio, Cuttack and All-India Radio, Sambalpur
4. Weather bulletin to All-India Radio, Jeypore (Korapur)

## **APPENDIX-XIV**

### **Paragraph 123 A MODEL CYCLONE PLAN FOR A COSTAL AREA IN ORISSA TABLE OF CONTENTS**

	Page
1. PREFACE	
2. 'ABCD' AREA	
2.1 General Information	
2.2 Weather Warnings	
3. CYCLONE COMMITTEE	
3.1. Constitution	
3.2. Responsibilities of the Cyclone Committee	
3.3. Meetings	
4. EDUCATING THE PUBLIC	
4.1 Education Media Radio, Press	
4.2 Advice to the Public	
5. EMERGENCY PREPAREDNESS	
5.1 Emergency Control Centre (ECO)	
5.2 Observatory	
5.3 Shelters	
5.4 Inspection of communication and meteorological equipment	
6. EMERGENCY ACTION	
6.1 Action on receipt of Preliminary (First Stage) Cyclone Warning	
6.2 Action on receipt of Final (Second Stage) Cyclone warning	
7. POST-CYCLONE MEASURES	
7.1 Instruction to Public	
7.2 Actions regarding rescue and relief of affected population and restoration of communications	
8. POST-CYCLONE REVIEW	

## **ANNEXURE**

1. Samples of Model Cyclone Bulletions
2. General Information about Cyclones

## **APPENDIX-XIV**

### **Paragraph 123**

## **A MODEL CYCLONE PLAN FOR A COASTAL AREA IN ORISSA**

### **1. PREFACE**

Government of India, Ministry of Irrigation & Power established in November 1971, a committee with Dr. P. Koteswaram, Director-General of Observatories, as chairman, to examine various measures to mitigate human suffering and loss of life and property in Orissa as a result of cyclones.

The committee examined the problem in great detail. It took into account the various measures in other tropical countries which area also subject to periodical visitation of hurricanes, typhoons and cyclones. The Committee also noted that the Cyclone Distress Mitigation Committee (Andhra Pradesh) has prepared a "Model Cyclone Plan for a Coastal Town in Andhra Pradesh" and agreed that this was an effective way to 'fight' the cyclones.

The 'Cyclone Plan' of the Cyclone Distress Mitigation Committee (Andhra Pradesh) was examined by the present Committee and the Committee agreed that with a few minor modifications, the 'Plan' could be made applicable for Orissa. The modified plan which may be called 'A Model Cyclone Plan for a coastal area in Orissa' is described below :-

The plan is addressed primarily to local authorities along the Orissa coast vulnerable to cyclone Storms. These cyclones invariably result in tremendous losses particularly when the local rivers and drains are in spate. In this plan various suggestions are offered for planning and organising measures to mitigate human suffering and loss of property due to cyclones and the floods.

A severe storm may hit a particular locality only once in 5 to 10 years. But as the developmental activities have considerably increased in the coastal area, even such an occasional storm will bring in its wake destruction and financial loss of such tremendous magnitude that it may put back the efforts of past several years. Besides, the problem has to be considered from the point of view of safety of human lives, cattle and other livestock.

The plan envisaged here is for a basic level, viz. (District, Tehsil, Block and Village). The plan is intended for a model 'ABCD' area and only the optimum facilities at present (1972) available in the rural areas have been kept in view. But there may be a few areas where conditions may not be even as much as envisaged here. Besides, even sophisticated systems and equipment may fail during emergencies. The usefulness of the scheme is intended even for such areas.

The plan does not claim to be comprehensive and should be revised from time to time in the light of experience. The State Government should promulgate a Cyclone Code as soon as practicable incorporating the contents of the plan and indicating the responsibilities of various authorities in the State level.

For the successful implementation of the plan, certain additional facilities are necessary. It may not, however, be possible to provide them immediately due to limitations of budget etc.

Special thanks are due to the Collectors of coastal districts of Orissa and other special invitees who have reviewed the draft plan and offered valuable suggestions. A list of all those persons is given in Appendix 1.

### **2. 'A.B.C.D.' AREA**

#### **2.1 GENERAL INFORMATION**

" ABCD" is a typical area in the coastal region with 'ABCD' as its Headquarters. It consists of essentially rural villages. Almost every village has got a temple, mosque of church. The Railway line

passes at a distance of ten miles from 'ABCD' and a branch line to the coast runs through the town. A major river runs through the area and several rivulets criss-cross. A National Highway passes through the 'ABCD' but the roads to outlying villages particularly near the sea coast are mud roads and become slushy during heavy rains.

The main occupation of the rural people is farming and fishing. The main market is at the H.Q., i.e. 'ABCD'.

Only about 50 per cent of the villages in this district are electrified. Even in these villages only a few houses have electric power. The fire brigade is located at 'ABCD' the Headquarters of the area. A minor port "XYX" is located in this area. There is a hospital at 'ABCD'.

## **2.2 Weather warnings-**

The weather bulletins for 'ABCD' area are issued by the Storm Warning Centre at Calcutta, under the India Meteorological Department. The Tehasildars/Collectors and other Government Officials like P.W.D., Irrigation, Railways, Ports, P. &T., Fisheries, etc. get warnings direct for heavy rainfall and strong winds. The District collector gets a special alert message from the Storm Warning Centre whenever a depression forms in the Bay of Bengal. This is followed by second stage warning messages broadcast by the A.I.R. Station, Cuttack when there is actual threat of cyclone over the area. Subsequently also, messages giving the latest cyclone situation are broadcast by the A.I.R./ Doordarsan, Bhubaneswar/Cuttack frequently till the danger to the area is over.

The All-India Radio Station at Cuttack and the transmission there is sufficiently powerful to be heard all over the area. Weather bulletins issued by the Storm warning centre are broadcast daily as routine from this station at fixed time. In storm situation special weather bulletins are broadcast repeatedly at non-scheduled times also. Sample bulletins are given in Annexure-1

In addition, specific instructions issued by the collector of the district regarding evacuation and other distress mitigation measures are also broadcast by All-India Radio Station and disseminated on the Police wireless network.

## **3. CYCLONE COMMITTEE**

A PERMANENT Committee has been set up under an order of the State Government to organise and implement measures in the area to mitigate loss of life and property due to cyclones.

### **3.1 Constitution"**

The constitution of the committee at the district level is as follows:-

**Chairman** ---- **Collector**

#### **MEMBERS**

A nominee each form the following departments, as applicable:-

#### **State Government**

- (1) Police
- (2) Publicity Department
- (3) Public Works Department (all branches)
- (4) Electricity Board
- (5) Education Department
- (6) Municipality
- (7) Transport Department
- (8) Medical and Health Department

- (9) Fisheries
- (10) Animal Husbandry Department
- (11) Port Office

#### **Central Government**

- 12. Central Water & Power Commission-Floods Wing
- 13. Post & Telegraphs Department
- 14. Railways
- 15. All-India Radio, Doordarsan, Bhubaneswar
- 16. India Meteorological Department
- 17. Representative from Indian Red Cross Society
- 18. Defence Services
- 19. Major Port

In addition, one of the local Ms. L.A/Ms. L.C. or Ms. P. and a representative from social voluntary organisation are also included in the Committee.

Committee at other level (Subdivisions, Tahsils, blocks and villages)

Should be constituted on similar lines depending upon the availability of different officials working there.

### **3.2 Responsibilities of the Cyclone Committee**

The Cyclone Committee has the following responsibilities:-

- (i) To educate the public on cyclone hazards and what protective steps should be taken.
- (ii) To make arrangements for emergency action.
- (iii) To effect evacuation from the Coastal Villages when necessary
- (iv) Rescue and rehabilitation
- (v) Post cyclone action and review

### **3.3 Meetings**

The Committee meets in April and September every year as these months fall just before the cyclone season of Orissa coast. In these meetings a comprehensive review of actions already taken and yet to be taken is made. New Members are also explained about the functioning of the committee and its responsibilities. An emergency meeting is held whenever information is received from the India Meteorological Department, Storm Warning Centre that a tropical depression is located in the Bay of Bengal and is expected to intensify and move towards Orissa coast. The Committee meets almost daily till the emergency is over.

#### **4. EDUCATING THE PUBLIC**

The have an effective organised plan, a thorough knowledge about the nature of cyclones which affect the Orissa Coast is necessary. A short description about the season of cyclonic storms, their frequency, intensities and disaster capabilities is given in Annexure-II. It is one of the responsibilities of the cyclone Committee to publicise this knowledge amongst the various Government agencies which are responsible for precautionary measures as well as the general public through effective educational media such as Radio Doordarsan, Press, film, Lectures, etc. this is done as follows:-

##### **4.1 Educational Media-radio, Press and Films**

Radio stations in Orissa arrange suitable programmes for educating the public about possible hazards of cyclone and the steps to mitigate the distress due to cyclone. This is done frequently in April and May and from September to December, particularly in educational programmes, local news programmes and rural programmes. This is, at times, in the form of interviews, short lectures, etc. the school children are encouraged to hear these broadcasts and the teacher periodically quizzes them on the information. The rural people are also encouraged to hear these broadcasts and All India Radio Doordarsan occasionally arrange a listeners survey to find out the effectiveness of these programmes. Arrangements are made to exhibit suitable films in local languages, such as the one entitled "Cyclones". The publicity for these films is undertaken by the State Government through local cinema houses and the State Publicity Organisation. Posters clearly depicting the hazards and precautions to be taken by the affected persons are exhibited through the publicity media of the State Government in all busy localities and prominent places such as cinema houses, railway stations, Bus terminals, etc. There are also standing arrangements with the local cinema houses of coastal areas to show the slides on the subject during storm seasons, viz., during months of April and May and from September to December every year.

Popular articles in the local papers are of considerable use. To make the public aware arrangements are made to publish suitable pictures of cyclone in the newspaper. During the meetings of the committee in April and September the representative of the Regional Meteorological Centre, Calcutta participates and explains to the committee about the various aspects of the cyclones with the help of projector.

##### **4.2 Advice to the Public**

The broadcasts and newspapers articles include list of precautionary steps as given below:-

###### **STEPS TO BE TAKEN BEFORE THE COMMENCEMENT OF CYCLONE SEASON**

- (i) Check houses, secure loose tiles by cementing wherever necessary repair doors and windows.
- (ii) Check the area around the house-remove dead or dying trees, anchor removable objects like lumber piles, loose zinc sheets, loose bricks garbage cans signboards, etc.
- (iii) Keep some wooden boards ready so that glass windows can be boarded.
- (iv) Keep a hurricane lantern filled with kerosene, flash light and enough dry cells
- (v) Promptly demolish condemned buildings
- (vi) Those who have radio and Doordarsan sets should ensure that the radio is fully serviceable. In the case transistors an extra set of batteries should be kept handy.

###### **STEPS TO BE TAKEN WHEN A WARNING FOR A CYCLONE THREATENING THE AREA IS RECEIVED**

- (i) Keep your Radio/Doordarsan on and listen to latest weather warnings and advisories from the All-India radio Station, Cuttack, Doordarsan, Bhubaneswar, Pass the information to others.

- (ii) Avoid being misled by rumours. Pass only the official information you got from the Radio/Doordarsan to others.
- (iii) Get away from low lying beaches or other locations which may be swept by high tides or storm waves, Leave sufficiently early, before your way to high ground gets flooded. Do not delay and run the risk of being marooned.
- (iv) If your house is out of danger from high tides and flooding from the river and it is well built, it is then probably the best place to weather the storm. However, please act promptly if asked to evacuate.
- (v) Be alert for high water in areas where streams or rivers may flood due to heavy rains.
- (vi) Board up glass windows or put storm shutters in place. Use good wooden planks securely fastened. Made shift boarding may do more damage than none at all. Provide strong suitable support for outside doors.
- (vii) If you do not have wooden boards handy, paste papers strips on glasses to prevent splinters flying into the house.
- (viii) Get extra food, especially things which can be eaten without cooking or with every little preparation. Store extra drinking water in suitable covered vessels.
- (ix) If in one of the evacuation area, move your valuable articles upper floors to minimise flood damage.
- (x) Have Hurricane lantern, flash flights and/or other emergency light in working conditions and keep them handy.
- (xi) Check on everything that might blow away or be torn loose kerosene tins cans, agricultural implements, garden tools, road signs and other objects become wapons of destruction in strong winds. Remove them and store them in a covered room.
- (xii) Be sure that a window or door can be opened on the leaside of the house i.e. the side opposite the one facing the wind.
- (xiii) Make provisions for children and adults requiring special diets
- (xiv) Remove cattle to safe places as far as possible
- (xv) If the centre or 'eye' of the storm passes directly over your place, there will be a lull in the wind and rain lasting for half an hour or more. During the period stay in a safe place. Make emergency repairs during the full period if necessary, but remember that strong wind will return suddenly from the opposite direction frequently with even greater violence.
- (xvi) Be calm. Your ability to meet emergency will inspire and help other.

**WHEN THE AUTHORITIES ADVISE EVACUATION FOLLOW FOLLOWING INSTRUCTIONS PROMPTLY**

- (a) Head for the roper shelter or evacuation points indicated for your area
- (b) Do not worry about your left over property but save yourself
- (c) At shelter follow instructions of personnel in charge
- (d) Remain shelter until informed that you may leave
- (e) Keep calm at all times. If instructions are observed promptly, there is little personal a danger involved.

The precautionary measures given above are for the Public as well as persons in-charge of public buildings also. Before every cyclone season, the Public Works Department inspect all the public buildings, roads and tanks and take suitable action for strengthening the buildings or demolishing the condemned buildings, repairing tanks, bunds and remove dead and dying trees on the road. The buildings which can be used as storm shelters have suitable markings on them so that they can be immediately identified as shelters.

## **5. EMERGENCY PREPAREDNESS**

### **5.1 Emergency Control Centre (ECC)**

The Emergency Control Centre or Control Room is located in the Collector's Office and is provided with one or more telephones. It will operate round the clock. It has a detailed plan of the area under its jurisdiction. The other important agencies like Police Headquarters, Fire Brigade, Hospital, Telegraph Office, Railway Station, Airport, Bus terminals etc., and the Port are also provided with telephones. The Collector's Office has also good battery operated transistor receivers, to monitor cyclone bulletins. The Control Room will be the emergency centre from which all orders and instructions for emergency action emanate, including instructions to public and designated officials regarding evacuation. Etc., to be broadcast from the A.I.R. Station, on receipt of warning from the Meteorological Department. The Police wireless system is made use of, to the maximum extent to ensure speedy transmission of cyclone warning messages and instructions to the public about subsequent action.

### **5.2 Observatory**

An observatory with simple wind instruments has been installed at the Control Room as a part of co-operative cyclone net work of observatories. This observatory transmits observations during cyclone season. All transmissions are made to the designated Met. Centre by landline telegrams normally and through Police W/T during emergency.

### **5.3 Shelters**

The Collector has designated the following as safe shelters:-

All temples in the area

The Mosque at.....

The church at.....

Municipal high Schools and the school at.....

Collectors and subordinate officers tour the area in January for inspecting existing shelters and designating new ones. The concerned Department also takes suitable action for repairing the shelters, etc. A map showing the locations of safe buildings is prepared and copies of these maps are displayed in the public offices, schools, community centres, Railway stations, etc. Those maps are updated every January.

### **5.4 Inspections of communication and meteorological Equipment**

The above equipment at the Control Room and the observatory inspected every year in the first week of April and September by the appropriate technical personnel and suitable action taken immediately to rectify any defects.

## **6 EMERGENCY ACTION**

To forecast the extent of damage due to a cyclone, a long storm warning experience is required. With the present meteorological techniques, and forecasting aids, protective measures have to be initiated over a

coastal length of about 400Kms. At least 12 hours before the cyclone crossing the coast and 6 hours for coastal lengths of 250 Kms., so that areas affected by the cyclone are protected at least in 90 per cent of the cases.

### **6.1 Action on receipt of Preliminary (First Stage) Cyclone Warning**

On receipt of the preliminary warning 36 to 48 hours before the cyclones is expected to cross the coast, the Collector immediately initiates action and reviews the preparation for emergency procedures. Preliminary information about possible danger is promptly disseminated to officials and general public through phone, tom-tomming and also by using expert cyclist/hardy runners. Boatmen particularly to outlying areas and coastal villages. Officials and public are alerted to tune to A.I.R./Doordarsan for further bulletins.

The Fire Brigade, Police, P.W.D. and Health Departments are put on round-the-clock alert.

As the Port authorities receive their warnings directly and frequently, close liaison is kept by the Collector with the Port Officer.

An adequate number of lorries is requisitioned by the Transport Authority and kept handy.

The fisheries official alerts the fishermen and advised them not to go out on sea. The fishermen are advised to tie their boats and store the nets, etc., at a safe place.

The post and Telegraphs authorities keep reserve of men and materials ready for moving into the area at short notice for restoring communications.

The Public Works Department keep sufficient men and lorries to clear the roads of all obstructions due to fallen trees, etc.

Each department has a detailed list of actions to be taken which is kept updated so as to facilitate prompt actions at level during cyclone emergency.

### **6.2 Action on receipt of final (Second Stage) Cyclone Warnings**

12 to 24 hours ahead of the anticipated time of storm striking the coast final emergency actions are taken. As a final warning to the general public the church bells and the temple drums are rung and the information about the time of the centre of the storm striking the coast disseminated by widespread tom-tomming. The All-India Radio Stations also broadcast every hour round the clock the storm bulletins issued by the Meteorological Department. All operations are hereafter round the clock till the emergency is over. In addition to the land line communication the Police W/T facility and also Railway W/T and Airport facilities, are made use of to the extent available. The schools, colleges, offices and cinema houses are immediately closed and people advised to take shelter in safe places. All the hospitals and doctors in the area are alerted to render help and emergency wards manned to the required extent. The chiefs of the villages are alerted to evacuate people from the coastal strip and low-lying areas to the designated shelters.

## **7 POST-CYCLONE MEASURES**

### **7.1 Instructions of Public**

After a cyclone passes the public are advised to take the following safety measures:-

- (i) They should remain in shelters until informed by those incharge that they may return home;
- (ii) They should get inoculated against diseases immediately in the nearest hospital and seek medical care for those injured or those fallen ill;

- (iii) Any loose and dangling wire from the electric lamp post should be strictly avoided (Persons are kept to watch so that no body goes near the wire and the nearest electrical authorities are informed immediately);
- (iv) People should keep away from disaster areas unless they are required to assist;
- (v) Anti-Social elements should be prevented from doing mischief and reported to the police;
- (vi) Cars, Lorries and Carts should be driven carefully;
- (vii) The houses and dwellings should be cleared of debris;
- (viii) The losses should be reported to the appropriate authorities. It should be remembered that exaggeration of losses is anti-social;
- (ix) Health Department will disinfect wells or other drinking water sources both public and private.

### **7.2 Actions regarding rescue and relief of affected population and restoration of communications**

The District Collector arranges for reconnaissance and rescue of persons out at sea and marooned in the low-lying areas in any, through Naval and Air Force personnel.

If necessary, the Army are requested to send their sappers and minors temporarily to repair important roads and bridges.

It is necessary that the roads are cleared of fallen trees for restoration of traffic. For this the assistance of villagers is sought. As an encouragement, they are allowed to take away the fallen trees and branches without costs during cyclone period.

The electricity department checks up the fallen or loose electric wires and takes action to rectify them immediately.

The telegraph authorities immediately move their personnel to restore communications

The telephone connections at least in the District and Tahasil headquarters are restored most expeditiously.

Social services volunteers are associated with the rescue work. Food and water is rushed to the marooned villages and the help of I.A.F. authorities sought in this connection. Health authorities warn people about contamination of wells by overflowing drainage water and the preventive measures. In case of saline inundation, tube-wells are sunk immediately.

Suitable camps are organised for housing people whose homes have been destroyed by cyclone.

## **8 Post cyclone review**

A meeting of the Cyclone Committee is called as soon as conditions return to normalcy after the cyclones. In this meeting, emergency actions taken during the cyclone are reviewed particularly to find out the adequacy or otherwise of the arrangements that were made to meet the cyclone situation. An assessment of the deficiencies in the facilities and organisation is made and a report to the appropriate authorities is sent with a request to make up the deficiencies urgently well before the commencement of the next cyclone season. The Cyclone Committee will also prepare a report on the losses and damage in the proper format.

Relief as required by the affected population-food, clothing, shelter, cattle feed, etc., is organised by the State Government expeditiously

## ANNEXURE-1

### SAMPLE CYCLONE BULLETINS.

- (i) Preliminary warning-Issued by the India Meteorological Department, Storm warning Centre to be broadcast by Cuttack All-India Radio Station, Doordarsan frequently.

Special Storm Bulletin one – Cyclone alert issued at 12-30 hrs I.S.T., on Thursday, 28<sup>th</sup> October by Storm Warning Centre, Calcutta.

#### Cyclone likely hit Orissa Coast Saturday

A cyclone located in the Bay of Bengal with its centre at 8-30 A.M. today. Thursday, twenty eight October about 600 Km south-east of Calcutta. Likely move north-west. Chances of the storm striking Orissa Coast by Saturday tirtieth October high. Heavy rain and squalls may commence coastal districts : Puri, Cuttack, Balasore by Friday non. Action to be taken. Control rooms advised to initiate emergency action-arrange for continuous watch for further storm bulletins-Preliminary actions should be over by Friday noon.

Open Seas of Orissa likely become rough by Friday early morning. Fisherman to desist from going for fishing.

- (ii) Cyclone warning-Issued by India Meteorological Department Storm warning Centre to be broadcast by All-India Radio Station every hour until receipt of next bulletin.

Special storm bulletin two cyclone warnings issued by Storm Warning Centre, Calcutta at 1-00 P.M. on Friday the 29<sup>th</sup> October. Destructive winds high tides very heavy rain expected commence Cuttack, Balasore districts early morning Saturday the 30<sup>th</sup> October.

Latest position of cyclone centre located in Paradeep radar at 11-30 hrs. I.S.T. Friday 29<sup>th</sup> October 300 Km east of Gopalpur centre likely pass near Paradeep Saturday 30<sup>th</sup> October early morning. Very heavy rain with squall like commence Puri, Cuttack, Balasore districts to night.

Destructive winds speed exceeding 120 km-and very heavy rains will commence Balasore, Cuttack districts and adjoining parts of Puri district from Saturday early morning. High tidal waves reaching 3 Km may occur Orissa coast north of Paradeep after 10 P.M. 29<sup>th</sup>. The Paradeep radar shows the eye of the storm about 15 to 20 Km in diameter. Hurricane winds may extend about 50Km beyond the eye Watch for the eye of the storm when there will be lull in winds for about half an hour but fierce winds will blow from opposite direction later. All persons in low lying area north of Paradeep be advised to take shelters before dark today. Fishermen should not venture out to sea. Fishermen on sea now should return to shore immediately. Control rooms should immediately take all emergency action-Watch for subsequent bulletin.

## **ANNEXURE-2**

### **GENERAL INFORMATION ABOUT CYCLONES**

#### **MAIN FEATURES OF A CYCLONE**

The term “Cyclone” is derived from a Greek work meaning the coil of a snake. A tropical cyclone, when fully developed, is a vast violent whirl 150 to 800 Kms. Across, 10 to 17 Kms. high, spiralling around a centre and progressing along the surface of the sea at a rate of 300 Kms. a day. The speed of wind in the mature storm within 50 to 100 Kms. of its centre can be 160 Km. Per hour or more. The wind associated with such storms are among the most violent and the rainfall very heavy. Also very heavy sea and swell are experienced in association with such storms.

In the nature phase a tropical cyclone is said to be severe. Often it is found to consist of four parts

- (a) A calm central area varying between 10 to 30 Kms. In diameter where calm air or very light winds with clear to partly cloudy skies prevail. This is called the eye of the storm.
- (b) An inner ring of hurricane winds (90 Kms. per hour or more) 50 to 100 Kms. in width within which the pressure fall is excessively steep and fierce squalls and torrential rains occur. This constitutes the eye-wall.
- (c) An outer storm area within which the winds decrease outwards from the eye-wall but still remain strong to gale force. Stronger winds are found in the right sector than in left sector.
- (d) The outermost area of weak cyclonic circulation.

#### **DEFINITIONS**

Depression – The wind speed in the cyclonic circulation does not reach gale force, i.e., 33 kn (61 Kms. per hour).

Cyclonic storm – The wind in any part of the cyclonic area rises to gale force i.e., 34 to 47 knots (62 to 88 Kms. per hour).

Severe cyclonic storm – The wind speed in any part of the cyclonic area rises to 48 knots or more (89 Kms. per hour or more).

Severe cyclonic storm with a core of Hurricane winds – The wind in the storm field exceeds 64 knots or more (118 Kms. per hour or more).

#### **CYCLONES AFFECTING ORISSA**

During the period 1891 there were 17 cyclonic storm which hit or skirted Orissa Coast. October is the most critical month for the Orissa Coast, the other months in which storms affect the Orissa Cost with lesser frequencies being May, September and November.

Some of the most severe cyclones in the recent past which took heavy toll of human life and property are described below.

- (1) The severe cyclonic storm- a microcyclone which crossed Orissa coast between Puri and Paradeep on 9<sup>th</sup> October 1967 caused serious devastation in coastal Orissa. The death toll was about 1,000 persons and 50,000 cattle. The damage to property ran into a few crores of rupees.
- (2) The severe cyclonic storm which crossed near Paradeep on 30<sup>th</sup> October 1971 was accompanied with violent winds on 150 – 170 Km ph. The height of tidal waves was between 2 and 6 metres. The tidal bore went inland for a distance of 15 to 25 Kms. causing complete destruction of sanding crops. About 10,000 human lives and 50,000 cattle were lost. The damage to property as per press reports ran to about Rs.300 crores.

- (3) Severe cyclonic storm with core of huvaricane winds crossed Orissa coast near Paradeep on 3.6.82 to 20.30 hours. Wind speed 120 Km.P.H. Gesting winds 220 Km.P.H. pressure 952 MB. Tidal waves 5 Minutes.

## **STORM TIDES AND FLOODS**

Storm tides and floods account for the major portion of deaths. The maximum tide height estimated in the coastal area is about 3 to 5 metres (i.e., 10 to 15 ft.) and tidal waves enter the land to a distance of about 20 Kms. if the land is flat. Especially at the estuary of the river the tide heights are even more.

Heavy rains of the order of 30 to 50 cm. (12 to 20 inches) in 24 hours are common in association with cyclones. The major river and the rivulete overflow their banks and water would stand in the fields for a number of days unless properly drained.

### **Wind direction and speed**

Wind speeds exceeding 150 Km ph. (100 M ph.) will occur when the eye passes close to the station. Lower speeds may be expected when the station is away from the centre.

When a cyclone approaches a station along the Orissa Coast from the sea, winds will blow from north-east or east if the centre of the cyclone crosses coast to the south of the station and from north-west if the centre crosses to the north of the station. After the centre has passed inland winds will veer and blow from east or south-east in the first case. They will back and blow from south-west or south in the second case. If the centre passes directly over the station, the winds will blow from north or north-east at first, become calm during the passage of the eye and blow from south-west or south afterwards.

**APPENDIX – XIV A**  
**Paragraph 128 (I)**  
**REPORT ON FIRE ACCIDENT**

1. Name of the head of the family / beneficiary
2. Name of father and full address :
3. Date and time of fire accident :
4. No. of room (s) and the built-up area destroyed by fire :
5. Type of the house (whether thatched roof or mud walls, or jhatimati was or brick walls, etc.)
6. Approximate value of the property lost :
7. Loss of lives – family members, domestic animals, etc.
8. No. of family members : adults and children :
9. Gross income of the family/beneficiary :-
  - (a) Agricultural land under own cultivation
  - (b) Agricultural land under Bhag
  - (c) Lands other than for agricultural and income there from
  - (d) Any other income, showing separately the income from labour, employment, business, etc.
10. Reason(s) of fire accident

<b>Date</b>	<b>Signature of Reporting officers</b>
<b>Remarks :</b>	<b>Designation</b>
<b>Amount of grant recommended</b>	<b>Signature of Verifying Officer</b>
<b>Amount of grant sanctioned</b>	<b>Designation</b>
	<b>Signature &amp; Designation of</b>
	<b>Recommending Authority</b>
	<b>Signature and Designation of</b>
	<b>Sanctioning Authority</b>

**APPENDIX – IV**  
**Paragraph 128 (2) 145**

**REPORT ON FIRE ACCIDENT TO BE SUBMITTED BY THE TAHASILDAR TO  
THE COLLECTOR/R.D.C./BOARD OF REVENUE/AND REVENUE  
DEPARTMENT SPECIAL RELIEF COMMISSIONER**

1. Name of village affected by fire
2. Date of fire accident
3. No. of houses gutted
4. No. families affected
5. Approximate value of property lost (in rupees) details may be furnished
6. No. of persons injured or died
7. No. of cattle dead
8. Date of disbursement of Relief and details of relief including emergency relief, if any granted

**APPENDIX - XVI**

**Paragraph 146**

**QUARTERLY RETURN SHOWING LOSS OF PROPERTY DUE TO FIRE ACCIDENT AND THE AMOUNT OF RELIEF GIVEN DURING THE  
QUARTER ENDING.....19.....FOR THE DISTRICT OF.....**

Serial Number	Name of the Tahasil	Name of the village affected by fire	Date of fire accident	Number of houses gutted	No of families affected	No. of Institutions affected	Approximate value of property lost (in rupees)					No. of persons		No. of cattle dead	Relief administered to affected families with date			Relief given to the institution with date		Relief given under Paragraph 140	Total relief given during the quarter	Remarks
							Individuals	Institutions	State Government	Local Bodies	Total (8 to 11)	Injured	Died		Cash	Forest materials	Others	Cash	Forest materials			
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23

**APPENDIX - XVII**

**Paragraph 147**

**ANNUAL RETURN SHOWING THE LOSS OF PROPERTY DUE TO FIRE ACCIDENTS AND THE AMOUNT OF RELIEF GIVEN DURING THE YEAR.....**

Serial Number	Name of the District	No. of fire accidents during the year	No. of Villages affected	No of families affected	No. of Institutions affected	Approximate value of property lost by fire							Total amount of relief given to affected families			Total amount of relief given to institutions		Total amount of relief given under section 140	Total of Cols. 15 to 20	Remarks	
						Individuals	Institutions	State Government	Local Bodies	Total (7 to 10)	Died	Injured	No. of cattle dead	Cash	Forest materials(In rupees)	Others(In rupees)	Cash				Forest materials(In rupees)
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22

## APPENDIX – XVIII

### Paragraph 153 (ix) GOVERNMENT OF ORISSA REVENUE DEPARTMENT

No.-39175IVF-9/72(pt.)/R.

From **The 11<sup>th</sup> July-1972**  
**Shri K.C. MISHRA, O.A.S.**  
**Deputy Secretary to Government**

To  
**THE SPECIAL RELIEF COMMISSIONER.**  
**Board of Revenue, Orissa, Bhubaneswar.**

**Sub : Execution of test relief works in flood/cyclone affected areas instruction for administrative and technical approval and check measurement.**

Reference : Your Office letter No.3432-IX-58/72-SR., date the 31<sup>st</sup> May 1972.

Sir,

I am directed to say that the Special Relief Commissioner, Board of Revenue, Orissa, Bhubaneswar issued in his office letter No.6105-S.R., dated the 25<sup>th</sup> November 1971, a set of instructions for utilization of funds for test relief works in flood/cyclone affected areas. In the letter he indicated the limit for according administrative and technical approval of test relief works by the field officers. Since then huge amount of money has been allotted to different districts for test relief works in the flood and cyclone affected areas. Since the monetary limit in regard to according administrative approval and technical sanction to the projects and taking measurement and check measurement by different functionaries as indicated in the above instructions do not seem to be adequate to cope up with volume of works executed in different affected areas. Government after careful consideration have been placed to delegate enhanced powers as under to the concerned functionaries with a view to expedite the execution of such test relief works.

Administrative Name of the officers (1)	approval Monetary limit (2) Rs.	Technical Names of the officers (3)	sanction Monetary limit (4) Rs.
Block Development Officer Sub-Collector	Upto 7,500 Above 7,500. Upto 25,000.	Overseer (work of all categories). Assistant Engineer R.E.O.(Works of all categories).	Upto 7,500 Above 7,500. Upto 25,000.
Collector	Above 25,000. Upto 50,000.	Executive Engineer R.E.O.(Works of All categories).	Above 25,000 upto 50,000.
Special Relief Commi- ssioner	Above 50,000 Upto 1000,000.	Superintending Engi- neer, R.E.O. (Works of all categories).	Above 50,000. upto 2,00,000.
Government in the Revenue Department	Above 1,00,000.	Chief Engineer, R.E.O. (Works of all categories).	Above 2,00,000.

2. Administrative approval to the projects shall be accorded only after obtaining the technical sanction from the authority competent to do so.

3. Government have also been pleased to delegate enhanced power for measurement and check measurement of test relief works in the following manner :-
- (i) The B.D.O. shall check measure all works measured either by the Overseer or by the Officer so authorized up to the cost of Rs.7.500.
  - (ii) The Assistant Engineer or S.D.O. (Tech.) shall check measure every work costing more than Rs.7,500. The Executive Engineer shall check measure at least 10% of every work costing more than Rs.25,000.
  - (iii) In the event of the posts of Overseers lying vacant in a Block, the Assistant Engineer of the S.D.O.(Tech.) will undertake measurement of all such works or the Collector may authorize any other Overseer to discharge the functions of the Overseer of the said block.
  - (iv) The Sub-Collector of the Subdivision shall have power to ask for recheck of the work already check measured before payment of final bill. In such a case the technical authority next higher to the authority who had earlier done the check-measurement shall carry out the recheck and in case of works check measured by the Block Development Officer, the Assistant Engineer or Sub-Divisional Officer (Tech.) shall do the recheck.
  - (v) A work shall not be split up so as to avoid check measurement by the Assistant Engineer of the Executive Engineer, or the Executive Engineers as the case may be.
  - (vi) The Village Level Worker shall measure earth works of simple nature up to the cost of Rs.2,000.
4. This has been concurred by C.D.& P.R. (C.D.) Department/Rural Development Department/Finance Department in their U.O.R.No.377/C.D. dated the 9<sup>th</sup> June 1972 U.O.R.No.283-R.D. dated the 21<sup>st</sup> June 1972/U.O.R.No. 78-Codes, dated the 23<sup>rd</sup> June, 1972.

Yours faithfully

**K. C. MISHRA**  
**Deputy Secretary to Government**

**APPENDIX – XIX**  
**Paragraph 154 (2)**  
**MUSTER ROLL FOR RELIEF WORKS**

**District.....Subdivision.....Block/Circle.....**

**Grama**

**Panchayat.....Village.....**

**Name of Local Manager.....**

**Nature of work.....**

**Estimated cost.....**

Sl.No (1)	Name of worker (2)	Father's Name (3)	Class of worker (4)	Dates (5)

**APPENDIX - XX**

**FORMAT 1**

**Paragraph 162**

**PROGRESS OF LABOUR INTENSIVE WORKS IN THE AREAS AFFECTED BY NATURAL CALAMITIES FOR THE MONTH OF 19**

Due date for Collectors to furnish to the Board of Revenue-20th of      Due date for Board of Revenue to furnish to Revenue following  
month.      Department-25th of following month

Sl.No	Name of Department	Amount both under plan, non-plan & other sources available since occurrence of natural calamity.(000)	Total Mondays to be granted by the end of the financial year. (000)	Achievement during the months		Progress Total			Percentage of achievement during the month		Remarks
				Amount Utilised	Mondays of work generated	No.of projects taken up/ completed	Total amount utilised	Total Mondays generated	Expenditure	Mondays	
1	2	3	4	5	6	7	8	9	10	11	12
1	Rural Development (M.I.P.)										
2	Rural Development (Road)										
3	Rural Development (Deposit and Misc.)										

**APPENDIX - XX  
FORMAT 2  
Paragraph 162**

**PRO FORMA FOR LABOUR INTENSIVE WORKS FOR THE MONTH OF 19**

Sl.No.	Name of District (in alphabetical order)	Target for the month of 19		Achievement during the month of 19		Progressive total		Percentage of achievement during the month	
		Allotment	Mandays	Exp.	Mondays	Exp.	Mondays	Exp.	Mondays
1	2	3	4	5	6	7	8	9	10

**APPENDIX – XXI**  
**Paragraph 170**  
**GRATUITOUS RELIEF**  
**(List of deserving persons)**

District .....

Block/Municipality / N.A.C.....

Sl. No.	Name & percentage of head of family deserving for G.R.	Name of G.P.Vill-Age/Ward	House number /Holding number if any.	Name, Age and relationship of family members needing Gratuitous Relief	Category to which belongs (vide rule 169)	Physical conditions	Indicate if finally selected for getting relief	Name of centre to which allotted for getting relief	In case removed subsequently mention date and reasons for removal	Remarks
1	2	3	4	5	6	7	8	9	10	11

**Signature of Block Development Officer/  
Executive Officer, Municipality/N.A.C.**

**APPENDIX – XXII**  
**Paragraph 172**  
**(To be printed in stiff paper)**

**GRATUITOUS RELIEF CARDS**

- |                                  |  |
|----------------------------------|--|
| 1. Card No.....                  | 6. Name of head of family.....               |
| 2. District.....                 | 7. No of beneficiaries of the family allowed |
| 3. Block/Municipality/N.A.C..... | G.R.....                                     |
| 4. Grama Panchayat/Ward.....     | Adults.....(Number in wards)                 |
| 5. Village/Relief Centre.....    | Children.....(Number in wards)               |
|                                  | 8. Day on which relief will be given.....    |



**Signature of B.D.O. /Executive Officer,  
Municipality/N.A.C.**

**(N.B... Entries should be legibly in ink)**

Date	Quantity of commodity issued		Signature of issuing Officer
	Commodity-Quantity Kg.	Gr.	

**APPENDIX - XXIII**

**Paragraph 174**

**GRATUITOUS RELIEF**

**(Register of issue of commodity to beneficiaries to be maintained at the Relief Centre)**

**Block .....**

**G.P./Ward .....**

**Centre .....**

Sl.No.	Date	Name of Head of family getting G.R.	Card No.	No. of persons given Gratuitous Relief		Commodity	Quantity issued Kg. Gr.	Signature of issuing Officer	Acknowledgement of the head of family or the authorised agent	Remarks
				Adult	Children					
1	2	3	4	5	6	7	8	9	10	11

**Total**

**Signature of the Officer-in-Charge  
of the Relief Centre**

**APPENDIX - XXIII A**

**Paragraph 175**

**GRATUITOUS RELIEF**

**(Register of abstract of issues of gratuitous relief on cards at the relief centres)**

**District .....**

**Block/Municipality/N.A.C.....**

Sl.No	Date of issue	Name of Centre	Number of families given G.R.	No. of persons getting relief			G. R. Issue		Remarks
				Adult	Children	Total	Commodity	Quantity Qn. Kg. Gr.	
1	2	3	4	5	6	7	8	9	10

**Total -**

**Signature of Block Development**

**Officer**

**I Rev.-60**

**APPENDIX – XXIV**  
**Paragraph 178**  
**GRATUITOUS RELIEF**  
**Stock Register**

Commodity .....  
(Different pages to be allotted  
for different commodity)

Sl. No.	Opening Balance Stock with Relief Centre/ Block Q.Kg. Gr.	Date of receipt	Source of receipt	Quantity received Q.Kg. Gr.	Total Receipt Q.Kg. Gr.	Date of distribution	Quantity distributed Q.Kg. Gr.	Progressive total of distribution Q.Kg. Gr.	Balance stock available Q.Kg. Gr.	Signature of Officer-in-charge of Relief Centre/ B.D.O.	Remarks
1	2	3	4	5	6	7	8	9	10	11	12

Signature of B.D.O./Officer-in-Charge of Relief Centre

**APPENDIX - XXV**  
**Paragraph 182**  
**GRATUITOUS RELIEF ON CARDS**

District .....

Return for the month of .....

Sl. No.	Name of Block / No. of Block /Municipality /N.A.C.in which G.R. Scheme is in operation	No. of G.Ps/Wards served	No. of relief centres working	No. of families getting G.R. on card	No. of persons getting G.R. on cards			Stock received during the month		Progressive total of stock received & commodity		Stock consumed during the month		Progressive total of stock consumed		Balance stock available		Remarks
					Adult	Children	Total	Commodity	Quantity Q. Kg. Gr.	Commodity	Quantity Q. Kg. Gr.	Commodity	Quantity Q. Kg. Gr.	Commodity	Quantity Q. Kg. Gr.	Commodity	Quantity Q. Kg. Gr.	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19

Signature of B.D.O./Collector

**APPENDIX - XXVI**

Paragraph 186

**FEEDING PROGRAMME**

Return for the month of .....

Sl.No.	Feeding Programmes under implementation	Date of Starting	No. of beneficiaries provided feeding	Total receipt of food stuff by the end of the month. (in quintals)			Food stuff consumed by the end of the month (in quintals)			Balance stock available by the end of the month (in quintals)			Allotment of funds received by the end of the month on Govt. account (Rupees)	Expenditure incurred by the end of the month (Rupees)	Balance Funds available (Rupees)	Remarks
				Wheat or wheat products	Milk Powder	Oil	Wheat or wheat products	Milk Powder	Oil	Wheat or wheat products	Milk Powder	Oil				
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
1	Normal feeding programme															
2	N.S. Feeding Programme															
3	Feeding Programme undertaken by non-official organisation															

**APPENDX – XXVII**

**Paragraph 190(4)**

**STOCK REGISTER OF GIFT MATERIALS RECEIVED FROM NON-OFFICIAL SEMI GOVERNMENT SOURCES FOR RELIEF**

Description of the Material.....

<b>Date of receipt</b>	<b>Name of the Source from Which materials are received</b>	<b>Quantity received</b>	<b>Reference to letter number and date</b>	<b>Signature of the officer who receives the materials with date</b>	<b>Reference of page No. of issue Register</b>	<b>Remarks</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>

**APPENDX – XXVII A**

**Paragraph 190(4)**

**STOCK REGISTER OF GIFT MATERIALS RECEIVED FROM NON-OFFICIAL SEMI GOVERNMENT SOURCES FOR RELIEF**

Description of the Material.....

<b>Date of receipt</b>	<b>Name of the Person to whom issued</b>	<b>Quantity issued</b>	<b>Signature of the officer issuing with date</b>	<b>Signature / thumb impression of the person who received with date</b>	<b>Reference of page No. of stock Register</b>	<b>Remarks</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>

## APPENDIX – XXVIII

### Paragraph 192(2)

Extract from the rules for the administration of the Indian People's Famine Trust

X

X

X

#### Rule 8

The money granted by the Board shall be spent in one or more of the following way, namely :-

*Firstly* – In supplementing the subsistence ration under the Famine Code. Scarcity Manual or any rule for the relief of distress for the time being in force by the addition of small comforts, Whether of food or clothing or covering or of medical needs for the aged or the infirm, for patients in hospitals and the like

–

*Secondly* – In providing for the maintenance of orphans and inmates of work-houses ;

*Thirdly* – In relieving women, children and other persons in distressed circumstances, who are not used to outdoor work;

*Fourthly* – In helping to re-establish impoverished agriculturists and others who have lost the whole or a substantial portion of their capital in the period of distress, and thereby giving them a fresh start in life ; and

*Fifthly* – In providing for any object specially recommended to the Board by the Central Government.

X

X

X

#### Rule 11

The grant made by the Board shall be spent through such of the following agencies as the Board may, in consultation with the Central Government or the State Government, decide, namely :-

(1) The Central Relief Committee, if a Central Relief Committee shall have been established recognised by the Central Government for the time being to administer Famine or other Relief funds in all parts of India.

(2) A Relief Committee set up or recognised by the State Government and established in the State in which distress prevails.

(3) Any Committee or institution for relief recommended by the Central or the State Government, as the case may be.

(4) Any such person or persons as the Board may appoint in the locality where the distress prevails, the Board having first satisfied itself that proper arrangements for the distribution of relief through trustworthy agents have been made.

#### Rule 11-A

(1) The Committee, Institution or other person referred to in rule 11, shall submit to the Board a full report of the expenditure of the grant, and also a utilization certificate thereof by the grantee signed by an officer not lower in rank than a Deputy Commissioner or Collector of a District to the effect that the grant has been utilized properly and for the purpose for which it was sanctioned, at the end of such period as may be specified by the Board, and any unspent balance shall be returned to the Board at the end of that period.

(2) On receipt of the report and the utilization certificate, if the Board is satisfied that the money has been spent for the purposes for which it was granted, it shall record the same. If the Board is not so satisfied, it shall, where necessary, in consultation with the State or the Central Government, deal with the defaulter, if any, in such manner as may be appropriate.

X

X

X

## **APPENDIX – XXVIII A**

### **Paragraph 192 (3)**

#### **RULES FOR THE ADMINISTRATION OF “THE ORISSA FAMINE CHARITABLE RELIEF FUND**

1. The fund may be called the “Orissa Famine Charitable Relief Fund”.
2. It shall consist of :-
  - (a) That portion of the Fund of the Bihar and Orissa Famine Charitable Relief Fund which was transferred to Orissa on the separation of Orissa.
  - (b) Subscription received from the public, and
  - (c) Interest on any investment made from these sums.
3. The Fund shall be administered by a Committee consisting of –
  - (i) The Minister in charge of Revenue (Special Relief) as President.
  - (ii) Deputy Minister, Revenue (Special Relief) as Vice-President provided that in the absence of the President, he will work as President.
  - (iii) Secretary to Government in the Revenue Department as Secretary, and
  - (iv) Three members to be nominated by the Governor. The Fund shall be utilized to supplement the recognized system of State Relief for the following purposes :-
    - (a) By gift of clothes and blankets.
    - (b) By gift of extra or special food or medical comforts to aged or infirm who are poor, patient in the hospital, children and the like.
    - (c) By grant-in-aid to societies or institutions supporting orphans.
    - (d) By free gifts or supply of work to women to whom labour and ordinary relief work would be a hardship.
    - (e) By grants-in-aid to private poor houses or similar institutions maintained.
    - (f) Grant of money to agriculturists who require support during the interval between the sowing time and the harvest.
    - (g) Grant of money to artisans who have lost their tools or stock in trade.
    - (h) Grant of money to persons leaving the State to resume their ordinary avocations
4. The Committee shall have power to delegate all or any of its functions or powers to the President.
5. The Committee shall have power to make grants from the moneys of the Fund to local Committees to be used for the general purposes outlined above on the occasion of any natural calamity or other occasions on which the distribution of relief becomes necessary.
6. The moneys of the Fund shall be kept in the State Bank of India, Bhubaneswar in an account to be opened in the name of Secretary to the Government in the Revenue Department, who shall have power to operate the Fund.

**APPENDIX - XXIX**

**Paragraph 194 (1)**

MONTHLY RETURN ON RECEIPT AND ISSUE OF MATERIALS (GIFT) RECEIVED FROM NON-OFFICIAL/SEMI-GOVERNMENT SOURCES FOR RELIEF

Return for month ending .....

Name of the District/Subdivision/Block .....

Sl.No.	Name of District	Cash gift received during the month	Descriptions of materials received during the month	Progressive total		Amount credited to Chief Minister's Relief Fund	Materials issued during the month	Balance of Cash in hand if any	No. of beneficiaries who received materials	Progressive total of materials issued	Progressive total no. of beneficiaries	Remarks
				of cash receipt	of materials received							
1	2	3	4	5	6	7	8	9	10	11	12	13

**APPENDIX - XXX**

**Paragraph 196**

**REGISTER OF ORPHANS**

248

Sl.No.	Name of the Orphan, if available	Names of parents or relatives, if available	Residence village, G.P., P.S.,Block	Age	Sex	Circumstances in which child was found destitute	Whether enquiry was instituted to find out parents of orphan and if so, district office proceeding No. and year	Result of inquiry	Manner of disposal		Remarks
									Name and address of orphanage or person to which/whom the orphan was ultimately sent	Conditions (if any) on which the child was sent	
1	2	3	4	5	6	7	8	9	10	11	12

**APPENDIX – XXXI A**  
**Paragraph 235 (2)**  
**MONTHLY RETURN ON DISBURSEMENT OF LOANS UNDER AGRICULTURISTS**  
**LOANS ACT/LAND IMPROVEMENT LOANS ACT.**

SL. No.	Name of Tahsil District	Allotment received by the end of the month	Amount drawn by the end of the month	Amount disbursed by the end of last month	Amount disbursed during the month	Progressive total of disbursement	No. of persons granted loans	Remarks
1	2	3	4	5	6	7	8	9

**APPENDIX – XXXI – B**  
**Paragraph 236**  
**QUARTERLY RETURN ON COLLECTION OF LOANS, UNDER A.L.ACT,**  
**1884/L.I.ACT,1883**

- |   |   |
|---|---|
| 1. Serial No.   | (Separate sheet may be used for each category of loans)                               |
| 2. Category of loans Tahsil wise/District wise        |   |
| 3. Arrear demand at the beginning of the quarter.     | Principal. Interest. Total.   |
| 4. Amount due for recovery during the quarter.        | Principal. Interest. Total.   |
| 5. Amount of remission granted / amount written off.  | Principal. Interest. Total.   |
| 6. Collection made upto the beginning of the quarter. | Principal. Interest. Total.   |
| 7. Collection made during the quarter.                | Principal Interest. Total.  |
| 8. Progressive collection..                           | Principal. Interest. Total.   |
| 9. Balance..  | Principal. Interest. Total.   |
| 10. Remarks..   | (Here show percentage separately for Principal and Interest between columns 4 and 8.) |

## APPENDIX – XXXI (C)

### Paragraph 252

## INSTRUCTIONS FOR ADMINISTRATION OF RELIEF IN CASE OF DISTRESS ON ACCOUNT OF TORNADO

### 1. Introduction

The tornado which visited in April, 1978 was unprecedented. This calamity was unusually severe in its intensity. It affected eleven villages in three Blocks of Cuttack and Keonjhar districts and took a large toll of human lives. The damages to crops, private houses and public utilities were also heavy. The virulence of this tornado was such that it left a permanent mark of Keonjhar district where a village Purunabandhguda was completely razed to the ground.

In view of the peculiar nature of this calamity it is considered desirable to compile a set of Tornado Relief Instructions for future guidance to make the relief operations effective in such cases.

### 2. “Tornado” and its appearance

(i) The word “Tornado” originated from the Spanish word ‘Tornado’ meaning a thunder storm. Tornadoes are local storms of short duration formed of winds rotating at very high speeds. These storms are visible as a revolving whirlpool with a tail coming down to earth. As the storm moves along the ground this outer ring of rotating winds becomes dark with dust and debris.

(ii) The appearance of fully developed tornado can have a variety of shapes. Very often they look like an ordinary funnel, wide at the top and tapering to a small diameter close to the surface of the earth. The funnels appear as an extension of the dark heavy thunder clouds. Occasionally the funnel has the appearance of a long rope, very narrow and twisted in peculiar shape. The outer boundaries of many tornado funnels are very distinct. The other phenomena which are associated with tornadoes are strong peals of thunder, hail and deafening noise due to strong winds. All these help in identifying the phenomenon.

(iii) A typical tornado may be on the ground for one or two minutes and damage an area of 50 metres wide and 2 Kms. long. Record duration has been of 7 hours 20 minutes. Often the tornado funnel is observed to skip along the ground and to move rather erratically. The average speed of movement of a tornado is about 50 Kms. per hour but it varies from practically zero to 120 Kms. P.H. with an extremely zigzag path. Tornado usually occurs during the period from March to May.

### 3. Causes of destruction due to tornado :-

Destruction by tornadoes is caused due to two reasons :

- (a) Strong winds
- (b) Low pressure inside the vortex

The average wind speed of tornadoes is about 150 Kms. P.H. the maximum being 400 Kms. P.H. at times. It causes large scale damage and casualties leaving practically nothing in its path.

### 4. Prediction

Scientific observation of tornadoes is difficult because of their random occurrence, brief duration, small size and great violence. The correlation between thunderstorm severity and tornado occurrence could be of help in prediction, but such prediction may not have a reasonable degree of accuracy and localities likely to be affected cannot also be identified sufficient in advance.

### 5. Safety

Since observation of tornadoes is difficult, whenever a dark cloud with a funnel shape is observed it is desirable to take shelter in a concrete building at the lowest level away from the doors and windows preferably in a small room or a bath room. The second best place would be a ditch or depression where one may lie flat. The place for shelter should be chosen with care lest the flying debris may prove dangerous. If the path of the tornado has been identified, any place away from its path would be most suitable if there is enough time for movement.

### 6. Rescue operations and immediate medical arrangements

Every possible steps should be taken to protect the lives of the people of the affected areas. Besides the rescue operation, immediate arrangements should also be made for removal of the injured persons to hospitals for treatment.

## **7. Clearance of roads for movement of traffic**

The first and foremost requirement is the restoration of communication links to the disaster areas so that there can be an easy flow of relief materials. The Collector shall therefore, expedite the clearance of roads for movement of traffic immediately after the tornado. The Executive Engineers concerned should ensure restoration of communication within two days of the occurrence.

## **8. Provision of temporary shelters and minimum needs**

- (a) The Collector should take immediate steps for provision of temporary shelters to the affected people. Such temporary shelters may be arranged by pitching tents. Supplying Talaies (Bamboo mats) and by constructing barracks on works sites.
- (b) Lighting facilities should be provided at shelter place and articles like lanterns with kerosene oil, candles, match boxes, etc., should be supplied to the affected people till an alternative arrangement for such facility is made.
- (c) Arrangement of special tankers should be made for supply of drinking water in the affected areas.
- (d) Single ordinary mat (Sapa) should be supplied to each affected persons (i.e.man, woman and children).
- (e) Necessary arrangement should be made for providing clothing like Dhoti, Saree and garments to the needy and distressed persons. This may be arranged through the assistance of voluntary organizations like Red Cross. If these are not forthcoming, assistance can be asked for from Chief Minister's Relief Fund. Expenditure from departmental budget should not be incurred on this without special sanction by Government.

9. Emergent relief in kind may be sanctioned to the distressed people irrespective of consideration of status, caste or creed. The scale of relief will be the scale as provided for in case of flood and cyclone. Adhoc G.R., as prescribed in Chapter VIII may also be sanctioned in deserving cases at the discretion of Collector.

## **10. Other measures**

Other measures such as disposal of corpse and animal carcasses, health and public health measures, veterinary measures, agriculture measures and such other measures as are required in the circumstances of the situation shall be taken according to the provisions made in relief code in connection with other major calamities like flood, cyclone and tidal bore, etc.

## **11. Supply of essential commodities**

The Collector shall ensure supply of essential commodities, viz., rice, dal, potato, edible oil, salt, kerosene, match-box, fodder and the like by opening fair price shops in the affected areas.

## **12. Relief by Voluntary Organization**

Relief measures undertaken by Voluntary Organisation/individuals in the affected areas shall be regulated as may be prescribed from time to time and in accordance with the direction of the Standing Committee for co-ordination with Voluntary Agencies as constituted in Revenue Department Resolution No.IVF(II)-38/79-10890/R., dated the 7<sup>th</sup> February 1979.

## **13. House Building Grants**

(1) On receipt of a preliminary Tornado Damage Report form the Collector, the Board of Revenue (S.R.) shall take steps for allotment of funds for payment of house building grant to be sanctioned in respect of private houses damaged due to tornado for repair/reconstruction is as follows :

- (i) For wiped off houses which have been completely razed to the ground (Maximum aid per family) Rs.500
- (ii) For completely collapsed houses (Maximum aid per family) Rs.200
- (iii) For partially collapsed houses (Maximum aid per family) Rs.100

**Explanation** – House which have been wiped off from their original sites leaving behind no building materials shall be treated as wiped off houses or houses completely razed to the ground.

Meaning of the words “Completely collapsed” and “Partially collapsed” houses will be the same as in relation to houses collapsed by flood.

(2) The Procedure for sanctioning such house building grant shall be the same as prescribed for house building grant given due to damages by flood.

(3) In special cases assistance of the Integrated Housing Scheme, other Housing Schemes of the different departments and construction of houses through Voluntary Organisation for the deserving houseless affected families may be availed of.

**14. Supply of forest materials**

Forest materials in the scale indicted below should be made available to the victim families from the nearest unreserved forests if located within a distance of 3 Kms. from the disaster area. Failing this, the Forest Department of the Orissa Forest Corporation should arrange to open depots at near the disaster site for supply of these materials :

	<b>Bomboos</b>	<b>Poies</b>	<b>Rafters</b>
1. For houses razed to the ground per room.	One cart-load	One and half-cart loads	Two cart loads
2. For houses completely collapsed per room.	One cart-load	One cart-load	Half cart-load
3. Per houses partially collapsed per room.	One cart-load	.....	1be cart-load

**15. Assistance of Police**

Police assistance may be availed of for guarding properties and maintaining of law and order as in such a distress anti-social elements are likely to take advantage. It is generally complained that during clearance of debris just after such occurrence valuables and ornaments are not returned to the persons. It should be ensured that during clearance of debris concerned Administrative Officer, Police Officer should remain vigilant in this respect.

16. The need for clearance of debris and disposal of corpses and carcasses is immediately felt after a tornado. The procedure for disposal of dead bodies and carcasses mentioned in paragraph 72 of Chapter IV should be followed.

**17. Restoration of Public Utilities**

Soon after the tornado steps shall be taken forthwith by the concerned Department of Government and the Collector for repair and restoration of public utilities.

**18. Submission of damage report**

Damage reports may be compiled and submitted to the Government and Board of Revenue within the period as prescribed for receipt of flood damage reports.

**APPENDIX – XXXII**  
**Paragraph 259**  
**ORISSA FAMINE RELIEF FUND REGULATION, 1937**  
**( REGULATION XII OF 1937 )**

*(As amended up to 14<sup>th</sup> January 1975)*

A Regulation to provide for the establishment and Maintenance of a Famine Relief Fund in the State of Orissa.

WHEREAS it is expedient to provide for the establishment and maintenance in the State of Orissa of a fund for utilization on occasion of famine and of distress caused by severe drought, flood or other serious natural calamities in the said State. It is hereby enacted as follows:

1. (1) This Regulation may be called the Orissa Famine Relief Fund Regulation, 1937.
- (2) It extends to the whole of the State of Orissa.
- (3) (a) This section shall come into force at once.  
(b) The remaining provisions of this Regulation shall come into force on such date as the State Government may be notification appoint.
2. In this Regulation “Fund” means the Orissa Famine Relief Fund established under section 3.
3. (1) When this section comes into force, the State Government shall establish in and for the State of Orissa and Fund called “The Orissa Famine Relief Fund”.
- (2) The Fund shall consist of :
  - (a) The securities of the Government of India mentioned in section 4 or any other securities of the Government of India to which the said securities may be converted and any securities in which sums placed to the credit of the Fund under sub-section (2) of Section 7 or otherwise, may be invested;
  - (b) the interest which may from time to time accrue on the securities mentioned in clause (a); and
  - (c) such other sums as the State Government may from time to time place to the credit of the fund under sub-section (2) of section 7 or otherwise.
4. The State Government shall invest or reinvest all amounts placed to the credit of the Fund in the securities of the Government of India or of any other State Government in the name of Secretary to the Government of Orissa in the Finance Department.
5. The Fund shall not be expended except upon :
  - (i) the relief of famine in the State of Orissa;
  - (ii) the relief of distress caused by serious drought, flood, fire, cyclone, earthquake or other serious natural calamities in the State of Orissa; and
  - (iii) the construction or repair of embankments after serious floods, and
  - (iv) the establishment charges in connection with relief measures.

Provided that when the Fund exceeds one crore of rupees the State Government may utilize the excess:

- (a) in the execution of the protective irrigation works and other works, if any when required for the prevention of famine in the State;
- (b) in the grant of loans to cultivators under the Agriculturists Loans Act, 1884;
- (c) in the commutation of pension of Government servants; and

- (cc) in the grant of loans to institutions undertaking to advance loans for building fire proof houses in villages; which are often affected by fire;
  - (d) in obtaining ways and means advances from the Reserve Bank of India by pledging of the securities; and
  - (e) if approved by a special resolution passed by the Orissa Legislative Assembly, in any other capital expenditure which is due to be recouped to the State Government after a term not exceeding five years by repayment or by relief from a subsequent capital or recurring charges.
6. The State Government may from time to time invest or reinvest in the securities of the Government of India all sums to the credit of the Fund, which may not be immediately required for any of the purposes mentioned in Section – 5.
- 7.(1) The accounts of the Fund shall be made up at the end of each Financial year, the securities belonging to the fund being valued at their market value on the last day of such years.
- (2) Every year the State Government shall place an amount of “three crores and fifty-eight lakhs of rupees” to the credit of the Fund and the said expenditure shall be a charge on the consolidated fund of the State.
- 8.(1) The State Government may from time to time, make rules for carrying out the objects of this Regulation.
- (2) In particular and without prejudice to the generality of the foregoing power the rules may provide for and regulate the terms of repayment to the Fund of sums withdrawn from the Fund under the provision to Section – 5

Inserted and substituted by amending Act 6 of 1975.

**APPENDIX - XXXIII**  
Paragraph 260  
**ALLOTMENT REGISTER**  
Head of Account  
Unit of Appropriation

Sl. No.	Sanctioned Budget grant	G.O. No. & date in which allotment is made	Amount allotted	Special Relief Commissioner letter No. and Date	R.D.C., Central Division	R.D.C., Northern Division	R.D.C., Southern Division	Allotment made by Board of Revenue to Collector															
								Balasore	Cuttack	Mayurbhanj	Puri	Balangir	Dhenkanal	Keonjhar	Sambalpur	Sundargarh	Ganjam	Koraput	Kalahandi	Phulbani	Bhadrak	Kendrapara	Jagatsinghpur
								9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24
Jajpur	Khurdha	Nayagarh	Sonepur	Bargarh	Deogarh	Jharsiguda	Gajapati	Rayagada	Malkhangiri	Nawarangpur	Nowapada	Boudh	Angul	Total Allotment	Balance	Remarks							
25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41							

**APPENDIX - XXXIV**  
 Paragraph 262 (i)  
**REGISTER OF RELIEF WORKS**

Name of Executing Officers

Sl. No.	Partic-ulars of scheme sancti-oned	Sanct-ioned estimate	Author-ity accord-ing Administrati-ve approval and date thereof	Authority accord-ing technical sanction and date thereof	Agency through which work is done	Date of commenc-ement of work	Amounts paid form time to time		Whether measurement was done by compe-tent authority and date/s thereof	Whether check measurement was doneby compe-tent authority and date/s thereof	Date of comple-tion	Amount of final bill passed and paid	Date of final payment	Total manda-ys gener-ated	Remarks
							Date	Amount							
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16

**APPENDIX - XXXV**

Paragraph 265 (i)

**Monthly Statement of Relif Expenditure from Calamity Relief Fund for ..... (month)**

**Unit of Appriation .....**

Sl. No.	Named of district	Funds available from previous year's grants (Please give yearwise figures)	Amount allotted during current year	Amount drawn out of current year's allotment	Total amount available Cols. 3+5	Expenditure upto end of the previous month	Expenditure during the month	Total Cols. 7+8	Balance		Remarks
									Out of previous drawal	Out of current drawal	
1	2	3	4	5	6	7	8	9	10	11	12

**APPENDIX - XXXVI**

Paragraph 265 (ii)

**Monthly Statement of Expenditure Under Village Reonstruciton Programme for ..... (month)**

**Year of Allotment .....**

Sl. No.	Name of district	Number of houses attotted to				No. of houses comple-ted in all respects	No. of houses made over to beneficia-ries	No. of house lying vacant and reasons thereof	No. of houses deserted and reasons thereof	No. of houses damag-ed and other details	Allotment made	Amout spent	Balance	Remarks
		S.C.	S.T.	Others	Total									
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15

## APPENDIX – XXXVII

Paragraph 273

No.12-1/77-SR

GOVERNMENT OF INDIA  
MINISTRY OF AGRICULTURE AND IRRIGATION  
(DEPARTMENT OF AGRICULTURE)

*New Delhi, the 4th July 1977*

To

**SUBJECT- Submission of memoranda on natural calamities by State Government.**

Sir,

I am directed to say that State Governments submit memoranda seeking advance plan assistance where in their view the expenditure on handling the situation arising out of a natural calamity exceeds the margin money and the plan funds available with them. A Central Team comprising representatives of the concerned Ministries and of the Planning Commission thereupon visits the State concerned and makes an on-the-spot study. It is felt that the task of the Central Teams will be considerably facilitated if the memoranda submitted by different State Governments conform, as far as possible, to the outlines appended to this letter. These outlines seek to bring out the information Central Teams would find useful and a memorandum prepared according to these outlines would obviate time-consuming enquiries. It is hoped that State Government would find these outlines useful. The outline and the annexures do not preclude the State Government to incorporate any other information in any form deemed suitable and relevant.

*Yours faithfully*

**S. P. MUKERJI**

*Additional Secretary to the Government of India*

### **SUGGESTED OUTLINES OF THE MEMORANDUM OF NATURAL CALAMITIES**

I. *Background-* This section should contain a general introduction. The introduction would naturally vary according to the nature of the calamity, but an effort should be made to put the situation in its perspective. In a drought situation, for example, the introduction should be with the general rainfall situation, the month-wise distribution of the rainfalls and shortfalls herein, effect of deficient rainfall on the principal and subsidiary crops, etc.

II. *Nature and extent of damage caused by the natural calamities-* (a) Specific information may be given on the extent of damage. Description of crop damage should indicate the extent of damage and the scope for revival including the possibility of resowing/replanting. The descriptive note may be supplemented by information in Annexure IA/IB.

(b) Damage to public utilities may wherever necessary discussed. The description may be supplemented by information in Annexure IC. If the number of items is very large, details may be given in the descriptive note and Annexure IC may only refer to categories of these utilities and may further classify these according to the nature and extent of the damage. The provision made for normal maintenance/repair in the current years' budget and the budgets of the two preceding years may be indicated.

III. *Loss of revenue if any.*

IV. *Measures taken by the State Government-* (a) Emergent rescue and relief operations and the expenditure incurred thereon may be indicated. The expenditure should also include expenditure, if any, incurred in connection with obtaining assistance from the Defense Services.

(b) Preventive health measures for the human and cattle population and the cost on that account may be indicated.

Information on (a) and (b) above may be summarized in Annexure IIA.

(c) Relief measures including measures to provide employment undertaken by the State may be described. If some measures are contemplated but have not been put into operation, these too may be

mentioned under this item. The source of funds-margin money, Plan funds, Non-Plan funds, should be indicated and an effort should be made to quantify the employment generated or likely to be generated as a consequence of these schemes. The description should be so arranged that each measure taken or contemplated is dealt with separately. The information should be summarized in Annexure IIB.

V. Overall agricultural situation in the State and steps taken to compensate the loss of production on account of the natural calamity.

Steps of revival of the current crop and for augmenting production in the next cropping season should find mention.

VI. Requirement of financial assistance- (a) The need for housing and for supply of fodder seeds, fertilizers, pesticides, etc should be discussed.

(b) A list of schemes that could be financed with available Plan and non-Plan Funds should be indicated and details given in Annexure III. A part from schemes already included in the Plan. It may be possible to finance some schemes out of Plan funds by adjustments at the State level. The effort made by the State to make such adjustments may be indicated. New schemes proposed to be taken with advance plan assistance should also be discussed and necessary information furnished in Annexure III. Discussion under this item should relate to the total Plan and non-Plan resources of the State for the year and the justification for advance plan assistance. An estimate of employment to be generated by each scheme should also be made.

(c) Assistance required in shape of short-term loans may be indicated and details should be given in Annexure IV.

VII. Review of position regarding availability of foodgrains and arrangements for distribution.

This section should also relate to prices in the open market and in the public distribution system.

VIII. Conclusion- A summary of the State Government's proposal may be given.

NOTE- (1) Maps showing the affected areas and the extent of crop damage in different areas may be enclosed to the Memorandum.

(2) This is only a model and State Governments may furnish such other information as in their judgment, would be useful to the Central Teams.

Sl. No.	Name (s) of the district (s)	No. of Block/ Villages affected	Population affected	Cropped area affected		Estimated value crops damaged
				Fully	Partially	
1	2	3	4	5(a)	5(b)	6

**ANNEXURE – IA**  
**DAMAGE CAUSED BY FLOODS, HAILSTORMS OR CYCLONES**

Sl. No.	Name (s) of the district (s)	No. of Block / Villages affected	Population affected	Total area affected	Cropped area affected		Estimated Value crops damaged	Human Lives lost	Cattle lives lost	Estimated value of houses collapsed / damaged	Estimated value of damaged to public utilities	Total damage to crops, houses and public utilities (col.7 + Col 10 + Col.11)
					Fully	Partially						
1	2	3	4	5	6 (a)	6 (b)	7	8	9	10	11	12

**ANNEXURE – IB**  
**DAMAGE CAUSED BY DROUGHT**

Sl. No.	Name (s) of the district (s)	No. of Block / Villages affected	Population affected	Corpped area affected		Estiamted value of crops damaged
				Fully	Partially	
1	2	3	4	5 (a)	5 (b)	6

**ANNEXURE – IC**  
**DAMAGE TO PUBLIC UTILITIES**

Sl. No.	Types of public utilities	Description of damage	Estimated cost of repairs / restoration	Provision for repairs / restoration in the current years budget	Provision for repairs/restoration in the budget of		Estimate for repairs/restoration of National Highways
					The preceding year	The second preceding year	
1	2	3	4	5	6 (a)	6 (b)	7

**ANNEXURE – IIA**  
**COST OF EMERGENT RELIEF MEASURES**  
**(Other than employment generating schemes)**

<b>Item of work</b>	<b>Expenditure incurred</b>	<b>Sources of funds (CRF)</b>	<b>Balance available</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>

**ANNEXURE –II B**  
**COST OF EMPLOYMENT GENERATING SCHEMES**

Types of measures	Department / Agency incharge	Amount likely to be avialble				Wage component of the amount indicated in 3 (d)	Employment generated / likely to be generated (in mandays) (The estimate should relate to each of the remaining months of the year separately)
		Plan	Non-Plan	Marginal Money	Total		
1	2	3 (a)	3 (b)	3 (c)	3 (d)	4	5
							Month A    Month B    Month etc. C

**ANNEXURE –III**  
**REQUIREMENT OF ADVANCE PLAN ASSISTANCE**

Sl. No.	Description of the scheme	Total Preceeding Plan Outlay	Expenditure till end of the previous year	Balance available	Current years plan provision	Expenditure up-to-date	Balance availed	Estimate of the cost including the additional cost required on account of the nature calamity	Funds available by adjustment within the pain	Advance Plan assistance required	Employment likely to be generated (in mandays)
1	2	3	4	5	6	7	8	9	10	11	12

**ANNEXURE –IV**  
**REQUIREMENT OF SHORT TERM LOANS**

Purpose for which the loan is required	Description of likely benefits	Amount of loan required
1	2	3

**ANNEXURE –IV**  
**REQUIREMENT OF SHORT TERM LOANS**

Sl. No.	Name of district	Area affected in lakh hectares			Population affected in lakhs			Damage to crops						
		Protected	Unpro- tected	Total (3+4)	Protected	Unpro- tected	Total (6+7)	Area in lakh hectares			Value in Rs. Lakhs			
								Protected	Unpro- tected	Total (9+10)	Protected	Unpro- tected	Total (12+13)	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	

Damage to Houses						Cattle lost Nos.			Human lives lost Nos.		
Nos.			Value in Rs. Lakhs			Protected	Unpro- tected	Total (21+22)	Protected	Unpro- tected	Total (24+25)
Protected	Unpro- tected	Total (15+16)	Protected	Unpro- tected	Total (18+19)						
15	16	17	18	19	20	21	22	23	24	25	26

Damage to public utilities in Rs. Lakhs			Total damage to crops, houses and public utilities			Remarks
Protected	Unprotected	Total (27+28)	Protected (12+18+27)	Unprotected (13+19+28)	Total (14+20+29)	
27	28	29	30	31	32	33

**ANNEXURE - XXXIX**

**Paragraph 278**

**WEEKLY REPORT ON FLOOD SITUATION PRESCRIBED IN LETTER NO. F, C.34(1)/77, DATED 23-4-1977 FOR SUBMISSION TO THE GOVERNMENT OF INDIA, MINISTRY OF AGRICULTURE AND IRRIGATION, DEPARTMENT OF AGRICULTURE AND DEPARTMENT OF IRRIGATION AND CENTRAL WATER COMMISSION**

Sl. No.	Name of State	Area affected in lakh Ha.	Popula-tion affected in lakhs	Damage to crops		Damage to houses		Cattle lost Nos.	Human lives lost Nos.	Damage to public utilities in Rs. Lakhs	Total damage to crops, houses & public utilities (Cols. 6+8+11) in lakhs of Rs.	Remarks
				Area in lakh Ha.	Value in Rs. Lakhs	Nos.	Value in Rs. Lakhs					
1	2	3	4	5	6	7	8	9	10	11	12	13

## APPENDIX - XL

### Paragraph 279 ( I )

#### LIST OF OTHER IMPORTANT REPORTS AND RETURNS

Sl. No.	Reference to chapter	Reference to paragraph	Nautre of report/ return	By whom to be submitted	Date of submission
(1)	(2)	(3)	(4)	(5)	(6)
1	III	24	Weather & crop situation	Collector	This should find place in the confidential fortnightly report
2		24	Situation report for April, May June.	Collector Board of Revenue	10th July 20th July
3		25	Monthly situation report from july to October/ special situation report.	Collector Board of Revenue	10th of succeeding month/ October. Not later than a week after receipt from the R.D.C.
4		28	Crop loss assessment report.	Collector Board of Revenue	7 th July 15th July
5		32	Reports subsequent to declaration of draught.	Collector	To furnish frequent reports on the situation besides the normal reports precribed.
6		42	Final report on Drought.	Collector  Board of Revenue	within one month of the closure of Drought relief operations.  Within two months of the closure of relief operations.
7		48	Weak points in floodcontrol works;	Irrigation officers to Collector.	In May before meeting of District Level Committee on Natural calamities.
8		51	List of flood Circle Officers.	Collector	1st week of June
9		57	List of places where food stock stocked.	Collector	30th June
10	III	59	Progress in clearance of drainage works.	Irrigation & Power Department to Revenue Department.	30th June
11		65	Review of pre-flood arrangements	Collector and Revenue Divisional Commissioner.	5th July
12		71	Submission of daily situation report during flood	Collector Bord of Revenue	

13	III	96	Preliminary Flood damage report.	Collector	Immediately after assessment of flood damage.
				Board of Revenue	Within a week of the receipt of reports from Heads of Department
14		77	Final Flood Report	Collector	Not later than one month from the date of abatement of flood
				Board of Revenue	Soon after receipt of the reports from the Collectors.
15		104	Review of pre-cyclone arrangements	Collector and Revenue Divisional Commissioner	By end of September
16		105	Occurrence of cyclone	Collector and Board of Revenue	Within 24 hours.
17		106	Post- cyclone disaster measures - Quick review and submission of report on damage.	Collector Board of Revenue.	Within three days of occurrence. Soon after receipt from Collector.
18		116	Preliminary / Final cyclone damage report.	Collector and Board of Revenue.	Same as against Paragraph 75 and 76.
19		145	Report of fire accident.	Tahasildar to collector, R.D.C. Board of Revenue & Revenue Depart.	Soon after distribution of free grants.
20		146	Quarterly return on fire accidents.	Collector	15th of the succeeding month
21		147	Annual return on fire accidents.	Collector	15th of April.
22	VII	162	Monthly return on work.	Collector	20th of succeeding month
				Board of Revenue.	25th of succeeding month
23	VIII	182	Monthly return on Gratuitous Relief.	Collector Board of Revenue	25th of the month 1st of the succeeding month
24		186	Monthly return on feeding programme.	Collector Board of Revenue.	15th of the succeeding month 20th of succeeding month
25	IX	194	Monthly return on Private charity	Collectors & others. Board of Revenue	10th of the succeeding month 20th of the succeeding month.
26	X	199	Monthly return orphans.	Collectors Board of Revenue	By the end of the month 20th of the succeeding month.
27	XI	207	Weekly report on health measures.	Director of Health & F.W. Services.	7th, 14th, 21st and last day of the month
28		221	Weekly report on Veterinary measures.	Director of Animal Husbandary & Veterinary Services.	7th, 14th, 21st and last day of the month

**APPENDIX – XLI**  
**CHAPTER – VII**  
**Paragraph 158**  
**GOVERNMENT OF ORISSA**  
**C .D. & S. W. DEPARTMENT**  
**No. 1720 (13) –C.A.P. 2/78**  
**Dated Bhubaneswar, the 7<sup>th</sup> February 1978**

**From**

**K B. VERMA,**  
**Director of Community Projects and**  
**Ex- officio Joint Secretary to Government.**

**To**

**ALL COLLECTORS**

**SUBJECT – Grain for Works Programme Accounting Procedure.**

**Sir,**

I am directed say that the Government have been pleased to prescribe an Accounting procedure for the implementation of the Grain for Works Programme. A copy is enclosed for your reference.

**Copy of this letter along with its enclosure is being endorsed to all Sub Divisional Officers and Block Development Officers.**

**Yours faithfully,**

**K.B. VERMA**  
**Director of Community Projects**

Copy along with copy of the Accounting Procedure forwarded to Planning & Co – ordination Department / Finance Department/Revenue Department/all S.D.Os / all B.D. Os.

**C. D. & S.W. DEPARTMENT**  
**ACCOUNTING PROCEDURE FOR GRAINS FOR WORKS PROGRAMME**

The Grains for Works Programme is a centrally sponsored scheme for generation of additional employment opportunities in Rural areas by utilizing surplus grains in the Country. Wheat is given free by the Central Government and matching cash grant by the State Government.

2. Under the scheme, all approved Samiti and Panchayat roads, other important village roads, minor irrigation project having an ayacut of less than 60 acres which are maintained or controlled by Panchayat Samitis, construction / repair / maintenance of wells, school buildings borne in the blocks of the State Government shall be taken up for maintenance and repairs. This scheme also applies to new works where budget provision exists as well as to programmes where the cash component can be arranged by Panchayat/ Panchayat Samitis from out of their K.L.and Cess grants and other own funds and local contribution and where people are willing to take up work entirely with wheat.

3. The works shall be executed either departmentally or through job works. Where job workers are entertained no tender need be called but an agreement in K-2 Contract form shall be executed with the job worker and thereafter Provision of Panchayat Samiti Accounting Procedure Rules, 1961 will apply. The job workers shall be required to maintain detail account of labourers engaged and wages paid whether in cash or in kind.

4. Labourers shall be paid 75 % of their wages in wheat and 25 % in cash per day per head depending on their outturn.

**5. Where the work will be executed departmentally the following procedure shall be followed:**

- (i) Daily Muster Rolls of the labourers engaged in the work and wages earned and paid shall be maintained by the Sub – Assistant Engineer.
- (ii) Since wages to be paid to the labourers will be commensurate with the outturn duly measured and check – measure reference to the measurement book should be quoted in the Muster Roll.
- (iii) Wherever necessary, mates may be appointed, who shall be paid wages in cash and kind equivalent to Rs. 4 per day that is 25 % in cash and 75 % in wheat.
- (iv) In maintenance of Muster Rolls and supervision of work, the S.A.E. may be assisted by the V. L.W. and the Mates.
- (v) For payment of wages, advance in cash and wheat may be issued in favour of the S.A.E. which should be adjusted at the end of each week. The B.D.O. shall exercise due caution for giving advance and shall be personally held responsible if advances received by the S.A.E. are not adjusted at the end of each week and before payment of fresh advances.
- (vi) In exceptional circumstances other Extension Officers of the Block and the V.L.W. may be authorised by the B.D.O. to make payment of the labourers if the S.A.E. is not available or otherwise engaged.
- (vii) The S.A.E. will be in overall charges of all works executed Departmentally under the direct supervision of the B.D.O.

6. The value of wheat lifted from the F.C.I. shall be calculated at the rate of Rs. 115.00 per quintal for the purpose of preparation of plan and estimates and at Rs. 125.00 per quintal for the purpose of payment wages in kind. The cost of carriage and other incidental charges which shall not exceed Rs.10.00 per quintal shall be met from this difference.

However in respect of interior blocks, which are far away from the rail heads, higher rate of transportation charges may be allowed by the District Collector. The difference between the actual and the ordinarily permissible rate or Rs. 10.00 per quintal shall be met from the cash funds available for the Projects in each case, However, saving in Blocks close to F.C.I. Godown should normally be enough to offset the extra cost incurred by the interior Blocks. Thus Rs. 10.00 per quintal on an average will cover the cost of transport, storage, etc.

7. Transportation of wheat from the F.C.I Godown to the Block headquarters shall be made by Truck, Bullocks Cart, Boat and / or head – load, whichever is the convenient and the cheapest. In the districts where regular transporting agents under the S.N.P and the CARE feeding programme have been appointed, they may be engaged to lift the wheat stock from F.C.I. Godown subject to execution of a normal agreement to that effect. In exceptional cases other transport agents may be engaged.

8. The total allocation of wheat shall be placed at the disposal of the District Collector, who will distribute it blockwise according to the requirement of the blocks based on the estimated cost of the works approved for execution under the scheme.

9. The Collector or an officer duly authorised by him, shall place indent for wheat with the Managing Director, Food Corporation of India along with a list of Block Development Officers who will lift wheat for their respective blocks. The indent shall be prepared in triplicate. Two copies of the indents shall be handed over to the Block Development Officers concerned for presentation to the Food Corporation of India Depot and the 3<sup>rd</sup> copy shall be retained in the Collectorate. Of the two copies of the indents received by the Food Corporation of India through the Block Development Officer, one copy shall be retained by the former and the other copy returned to the Collector at the end of the month showing the stock issued to the block.

**10. The B.D.O. shall maintain a separate register in which the wheat stock received from the F.C.I. and issued for different works shall be correctly accounted for in the following manner:**

- (i) The Register shall be a bound one in the *proforma* prescribed for receipt and distribution of agriculture seeds, etc. If the Register is in manuscript form, each page should be consecutively numbered in ink and a page number certificate furnished on the first page of the Register by the B.D.O. himself.
- (ii) The total quantity of wheat lifted from the F.C.I. Godown shall be entered in the Register indicating the indent Number and date of its issue. The cost price of the wheat shall be shown as Rs. 115.00 per quintal. The amount spent towards carriage and other incidental charges shall be indicated as a separate item below each consignment with reference to paid voucher.
- (iii) On the issue side of the register the name of the work, name of the SAE/VLW/Job worker, quantity of wheat issued and received with acknowledgement of the receiver should be clearly indicated. The issuer rate of the wheat shall be calculated Rs. 115.00 per quintal.

11. At the end of the month an abstract of the total quantity of wheat received transportation charges paid for lifting the stock from Food Corporation of India Godown, quantity of wheat issued to the works and balance stock available in the Block Godown along with details of cash components paid to the labourers shall be prepared by the Block Development Officer and furnished to his collector not later than fourth of the succeeding month the district collector shall in his turn prepare a block wise statement of abstracts in respect of free wheat consumed during the month along with cash spent and send them to Community Development & Social Welfare Department not later than 10<sup>th</sup> of every month.

12. Since the works executed under the scheme belong to Community Development & Social Welfare Department no contingent or supervision charges shall be added to the estimate.

13. All empty gunny bags shall be collected and separately accounted for. They should be disposed of by public auction at a rate at least similar to that of the Supply Department. The sale proceeds of the gunny bags shall be taken into account as reduction of expenditure under the same head to which the financial allotment relates.

14. The existing rules applicable to the Samiti works in respect of technical sanction administrative approval, measurement and check – measurement as contained in rule 108 of the P.S. Accounting Procedure Rules, 1961 shall be applicable.

## INDENT FOR FOODGRAIN

Indent on F.C.I. Godown \_\_\_\_\_

No. \_\_\_\_\_

Date \_\_\_\_\_

Block \_\_\_\_\_

Sl. No	Description of foodgrain	Quantity indented	Quantity issued	Rate	Value	Name of Block to which stock issued
1	2	3	4	5	6	7

Name of the person to whom the quantity of wheat is delivered and his signature		Dated signature of indenter and his designation (Collector)	Issued on .... Signature... Designation ...	Received .. Signature... Designation ...	Remarks
Full name	Signature				
8	9	10	11	12	13

**APPENDIX – XLII**  
**CHAPTER – IX**  
**Paragraph 189**

**No. 10890 – IVF ( II ) –38//79 – R.**

**GOVERNMENT OF ORISSA**  
**REVENUE DEPARTMENT**

**RESOLUTION**

Dated Bhubaneswar, the 7<sup>th</sup> February 1979

Subject: Constitution of a standing committee for co-ordination with the voluntary Agencies helping Government in relief operations during the natural calamities.

During the natural calamities, various voluntary Organisations are taking up relief operations in the affected areas in addition to relief operations carried out by Government. The relief operations in the affected areas by the nonofficial organisations have to be co-ordinated at the level of the Special Relief Commissioner to avoid duplication consequential wastage and overlapping in the matter of organising and administering relief.

Government have therefore, been pleased to constitute a standing committee with the following members:-

- |  |               |
|--|---------------|
| 1. Special Relief Commissioner and Member, Board of Revenue, Orissa, Cuttack | Chairman      |
| 2. Dr. Radhanath Rath, President Lok Sevak Mandal                            | Vice-Chairman |
| 3. Commissioner & Secretary to Government, Revenue Department                | Member.       |
| 4. Secretary to Government, C.D. & S.W. Department.                          | Member        |
| 5. Deputy Secretary, Special Relief, Board of Revenue.                       | Member        |
| 6. Deputy Relief Commissioner  | Member        |
| 7. Honorary Secretary, Red-Cross, Orissa                                     | Member        |
| 8. Administrator, CARE, Bhubaneswar.   | Member        |
| 9. Chairmann State Social Welfare Board, Bhubaneswar.                        | Member        |
| 10. A Representative from Indian Medical Association, Cuttack.               | Member        |
| 11. Secretary, Orissa Nari Seva Sangh, Cuttack                               | Member        |
| 12. Director, Cathelic Churches, Khurda Road                                 | Member        |
| 13. General Secretary, YMCA, Cuttack   | Member        |
| 14. Secretary, YMCA, Cuttack   | Member        |
| 15. Project Co-ordinator, Servoday Relief Committee, Cuttack.                | Member        |
| 16. Field Co-ordinator, V.R.O., Cuttack                                      | Member        |

The committee shall meet as and when necessary.

4 The Committee shall co-ordinate the non-official relief activities in the affected areas.  
The functions of the Committee shall be as follows:-

- (i) Allotment of specific areas or specific aspects of relief work to different agencies.
- (ii) Starting of mid-day meal centres, free kitchen etc. by the voluntary organisations.
- (iii) Meeting the problems of Transportation of food stuff/gift materials contributed by the voluntary Organizations and private individuals for relief.
- (iv) Employment oriented labour intensive long during work programmes in the affected areas.
- (v) Storage of gift materials.
- (vi) Receipt and account of cash.
- (vii) Encouragement of village volunteer force.

- (viii) Preparation of Short term contingency plan and long – term perspective for preventive and rehabilitation programmes.
- (ix) Motivation and galvanisation of voluntary organisations for undertaking disaster mitigation tasks.

5. The non-official members who attend the meeting of the above committee are entitled to get travelling and daily allowances as admissible under Finance Department Resolution No. 18937-F., dated the 6<sup>th</sup> August 1955, as amended from time to time.

-----  
ORDER – Ordered that the Resolution be published in the Orissa Gazette for general information.

Ordered also that copies of the Resolution be forwarded to all members of the Committee/all Departments of Government/All Heads of Departments/ Secretary to Governor/ all District Officers/Accountant – General, Orissa, Bhubaneswar for information.

By Order of the Governor

R. K. MISHRA

Commissioner and Secretary to Governments

*Copy forwarded to all Members of the Standing Committee/all Departments of Government/all Heads of Department/Secretary to Governor/All District Officers/ Accountant – General, Orissa for information.*

OGP – MP-II (Rev.) 1-3.000-1-10-1980.

**APPENDIX – XLIII**  
**(see paragraph –161)**

**GOVERNMENT OF ORISSA**  
**REVENUE & EXCISE DEPARTMENT**

**Letter No. 15999 – IVF (RC – BUD)**

**Dated, 21<sup>st</sup> March 1992**

**To**

**The Irrigation Department**  
**Department of Energy,**  
**H & U.D. Department.**  
**Rural Development Deptt.**

**Sub : Waiving of prorota charges on Relief Works.**

In inviting reference to Revenue & Excise Department office memorandum No VF (RC-Bud) – 19/90 – 1193/R. dated 08/01/1991 copy of which has been sent to your Department in memo No. 1195/R, dt. 08/01/1991 in the above subject the undersigned is directed to clarify that no (prorota) Departmental charges will be levied on Relief works undertaken on or of after 08/01/1991 irrespective of the date of allotment of funds.

This may please be brought to the notice of all concerned under their administrative control.

**Asst. Financial Adviser – cum-  
Under Secretary to Government.**

**ANNEXURE – I**  
**No. 29033-111ER-130/66-R.**  
**GOVERNMENT OF ORISSA**  
**REVENUE DEPARTMENT**

**RESOLUTION**

**Bhubaneswar, the 16<sup>th</sup> May 1966**

**SUBJECT : Creation of the Post of a Special Relief Commissioner**

Drought conditions resulting from the unusually low rainfall during 1965-66, have very severely affected six districts, namely, Balangir, Dhenkanal, Kalahandi, Sambalpur and Sundargarh. Other districts have also been affected though to a less extent; Government have been issuing instructions from time to time since August, 1965, as to the measures to be taken by the Revenue Divisional Commissioners, The Collectors and other field Officers, for conducting relief operations in the affected areas. The Board of Revenue has the overall responsibility of directing these operations. The volume of the work relating to relief operations has by now increased to such an extent that the Member, Board of Revenue cannot handle it without the assistance of another officer. As relief operations generally call for instantaneous attention and immediate action on the spot, Government have decided create, as a temporary measure, a post designated as Special Relief Commissioner in the office of the Board of Revenue. With the creation of this post and the appointment of every senior and experienced officer to this post who will be in charge of all relief operations necessitated by flood, drought, fire, cyclone, etc Government have also been pleased to relieve the Member, Board of Revenue of the responsibility he was having hitherto in these matters, The Special Relief Commissioner will be directly responsible to Government “will be directly responsible to Government” in these matters and will exercise all powers. The Board of Revenue regarding supervision and control over the Revenue Divisional Commissioners. Collectors and all other officers of general and Revenue administration so far as administration of relief operations are considered.

2. (1) The Special Relief Commissioner will exercise all the administrative and financial powers of a Head of the Department in respect of the subjects in his charge.

(2) He shall, as the delegate of the State Government, exercise complete control, so far as relief operations are concerned, over the Head of Departments and their subordinates and subject to the control of the State Government, he shall have authority to direct any Head of Department or any other field officer to function in any particular manner if he considers that this is necessary in the interest of the administration of relief measures. When he issues such a direction. He shall keep the concerned administrative Department or the Head of the Department, as the case may be the Revenue Department informed of it.

(3) He shall have authority to call for any information from any Head of Departments or from any other field officer of any Department if he considers it necessary in the interest of relief operations.

3. (1) When the urgency of the situation so demands, he shall have authority to transfer any gazetted or non-gazetted officer working in connection with relief operations from one place to another and when he does so, he shall furnish a copy of his order to the authority competent to issue such orders in formal times, for his information.

(2) He shall have authority to requisition the services of gazetted and nongazetted officers working in the affected area for administering urgent relief operation.

4. He shall also exercise the following powers in respect of administration of relief operations.

Sl. No.	Nature of powers	Extent of delegation
1.	To sanction detailed schemes Approved in principle by Government	Full powers for all types of schemes in consultation with the appropriate technical officer.
2.	To order construction of temporary structures necessary for administration of relief operations.	Full powers subject to the condition that no single structure would cost more than Rs. 10,000.
3.	Sanction of temporary posts of non-gazetted staff.	Full financial powers of the Board of Revenue and of the Revenue Divisional Commissioner as delegated in Government of Orissa, Finance Department Resolution No. 16609-Codes =120/66-F., dated the 8 <sup>th</sup> May 1966, in respect of the heads of accounts for which he will be the controlling officer under paragraph 1 above.
4.	To prescribe headquarters of a Gazetted Government servant employee on relief works.	Full powers
5.	To sanction contingent expenditure other than purchase of vehicles for the office of Board of (Special Relief Section) Revenue Divisional Commissioners, Collectors, Subdivisional Officers, Tahasildars and Block Development Officers where such expenditure is needed for administration of relief operations and as debit to the budget head for which he is the controlling officer.	Full powers

5. He shall have authority to delegate any or all of his above powers to Revenue Divisional Commissioners, Collectors and other Gazetted Officers working under him in connection with relief operations.

6. The financial powers referred to above are exercisable subject to the only condition that provision incurring the expenditure is available in the sanctioned budget.

ORDER – Ordered that the Resolution be published in the *Orissa Gazette*, for general information.

Ordered also that copies of the Resolution be forwarded to (1) all Heads of Department, (2) all District Officers, (3) Accountant-General, Orissa, Bhubaneswar, for information and guidance.

*By order of the Governor*  
**B. K. MISHRA**  
*Secretary to Government*

**ANNEXURE –I I**  
**No. IICY(CDMC)-37/82-66575/R.,**  
**GOVERNMENT OF ORISSA**  
**REVENUE DEPARTMENT**

**RESOLUTION**

**Dated, Bhubaneswar, the 12<sup>th</sup> October 1981.**

**Sub: Delegation of power to the Special Relief Commissioner.**

Occurrence of successive natural calamities has necessitated creation of the post of a Special Relief Commissioner in the Board of Revenue as a temporary measure to supervise the effective implementation of relief operations. The Officer holding the post at present has been appointed in General Administration Department Officer Order No. 3445/Gen., dated 6.2.81. Although he is functioning and exercising the powers as provided under Section 12 of the Orissa Relief Code, no formal delegation of adequate administrative and financial powers has been made to him so far.

2. In order to regularise the functions and powers exercised by the Special Relief Commissioner and to invest him with definite authority to carry on relief and rehabilitation measure effectively, Government have been pleased to decide that Special Relief Commissioner will continue to exercise administrative and financial powers as enumerated below by means of this formal delegation.

3. (i) Special Relief Commissioner will exercise all the administrative and financial powers of the Member, Board of Revenue in respect of the subjects in his charge.

(ii) He shall have authority to call for any information from any Head of the Department or from any other field officer of any Department. And shall periodically review and co-ordinate the activities of relief operations if he considers it necessary in the interest of relief operations.

(iii) He shall have full powers to sanction detailed schemes approved in principle within the Relief Budget.

(iv) He shall have the authority to requisition the services of Gazetted and Non-gazetted officers working in the affected areas for administrating urgent relief measures.

(v) He shall also exercise full powers to prescribe the headquarters of a Gazetted Government servant employed on relief work.

(vi) He shall have authority to empower the Collectors of the affected districts to requisition vehicles of other Departments. Whenever needed for efficient execution of relief operations. The concerned Collectors may also be empowered by him to requisition vehicles of the private parties if the situation so demands, on payment of hire charges at the rate paid by the Home (Election) Department. While requisitioning such vehicles for purpose of conducting elections.

4 This Resolution has the concurrence of the General Administration Department. And Finance Department.

Ordered that the Resolution be published in Orissa Gazette for general information.

Ordered else that copies of the Resolution be forwarded to

1. All Departments. Of Government.
2. All Heads of Departments.
3. All District Officers.
4. A. G., Orissa, Bhubaneswar, for information & guidance.

*By order of the Governor*  
**Sd/- P. K. PATNAIK,**  
*Secretary to Government.*

**ANNEXURE –III**  
**GOVERNMENT OF ORISSA**  
**REVENUE AND EXCISE DEPARTMENT**

**RESOLUTION**

No. IICY(CDMC)-15/89 / 21522 R.,

**Dated, Bhubaneswar, the 4. 4. 88**

**Sub : Declaring Special Relief Commissioner, Orissa as Head of Department.**

Special Relief Commissioner has been exercising all the administrative and financial powers of a Head of the Department in terms of Revenue Department. Resolution No. 29033-IIIER-13/66-R dated 16. 5. 66 and 66575, dt 12. 10. 82. for smooth functioning of the Relief Commissioner, Orissa as Head of the Department was under the active consideration of the Government.

2. After careful consideration Government have been pleased to decide that the Special Relief Commissioner shall be declared as Head of Department for effective functioning of the internal administration and business of the office and prompt disposal of relief matters.

3. The declaration of the Special Relief Commissioner as Head of Department shall take effect from the date of issue of this Resolution and shall be included in the Appendix-3 of the Orissa Service Code.

ORDER : Ordered that the Resolution shall be published in an extraordinary issue of the Orissa Gazette for general information and also ordered that a copy of the resolution be forwarded to all Departments of Govt./all Heads of Department/all District Officers/Commissioner-cum-Director of Printing Stationary and Publication, Orissa, Cuttack.

*By Order of the Governor,*

**B. C. Patnaik**  
*Secretary to Government.*

**ANNEXURE –IV**  
**GOVERNMENT OF ORISSA**  
**REVENUE DEPARTMENT**

No. IVF – (T)-11/74 / 34588 / Rev.,

**Bhubaneswar, Dated, the 7<sup>th</sup> May 1980**

**From**

**Ganesh Datta**  
**Under Secretary to Government**

**To**

**The Deputy Secretary,**  
**Board of Revenue (SR) Orissa, Cuttack.**

**Sub: Provision of drinking water in the lean months particularly in the months of April to June each year by undertaking construction of surface wells and Chahalas.**

**Sir,**

I am directed to invite a reference to this Department Letter No. 26520/Rev. dated 3.5.96 and No. 54461/ R dated 27.7.79 and to say that after careful consideration Government have been pleased to raise the cost of construction of surface wells (Chuha) to an amount not exceeding Rs.200/- and that of shallow pond (Chahala) to an amount not exceeding Rs.600/-, to be taken up under Test Relief Grant.

2. Other Conditions for undertaking such temporary construction of surface wells and shallow ponds as laid down in Government orders issued from time to time may be followed. All concerned may be informed accordingly.

*Yours faithfully,*

**Sd/-**

**Ganesh Datta**

Under Secretary to Government

**ANNEXURE – V**

**SPECIAL RELIEF COMMISSIONER, ORISSA**

No. 973 S.R.,  
XLV – 24/94

Dated 20/02/95

**From: J. N. PODDAR**  
**Special Relief Commissioner,**  
**Orissa, Bhubaneswar**

**To**  
**All Collectors.**

**Sub: Proposal to standardise the hire charges of boats engaged in rescue and relief operation.**

Sir,

In flood/cyclone emergencies, country boats locally available are engaged for rescue & relief operations, the number of power boats/fibre glass boats with outboard motors available being limited. No uniform scales of hire charges have been laid down for meeting payments to the boat owners and there is considerable delay in clearing their claims. Collectors, throughout the State, have been following different rate for payment of hire charges of these country boats. After due consideration of the recommendations of the committee of Collectors, the following rates are prescribed for payment of hire charges of private boats and transport charges of relief materials.

(a) Hire charges of private country boats :		
I.	(a) For big boat carrying capacity of Q. 30.00 & above	Rs.200.00 per day
	(b) Labour Charges (5 persons)	Rs.125.00 per day
	(c) Charges of boat man	Rs. 40 per day
		-----
		Total : Rs. 365.00
II.	(a) For boats carrying capacity less Than Q. 30.00 but not less than Q. 10.00	Rs. 150.00 per day
	(b) Labour charges	Rs. 75.00 per day
	(c) Charge of boatman	Rs. 40.00 per day
		-----
		Total : Rs. 265.00
III.	For small boat carrying capacity Less than Q. 10.00	Rs. 165.00 per day

(B) Transport Charges of vehicles :

Public carriage	Rs. 300.00	per day excluding POL charges
Mini Bus	Rs. 90.00	per day excluding POL charges
Jeep/Taxi	Rs. 70.00	per day excluding POL charges
Trekker	Rs. 10.00	per KM including POL charges

2. However, the rates as quoted above are the maximum rates and the Collectors are free to follow the rates as prevailing in the locality within the same limit. There may be circumstances, where, under exigencies of situation, people may not come forward to offer their boats/vehicles on hire for relief operation at the rates prescribed above. In such a situation the local officers indenting boats/vehicles should obtain prior approval of the Collector regarding the rates to be paid, so that unnecessary expenditure is avoided.

3. This shall come into force with immediate effect and will be applicable to the boats and motor vehicles engaged in connection with the flood emergency of 1994 and subsequent occurrences.

*Yours faithfully,*

**Sd/- J. N.Poddar**  
**Special Relief Commissioner**

**ANNEXURE – VI**  
**No XLV-24 / 94 978 / SR., Dt. 20.2.95**  
**SPECIAL RELIEF COMMISSIONER**

.....

**From: Sri J. N. Poddar**  
**Sepecial Relief Commissioner,**  
**Orissa, Bhubaneswar**

**To All Collectors**

**Subject : Scale of foodstuff and other administrative charges for supply of Cooked food.**

**Sir,**

For administration of different types of relief measures, detailed provisions have been laid down in the Orissa Relief Code (ORC). The first type of relief that is administered is emergent relief, which is given in the severe casid of Natural Calamities, especially floods and cyclones, when people are in acute distress, with their villages marooned or cut off from the mainland, their houses having been washed away or having fully collapsed and it being impossible for them to procure food. Such emergent relief may include rice, chuda, mudhi, gur, ragi and maize etc. besides other necessaries of life. These are generally supplied at the rate of 500 grams per adult and 250 grams per child below 12 years of age, when it is absolutely impossible for the flood or cyclone victims to cook their food to enable the victims to tide over a few days of extreme distress and suffering. The ORC. Does not lay down any scale at which provisions for cooked food should be issued.

2. In this office circular letter No.248/SR dt.24.10.1995 certain guidelines were issued for administration of free kitchen at flood affected villages. In this office letter No.531/SR dated 1. 10. 1991 addressed to the Collector, Koraput, instructions were issued for operation of free kitchen in villages affected by virulent type of epidemics. It was felt that the scales of foodstuff laid down in these 2 letters were somewhat inadequate.

3. A committee of the concerned Collectors was appointed to go into the question of fixation of uniforms and adequate scales of ration for supply of cooked food in cases of aggravated suffering and distress of the people on account of the above mentioned Natural Calamities. According the unanimous recommendations of the Committee of Collectors, the following revised scales of provisions are laid down for supply of cooked food to the victims of Natural Calamities of an extreme nature.

4.

	<u>Adult</u>	<u>Child</u>	
5.	Rice	300 gms	125 gms
6.	Dal	50 gms	25 gms
7.	Vegetables worth	Rs. 1.00	Rs. 1.00
8.	Fuel, Condiments,	Rs. 1.00	Rs. 1.00
9.	And other expenses		
10.			

**Amendment :**

**As per R& DM Department office order No. 26130 / R & DM dt.18.06.2008, the quantity of food and other expenses for supply of cooked food in case of extreme distress and suffering of the affected victims of natural calamities, as mentioned in Para 3 of of Annexure-VI of Odisha Relief Code, is revised as follows :**

**“The emergent assistance in case of free kitchen (cooked food) may be provided to the affected people equivalent to Rs.20.00 (Twenty) per adult and Rs.15.00 (Fifteen) per child per day with special reference to the extant revised norms of Calamity Relief Fund”.**

11. No monetary limits are prescribed. WhM P.D.S. supplies are available, the foodstuff would be procured from the fair price shops or the storage agents, whichever is considered convenient. Where no such supplies are available, steps should be taken to purchase foodstuff from open market at the prevailing rates as certified by the Local Marketing Intelligence Officer.

12. Supply of such cooked food will be in substitution of emergent relief in the shape of dry ration and should be limited to very few days, so as to enable the victims to make arrangements for their own cooking and the number of such days may be equal to or less than the number of days for which emergent relief is sanctioned but never more. Where Non-Government Organisations (NGOs) or any industrial house or any other institutions like schools, colleges and clubs etc. come forward to open and operate free kitchen for a few days, no Government Kitchens should be operated on those days. In other words, there should be no duplication of efforts.

13. Strict economy should be observed in the operation of the free Kitchen for supply of cooked food and the Centres should be visited atleast once every day by the Collector or his representative like A.D.M., Sub-Collector or any other Officer of equivalent rank. Any instances of suspected pilferage should be brought to the immediate notice of Collector for remedial action.

14. In case of virulent epidemics, which, though localised, are Natural Calamities and may cause serious emaciation, incapacity of the health of affected people, free Kitchen may be opened and cooked food supplied for specified periods but that should be done only on specific prior Government sanction. The scales of ration and other expenditure as laid down above should be followed in such cases. The same scales may also be followed where free Kitchens are ordered to be opened in other types of Natural Calamities like tornado, etc.

*Yours faithfully,*

**Sd/- J. N. Poddar**  
**Special Relief Commissioner**

## ANNEXURE – VII

No. IV (M) – 7/93/55813/R., Dt. 18. 11. 92  
Revenue and Excise Department.

-----

**From:** Sri S. R. Pal, I. A. S.  
Principal Secretary to Government

**To**  
All Collectors

**Subject – Investigation in case of alleged starvation death.**

**Sir,**

I am directed to say that inspite of issue of clear instructions as stated above, the existing provision in Orissa Relief Code, in case of alleged starvation deaths, the enquiry is not conducted by Revenue Authority with promptness. The matter as and when comes to the notice of the District Administration either through the newspaper or information received from any other sources, should be enquired into promptly.

Whenever scarcity has developed in any village or area, the local R.I./ Sarpanch/Gram Sebak should be instructed to visit the area and report, if any body is suffering from want of food. The Tahasildar or other senior officers should visit the area and send report to Collector and Government immediately suggesting preventive measures like L.I. works and also to provide relief.

I would, therefore, request that similar instructions should be issued from your level to all officers working under you.

*Yours faithfully,*  
**Sd /- S. R. Pal**  
*Principal Secretary to Government*

**ANNEXURE – VIII**  
**No. 594 / SRC., Dt. 01.06.1993**  
**Special Relief Commissioner**  
-----

**From: Sri S. Sahoo**  
**Special Relief Commissioner**

**To**  
**All Collectors**

**Subject – Sanction of funds for chuas and chahalas for alleviation of water scarcity.**

Sir,

Many of the Collectors are reporting acute water scarcity in villages and pressing for funds to provide Chuas and Chahalas and shallow ponds are provided in the beds of rivers, nallahs bandhs and catas. Under the programme of renovating tanks, water availability must have increased in the same manner as a Chahala does. There may therefore be less need for Chahalas (Para 35(i) of Orissa Relief Code). In case of Chua which is a temporary surface well (Para 34(f) of ORC) in dry beds of rivers, nallahs and tanks etc., it is expected people might already have dug Chuas as per their need. Any new Chua to be taken up must follow the provision of Para 34(I) of ORC. It is expected that as lots of works have been taken up by the Blocks under JRY to provided water sources and as the monsoon is fast approaching, there may not be any need to do more Chuas and Chahalas. If it has not been possible to provide Chuas' and Chahalas in some cases under JRY but these have been taken up in scarcity villages expecting reimbursement from C.R.F., the same may be claimed with estimate of work done. But in any case the total expenditure per Block should not exceed Rs.5,000/-.

Keeping the above instructions in mind, you may furnish a list of Chuas and Chahalas along with your requirement for funds, so that the money could be released from Calamity Relief Fund.

*Yours faithfully*  
Sd / - S. Sahoo  
Special Relief Commissioner

**ANNEXURE – IX**  
**No. 43 (1) PF ] 1/95**  
**GOVERNMENT OF INDIA**  
**Ministry of Finance**  
**Department of Expenditure**  
**Plan Finance – 1 Division**

-----  
New Delhi, the 27<sup>th</sup>, July, 1995.

**To**  
**Chief Secretary to Government of Orissa**

**Subject: Scheme for Constitution and Administration of the Calamity Relief Fund and Investments therefrom. Based on the recommendation of the Tenth Finance Commission in the Report for Financing of Expenditure for relief of distress caused by natural calamities.**

**Sir,**

I am directed to state that the Scheme for Constitution and Administration of the calamity Relief Fund and Investments therefrom circulated vide this Ministry's Letter No. 43(1) PF.1/90 dated the 25<sup>th</sup> January, 1991 was valid for the period 1990-91 to 1994-95. The Tenth Finance Commission was required to review this scheme of Calamity Relief Fund and to make appropriate recommendations thereon. The Tenth Finance Commission accordingly, reviewed the existing scheme of Calamity Relief Fund keeping in view the suggestions made by the State Governments. Ministry of Agriculture and this Ministry and has recommended for the continuation of the current scheme of the Calamity Relief Fund with certain modifications. The recommendations of the Tenth Finance Commission were accepted by the Government of India.

2. In accordance with the recommendations of the Tenth Finance Commission and after consultation with the State Governments, The Reserve Bank of India and the Comptroller and Auditor General of India a revised "scheme for Constitution and Administration of the Calamity Relief Fund and Investment therefrom" has been prepared. This scheme is deemed to have come into force w.e.f. 1.4.1995. A copy of the revised scheme is enclosed for necessary action.

3. The receipt of this letter may kindly be acknowledged.

**( A. K.Pradhan )**  
**Joint Secretary to the Government of India**

**SCHEME FOR CONSTITUTION AND ADMINISTRATION OF  
THE CALAMITY RELIEF FUND AND INVESTMENT THEREFROM**

**1. Title of the scheme**

The Scheme shall be called Calamity Relief Fund Scheme.

**2. Period of Operation**

It shall come into force with effect from the financial year 1995-96 and be operative till the end of the financial year 1999-2000.

**3. Calamities covered under the scheme.**

All natural calamities such as drought, flood, cyclone and fire, etc. will qualify for relief assistance under the Scheme.

**4. Constitution of Calamity Relief Fund**

A Calamity Relief Fund (hereinafter referred to as 'the Fund') will be constituted by each State for the purpose of financing natural calamity relief assistance. The fund would be classified under the head "8235-General and other reserve funds-111 Calamity Relief Fund" in the accounts of the Government concerned.

**5.1 Contribution to the Fund.**

The amount of annual contribution to the Calamity Relief Fund of each State per year for each financial years 1995-96 to 1999-2000 would be as indicated in Annexure-IXA to this scheme. Of the total contribution indicated, Government of India will contribute 75% of the total yearly allocation in the form of a non-plan grant and the balance amount will be contributed by the State Government concerned. The yearly share of the Government of India and the State Governments are shown in the Annexures-IX B and IX C respectively.

5.2 The share of the Government of India of the total contribution to the fund shall be paid to the State Government as Grants-in-aid and accounted under the head "3601-Grants-in-aid to the State Governments-01 Non-plan grants-109 Grants towards contribution to Calamity Relief Fund". The State Governments shall take these as receipts in their budget and accounts under the "1601 – Grants-in-aid from the Central Government-01 Non-plan Grants-109 Grants towards contribution to Calamity Relief Fund".

5.3 In order to enable transfer of the total amount of contribution, to the fund (including the State Governments share of contribution), the State Governments would make suitable Budget provision on the expenditure side of their budget under the head "2245-Relief on Account of Natural Calamities-05 Calamity Relief Fund-101 transfer to Reserve Funds and Deposit Accounts-Calamity Relief Fund".

5.4 The share of the Central Government shall be remitted to the State Governments in four equated quarterly instalments in April, July, October, and January in each Financial year. Likewise, the State Governments shall also transfer the total contribution to the Fund in four equated quarterly instalments in April, July, October, and January of the same year.

The arrears of quarterly contribution for the financial year 1995-96 will be paid/transferred by the Governments concerned immediately. Wherever the contribution has already been released/transferred by the Central/State Government suitable accounting adjustments may be carried in accordance with the provisions of this scheme.

## **6. Relationship of Fund with General Revenues.**

The periodic contributions to the fund as well as the other income of the fund shall be kept outside the General revenues of the ### by withdrawal of the accounts and making suitable investments in the manner prescribed in the scheme.

### **7.1 State Level Committee**

A State Level Committee (hereinafter referred to as “the Committee” shall be constituted by the State Government to administer the Fund, by issue of a suitable notification in this behalf.

### **7.2 Composition of State Level Committees**

The Chief Secretary of the State shall be the ex-officio Chairman of the Committee. The Committee would consist of officials who are normally connected with relief work and experts in various fields in the affected by the State Government.

### **7.3. Sub-Committees**

The State Governments and/or the State Level Committees may constitute sub-committees as may be considered necessary by them in connection with the work of the Committee.

### **7.4 Functions of the State Level Committee**

The Committee will decide on all matters connected with the financing of the relief expenditure.

7.5 The Committee will arrange to obtain the contributions from the concerned Governments and administer the Fund and invest the accretions to the Fund in accordance with the pattern of investment as approved by the Government of India from time to time. The current pattern of Investment is indicated in paragraph 8.3.

7.6 The Committee shall also be responsible to oversee that the money drawn from the Calamity Relief Fund is applied for the purpose for which the fund has been setup.

7.7 The accretions to the Fund together with the income earned on the investments of the Fund will be used by the Committee to meet all expenditure on provision. Of relief assistance on the occurrence of a natural calamity in the State. No further financial assistance (beyond the Central Government’s yearly contribution to the Fund) will ordinarily be available for the purpose.

### **7.8 Expenditure of Committee**

All administrative and miscellaneous expenses of the Committee shall be borne by the State Government under its normal budgetary provision.

## 8.1 Administration of the Fund

As stated in paragraph 7.1 above, the responsibility for the administration of the Fund will rest with the Committee.

8.2 On receipt of the amounts of contribution from the Government, the Committee would take action for investment of the funds as per pattern prescribed. The investment of the funds shall be carried out by the branch of the Reserve Bank of India (having Banking Department) at the headquarters of the State. In the case of the States in which there is no such branch of the Reserve Bank of India at the State headquarters, the investments shall be carried out by the branch of the State Bank of India or its subsidiary or a nationalised bank which conducts State Government business. In the case of Governments of Jammu & Kashmir and Sikkim these functions shall be carried out by their bankers.

## 8.3 Pattern of Investment from the Fund

The accretions to the Fund together with the income earned on the investment of the fund shall, till contrary instructions are issued by Government of India under the para 7.5, be invested in accordance with the following pattern:

- a) 10 percent in Government dated Securities (it would be the best to invest in varying maturities);
- b) 10 percent in State Government Securities;
- c) 25 percent in auctioned Treasury Bills (i.e. at present 91 days and 364 days bills are auctioned; 182 days bills are no longer being issued at this State);
- d) 30 percent as interest earning deposits and certificates of deposits with Public Sector Banks (PSBs);
- e) 15 percent as interest earning deposits in State-Co-operative Bank (S.C.B)
- f) 10 percent in public sector bonds and Units of the UTI and other mutual fund which provide for repurchase facilities.

## 8.4 Accounts of Investment Transactions

The Committee will, from time to time issue instructions to the concerned local bankers indicated in para 8.2 above (i.e. branch of RBI/SBI/Subsidiary Bank/Nationalised bank/Bankers to Sikkim/Jammu and Kashmir Government to invest specified amount(s) from the fund in the securities specified in clauses (a) to (d) under paragraph 8.3. Such instructions will be issued by the Chairman and any one of the members of the Committee. The banks will immediately arrange to make the necessary investments locally or through their branches correspondent banks/RBI at Bombay or other metropolitan centres. The banks would scroll to the Government the debit on account of investment and other incidental charges like brokerage, commission etc. in the usual course. However, in order to ensure that the investment transactions of the fund do not get mixed up with other transactions these may be indicated distinctly in separate scrolls.

On receipt of the scrolls the investment transactions would be accounted for under the head "8235-General and Other Reserve Fund-1 12 Calamity Relief Fund Investment Account." However, the incidental charges like brokerage, commission, etc. shall be accounted for as a charge on the fund.

8.5 As far as practicable, the investment in the dated securities of the Central/State Government and public sector bonds/units should be made in their new issues, that is to say, at the time when they are offered for subscription to the public. Securities of parent State Government should be preferred to other State Government's securities.

8.6 The bank will arrange to collect interest on these securities/bonds and credit the same to the account of the Government on the due date. These receipts shall form a part of the receipt of the fund and would be accounted for as such. Further, these would require to be invested by the Committee as in the case of the contributions by the Government i.e. in accordance with the investment pattern prescribed in para 8.3 above. On maturity of the securities, the proceeds will be collected and credited to the account of the Government or reinvested on the basis of instructions received from the Committee. As in the case of the debit scrolls the banks use separate scrolls for the receipts.

8.7 On receipt of instructions from the Committee, the concerned bank will arrange to sell the securities at the ruling price through its branches/ correspondent banks/RBI at Bombay or any other metropolitan centre and credit the amount realised, less incidental charges, to the account of the Government.

8.8 The receipts on account of maturity or sale of the securities would be taken to the account of the "Calamity Relief Fund Investment Account". The incidental charges on sale would be charged on the Fund.

8.9 The Committee will maintain 30 percent of the accretions to the Fund as deposits of varying maturities with a branch of a public sector bank. Where the accounts of the Committee is maintained with the Reserve Bank of India, the deposits will 'be made with a local branch of any public sector bank ' at other centre, it would be operationally convenient if the deposits are kept with the branch of the bank which conducts the State Government business.

8.10 The Committee will maintain 15 percent of the accretions to the Fund as deposits with the local/nearest branch of the State Co-operative Bank.

8.11 The auctioned Treasury Bill may be purchased by the bank either at the Treasury Bill auctions on the basis of a non-competitive bid or in the market.

8.12 The Committee will assess the requirements of assistance from the fund for financing relief expenditure. The provision for expenditure on relief will be made in the budget of the State Government under the relevant heads. The extent of relief expenditure to be financed from the fund as decided/authorised shall be withdrawn from the fund by the Committee by disposal of the investment holding in the manner prescribed in para 8.13. However, only the actual amount of relief expenditure shall be brought to account under the head "2245-Relief on account of Natural Calamities -05-Calamity Relief Fund -901-Deduct amount met from Calamity Relief Fund", which will appear as a recovery below the line in the Demands for Grants of the State Government. Suitable entries shall also be carried out under the heads "Calamity Relief Fund" and "Calamity Relief-Fund-Investment Account" below the major head "8235" to reflect the drawal from the 'Calamity Relief Fund'. (These latter entries will actually precede the operation of the deduct entry mentioned earlier in accordance with the usual accounting procedures followed in such cases).

8.13 To meet the liability on account of the claims sanctioned for relief, the Committee will first dispose of its holdings of auctioned Treasury Bills to the extent required, the oldest lot of bills being sold first and so on. If the amount obtained by the sale of auctioned Treasury Bills is not sufficient to meet the liability towards relief sanctioned, the Committee may encash units

followed by public sector bonds or encash the deposits with the local branches of the public sector bank and the State Co-operative Bank. The Central Government dated securities may be sold only if the amount realised by the sale of treasury bills and encashment of units, sale of public sector bonds and encashment of the deposits is not adequate. Recourse to the sale of State Government securities may be had only as a last resort.

8.14 The concerned State Government will pay to the RBI/SBI/other banks a commission at the rate of 1/8 of 1 percent of all purchases and sales of securities, bonds and units undertaken on behalf of the Fund. These changes shall also be borne by the fund as in the case of the charges indicated in paras 8.4 and 8.8. The loss or gain on the sale of securities shall also be taken to the account of the fund.

#### **9. Monitoring by the Ministry of Agriculture**

The Ministry of Agriculture shall collect information about the expenditure and investment from the CRF of each State and may advise State Level Committee in this regard if deemed necessary.

#### **10. Unspent Balances in the Fund.**

The unspent Balance in the Fund as at the end of the Financial year 1999-2000 will be available to the State Government for being used as a resource for the next plan.

#### **11. Accounts & Audit.**

The Accounts of the Fund and the investment shall be maintained by the Accountant General of the State in the normal course. The Committee will, however, maintain subsidiary accounts in such manner & detail as may be considered necessary by the State Government in consultation with the Accountant General.

#### **12. Savings.**

The Central Government shall issue instructions relating to the provisions of the scheme as may be considered from time to time to enable smooth functioning of the scheme. The Central Government may also alter/modify the scheme if considered necessary subsequently. In case of any difficulty in the operation of any provisions of this scheme, the Central Government, if satisfied, may relax the provisions.

**ANNESURE -IX - A  
CALAMITY RELIEF FUND FOR 1995 - 2000**

<b>State</b>	<b>1995-96</b>	<b>1996-97</b>	<b>1997-98</b>	<b>1998-99</b>	<b>1999-2000</b>	<b>1995-2000</b>
1	2	3	4	5	6	7
Andhra Pradesh	11721	12419	13105	13773	14359	65377
Arunachal Pradesh	664	704	743	781	813	3705
Assam	4720	5001	5277	5547	5783	26328
Bihar	4904	5196	5483	5763	6007	27353
Goa	101	107	113	119	124	564
Gujarat	13176	13960	14731	15483	16249	73490
Haryana	2365	3505	2544	2779	2897	13190
Himachal Pradesh	2544	2695	2844	2989	3116	14188
Jammu & Kashmir	1860	1971	2079	2184	2279	10374
Karnataka	3949	4185	4416	4641	4839	22030
Kerala	5229	5540	5847	6144	6405	29165
Madhya Pradesh	4821	5108	5389	5665	5905	26888
Maharashtra	6437	6280	7197	7564	7885	35903
Manipur	235	248	261	275	287	1306
Meghalaya	263	279	295	309	323	1469
Mizoram	120	127	133	140	147	667
Nagaland	160	171	180	188	196	895
Odisha	4625	4901	5172	5436	5667	25801
Punjab	5111	5415	5715	6005	6261	28507
Rajasthan	16899	17904	18893	19856	20700	94252
Sikkim	444	471	497	523	544	2479
Tamil Nadu	5602	5935	6263	6583	6863	31245
Tripura	424	449	475	499	520	2367
Uttar Pradesh	11809	12512	13203	13876	14467	65867
West Bengal	4844	5138	5416	5692	5933	27017
<b>TOTAL :</b>	<b>113026</b>	<b>119755</b>	<b>126271</b>	<b>132815</b>	<b>138569</b>	<b>630427</b>

**ANNESURE -IX - B**  
**CENTRES SHARE IN CALAMITY RELIEF FUND DURING 1995-2000**

SL.NO.	State	1995-96	1996-97	1997-98	1998-99	1999-2000	1995-2000
	1	2	3	4	5	6	7
1	Andhra Pradesh	8791	9314	9829	10330	10769	49033
2	Arunachal Pradesh	498	528	557	586	610	2779
3	Assam	3540	3751	3958	4160	4337	19746
4	Bihar	3678	3897	4112	4322	4505	20514
5	Goa	76	80	85	89	93	423
6	Gujarat	9882	10470	11048	11612	12105	55117
7	Haryana	1774	1879	1983	2084	2173	9893
8	Himachal Pradesh	1908	2021	2133	2242	2337	10641
9	Jammu & Kashmir	1395	1478	1559	1639	1709	7780
10	Karnataka	2962	3139	3312	3481	3629	16523
11	Kerala	3922	4155	4385	4608	4804	21874
12	Madhya Pradesh	3616	3831	4042	4249	4429	20167
13	Maharashtra	4828	5115	5398	5673	5914	26928
14	Manipur	176	186	196	206	215	979
15	Meghalaya	197	209	221	232	242	1101
16	Mizoram	90	95	100	105	110	500
17	Nagaland	120	128	135	141	147	671
18	Odisha	3469	3676	3879	4077	4250	19351
19	Punjab	3833	4061	4286	4504	4696	21380
20	Rajasthan	12674	13428	14170	14892	15525	70689
21	Sikkim	333	353	373	392	408	1859
22	Tamil Nadu	4201	4451	4697	4937	5147	23433
23	Tripura	318	337	356	374	390	1775
24	Uttar Pradesh	8857	9385	9902	10407	10850	49400
25	West Bengal	3633	3849	4062	4269	4450	20263
	<b>TOTAL</b>	<b>84771</b>	<b>89816</b>	<b>94778</b>	<b>99611</b>	<b>103844</b>	<b>472819</b>

**ANNESURE -IX - C**  
**STATE'S SHARE IN CALAMITY RELIEF FUND FOR 1995-2000**

<b>SL.NO.</b>	<b>State</b>	<b>1995-96</b>	<b>1996-97</b>	<b>1997-98</b>	<b>1998-99</b>	<b>1999-2000</b>	<b>1995-2000</b>
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>
1	Andhra Pradesh	2930	3105	3276	3443	3590	16344
2	Arunachal Pradesh	166	176	186	195	203	926
3	Assam	1180	1250	1319	1387	1446	6581
4	Bihar	1226	1299	1371	1441	1502	6839
5	Goa	25	27	28	30	31	141
6	Gujarat	3294	3490	3683	3871	4035	18373
7	Haryana	591	626	661	695	724	3297
8	Himachal Pradesh	636	674	711	747	779	3547
9	Jammu & Kashmir	465	493	520	546	570	2594
10	Karnataka	987	1046	1104	1160	1210	5507
11	Kerala	1307	1385	1462	1536	1601	7291
12	Madhya Pradesh	1205	1277	1347	1416	1476	6721
13	Maharashtra	1609	1705	1799	1891	1971	8975
14	Manipur	59	62	65	69	72	327
15	Meghalaya	66	70	74	77	81	368
16	Mizoram	30	32	33	35	37	167
17	Nagaland	40	43	45	47	49	224
18	Odisha	1156	1225	1293	1359	1417	6450
19	Punjab	1278	1354	1429	1501	1565	7127
20	Rajasthan	4225	4476	4723	4964	5175	23563
21	Sikkim	118	124	131	136	620	
22	Tamil Nadu	1400	1484	1566	1646	1716	7812
23	Tripura	106	112	119	125	130	592
24	Uttar Pradesh	2952	3128	3301	3469	3617	16467
25	West Bengal	1211	1283	1354	1423	1483	6754
	<b>TOTAL</b>	<b>28255</b>	<b>29940</b>	<b>31593</b>	<b>33204</b>	<b>34616</b>	<b>157608</b>

**ANNEXURE-X**

**No 43(5) PF.1/95**

**MINISTRY OF FINANCE  
DEPARTMENT OF EXPENDITURE  
Plan Finance-1 Division**

**New Delhi, the 24<sup>th</sup>. October, 1995**

**To**

**Chief Secretary to Government of Orissa**

**Subject- Scheme for Constitution and Administration of the National Fund  
For Calamity Relief based on the recommendations of the Tenth  
Finance Commission in its Report for financing of Expenditure for  
Relief of Distress caused by natural calamities.**

**Sir,**

I am directed to state that the Tenth Finance Commission vide para No. 9.18 and 9.19 of its report has recommended for the constitution of a National Fund for Calamity Relief to deal with the calamities of rare severity. This recommendation has been accepted by the Government of India.

2. In accordance with the recommendations of the Tenth Finance Commission, a scheme for the constitution and administration of the National Fund for Calamity Relief has been prepared. This is deemed to have come into force w.e.f. 1.4. 1995. A copy of the Scheme is enclosed for necessary action.

3. The receipt of this letter may kindly be acknowledged.

**A.K. Pradhan**

**Joint Secretary to the Govt., of India**

## **SCHEME FOR THE CONSTITUTION AND ADMINISTRATION OF THE NATIONAL FUND FOR CLAMITY RELIEF**

### **1. Title of the Scheme**

The Scheme shall be called 'National Fund for Calamity Relief Scheme.

### **2. Period of Operation**

It shall come into force with effect from the financial year 1995-96 and will be operative till the end of the financial year 1999-2000.

### **3. Calamities covered under the scheme**

All natural calamities considered to be of rare severity by the National Calamity Relief Committee will qualify for relief assistance under the scheme.

### **4. Constitution of National Fund for Calamity Relief**

A 'National Fund for Calamity relief (hereinafter referred to as The National Fund)' will be constituted by the Govt. of India for the purpose of dealing with the Calamities of rare severity. The national Fund would be classified in the account of the govt. of India under major head '8121- General and other Reserve Funds' in the sub-section 'reserve Funds bearing interest' by opening following two new minor heads with following sub-heads:

#### **(i) National Fund for calamity Relief (Minor head)**

##### **Receipt side:**

- (a) Share of Central Government
- (b) Share of State Government
- (c) Interest Receipts
- (d) Gain on realisation of securities
- (e) Other Receipts

##### **Payment side**

- (a) Payment to State Governments
  - (b) Transfer to Revenue Account
  - (c) Loss on realisation of securities
  - (d) Incidental charges
  - (e) Other payments
- (ii) National Fund for Calamity Relief-Investment Account (minor heads)

##### **Receipt side:**

##### **Sale of securities**

##### **Payment side:**

##### **Purchase of securities**

### **5.1 Contribution to the National Fund**

The size of the National Fund would be Rs. 700 crores, to be built up over the period 1995-2000 with an initial corpus of Rs 200 crores plus Rs. 1 00crores annually for each of the five years from

1995-96 to 1996-2000. The annual releases to States as relief out of the National Fund shall, in general, be limited to 1/5<sup>th</sup> of the total size of the National Fund.

- 5.2 Both the Central Government as well as the State Government will subscribe to the National Fund. Govt. of India will contribute 75% of the total yearly allocation in the form of non-plan grants and the balance 25% will be contributed by all the State Governments. The yearly share of the Govt. of India and the State Governments are as shown in the Annexure-IX-B and IX-C.
- 5.3 In order to effect transfers to National Funds, a new minor head's transfers to Reserve Funds and Deposits Account's will be opened under the major head '2245-Relief on account of natural calamity' with following sub head:-

#### **Transfers to the National Fund for Calamity Relief.**

Foot Note: The above represents expenditure on account of Centre's share  
To the National Fund for Calamity Relief.

- 5.4 75% of the total corpus being the share of the Govt. of India shall be transferred to the National Fund under the first new minor head 'Nation Fund for Calamity Relief under sub-head' share of Central Government's under major head '8121 General and other Reserve Funds' as indicated under para 4 above by per contra debit to new sub major head 06- National Fund for Calamity Relief under major head '2245' as indicated in para 5.2 above.
- 5.5 The balance 25% of the corpus, being the share of the State Government shall, on its receipt, be credited in the major head 8121 under the first minor head 'National Fund for Calamity Relief under the sub-head's share of State Government' as indicated in Para 4 above.
- 5.6 The States shall contribute their respective share of the National Fund in the beginning of the year. The Central Government may in case of non-receipt, adjust States' share out of the grants payable to States by the Ministry of Finance.
- 5.7 The debit to the major head '2245' for transfer of share of Central Government to the National Fund shall be covered by the budget provision to be made in the Grant of the Department of Expenditure. Ministry of Finance (under Non-Plan)

#### **6.1 Relationship of Fund with General Revenues.**

The annual contributions to the National Fund as well as the other income of the National Fund may be kept outside the General Revenues of the Central Government by withdrawal of the amounts and making suitable investments in the manner prescribed in the scheme.

- 6.2 The investments & reinvestments out of the accretions of the National Fund may be effected through the major head '8675- Deposits with Reserve Bank'.

On investments involving cash outflow, following adjustments may be made in the accounts:

Debit: 8235- General and Other Reserve Funds- National Fund for Calamity Relief-investment Account. Credit: 8675-Deposits with Reserve Bank (either directly or through Public Sector Bank).

At the time of disinvestment, adjustments may be made as under:

Debit: 8675- Deposits with Reserve Bank

Credit: 8235- General & Other Reserve Funds- National Fund for Calamity.

Relief-Investment Account

## 7.1 National Calamity Relief Committee

A National Calamity Relief Committee (hereinafter referred to as Committee The National Committee') shall be constituted by the Govt. of India with representation from both the Centre and the States to manage the National Fund. The National Committee shall be headed by the Union Agriculture Minister and would comprise of Dy. Chairman, Panning Commission and two Union Ministers and five Chief Ministers to be nominated by the Prime Minister annually be rotation. The Department of Agriculture would provide the Secretariat assistance. The nomination of the Chief Ministers would be done in March of each year for the next financial year.

- 7.2 The National Committee will consider and decide whether a calamity is to be treated a calamity of rare severity that would qualify for relief from the National Fund. The quantum of assistance from National Fund, after a calamity is considered to be of a rare severity, shall also be decided by the National Committee.
- 7.3 The releases to the State Government, as per the decision of the National Committee shall be accounted under the first new minor head 'National Fund for Calamity Relief under sub-head 'Payment to State Governments' to be opened under major head'8121 – General and other Reserve Funds' as indicated in para 4 above.
- 7.4 The pay and Accounts Office Ministry of Finance (DEA) on the basis of the sanction orders issued by the Ministry of Finance shall release payments to the State Governments. The Ministry of Finance, before issuing orders may get the requisite funds from the Bank through disinvestment. The detailed account of the fund shall be maintained by the Controller General of Accounts through the Chief Controller of Accounts, Ministry of Finance.
- 7.5 The Ministry of Finance will arrange to obtain the contributions from the Central Government and the State Governments and may invest the accretions to the National fund in accordance with the pattern of investment as approved by the Govt. of India from time to time. The current pattern of investment is indicated in paragraph 9.
- 7.6 The Ministry of Agriculture shall oversee that the money drawn from the National Fund is applied by the State Governments for the purposes for which the National Fund has been set up.
- 7.7 The accretions to the National Fund together with the income earned on the investments of the National Fund will be used as per the decisions of the National Committee as communicated by the Ministry of Agriculture.

## 8. Expenditure of National Committee

All administrative and miscellaneous expenses of the National Committee shall be borne by the Central Government under its normal budgetary provision.

## 9. Pattern of Investment from National Fund

The accretions to the National fund together with the income earned on the investment of the National Fund may till contrary instructions are issued by Govt. of India be invested in accordance with the following pattern:

- (a) up to 25% in auctioned Treasury Bills;
- (b) up to 25% in Govt. of India Securities;

(c) up to 25% in Public Sector Bonds and units of the UTI;

(d) Balance in Public Sector Banks.

#### 10.1 Account of Investment Transactions

The Ministry of Finance may from time to time issue of cause to issue instructions to the bankers of the National Fund to invest specified amount(s) from the National Fund in the securities specified in paragraph 9 above.

10.2 The bankers will immediately arrange to make the necessary investment. The bankers would scroll to the government the debit on account.

## NATIONAL FUND FOR CALAMITY RELIEF

(Rs. in lakhs)

Sl. No.	State	1995-96	1996-97 to 1999-2000	1995-2000
1.	Andhra Pradesh	559	186	1303
2.	Arunachal Pradesh	16	5	36
3.	Assam	152	51	356
4.	Bihar	462	154	1078
5.	Goa	24	8	56
6.	Gujrat	527	176	1231
7.	Haryana	216	72	501
8.	Himachal Pradesh	71	24	167
9.	Jammu & Kashmir	97	32	225
10.	Karnataka	566	189	1322
11.	Kerala	348	116	812
12.	Madhya Pradesh	476	159	1112
13.	Maharashtra	984	328	2296
14.	Manipur	21	7	49
15.	Meghalaya	24	8	56
16.	Mizoram	16	5	36
17.	Nagaland	27	9	63
18.	Orissa	221	74	517
19.	Punjab	253	84	589
20.	Rajasthan	346	115	806
21.	Sikkim	8	3	20
22.	Tamil Nadu	668	223	1560
23.	Tripura	31	10	71
24.	Uttar Pradesh	901	300	2101
25.	West Bengal	486	162	1134
	<b>TOTAL</b>	<b>7500</b>	<b>2500</b>	<b>17500</b>
	<b>CENTRE</b>	<b>22500</b>	<b>7500</b>	<b>52500</b>
	<b>GRAND TOTAL</b>	<b>30000</b>	<b>10000</b>	<b>70000</b>

**ANNEXURE-XI**  
**SPECIAL RELIEF COMMISSIONER**  
**No. 1416 (30)/ SRO**  
**The 14<sup>th</sup> / 17<sup>th</sup> June, 1996**

**From**                    **Sri J.N. Poddar, I.A.S.**  
                                 **Special Relief Commissioner**

**To**                            **All Collectors**

**Subject**            **House Building grants- Procedure for enumeration of houses damaged, verification, approval of lists of damaged houses, collection of applications, enquiry, sanction and final disbursement.**

**Sir,**

In inviting a reference to the above subject, I am to say that lots of irregularities in the matter of enumeration of damaged houses, collections of applications, sanction and disbursement of house building grants have come to notice. In most cases unusual delay occurs in enumerating and enlisting the damaged houses and in most cases the list are also not approved by the Collector as required. Complaints are also received, much later, that many cases have been excluded from enumeration and there is demand for fresh enquiry and enumeration. Sometimes, large sums of money are lower level functionaries, who are not competent to sanction and disburse such grants and undisbursed amounts are allowed to be retained with them for long. Allotments placed are allowed to lie over for months together without disbursement or surrender/refund. Complaints are received that grants are sanctioned for, and paid to, families, whose houses had not been damaged, leaving out those whose houses are actually been damaged.

2. Provisions for disbursement etc. of House Building grants have been laid down in paragraphs 81 and 82 of the Orissa Relief Code (ORC) in Chapter IV relating to floods, according to which on receipt of preliminary flood damage reports from the Collectors, the Special Relief Commissioner shall take steps for allotment of funds for payment of House Building Grants to the eligible persons. The different categories of damaged houses eligible for House Building grants have been described in the Explanation and the scales of the grants for different categories have been prescribed by separate Government Resolutions from time to time, the latest Resolution being No. 52854/ R, dated 24<sup>th</sup>. November 1995. The other sub-paragraphs of paragraph 81 speak of approval of lists of damaged houses by the Collector, Officers competent to sanction and distribute such grants, priority to be given to SCs and STs, landless labourers, marginal farmers and small farmers in the matter and non-denial of the grant to encroache they will shift to available unobjectionable sites. Paragraph 82 deals with the procedures of payment of the grants.

3. Instructions have been issued from time to time regarding supervision to be made by Supervisory Officers during the course of enumeration of damaged houses, so that after the Collector approves of the list, the possibility of any house(s) having been left out will be remote. With a view to precluding the possibility of irregularities mentioned in paragraphs taking place in future, the following further instructions are laid down for meticulous observance:

- (i) Though some funds will be released on receipt of preliminary reports of Collector under paragraph 76 of the ORC, full amount will be released only on receipt of further reports from Collector intimating the total number of houses damaged in each of the admissible category, lists of which have been duly approved by him

and an assessment of exact requirement of funds. The enumeration of damaged houses should, therefore, be taken up by the Revenue field functionaries (mostly R.I.s and the staff attached to his office), immediately after completion of administration of emergent relief, wherever undertaken, and immediately after abatement of floods where no emergent relief measure is undertaken. The enumeration made by these functionaries should be checked up cent percent by the revenue Supervisors, to the extent of 50% by Tahasildar/Additional Tahasildar and 25% by the Sub-Collector or any Officer of his office, followed by some test check by A.D.M./Collector, whereafter the lists should be approved by the Collector. No houses not fulfilling the legibility criteria prescribed should be enumerated. The process should be completed within a period of six weeks.

- (ii) If the damage is extensive and existing field functionaries under the Collector's control are not adequate to cope with the volume of work involved, the Collector may engage the clerical staff of his office and his subordinate officers. He may even requisition the services of non-gazetted officers of other Departments working in his district for completion of the task within the dead line as authorised in G.O. No. 35892/R dated 31<sup>st</sup>. May, 1982 (reproduced in Appendix-ID of the ORC). Clear instructions, including eligibility criteria should be supplied to such staff of other Departments for their reference and guidance. Some training may be also arranged for them. Enumeration works to be done by them will be subject to the same supervision and check as mentioned above.
- (iii) After the lists of damaged houses duly approved by the Collector are supplied to the Tahasildar through the Sub-Collector(s), the requisite applications should be collected from the families found eligible at the village for House Building grants in the format prescribed (Appendix XI of the ORC), complete in all respects, and their names entered in the Register of House Building grant prescribed in Appendix-XIA. After the collection of applications is over the Collector will authorise Gazetted Officers serving under Revenue Administration in his district to sanction and disburse such grant. If the Gazetted Officers working under Revenue Administration are found inadequate, he may list out the Gazatted Officers serving under other Departments of Government in his district and requisition their services with the approval of the R.D.C/Special Relief Commissioner and Keeping the concerned Dept.(s) informed, and authorise them to sanction and disburse House Building grants, by giving such clear instructions as may be necessary, over and above the instructions laid down in this letter.
- (iv) For the purpose of sanction and disbursement of House Building grants village wise case records should be opened and regular running order sheets maintained. The form prescribed for title page and note sheets prescribed for revenue miscellaneous cases may be used for this purpose. All the applications of a particular village should be placed in the case record and individual cases should be verified by the sanctioning authority before sanctioning grants according to the scale of eligibility. Sanction orders should be recorded in the order sheets of the case records.
- (v) After sanction of the grants is completed in all affected villages and requirement of funds for each village is assessed, the sanctioning/ disbursing authority will fix programme for disbursement of the grants at one village or a group of villages and take advance from the Tahasildar for disbursement. If there is apprehension of any law and order situation arising, requisite Police force should be arranged under orders of Sub-Collector or Collector. Any amount remaining undisbursed at the

end of the day or at the end of the programme must be immediately refunded to the Tahasil Office and fresh advances taken for subsequent programme (s). There will be no objection, if the sanctioning authority and the disbursing authority are different.

- (vi) During the course of enquiry, sanction and disbursement of House Building grant, the operation should be closely supervised by the Sub-Collector or any senior Officers like A.D.M. for ruling out the possibility of any irregularities taking place and creating a sense of confidence in the mid of the Junior Officers entrusted with the work. Such check and supervision should be more intensive when other Departmental officers are entrusted with the works.
- (vii) The entire process of collection of applications, verification, sanction and disbursement of House Building grants should be completed within a period of 10 weeks from the date of approval of lists of damaged house by the Collector. In no case any sanction or disbursement shall be made after expiry of the period, unless the are very strong circumstances justifying extension of time. In such case reference should be made to the R.D.C for extension up to 15 days and to my office for extension beyond 15 days.
- (viii) To enable my office to know the progress of provision of House Building grant at different stages, a fortnightly progress report should be sent to this office on completion of 16-week period or extended period allowed, a report should be sent to this office intimation the completion of the work; unspent amount if any should be refunded to this office by Bank Draft if the allotment has been drawn and by surrender, if allotment has not been drawn.
- (ix) If any of the instructions issued earlier on the subject are found to be contradictory with these instructions, those should be treated as superseded..
- (x) There are no instructions regarding sanction and disbursement of House Building grant in the chapters dealing with cyclone and tidal disaster and fire accident. The above instructions should be followed, mutatis –mutandis for provisions of House Building grants in all disasters/calamities caused by cyclone and tidal inundation, fire accident, tornado, and gale wind/whirl wind, hailstorm causing extensive damage.

4 These instructions may be circulated among all concerned officers subordinate to you for their guidance.

5. Please acknowledge receipt of this letter.

**Yours faithfully,  
J.N. Poddar  
Special Relief Commissioner.**

**ANNEXURE-XII**  
**Paragraph 246**

ଓଡ଼ିଶା ସରକାର

ରାଜସ୍ୱ ଓ ଅବକାରୀ ବିଭାଗ

ଚିଠି ସଂଖ୍ୟା- ଆଇଭିଏସଟି ୨୫/୯୫ ୫୨୫୯୫ ରା,  
ତାରିଖ, ଭୁବନେଶ୍ୱର ୨୫.୧୧.୯୫

- ପ୍ରେରକ - ଶ୍ରୀ ରାଧାନାଥ ରାଜଗୁରୁ, ଯୁଗ୍ମ ଶାସନ ସଚିବ ।
- ପ୍ରାପକ - ସତରଠ ରିଲିଫ କମିଶନର, ଓଡ଼ିଶା, ଭୁବନେଶ୍ୱର
- ବିଷୟ - ୧୯୯୫ ନଭେମ୍ବର ବାତ୍ୟା / ବନ୍ୟାରେ କ୍ଷତିଗ୍ରସ୍ତ ତଜ୍ଜା / ଜାଲ ନିମନ୍ତେ ଆର୍ଥିକ  
ସାହାଯ୍ୟ ପ୍ରଦାନ ସମ୍ପର୍କରେ ।

ମହାଶୟ,

ନିର୍ଦ୍ଦେଶକ୍ରମେ ମୁଁ ଜଣାଉଅଛି ଯେ ଚଳିତ ନଭେମ୍ବର ୧୯୯୫ ବାତ୍ୟା/ବନ୍ୟାରେ କ୍ଷତିଗ୍ରସ୍ତ ହୋଇଥିବା ତଜ୍ଜା/ଜାଲ  
କ୍ରୟ/ମରାମତି ନିମନ୍ତେ ହିତାଧିକାରୀମାନଙ୍କୁ ଆର୍ଥିକ ସାହାଯ୍ୟ ବୃଦ୍ଧି ବିଷୟ ସରକାରଙ୍କ ସକ୍ରିୟ ବିଚାରଧୀନ ଥିଲା ।

ସତର୍କତାର ସହ ବିଚାର ପରେ ଏହା ସ୍ଥିରକୃତ ହୋଇଛି କି ନଭେମ୍ବର ୧୯୯୫ ବାତ୍ୟା ବନ୍ୟାରେ ମହ୍ୟଜୀବୀ  
ସଂପ୍ରଦାୟର କ୍ଷୁଦ୍ର ଓ ନାମମାତ୍ର ଚାଷୀଙ୍କୁ ଭାଙ୍ଗିଯାଇଥିବା ଅଣ ଯକ୍ଷ ଚାଳିତ କାଠତୁଙ୍ଗା ତିଆରି / ମରାମତି ନିମନ୍ତେ ସର୍ବୋଚ୍ଚ  
ସାହାଯ୍ୟ ପରିମାଣ ଟ.୨୦୦୦/- (ଦୁଇହଜାର ଟଙ୍କା) ଓ କ୍ଷତିଗ୍ରସ୍ତ ଜାଲ କ୍ରୟ / ମରାମତି ନିମନ୍ତେ ସର୍ବୋଚ୍ଚ ସାହାଯ୍ୟ ପରିମାଣ  
ଟ.୧୦୦୦/- (ଏକହଜାର ଟଙ୍କା) ଲେଖାଏଁ ସାହାଯ୍ୟ ପ୍ରଦାନ କରାଯିବ ।

ଏହା ରାଜସ୍ୱ ଓ ଅବକାରୀ ବିଭାଗ ପତ୍ର ସଂଖ୍ୟା - ୪୨୭୭୩ ତା ୨୦.୦୭.୮୯ ର ଅଧିକୃତ କରେ ।

ଆପଣଙ୍କର ବିଶ୍ୱସ୍ତ

ଯୁଗ୍ମ ଶାସନ ସଚିବ

ଜ୍ଞାପକ ସଂଖ୍ୟା ୫୨୫୯୨ ରା, ତାରିଖ ୨୫.୧୧.୯୫

ଏହାର ନକଲ ସମସ୍ତ ଆଞ୍ଚଳିକ ରାଜସ୍ୱ କମିଶନର / ସମସ୍ତ ଜିଲ୍ଲାପାଳ / ସମସ୍ତ ଉପ ଜିଲ୍ଲାପାଳ ଓ ସମସ୍ତ  
ତହସିଲଦାରମାନଙ୍କର ଅବଗତ ଓ ଆବଶ୍ୟକୀୟ କାର୍ଯ୍ୟାନୁଷ୍ଠାନ ନିମନ୍ତେ ପ୍ରେରଣ କରାଗଲା ।

ଯୁଗ୍ମ ଶାସନ ସଚିବ

ଜ୍ଞାପକ ସଂଖ୍ୟା ୫୨୫୯୭ ।, ତାରିଖ ୨୩.୧୧.୯୫

ଏହାର ନକଲ ସମନ୍ୱୟ ଉପ ବିଭାଗ / ସାହାଯ୍ୟ (କ) ଉପ ବିଭାଗ / ରିଲିଫ ସେଲ୍ / ସାହାଯ୍ୟ (ଖ) (୧୦ କପି) କୁ  
ଅବଗତ ନିମନ୍ତେ ପ୍ରେରଣ କରାଗଲା ।

ଯୁଗ୍ମ ଶାସନ ସଚିବ