

ODISHA CHIEF MINISTER'S RELIEF FUND

GUIDELINES OF C.M.R.F

2016

GENERAL ADMINISTRATION DEPARTMENT

CHIEF MINISTER'S RELIEF FUND (CMRF)

1. AIM OF CMRF

Chief Minister's Relief Fund aims to provide assistance to persons affected by calamities and in distress condition, to indigent persons suffering from critical ailments and to undertake charitable activities for public welfare. The category of persons eligible for assistance under CMRF is as below:-

2. CASES ELIGIBLE FOR ASSISTANCE

2.1 Poor and persons in distress: Relief to the poor, including grant and aid (financial or otherwise) to persons in distress.

2.2. Aged, differently able, orphans, AIDS affected and Institutions supporting them: Assistance for the relief and rehabilitation of the aged, differently able, orphans, HIV/AIDS affected persons/families and those otherwise differently able or incapable of earning their livelihood, by grant and aid (financial and otherwise) and / or maintenance, establishment and support of institutions and homes for the benefit of such persons.

2.3. NOKs of persons dying due to calamities, or violence: Ex-gratia/compensation to the NOKs of the persons dying due to natural or man-made calamities, communal violence, naxal violence or public disorder of a serious nature or any other calamity, affecting a family or a community, which deserves extreme compassion and not covered under any existing assistance scheme of State/Central Government.

2.4. Persons affected by calamities or violence: Assistance for relief & rehabilitation of persons affected by natural or man-made calamities, communal violence, naxal violence or public disorder of a serious nature or any other calamity, affecting a family or a community, which deserves extreme compassion and not covered under any existing assistance scheme of State/Central Government.

2.5. Medical treatment :

Assistance out of CMRF may be provided to indigent and poor deserving persons who could not avail assistance for their treatment under Odisha State Treatment Fund(OSTF) due to various reasons.

i) Annual family income of such persons shall not exceed ₹ 50,000/- in rural area and ₹ 60,000/- in urban area. BPL card / Annual Income Certificate issued by the competent authority shall be accepted as proof of family income. In case of treatment of renal transplant, (2) Cardiac surgery and (3) Cancer, the annual income limit shall not exceed ₹ 1,00,000/- . The medical treatment details should be from referral private hospitals inside & outside the state as empanelled & updated by Health & Family Welfare Department from time to time.

ii) However, patients undergoing treatment or treated in hospitals other than those empanelled by Health & Family Welfare Department may also be considered for assistance out of CMRF if the hospital is of National Repute.

iii) The assistance will mainly be for treatment of critical ailments as enlisted under Odisha State Treatment Fund(OSTF) and not for common diseases.

iv) Assistance will be sanctioned only against the applications made during the treatment or maximum within one month from the date of discharge from the hospital.

v) The assistance sanctioned shall ordinarily be limited to 40% of the actual expenditure made subject to a maximum of ₹ 75000 (Rupees Seventy Five Thousand). But, in case of cardiac surgery, Renal transplant & Cancer the maximum assistance shall be ₹ 100000 (Rupees one lakh).

vi) Cases covered under ESI, CGHS, OSTF or any other such health related existing scheme or where there is a provision for reimbursement of the cost of medicines will not be assisted under CMRF. But, assistance can be provided to the patients covered under RSBY, BKKY, after adjustment of the amount of assistance provided in the card.

vii) Assistance under CMRF will be ordinarily given only once during a year.

viii) CMRF applications relating to sanction of assistance for medical treatment is to be dealt in the Health & Family Welfare Department to avoid duplication of sanction. Health & Family Welfare Department will process the cases for obtaining the approval of the Hon'ble Chief Minister for sanction of financial assistance out of CMRF as per norms of CMRF and communicate the same to General Administration (CMRF) Department for release of funds.

ix) The sanctioned amount shall be released through Collector of the district. The concerned Collectors shall release the sanctioned amount to the patient on submission of proof of expenditure and certificates relating to treatment and discharge.

2.6. Medical aid to Freedom Fighters Pensioners:

Assistance to freedom fighters (receiving pension from Finance Department) for medical purposes, in cases that do not meet the OSTF eligibility criteria, shall be up to ₹ 3.00 lakh per person and shall follow the same procedure as laid down at point No. 2.5 (clause ii to x).

2.7. Medical Aid in remote areas through Collectors:

A Maximum amount of ₹ 10,000 may be spent by the Collector for organizing special health camps in extremely inaccessible & outreach areas. The amount may be spent for purchase of medicines not provided through government supply, other nutritional supplements for the poor & needy patients & for minimal contingent of information education & communication (IEC) activities.

2.8. Assistance to Similar Institutions:

Assistance & support to other institutions having similar objectives as that of CMRF may also be considered for sanction out of CMRF following due procedure.

2.9. Assistance for Rural Development:

Financial assistance out of CMRF may also be considered to undertake, promote, aid or otherwise support rural development including any programme for promoting the social and economic welfare of the public in any rural area either directly or through an independent agency following due procedure.

2.10. Delegation of powers:

To assist more number of deserving persons and for better utilisation of Chief Minister's Relief Fund, the State Government have delegated powers to the Collectors for sanction of assistance out of Chief Minister's Relief Fund so as to extend such assistance to the deserving persons immediately at the time of their need.

(I) Collectors are authorized to sanction assistance out of Chief Minister's Relief Fund to deserving persons in any exigency up to a maximum of ₹ 30,000 (Rupees thirty thousand) only in the following cases:-

a) For treatment of poor patients suffering from chronic diseases and purchase of medicines not available in Government Hospitals. In case of chronic patients, Collector can sanction assistance even if the patient is assisted through CMRF/OSTF during the year for continuance of treatment.

b) Poor patients for their shifting to referral hospitals.

c) Victims of different accidents and victims of other untoward incidents.

d) For economic rehabilitation of the poor differently able persons, orphans, destitute, widows & persons in distress.

(II) The Collector may place some funds with the Sub-Collectors and the Sub-Collectors may sanction assistance up to a maximum of ₹ 10,000 (Rupees ten thousand) only in deserving cases. A detailed list of persons assisted along with the amount of assistance shall be forwarded to the collector immediately after such disbursement to avoid duplication at higher level.

(III) The Collector may recommend extremely deserving cases where more assistance is required to the Chief Minister's Office through General Administration Department.

Norms for release and utilization of funds :

a) General Administration (CMRF) Department will place funds initially @ ₹ 1,00,000 per Blocks and Urban Local Bodies in favour of Collectors.

- b) Collectors will keep the advance amount in a separate Savings Bank Account so as to enable reconciliation of the account and audit by the Statutory Auditor/ Accountant General Odisha/ General Administration Department.
- c) The Collectors will furnish monthly progress report and Utilisation Certificate in OGFR form to General Administration (CMRF) Department.

2.11. Harishchandra Sahayata :

'Harishchandra Sahayata' aims to provide assistance to the NOKs of the poor and destitute deceased persons for performance of their last rites and for cremation of unclaimed dead bodies.

- (I) The Sarpanch / Chairperson / Mayor will decide the deserving cases eligible for sanction of assistance.
- (II) Sarpanch can sanction assistance of ₹ 2,000 (Rupees two thousand) only in rural areas and Chairperson / Mayor can sanction of ₹ 3,000 (Rupees three thousand) only in urban areas.
- (III) The Sub-Collector can sanction maximum up to ₹ 3,000 (Rupees three thousand) only for transportation and cremation of each unclaimed dead body duly registered by the police.

Release of funds & Submissions of Utilization Certificate :

Funds in advance will be placed with all Districts Collectors by General Administration Department from CMRF for implementation of HARISCHANDRA SAHAYATA. The Collectors will release funds to the Gram Panchayats, Urban Local Bodies & Sub-Collectors. The Collectors may reshuffle funds as per the actual requirement to avoid idle parking of funds with the implementing agencies.

Norms

- (i) The concerned implementing authorities will keep the advance released to them in a separate Savings Bank Account for easy reconciliation and audit by the Statutory Auditor/ Accountant General, Odisha / General Administration Department.
- (ii) The Concerned Authorities will furnish Monthly Progress Report and Utilisation Certificates in OGFR form to General Administration (CMRF) Department through the Collectors.

Standard Operating Procedure

Standard Operating Procedure for Assistance for Disposal of Unclaimed Bodies.

1. The Scheme shall be implemented through the Superintendent of Police and Sub-Collector.
2. Superintendent of Police shall identify one or more good NGOs who shall perform the cremation.
3. For this purpose actual cost of transportation & end to end cost of cremation up to ₹ 3,000 (Rupees three thousand) only will be sanctioned by the Sub-Collector per each case.
4. An MOU shall be signed with the NGOs specifying the following details:-
 - a) Cost of transportation to the cremation ground.
 - b) End to end cost of cremation, as prescribed under different religions/customs.
5. In the event of a dead body not being claimed, the concerned police station shall after completion of legal procedure hand over the body to the NGO for cremation.
6. If the religion of the person is established / identified his / her cremation shall be made as per the procedure prescribed by that religion / custom.
7. Proper records shall be maintained and preserved for future reference.
8. The NGO shall handover expenditure bill along with signature of witness to the Police station.
9. The OIC of the police station will countersign and forward the same to the concerned Sub-Collector for payment.
10. On receipt of the bill from police station, the Sub-Collector shall make payment to the NGO through e-transfer and maintain accounts and records.

Standard Operating Procedure for Assistance for last rites of poor and destitute persons

The assistance will be provided through the Gram Panchayat in rural areas and Urban local bodies in urban areas.

1. The Sarpanch and Chairman/ Mayor may on his own information or on receipt of information from public or any other source may immediately consider the case on merit and sanction assistance of ₹ 2,000 and ₹ 3,000 respectively.

2. The sanctioned amount may be immediately disbursed to the beneficiary in shape of cash in the presence of ward member / villagers on proper identification out of available cash of Gram Panchayat and the same may be adjusted later on by drawing the money from the concerned Bank Account.
3. The implementing agency shall maintain proper account and records.
4. The implementing agencies shall furnish monthly progress reports and utilization certificate to the Collector through the B.D.O. The Collector shall submit consolidated list of beneficiary and utilization certificate to General Administration (CMRF) Department.

Standard Operating Procedure for Assistance for poor people & destitutes for their last rites at "Swargadwar, Puri"

1. The near relatives of the deceased shall approach at the counter at Swargadwar and register his name for cremation of the deceased to avail the assistance under the scheme.
2. The Executive Officer Municipality will remain in charge of providing such benefit to the persons requiring such assistance whoever comes for performing funeral rites.
3. For this purpose the required fire wood can be obtained from OFDC depot adjacent to Swargadwar and other ancillary expenditure (Jhati, Puja materials, Kalas, Ghee, Sandal Wood, Dhoti, Gamucha, Agarbatti, etc) from the licensed shops situated inside the Swargadwar premises.
3. Establishment Officer, Puri Municipality will attach a ministerial staff to maintain accounts at Swargadwar. The counter will be manned 24 hours on a shift basis. He will register all such cases and keep the vouchers from OFDC,
4. Licensed shops, Pujari and five men (who set fire) as per the scheme.
5. The ministerial staff while performing these tasks of supplying materials or paying charges to Pujari, fire man etc. shall obtain signature of the claimant on the vouchers. Then he will hand over all the materials required for funeral rites to the person performing the last rites. The assistance will be provided in shape of goods and services.

6. The entire amount as prescribed per dead body will be limited to ₹ 2,000 and the same shall be reimbursed from the amount deposited in this regard with Puri Municipality.
7. The fund will be kept with the District administration and the Municipality will be provided with funds in lump-sum manner which will be replenished after utilization of the amount so deposited.
8. The Establishment Officer, Puri Municipality shall furnish monthly progress reports and utilization Certificate to the General Administration (CMRF) Department through the Collector Puri.

(V) Assistance for transportation of Dead-Bodies from Government Hospitals:

Red Cross Society, Odisha State Branch will provide vehicles to the poor and needy people for transportation of dead body from the Hospitals like S.C.B. Medical College Hospital, Cuttack, VSS Medical College Hospital, Burla, MKCG, Medical College Hospital, Berhampur, Capital Hospital, Bhubaneswar, IGH, Rourkela and other Government Hospitals to their destination within district. Collectors may determine transportation charges subject to a maximum of ₹ 2000/- per case and reimburse of the same from CMRF.

3. CASES INELIGIBLE FOR ASSISTANCE OUT OF C.M.R.F.

3.1. No financial assistance from Chief Minister's Relief Fund will be available for purposes like marriage, thread ceremony and study or for other social or ceremonial purpose.

3.2. Cases where assistance under Odisha Relief Code is available will not ordinarily be assisted from CMRF. Where the damages are widespread and in large scale, the cases may be placed before the Chief Minister for consideration.

4. RELAXATION

4.1. The Chief Minister may relax any or all of the above criteria in exceptional circumstances & to the best of his judgment.

4.2. The Chief Minister can sanction any amount, in favour of any person / persons for any purpose on humanitarian grounds and welfare of the weaker sections including minorities.

5.1 Release of assistance in case of the death of the patient : In case of death of the patient in whose favour the assistance has been sanctioned out of CMRF, the amount of assistance may be released to his/her legal heirs as may be decided by the Authority competent to sanction Legal Heir Certificate in favour of the deceased.

5.2 MPRs & Utilization Certificates: Monthly progress report on the utilization of funds shall be submitted by the Collectors/recipient Departments/recipient institutions, to the Government in General Administration Department by the 5th of every month in the prescribed format. Utilization certificates may be submitted as and when the amount is utilized.

5.3 Recommending Minister / MP / MLA to be kept informed: With regard to CMRF applications received on the recommendations of Hon'ble Minister / M.P. / M.L.A., a copy of action taken on those applications may be sent to the concerned Hon'ble Minister / M.P. / M.L.A.

Dt. 29.02.2016
(Nanda Kishore Sethi)
Additional Secretary to Government
General Administration Department