



ଓଡ଼ିଶା ସରକାର
ରାଜସ୍ୱ ଓ ବିପର୍ଯ୍ୟୟ ପରିଚାଳନା ବିଭାଗ
(ବିପର୍ଯ୍ୟୟ ପରିଚାଳନା)
GOVERNMENT OF ODISHA
REVENUE & DISASTER MANAGEMENT DEPARTMENT
(DISASTER MANAGEMENT)

By Fax/e-mail/Post

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No. 2089 /R&DM(DM)
RDM-RLF-MISC-0036-2020

Date: 31-03-2020

From

Pradeep Jena, IAS
Special Relief Commissioner &
Additional Chief Secretary to Govt.
(Disaster Management)

To

ALL COLLECTORS

Sub: Guidelines for maintenance of Daily Register on provision of food for the sick, indigent and destitutes in rural areas due to lock down.

Ref: This Office letter No.2040/ dated 28.03.2020, 2045/ dt.29.03.2020 and 2053/dt.30.3.2020

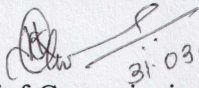
Sir/Madam,

You have been provided with the format for maintenance of Daily Register vide this Department letter No.2045/R&DM(DM) dt.29.03.2020. The following formalities should be adhered to while maintaining the Daily Register,.

- (i) The Sarapanch of the GPs shall duly enter the detailed data of the sick, indigent and destitutes in the Daily Register in **Format-I** and put his/ her signature on the bottom of the report and send it to the Block Development Officer on Whatsapp on a daily basis.
- (ii) The Block Development Officer shall compile the data for the entire Block area, countersign the report and submit the same to the Collector.
- (iii) The Collector, after compiling the data of all the Blocks Gram Panchayat-wise of the district, shall host the details in public domain in official website of the district within seven days of the lockdown, i.e. 14.4.2020.
- (iv) Collectors shall submit a daily report of the district in **Format-II** to SRC in Whatsapp No. **8917435320** and email (srcodishagov@gmail.com).

It is therefore, requested to instruct the BDOs for strict maintenance of the Daily Register while implementing the above in order to avoid future complications. Besides, transparency in the administration of Gratuitous Relief is non-negotiable and therefore, shall be mandatorily practised at all level.

Yours faithfully,


31.03.2020
Special Relief Commissioner &
Additional Chief Secretary to Govt.
(Disaster Management)