

**GOVERNMENT OF MEGHALAYA
REVENUE AND DISASTER MANAGEMENT DEPARTMENT**

*Rules for the Administration and Maintenance of Meghalaya State
Calamity Relief Fund*

1. **Short Title and Commencement :-**

- (1) These Rules may be called the Meghalaya State Administration and Maintenance of Calamity Relief Fund Rules 1996.
- (2) It shall come into Force with immediate effect.

2. **Definitions :-**

In these rules unless the context otherwise requires –

- (a) "Accountant General" means the Accountant General, Meghalaya.
- (b) "Committee" means the State Level Committee of the State of Meghalaya.
- (c) "Fund" means the Calamity Relief Fund.
- (d) "Government" means the Government of the State of Meghalaya
- (e) "Natural Calamities" means the Calamities such as drought, flood, cyclone, earthquake, fire etc., and
- (f) "Year" means a financial year commencing from 1st April to 31st March, inclusive.

3. **Constitution of the Fund :-**

- (1) There shall be constituted a fund known as the Meghalaya State Calamity Relief Fund and into which all receipts including contributions of the Government of India and of the State Government, as prescribed in the Central Scheme shall be credited. The receipts on account of the Maturity or sale of the securities and all other receipts from source other than the above shall also be brought to the credit of the fund.

4(1) All receipts and contributions to the Fund being share of the Government of India and the State Government will be made from the General Revenue of the State by debit to the Major Head "2245 – Relief on account of Natural Calamities – 05 – Calamity Relief Fund – 101 – Transfer to Reserve Fund and Deposit Account Calamity relief Fund" shall be transferred and credited to the major head "8235 – General and Other Reserve Fund – 111- Calamity Relief Fund".

Transfer of Fund

Contd...2..

4(2) Necessary adjustment of such transfer mentioned in Sub – Rules (1) above will be carried out in the Accounts of the State Government by the Accountant General, Meghalaya on the closing of Accounts of each Financial year under intimation to the State Government in the Departments of Revenue and Finance (Economic Affairs).

Expenditure out of
the fund

5(1) All the expenditure for the purpose of meeting the exigencies arising out of the occurrence of any Natural Calamity, declared as such by the Government shall be debited to the Fund – 5(2) Expenditure for normal contingency charges, such as administrative and miscellaneous expenses in connection with the process of rendering relief due to natural calamities shall be borne by the State Government from its normal budgetary provisions in accordance with the existing Rules in force.

Withdrawal from
the Fund.

6. Withdrawal of Fund from the major head “8235 – General and other Reserve Fund – III – Calamity Relief Fund” for the following purposes shall be done by miscellaneous form from the Treasury.

(i) For meeting any expenditure such as gratuitous Relief, cost of medicines for both man and cattle, cost of fodder for cattle etc., due to natural calamity and all expenditures mentioned in Rule 5(1).

(ii) For keeping an amount of Rs.10 lakhs under current account of the fund with the State Bank of India, Shillong for meeting the emergent expenditure due to natural calamity.

(iii) For investment under fixed deposits schemes as in the pattern prescribed by the Government of India.

(iv) All expenditures mentioned in Sub-Rule (1) will be debitable to the Major Head “2245-Relief on account of Natural Calamities-05-Calamity Relief Fund-901-Deduct amount met from the Calamity Relief Fund”.

Functions of the Committee

7(1) The responsibility for the administration of the fund shall rest upon the Committee constituted by the Government with the Chief Secretary to the Government as the Ex-Officio Chairman.

7(2) The Committee shall decide on all matter in regard to the Financing of the Relief Expenditure, relief measures to be adopted in each case and delegation of powers to sub-committee(s).

7(3) The Committee may constitute Sub-Committee(s) including scrutiny Sub-Committee and Empowered Committee as may be considered necessary in connection with matters as may arise from time to time.

7(4) The Committee may constitute Sub-Committees including scrutiny sub-Committee/Empowered Committee as may be considered necessary for the purpose of considering and sanction of expenditure out of the Fund.

Power of sanction

8(1) The Committee shall be the competent authority to sanction expenditure out of the Fund for the purpose of providing relief to the victims affected by natural calamity.

8(2) To meet urgent requirement of fund, the Committee may delegate power of sanction to an extent not exceeding Rs.3.00 lakhs and Rs.10.00 lakhs in each case at a time to a scrutiny Committee and to the Empowered Committee respectively.

8(3) The Chief Secretary to the Government so the Ex-Officio Chairman of the Committee may sanction on demand as an advance against any proposal/scheme to the maximum amount of Rs.2.00 lakhs per District in each case at a time to meet urgently requirement of fund for relief to the victims of any natural calamity.

Contd...4..

Rs 20,00 lakhs

Procedure for
submission
of proposal.

8(4) The proposal for sanction as advance for relief which is in excess of Rs.10.00 lakhs, such a proposal should to variably obtain the prior concurrence of Finance Department.

9(1) Proposal(s) for sanction of expenditure out of the Fund for the purpose of granting of Gratuitous Relief to the affected people shall be submitted by the Deputy Commissioner of a District, on the basis of the prescribed scale of assistance approved by the Government.

9(2) Proposal(s) for sanction of expenditure out of the Fund other than Gratuitous Relief (Medicines, Fodder, Essential Commodities, Requisition of Boats, Vehicles etc.,) shall be prepared and submitted by the Deputy Commissioner of any District in the enclosed prescribed form along with copies of Supply Order, Vouchers etc., duly countersigned by respective authorities.

9(3) Proposal(s) referred to under Rule 9(2) above shall be checked by Revenue and Finance Department before clearance by the State Level Committee/Scrutiny Committee/Empowered Committee as the case may be.

9(4) Proposal(s) may be sanctioned by the State Level Committee/Scrutiny Committee/Sub-Committee/Empowered Committee either in full or with such modification as may be considered proper and necessary.

9(5) Taxes payable by the Suppliers may be deducted at source by the Deputy Commissioner concerned as per norms prescribed by the Government from time to time.

Placement of
Fund.

10(1) For the purpose of providing immediate Relief to the affected people due to natural calamity, the Government with the approval of the Chief Secretary shall at the beginning of each financial year sanction an amount of Rs.1.00 lakh (Rupees one lakh) to each District as reserve fund for meeting any emergency due to Natural Calamity.

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10(2) Whenever, the need arise the concerned Deputy Commissioner shall immediately sanction to the affected people out of the fund mentioned at (1) above as Gratuitous Relief, Cash Doles etc., according to the prescribed scale of assistance.

To regularise such expenditure the Deputy Commissioner concerned shall submit a report of the occurrence of Natural Calamity accompanied by a State of Expenditure and list of affected people and/or APRS etc., as may be necessary, and also place a demand for recoupment of the reserve fund.

Further, if the amount so placed at the disposal of the Deputy Commissioner is insufficient for meeting the exigencies arising out of the Natural Calamity, the Deputy Commissioner shall make a demand for sanction of fund as envisaged under Rules 8(2) above, along with the demand for recoupment of reserved Fund.

Maintenance of
Accounts and
Operation of Bank
Accounts.

11(1) The Committee shall authorise Officer or Officers to be designated for the purpose of the maintenance of the accounts of the fund and submission of the Statements of accounts relevant, thereto, to the Committee, from time to time. For the purpose, the designated Officer(s) shall open and keep a Cash Book and other subsidiary Books of accounts.

11(2) All receipts and expenditure shall be fully vouched by sanction of the Competent Authorities with a supporting vouchers, actual payee's receipts and the statements of accounts as may be furnished by the District Officers.

11(3) There shall be opened accounts with the Authorised Bank, either jointly or individually as may decided by the Committee, by the designated Officer(s) and to, which all receipts of the fund shall be remitted forthwith. All Expenditure out of the fund shall drawn through Cheque(s) signed by the designated Officer(s) as soon as the sanction of the Committee or of the Competent Authority is received.

11(4) The specimen signatures of the designated Officer(s) with the decision of the Committee shall be communicated by the Ex-Officio Chairman of the Committee to the Authorised Bank(s). The same procedures shall be adopted as and when handing over/taking over/charges by the designated Officer(s) take place.

11(5) The Cash Bank shall be closed at the end of each month. Reconciliation of the Accounts with the Bank(s) shall be prepared at the end of each month and appended in the Cash Book itself. The correctness of the Cash Book shall be certified at the close of a month by the designated Officer(s).

11(6) Stock-Books for the Cheque Books shall be maintained. All unused and used Cheque (Books) shall be under the personal custody of the designated Officer(s). The remittance receipts/challans shall also be maintained.

12. Imprest Accounts :-

(1) The designated Officer(s) may be authorised at specified sum of money as imprest for the purpose of meeting petty and sundry expenses in connection with the day to day working of the fund. The designated Officer(s) shall maintain an imprest Cash Book with Sub-vouchers for the purposes.

12.(2) Recoupment of the expenditure incurred out of the Imprest Accounts shall be made from time to time, as may be required. However, such recoupment shall invariably be made at the end of each month.

13. Investment :-

(1) The accretions to the fund together with income earned on the invest shall be invested in accordance with the pattern prescribed under the Central Scheme. The designated Officer(s) shall maintain in investment. Register as may be prescribed by the Committee and all transactions relating to the investment of the fund shall be properly and correctly recorded therein.

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13(2) Government and other securities/certificates shall be kept under the personal custody of the designated Officer(s) who shall be personally held responsible for their pre-part accountal.

14. Audit of Accounts:-

The Accounts and subsidiary books of Accounts of the Fund shall be open to Audit by the Accountant General/Examiner of Local Accounts. The Audit shall normally be on an annual basis covering the financial year or for such period(s) as may be decided by the Committee from time to time.

15. Miscellaneous Matters:-

(1) All expenditure sanctioned out of the fund shall be duly supported by the Utilisation Certificates signed by the District Officers concerned. The Utilisation Certificate shall be accompanied with the statements of accounts showing the detailed expenditure and supporting Vouchers. Unspent balance of a particular sanction shall be refunded by Bank Draft in favour of the designated Officer(s) by the District Officer concerned forthwith.

15(2) The District Officers concerned may/shall maintain sub-sidiary Cash Book an relevant Books of accounts and Vouchers. In the said sub-sidiary Cash Books all receipts including the sanctioned amounts received from the Calamity Relief Fund shall be credited and the expenditure as maybe incurred, from time to time, in connection with the relief measures and such other expenditure incidental thereto, shall be duly accounted for, each transaction shall be duly attested by the District Officers concerned under his signature/initials. The Sub-sidiary Cash Book shall be closed at the end of each month and reconciliation of account with reference to the Bank account shall be prepared and recorded in the Cash Book under his dated signature. The balances, both in Cash and at Bank shall be verified and a certificate of verification shall also be recorded while closing the Cash Book.

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15(3) The District Officers or the Civil Sub-Divisional Officers, as the case may be, shall open an account with the Bank Authorised by the Committee in this behalf. The Bank Pass Book and the Cheques Books shall be kept under the personal custody of the District Officers concerned who shall be held personally responsible for the proper and current account of the fund money.

16. Savings Cases and matter which may not be covered by these rules, shall be supplemented by the provisions of the Central Scheme in this connection.

Sd/- W.M.S. Pariat
Commissioner & Secretary to the Govt. of Meghalaya
Revenue Department.

Memo No.RDG.48/96/6

Dated Shillong, the 26th March, 2001.

Copy to all Deputy Commissioners/Sub-Divisional Officers for information and guidance and to acknowledge receipt.

By order, etc.,
Sd/-
Under Secretary to the Govt. of Meghalaya
Revenue Department.

GOVERNMENT OF MEGHALAYA
REVENUE DEPARTMENT

ORDER

NO.RDG.48/96/9, Dated Shillong the 30th July, 2002.

✓ Rule 8(2) and Rule 8(4) of the Meghalaya
State Administration & Maintenance of the Calamity Relief Fund
Rules 1996 are amended as follows :

- 1) In Rule 8(2) for the words "Rs.10.00 lakhs"
the word "Rs.20.00 lakhs" shall be substituted.
- 2) For Rule 8(4) for the words "in excess of
Rs.10.00 lakhs" the word "in excess of Rs.20.00
lakhs" shall be substituted.

The above amendments shall come into force with
immediate effect and until further orders.

(W.M.S.PARIAT)
Principal Secretary to the Govt. of
Meghalaya, Revenue Department.

Memo No.RDG.48/96/9-A, Dated Shillong, the 30th July, 2002.
Copy for information and necessary action to :-

1. Private Secretary to Chief Secretary for information of Chief Secretary.
2. Accountant General (Audits) Meghalaya.
3. Finance (EA) Department with reference to I/D FEA.1165/2002 dt.19.7.2002. This is in pursuance to decision of the State Level Committee in its meeting held on the 17.5.2002.
4. Finance (EC-II) Department.
5. All Deputy Commissioners.
6. All Members.
7. All concerned Assistants.

By order etc.,


Under Secretary to the Govt.
of Meghalaya, Revenue Deptt.

**GOVERNMENT OF MEGHALAYA
REVENUE AND DISASTER MANAGEMENT DEPARTMENT**

No.RDG.48/96/10

Dated Shillong, the 11th February, 2009.

ORDER

The following new Sub-Rules are added to Rule 8 and Rule 10 of the Meghalaya State Administration and Maintenance of the Calamity Relief Fund Rules, 1996 :-

1. Sub-Rule 8 (5) "The Chief Secretary or the Empowered Committee is delegated full power to sanction any amount proposed by the Deputy Commissioner without the concurrence of Finance Department in respect of Calamity which is severe in nature and where the damages caused by such a Calamity is extensive. The proposal should be accompanied by a Certificate that the Calamity is of a severe nature and the damage caused is extensive" .
2. Sub-Rule 10 (3) "Expenditure chargeable to the Calamity Relief Fund shall be according to items of norms of assistance prescribed by Government of India from time to time"

The above amendments shall come into force with immediate effect and until further orders.

Sd/-

Principal Secretary to the Govt. of Meghalaya
Revenue and Disaster Management Department.

Memo.No.RDG.48/96/10-A

Dated Shillong, the 11th February, 2009.

Copy for information and necessary action :-

1. P.S. to Chief Secretary for information of Chief Secretary.
2. Accountant General (Audit) Meghalaya, Shillong.
3. Finance (EA) Department with reference to their I/D No.FEA/1292/08, dt.18.11.2008.
4. Finance (EC-II) Department.
5. All Deputy Commissioners.
6. All Members
7. All concerned Assistant.

By order etc.,



Under Secretary to the Govt. of Meghalaya
Revenue and Disaster Management Department.