



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

By Fax/e-mail/Post

ରାଜୀବ ଭବନ, ଭୁବନେଶ୍ୱର-୭୫୧୦୦୧  
RAJIV BHAWAN, BHUBANESWAR-751001

Ph. No. 0674-2534177  
Fax : 0674 - 2534176  
e-mail: srcodishagov@gmail.com  
src.or@nic.in

No. 2090 /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 migrant labourers stranded due to lock down.**

Ref: This Office letter No.2050/R&DM(DM) dated 30.03.2020 and 2075/R&DM(DM) dt.30.03.2020

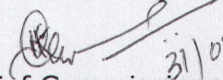
Sir/Madam,

Maintenance of Daily Register on provision of food for the migrant labourers stranded due to lock down is very much essential for transparency in implementing the provisions of State Disaster Response Fund. You have been provided with the format for maintenance of Daily Register vide this Department letter under reference. In addition to maintenance of Daily Register, the following formalities should be adhered to.

- (i) The Sarapanch/ Authority in charge of the Relief Centre shall duly enter the detailed data of the migrant labourers 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/ Higher Authority concerned on Whatsapp in daily basis.
- (ii) The Block Development Officer/ Higher Authority concerned shall compile the data for the entire Block area / total jurisdiction area, countersign the report and send it to the Collector.
- (iii) The Collector, after compiling the data of all the Relief Centres located in his/her district shall host the details in the 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/ concerned authorities 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)