



Department of Revenue & Disaster Management
(Govt. of Haryana)

New Secretariat Building Haryana, Sector 17, Chandigarh-160017

COVID-19
Urgent/Immediate

Memo No. DMC-SPO-2020/2439
Chandigarh, dated the 27.03.2020

To

1. All the Divisional Commissioners in the State
2. All the Deputy Commissioners in the State.

Subject: - Providing basic need facilities to the needy in the State

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1. World Health Organization has declared the outbreak of COVID-19 as pandemic and Government of India has notified it as disaster. State Government of Haryana under Section 2 of the Epidemic Disease Act 1897, and regulation made thereof, has notified vide its order no. 81-90/COVID/2020 dated 22.03.2020, a lockdown in the territorial jurisdiction of all the revenue districts in the State of Haryana.
 2. Hundreds of labourers from unorganized sector such as construction workers, brick kiln workers, Rehri Phadi wala, daily wage earners on labour /Jhanda Chowk, palledars, rickshaw pullers, even auto drivers, casual workers from factories, shops, malls, security guards, rag pickers, safaiwalas, dhobis, mochis, nais, sadhus, beggars etc. may be suffering food deficiency. Since they have nowhere to go in the absence of any public transport their situation is most tragic.
 3. A sum of Rs. 1 Crore to each Deputy Commissioner has been sanctioned vide the Government letter no.'s 4887-ER-3-2020/2434 dated 25.03.2020 and 4887-ER-3-2020/Spl dated 21.03.2020 for 'Measures for quarantine, sample collection and screening' and 'Procurement of essential equipments/labs for response to COVID-19' under State Disaster Response Fund (SDRF).
 4. Considering the lockdown, for maintaining the food and other basic needs availability to the poor and needy people in the jurisdiction of State Government, you are requested to do the needful. You are allowed to utilize the fund released under SDRF as mentioned above. The expenditure made on the arrangements of food/shelters to needy will be recoup from State Budget to SDRF after receipt of details of expenditure, accordingly, you are requested to submit the utilization certificate for the fund released on fortnightly basis as per the attached Performa for Utilization Certificate.
 5. Tentative Rates for Food packets @Rs 20/- per packet, two meals a day or dry ration (20*2*7= Rs 280/- per week) may be arranged. Proper account for the same shall be kept. Social distancing measures shall be followed while distributing food. Public shall also be made aware regarding COVID prevention measures during such efforts. In shelters, hygiene and sanitization arrangements shall be made.
 6. You may involve/associate Philanthropists/ social and religious organizations/charitable institutions for this. However, all sorts of congregations/langar have to be avoided. District Red Cross Societies/ Child Welfare Councils may be tasked to do this.
 7. A Performa for daily reporting is also attached herewith for providing reports at 6:00 PM daily through email on covid19.sdma@gmail.com

Sandeep Sharma
Superintendent (DM Cell)

for Financial Commissioner Revenue & Additional Chief Secretary to Govt.,
Haryana, Revenue, Disaster Management & Consolidation Departments
Chandigarh.

A copy is forwarded to:-

1. Secretary to Hon'ble CM, Haryana
2. PS to Hon'ble Dy. CM
3. PS to W/CS
4. PS to W/PSCM
5. PS to W/APSCM
6. PS to W/ACS, Finance

Most Urgent/Immediate

Office of the Deputy Commissioner, Rewari.

Endst No. 1248-57/COVID-19

Dated:- 27.03.2020

A copy is forwarded to the following for information and necessary action. They are also requested to provide the information to this office at 6:00PM Daily in the enclosed format.

1. SDM, Rewari/Bawal/Kosli
2. CEO, Zila Prishad Rewari.
3. DCWO, Rewari.
4. CMO, Rewari.
5. Secy, Red cross, Rewari.
6. DFSE Rewari.
7. DIO, (NIC) Rewari.
8. Reader to CTM is also directed to collect the information and submit to Disaster Management Branch, Rewari.

Sanjeev
27/03/2020

Sanjeev Kumar HCS,
City Magistrate,

For Deputy Commissioner, Rewari



Department of Revenue & Disaster Management
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New Secretariat Building Haryana, Sector 17, Chandigarh-160017

Format for submission of Statement of Actual Expenditure to be submitted fortnightly

A. Details of Sanction Letter	
Name of District	
Govt's sanction letter no & date	
Amount sanctioned and purpose	

B. Details of Expenditure incurred (Head wise)			
Sr. No.	Items of Expenditure	Amount utilized	Details
1.	Measures for quarantine, sample collection and screening: a) Provision for temporary accommodation, clothing, medical care, etc. for people affected and sheltered in quarantine camps (other than home quarantine) or for cluster containment operations. b) Cost of consumables for sample collection. c) Support for checking, screening and contact tracing		
2.	Procurement of essential equipments/labs for response to COVID-19: a) Cost of setting up additional testing. b) Cost of personal protection equipment for healthcare, municipal, police and fire authorities c) Cost of Thermal Scanners, ventilators, air purifiers, and consumables for Government Hospitals.		
3.	Awareness Generation		
4.	Arrangements of food/Shelter for needy/distressed public		
	Total		

Certified that I have satisfied myself that the conditions on which the amount was sanctioned have been duly fulfilled and that I have exercised the necessary following checks to see that the money was actually utilized for the purpose for which it was sanctioned.

Checks exercised

- 1.....
- 2.....
- 3.....

Certificate of verification to be accorded by Internal Auditor/Accounts Officer of the organization with full signature, stamp and date

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Approved by District Disaster Management Authority on

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Attach the minutes of the meeting.

Signature with Stamp

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Deputy Commissioner

Date.....

