



**Government of Odisha**  
**General Administration & Public Grievance Department**  
**Lokseva Bhawan, Odisha, Bhubaneswar- 751001**

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Bhubaneswar, dated the 02<sup>nd</sup> March 2023

No. GAD-CMRF-MISC-0009-2015/ 6158 / Gen. The Government have been pleased to approve the following changes in the CMRF guidelines :-

1. Enhancement of scale of financial assistance under Harischandra Sahayata Yojana (HSY) from Rs. 2,000/- to Rs. 3,000/- in Rural Areas and from Rs. 3,000/- to Rs. 4,000/- in Urban Areas and Swargadwar, Puri for the eligible beneficiaries .

2. An amount of Rs 15,000/- (Rupees Fifteen Thousand only ) be kept as Revolving Fund in HSY account of every Gram Panchayat (G.P) for immediate disbursement to the beneficiary which will be subsequently recouped through online mode.

**Hence, the CMRF guidelines Para 2.11(II), VI (f), & XI(h) are amended as follows:-**

2.11 (II) :- Sarpanch can sanction assistance of Rs.3,000/- (Rupees Three Thousand) only in rural areas and Chairperson / Mayor of Municipal Corporations can sanction Rs.4,000/- (Rupees four thousand) only in urban areas.

2.11(VI) (f) :- An amount of Rs 15,000/- (Rupees Fifteen Thousand) only be kept as Revolving Fund in HSY account of every Gram Panchayat (G.P) for immediate disbursement of Rs.3,000/- to the beneficiary which will be subsequently recouped through online mode.

2.11 (XI)(h) :- ( Swargadwar, Puri) :- The entire amount prescribed for performing the last rites of a dead body will be limited to Rs.4,000/- (Rupees Four Thousand) only.

By orders of the Governor

( Surendra Kumar, IAS)  
Additional Chief Secretary

Memo No. 6159 /Gen. Date. 02/03/2023

Copy forwarded to all Collectors for kind information and necessary action. They are requested to communicate the above amendment to all Panchayats / ULBs for their information. Further, they are requested to intimate, total number of Gram Panchayats (Block-wise) of their respective district for placing of the Revolving Fund @ Rs.15,000 to each G.P.

Additional Secretary to Government

P.T.O

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Memo No. 6160 /Gen. Date. 02/03/2023

Copy forwarded to all RDCs / all Departments of Government / Officer on Special Duty to Chief Minister for kind information.

Memo No. 6161 /Gen. Date. 02/03/2023

Additional Secretary to Government

Copy forwarded to the P.S to the Chief Secretary for kind information of the Chief Secretary / P.S to the ACS for kind information of the ACS, GA&PG Department.

Additional Secretary to Government

# **CHIEF MINISTER'S RELIEF FUND (CMRF), ODISHA**

## **GUIDELINE**

### **1. AIM OF CMRF**

Chief Minister's Relief Fund, Odisha 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 Biju Swasthya Kalyan Yojana (BSKY) or any health scheme due to various reasons.

i) Annual family income of such persons shall not exceed Rs. 2,00,000/-(Rupees Two Lakh)only in both rural area and urban area. Annual Income Certificate issued by the competent authority shall be accepted as proof of family income . 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 by the Health & F.W Department, Odisha and not for common diseases.

iv) Assistance will be sanctioned only against the applications made during the treatment or maximum within 3 (three) 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 Rs.1,00,000/-(Rupees One Lakh). But in case of cardiac surgery, Renal transplplantation, Cancer & other critical diseases the maximum assistance shall be Rs. 3,00,000/- (Rupees Three Lakh).

vi) Cases covered under ESI, CGHS, BSKY, Health Insurance or any other health related existing scheme or where there is a provision for reimbursement of the cost of medicines will not be assisted under CMRF.

vii) Assistance under CMRF will be ordinarily given only once during a year i.e there should be a gap of 12 months between two consecutive sanctions.

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 & Public Grievance (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 under any health related scheme, shall be up to Rs.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 Rs.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 the Collectors:**

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/BSKY 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 Rs.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 & Public Grievance Department.

### **Norms for release and utilization of funds :**

**a).** General Administration & Public Grievance (CMRF) Department will place advance funds to the districts. 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 & P.G Department.

**b)** The Collectors will furnish Monthly Progress Report in the prescribed format (issued by G.A & P.G Department) by 5<sup>th</sup> of every month to G.A & P.G (CMRF) Department through e-mail (cmrf.odisha@gov.in) and furnish Utilisation Certificate in OGFR form to General Administration & Public Grievance (CMRF) Department through CMRF web bases application software.



**(IV) Delegation of power to the Municipal Commissioners :**

Municipal Commissioners / Addl. Commissioners or in absence of Addl. Municipal Commissioners, an officer in equivalence to the rank of Sub-Collector of the Municipal Corporation are authorised to sanction assistance from Chief Minister's Relief Fund to deserving persons who reside within the jurisdiction of their respective Municipal Corporation, in any exigency on humanitarian ground as given below:-

SI No	Purpose	Maximum Assistance by the Commissioner	Maximum Assistance by the Additional Commissioner / an officer in equivalence to the rank of Sub-Collector of the Corporation
1	For treatment of poor patients suffering from chronic disease and purchase of medicines not available in Government hospital. In case of chronic diseases, Commissioner / Addl. Commissioner can sanction assistance even if the patient is assisted through CMRF/ BSKY during the year for continuance of treatment.	Rs.30,000/-	Rs. 10,000/-
2	For shifting of poor patients for their treatment to referral hospitals		
3	For financial assistance to the victims of different accidents and other untoward incidents.		
4	For economic rehabilitation of the poor and differently bled persons, orphans, destitute, widows & persons in distress.		

**Norms**

- G.A & P.G (CMRF) Department will place advance funds to the Municipal Commissioners.
- Municipal Commissioners will keep the advance amount in a separate S.B account so as to enable for reconciliation of the account which will be audited by Statutory Auditors / A.G., Odisha / G.A & P.G(CMRF) Department.
- In case of paucity of funds, Municipal Commissioners may request the G.A. & P.G Department for placement of additional funds.
- Municipal Commissioners will furnish Monthly Progress Report in the prescribed format (issued by G.A & P.G Department) by 5<sup>th</sup> of every month to G.A & P.G (CMRF) Department through e-mail ([cmrf.odisha@gov.in](mailto:cmrf.odisha@gov.in)).



- e) Municipal Commissioners will furnish utilisation certificate in OGFR form to G.A & P.G(CMRF) Department against the expenditure incurred by them.
- f) Municipal Commissioners will verify the genuineness of the application before sanction of assistance out of CMRF.
- g) Municipal Commissioners will transmit the applications, if any, received by them from those who live outside of the Municipal Corporation, to the Collector / G.A. & P.G (CMRF) Department for further necessary action.
- h) All applications justifying extreme compassion in exceptional cases and cases that do not come under the jurisdiction of the Municipal Commission for decision as per the above guidelines shall be transmitted to G.A & P.G.(CMRF) Deptt .
- i) A person shall be assisted only once in a year. Repeat assistance for the same purpose shall not be entertained in any case excepting as provided under these guidelines.
- j) Mode of payment :- Sanctioned amount will be released through the concerned Municipal Commissioner /Additional Municipal Commissioner for disbursement to the grantee on proper identification.

#### **2.11. Harishchandra Sahayata Yojana (HSY) :**

***'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 Rs. 3,000/- (Rupees Three Thousand) only in rural areas and Chairperson / Mayor of M.C can sanction of Rs. 4,000 (Rupees Four Thousand) only in urban areas.
- (III) The Sub-Collector can sanction maximum up to Rs.3,000/- (Rupees Three Thousand) only for transportation and cremation of each unclaimed dead body duly registered by the police.

#### **(IV) Ineligibility to avail HSY assistance :-**

A family coming under any of the following categories is not eligible to get HSY assistance :-

1. A family, any member of which owns a four-wheeler mechanized vehicle.
2. A family, any member of which is a Government Servant.
3. A family, any member of which is in receipt of honorarium from Government.
4. A family, which has joint ROR of more than 5.00 acres.
5. A family, any member of which is an Income Tax Assessee. "

**N.B:-** If the deceased family is covered under National Food Security Act-2013(NFSA) or State Food Security Scheme-2018 (SFSS) is eligible to get HSY assistance.



The sanctioning authority such as Sarpanch / Chairperson / Mayor will receive an undertaking to this effect from the family member of the deceased in the prescribed proforma provided at **Annexure-“A”**.

**(V) Payment to the eligible family:-**

The Sarpanch / Chairperson / Mayor will provide the financial assistance to the eligible family **on the date of death** in shape of cash out of the funds available under HSY account (Revolving Fund) at G.P / any Government Scheme at ULB which will be reimbursed out of CMRF through online mode

**(VI) Mode of Reimbursement of HSY assistance through online:**

- a) Official User ID & Password are to be provided to all Sarpanch / Chairperson / Mayor of MC for online reimbursement of HSY assistance through CMRF web portal [www.cmrfoodisha.gov.in](http://www.cmrfoodisha.gov.in) within **15 (fifteen) days positively** from the date of death of the deceased person.
- b) After successful submission online reimbursement form the same will be transferred to the concerned Block in case of G.P and Municipality / M.C in case of ULBs for verification by one middle level officer like GPEO or any Extension Officer (as Verifier).
- c) By using the Official User ID & Password the BDOs / Executive Officers are to authenticate the verified application processed by the Verifying Officer and make payment after receiving an OTP in his registered mobile number within **15 (fifteen) days positively**.
- d) After authentication by the BDOs/E.Os the fund will be transferred automatically to the Panchayat & ULB account already opened and mapped with the portal for the purpose from the State CMRF account.
- e) After making payment regarding reimbursement of HSY assistance one SMS will be provided to the mobile number of the beneficiaries of the deceased family. The list of the beneficiaries under HSY will available in the CMRF website.
- f) An amount of Rs.15,000/- (Rupees Fifteen Thousand)only be kept as Revolving Fund in HSY account of every Gram Panchayat (GP) for immediate disbursement of Rs.3,000/- to the beneficiary which will be subsequently recouped through online mode.

**(VII) Review of the MIS Report of Harichandra Sahayata Yojana**

- a. The Collectors may declare the ADM / Emergency Officers of their district as Nodal Officer as regards to the HSY assistance. by using the district user ID & Password.
- b. The Nodal officer of the district will monitor the progress of HSY assistance of the district weekly by using the district user ID & Password.
- c. The Collector will take a monthly review on the progress of the HSY assistance given at the Block/ ULB levels of his district.
- d. Change of mobile No of the BDOs /E.Os/ Verifying Officer or account details of G.Ps /ULBs in the HSY application software, the Collector/ BDO/E.O may request to GA&PG(CMRF) Department through e-mail ( [cmrf.odisha@gov.in](mailto:cmrf.odisha@gov.in))





(VIII) **Norms**

The HSY transactions at the level of G.P/ULB level are auditable by the Statutory Auditor/ Accountant General, Odisha / Local Fund Auditor / General Administration & Public Grievance Department from time to time. Hence, the G.Ps/ULBs are to maintain all the relevant records like applications form in serial manner (Annexure-"A") , Disbursement Register (Annexure-"B") / Cash Book (Annexure-"C" / Bank Pass Book opened for HSY.

(IX) **Standard Operating Procedure for Assistance for Disposal of Unclaimed Bodies.**

- a) The Scheme shall be implemented through the Superintendent of Police and Sub-Collector.
- b) Superintendent of Police shall identify one or more good NGOs who shall perform the cremation.
- c) For this purpose actual cost of transportation & end to end cost of cremation up to Rs.3,000/- (Rupees three thousand) only will be sanctioned by the Sub-Collector per each case.
- d) An MOU shall be signed with the NGOs specifying the following details:-
  - 1) Cost of transportation to the cremation ground.
  - 2) End to end cost of cremation, as prescribed under different religions/customs.
- e) 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.
- f) If the religion of the person is established / identified his / her cremation shall be made as per the procedure prescribed by that religion / custom.
- g) Proper records shall be maintained and preserved for future reference.
- h) The NGO shall handover expenditure bill along with signature of witness to the Police station.
- i) The OIC of the police station will countersign and forward the same to the concerned Sub-Collector for payment.
- j) On receipt of the bill from police station, the Sub-Collector shall make payment to the NGO through e-transfer out of funds available under CMRF with him or with the Collector.

(X) **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.



- a. 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 Rs.3,000/- and Rs. 4,000/- respectively.
- b) The sanctioned amount may be immediately (date of death of the deceased) disbursed to the eligible beneficiary in shape of cash in the presence of ward member/ villagers on proper identification out of HSY account ( Revolving Fund) of Gram Panchayat and the same will be reimbursed later through online mode.
- c) The implementing agency shall maintain proper account and records.
- d) The Collector will review consolidated list of beneficiary time to time from the MIS Report and furnish utilization certificate to General Administration & Public Grievance (CMRF) Department.

**(XI) Standard Operating Procedure for Assistance for poor people & destitute for their last rites at “Swargadwar, Puri” under Harischandra Sahayata Yojana**

- a) 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 in shape of goods & services under the scheme.
- b) The authorized person in charge of Swargadwar Seva Samiti (SSS) will provide him/her a prescribed application form (Annexure-“D”) for availing the assistance.
- c) The beneficiary will submit the filled up form along with the declaration and other necessary information in the SSS counter.
- d) **Ineligibility to avail HSY assistance at Swargadwar:-**

A family coming under any of the following categories is not eligible to get HSY assistance :-

1. A family, any member of which owns a four-wheeler mechanized vehicle.
2. A family, any member of which is a Government Servant.
3. A family, any member of which is in receipt of honorarium from Government.
4. A family, which has joint ROR of more than 5.00 acres.
5. A family, any member of which is an Income Tax Assessee. “
6. A family which availed HSY assistance at the Panchyata/ ULB level in this instant case.

**N.B:-** If the deceased family is covered under National Food Security Act-2013(NFSA) or State Food Security Scheme-2018 (SFSS) is eligible to get HSY assistance



e) After receipt of the application the authorized person will provide acknowledgement (Annexure-“E”) along with necessary tokens to avail the materials and services available from different counters to the beneficiary for cremation.

f) 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.

g) Licensed shops, Pujari and fire men (who set fire) as per the scheme.

The entire amount as prescribed for performing the last rites of a dead body will be limited to Rs.4,000/( Rupees Four Thousand) only.

### **Norms**

1. The Sub-Collector, Puri –cum-Convener Secretary Swargadwar Seva Samiti will remain in charge for such benefit.
2. The Sub-Collector, Puri –cum-Convener Secretary Swargadwar Seva Samiti will attach a ministerial staff to maintain accounts at Swargadwar. The SSS counter will be manned 24hours on shift basis. Swargadwar Seva Kendra personnel will register all such cases and keep the vouchers from OFDC etc.
3. The Swargadwar Seva Kendra personnel while performing the task of supplying materials or paying charges to Pujari, fire man etc will obtain signature of the claimant on the vouchers. Then he will hand over all the material required for funeral rites to the person performing last rites. The assistance will be provided in shape of goods and services.
4. Swargadwar Seva Samiti (SSS) shall receive an undertaking in the proforma prescribed at Annexure-“D” as per the provision Para 2.11(iv) of the guidelines.
5. The HSY transactions at Swargadwar, Puri can be auditable by the Statutory Auditor/ Accountant General, Odisha / Local Fund Auditor / General Administration & Public Grievance Department from time to time. Hence, the SSS is to maintain all the relevant records like applications form in serial manner (Annexure-“D”), Disbursement Register (Annexure-“F”) / Cash Book (Annexure-“G”) Bank Pass Book opened for HSY.

### **Mode of Reimbursement of HSY assistance through online:**

- a. Official User ID & Password have been provided to the Asst. Collector, Protocol Puri-Cum- Treasurer SSS who is the authorized person of Swargadwar Seva Samiti for online reimbursement of HSY assistance through CMRF web portal [www.cmrfodisha.gov.in](http://www.cmrfodisha.gov.in) by forwarding it to the Sub-Collector, Puri for authentication on the same day.
- b. By using the Official User ID & Password, the Sub-Collector, Puri to authenticate the reimbursement application form and make payment after receiving an OTP in his registered mobile number within **07(seven) days positively.**
- c. After authentication by the Sub-Collector, Puri the fund will be transferred automatically to the SSA account already opened and mapped with the CMRF portal for the purpose from the State CMRF account.



- d. After making payment regarding reimbursement of HSY assistance one SMS will be provided to the mobile number of the beneficiary of the deceased family.
- e. Panchayat / ULB wise beneficiaries who availed HSY assistance at Swargadwar Puri can be viewed by the concerned BDOs/ Urban authorities.

#### **Review of the MIS Report of Harichandra Sahayata Yojana at Swargadwar.**

- Change of mobile No of the Sub-Collector in the HSY application software, the Collector/ ADM/ Sub-Collector may request to GA&PG(CMRF) Department through e-mail ( [cmrf.odisha@gov.in](mailto:cmrf.odisha@gov.in) ).
- The Collector, Puri may declare the ADM, Puri as Nodal Officer as regards to the HSY at Swargadwar, Puri by using the district user ID & Password.
- The Collector, Puri will take a monthly review on the progress of the HSY assistance given at Swargadwar Puri.

### **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 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 & Public Grievance Department by the 5<sup>th</sup> 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.

**By orders of the Governor**

**-Sd-**

**Dt.02.03.2023**

**(Surendra Kumar, IAS)  
Additional Chief Secretary  
General Administration  
& Public Grievance Department**





**Annexure-“A”**

**Declaration for Harischandra Sahayata**

I Sri / S,mt / Kumari \_\_\_\_\_, S/o- , D/o , W/o, H/o-  
\_\_\_\_\_ of Village \_\_\_\_\_,  
PO\_\_\_\_\_, PS-\_\_\_\_\_, Dist- \_\_\_\_\_ want to  
avail Hasischnmdra Sahayata for cremation of my \_\_\_\_\_(relationship  
with the deceased), Late\_\_\_\_\_who died on dt.\_\_\_\_\_  
do hereby declare :-

1. That, no member of our family owns a four-wheeler mechanized vehicle.
2. That, no member of our family is a Government Servant.
3. That, no member of our family is in receipt of honorarium from Government .
4. That, our family has no joint ROR of more than 5.00 acres.
5. That, no member of our family , is an Income-Tax Assessee. “

OR

Our family is covered under National Food Security Act-2013(NFSA) or State Food Security Scheme-2018 (SFSS).

Signature of the Recipient

Mob- No. \_\_\_\_\_  
Counter Signature

Witness :- 1.

Witness:- 2.

Sarpanch / Chairperson / Mayor

**Encl:- Copy of the Aadhaar Card of the Deceased & the recipient**

**Annexure-“B”**

**Proforma of the Disbursement Register**

**Name of the G.P / ULB**

**YEAR**

Applicati on Sl. No.	Name & Address of the deceased	Date of Death	To whom the HSY assistance paid & Relationshi p with the deceased	Date of Disburse ment with Amount	Name of the source/ Scheme from which the amount borrowed	Date of apply in HSY portal for reimburseme nt to the BDO by G.P / E.O by ULB	Remarks
1	2	3	4	5	6	7	

**Annexure-“C”**

**Proforma of the Cash Book**

**Name of the G.P / ULB** \_\_\_\_\_

**FINANCIAL YEAR** \_\_\_\_\_

RECEIPT				EXPENDITURE			
Date of receipt	Particulars of Receipt	Amount Received	Remarks	Date of Expenditure	Particulars of Expenditure	Amount Paid	Remarks
1	2	3	4	5	6	7	8
Opening Balance							
	Total Receipts				Total Expenditure		
					Closing Balance		
	Grand Total				Grand Total		

**Annexure-“D”**

**Application Form For Harischandra Sahayata at Swargadwar, Puri**

**Information About the Deceased**

1. Name Of the Deceased :-
2. Son/Daughter/Wife of :-
3. Date Of Death :-
4. Place of Death :-
5. Cause Of Death :-
6. Age :-
7. ID Proof (if any)

**Address of the Deceased**

**Urban**

1. Ward No :-
2. Area Name :-
3. Post Office :-
4. Police Station :-
5. ULB Name :-
6. District :-

**Rural**

1. Village :-
2. Post Office :-
3. Police Station :-
4. Panchayat :-
5. Block Name :-
6. District :-

**Information of the Beneficiary**

1. Name of the Recipient :-

2. Relation with the Deceased :-

3. Mobile No. Of the Recipient :-

4. Address :-

5. ID Proof (if any)

(Aadhaar card/ Voter ID/D.L) :-

**Declaration**

I, Sri/Smt./Kumari \_\_\_\_\_ S/O,D/O,W/O \_\_\_\_\_  
:- \_\_\_\_\_ and do

1. That, no member of our family owns a four-wheeler mechanized vehicle.
2. That, no member of our family is a Government Servant.
3. That, no member of our family is in receipt of honorarium from Government.
4. That, our family has no joint ROR of more than 5Crores.
5. That, no member of our family, is an income-Tax Assessee.
6. That, we have not availed HSY assistance at Panchayat /ULB level for this instant case.

OR

7. Our family is covered under National Food Security Act-2013(NFSA) or State Food Security Scheme-2018 (SFSS).

**Date**

**Signature of the Recipient**

**Mobile No.-** \_\_\_\_\_



**Annexure-“E”**

**Acknowledgement to the Beneficiary by Swargadwar Seva Samiti, Puri**

Application SI No. \_\_\_\_\_

Date. \_\_\_\_\_

1. Name of the Deceased Person :-

2. Date of Death :-

3. Date of Cremation :-

4. Name of the Beneficiary :-

5. Address :-

Service Type	Amount
Fire wood(From OFDC Depot at Swargadwar)	
Puja Materials From Licensed Shop at Swargadwar	
Fire Man Charges	
Pujari	
Others	
<b>Total</b>	

Date \_\_\_\_\_

Signature of the Authorized Person

Swargadwar Seva Samiti - Puri

**Annexure-“F”**

**Proforma of the Disbursement Register**

**Swargadwar Seva Samiti, Puri**

**YEAR** \_\_\_\_\_

Application Sl. No.	Name & Address of the deceased	Date of Death	Date of Cremation	To whom the HSY assistance paid & Relationship with the deceased	Type of Service Provided		Date of apply in HSY portal for reimburse ment	Date of reimbursement from HSY portal
					Ty pe	Cost		
1	2	3	4	5	7	8	9	

**Annexure-“G”**

**Proforma of the Cash Book**

**Swargadwar Seva Samiti, Puri**

**FINANCIAL YEAR \_\_\_\_\_**

RECEIPT				EXPENDITURE			
Date of receipt	Particulars of Receipt	Amount Received	Remarks	Date of Expenditure	Particulars of Expenditure	Amount Paid	Remarks

1	2	3	4	5	6	7	8
Opening Balance							
	Total Receipts				Total Expenditure		
					Closing Balance		
	Grand Total				Grand Total		