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Letter No. 29403 / Gen., Date. 20.11.2007  
P-2258/07

To,

All Collectors.

Sub: Revised guidelines for assistance from Chief Minister's Relief Fund.

Sir / Madam,

I am directed to say that the existing guidelines followed for providing assistance to indigent applicants for different purposes have been revised by the Government. As per the revised guidelines, Collectors have been authorized to sanction assistance from C.M.R.F. up to a certain limit. A copy of the guidelines is enclosed for your reference (Annexure –I).

In order to facilitate the Collectors to sanction and release assistance from the C.M.R.F., funds of Rs.30,00,000/- (Rupees thirty lakhs) only has been placed with each Collector vide Memo No.29181/29183 dt.17.11.2007. It is requested that a C.M.R.F. account for the purpose may be opened in a Nationalized Bank and proper accounts maintained. This fund shall be audited by the A.G., Orissa and the statutory auditors appointed by the C.M.R.F. Trust Board.

Applications seeking assistance from the Chief Minister's Relief Fund shall be filed before the Collector along with required enclosures namely, income certificate & estimate of expenditure for treatment etc. A sample application form is enclosed (Annexure –'II').

The applications shall be scrutinized duly in the office of the Collector and a check list containing details of the application prepared. It may be ensured that the applicant has not been provided assistance previously for the same purpose out of C.M.R.F. A sample copy of the check list is enclosed (Annexure –'III').

The Collector shall consider the application and communicate the order of sanction or rejection as the case may be to the applicant in the prescribed format placed at Annexure –‘IV’ & ‘V’ respectively.

Assistance shall be released in shape of Cheque / Bank Draft only subject to stipulations laid down in the guidelines. Form No. I & II placed respectively as Annexure – ‘VI’ & ‘VII’ may be used for the purpose.

All applications justifying extreme compassion in exceptional cases and cases falling beyond the jurisdiction of the Collector to decide as per the guidelines shall be transmitted to the Govt, in G.A. Deptt. with specific opinion of the Collector.

All files, documents & papers etc. maintained in connection with sanction of assistance from C.M.R.F. shall be preserved for audit by the A.G., Orissa and statutory auditors appointed by the Trust Board.

Since C.M.R.F. runs with limited resources formed by budgetary allocation and donation provided by individual donors and public / private sector undertakings, care should be taken to see that the amount sanctioned from C.M.R.F. is utilized for the purpose for which it has been sanctioned. No scope should be allowed to the beneficiary to mis-utilise the fund in any manner.

Collectors should mobilise for raising donations to augment resources of C.M.R.F. which provides for income tax relief under section 80G of the Income Tax Act, 1961.

A monthly report on disposal of applications seeking assistance from the C.M.R.F. shall be furnished to the Govt. in G.A. Deptt. by the 5<sup>th</sup> of every month for information of the Chief Minister. A format for the purpose has been prescribed (Annexure – ‘VIII’).

Yours faithfully

Special Secretary

Memo No. 29404 / Gen., dt. 20.11.2007

Copy forwarded to all Departments of Government / Commissioner of Income Tax, Ayakar Bhawan, Bhubaneswar / A.G. (Audit), Orissa / Private Secretary to Chief Minister for information.

Special Secretary