



ଓଡିଶା ସରକାର  
ପଞ୍ଚାୟତିରାଜ ବିଭାଗ

Government of Odisha  
PANCHAYATI RAJ DEPARTMENT

ଓଡିଶା ସଚିବାଳୟ  
ସଚିବାଳୟ ମାର୍ଗ, ଭୁବନେଶ୍ୱର-୭୫୧୦୦୧

Odisha Secretariat, Sachibalaya Marg,  
Bhubaneswar-751 001  
Fax. 0674-2391413  
E-mail- prsec.or@nic.in

No. 20795 /PR, Dated 8/8/13  
17-SFC-20-2025

From

Shri P.C. Behera,  
FA-cum-Joint Secretary to Government.

To

The DDO-Cum-Joint secretary,  
Panchayati Raj Department.

Sub:- **Release of funds from D.D.O Account No 066640200002382, UCO Bank, Secretariat Branch in favour of Gram Panchayats and Sub-Divisions of the State.**

Sir,

I am directed to invite a reference to the UOI No 530 dated 08/08/2013 of FA-Cum-Joint Secretary, Panchayati Raj department and letter No21992 dated 06/08/2013 of G.A Department(copy enclosed) on the subject cited above and to say that a sum of Rs **12,89,60,000/- (Rupees Twelve Crore eighty nine Lakh anf Sixty thousand only)** may be released from D.DO Account of this Department as per the enclosed Statement ( copy enclosed) in favour of SFC Account of 30 District Panchayat Officers of the State (**copy of SFC Account No enclosed**) by way of e-transfer having RTGS/NEFT facilities immediately .

Yours faithfully,

  
FA-cum-Joint Secretary to Govt.

CC: for information and necessary action to

1.The Branch Manager, UCO Bank, Secretariat Branch.

He is requested to transfer the funds ( e-transfer having RTGS/NEFT facilities ) as per the statement to the concerned SFC Account of District Panchayat Officers immediately.

Contd.....

## **2. All District Panchayat Officer.**

- I. They are requested to e-transfer the said fund to the respective SFC (Devolution) Account of the Gram Panchayats from SFC Account (Devolution) of District Panchayat officer in respect of G.P share with instruction that the Grama Panchayat will subsequently withdraw the amount and deposit in a separate Account opened in the Bank in Harischandra Sahayata Scheme. The gist of the Scheme may be immediately communicated to the Grama Panchayats by the DPO and the concerned Block Development Officers. Monthly expenditure statement is required to be collected by the DPO concerned and communicated to Government.
- II. The funds under Sub -Divisional Head allotted to 55 Sub-Collectors as per list enclosed (except Bhubaneswar, Cuttack, Berhampur) may be paid either through A/c payee Bank Draft or through SB Account of Sub-Collector if available with DPO concerned immediately.
- III. The Sub-Collectors and Sarapanches are requested to utilize the said fund as per instruction communicated by G.A. Department vide letter No.21992, dtd. 06.08.2013 (Copy enclosed).

**3. Sri P.C.Khuntia, Joint Secretary to Government, G.A.Deptt. for information with reference to his letter No.21992, dtd. 06.08.2013.**

**4. PS to Hon'ble Minister, Panchayati Raj**

**5. All RDCs**

**6. All Collectors**

**7. All Sub-Collectors**

**8. All Project Directors, DRDA**

**9. All BDOs**

**Release of Funds out of Chief Minister Relief Fund for Harishchandra Sahayata Scheme  
infavour of Gram Panchayats & Sub-Divisions of the State  
( In Rupees)**

Sl.No	Name Of Districts	Total Nos of G.Ps	Total amount allotted to G.P @ Rs 20000/- per G.P	Total numbers of Sub-Division	Total amount allotted to Sub-Division @ Rs 1.00 lakh per Sub-Division	G.Total
1	ANUGUL	209	41,80,000	4	400000	45,80,000
2	BALANGIR	285	57,00,000	3	300000	60,00,000
3	BALASORE	289	57,80,000	2	200000	59,80,000
4	BARGARH	246	49,20,000	2	200000	51,20,000
5	BHADRAK	193	38,60,000	1	100000	39,60,000
6	BOUDH	63	12,60,000	1	100000	13,60,000
7	DEOGARH	1	20,000	1	100000	1,20,000
8	CUTTACK	342	68,40,000	2	200000	70,40,000
9	DHENKANAL	198	39,60,000	3	300000	42,60,000
10	GAJAPATI	129	25,80,000	1	100000	26,80,000
11	GANJAM	475	95,00,000	2	200000	97,00,000
12	JAGATSINGHPUR	194	38,80,000	1	100000	39,80,000
13	JAJPUR	280	56,00,000	1	100000	57,00,000
14	JHARSUGUDA	78	15,60,000	1	100000	16,60,000
15	KALAHANDI	273	54,60,000	2	200000	56,60,000
16	KAMDHAMAL	153	30,60,000	2	200000	32,60,000
17	KENDRAPADA	230	46,00,000	1	100000	47,00,000
18	KEONJHAR	287	57,40,000	3	300000	60,40,000
19	KHURDA	168	33,60,000	1	100000	34,60,000
20	KORAPUT	226	45,20,000	2	200000	47,20,000
21	MALKANGIRI	108	21,60,000	1	100000	22,60,000
22	MAYURBHANJ	382	76,40,000	4	400000	80,40,000
23	NABARANGPUR	169	33,80,000	1	100000	34,80,000
24	NAYAGARH	180	36,00,000	1	100000	37,00,000
25	NUAPADA	108	21,60,000	1	100000	22,60,000
26	PURI	230	46,00,000	1	100000	47,00,000
27	RAYAGADA	171	34,20,000	2	200000	36,20,000
28	SAMBALPUR	148	29,60,000	3	300000	32,60,000
29	SUBARNPUR	96	19,20,000	2	200000	21,20,000
30	SUNDERGARH	262	52,40,000	3	300000	55,40,000
	<b>TOTAL</b>	<b>6173</b>	<b>12,34,60,000</b>	<b>55</b>	<b>5500000</b>	<b>12,89,60,000</b>

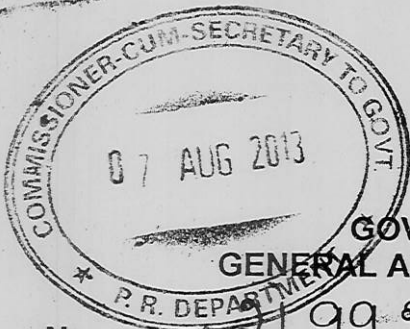
**(Rupees Twelve Crore Eighty nine lakh and Sixty thousand Only)**

FA-Cum-Joint Secretary to Govt.



## SFC A/C (NO OF DPO (DEVOLUTION )

SL.NO	NAME OF THE SCHEME	DPO NAME	SFC A/C NO OF DPO	NAME OF THE BANK BRANCH NAME	IFS CODE NUMBER
1	DEVOLUTION	ANGUL	32759336101	SBI ANUGUL	SBIN0000007
2	DEVOLUTION	BALASORE	32633647565	SBI BALASORE	SBIN-0000016
3	DEVOLUTION	BARGARH	30967626809	SBI BARGARH	SBIN0000025
4	DEVOLUTION	BHADRAK	11403406526	SBI BHADRAK	SBIN0000036
5	DEVOLUTION	BALANGIR	32750460692	SBI BALANGIR	SBIN0000046
6	DEVOLUTION	BOUDH	32664224269	SBI BOUDH	SBIN0002031
7	DEVOLUTION	CUTTACK	32670596840	SBI CUTTACK	SBIN0000059
8	DEVOLUTION	DEOGARH	32757322770	SBI DEOGARH	SBIN0004854
9	DEVOLUTION	DHENKANAL	10993979272	SBI DHENKANAL	SBIN0000068
10	DEVOLUTION	GALAPATI	32810403671	SBI PARALAKHEMUNDI	SBIN0000151
11	DEVOLUTION	GANJAM	32735399932	SBI CHATRAPUR	SBIN0000055
12	DEVOLUTION	JAGATSINGPUR	32972243485	CANARA JAGATSINGHPUR	SBIN0003943
13	DEVOLUTION	JAIPUR	11308936030	SBI JAIPUR	SBIN0000094
14	DEVOLUTION	JHARSUGDA	11346747061	CBI JHARSUGDA	SBIN0000238
15	DEVOLUTION	KALAHANDI	32788434547	SBI BHAWANIPATNA	SBIN0000039
16	DEVOLUTION	KENDRAPADA	32747963760	SBI KENDRAPADA	SBIN0000112
17	DEVOLUTION	KEONJHAR(I/C)	21538755182	ALLAHBAD KEONJHAR	ALLA0212217
18	DEVOLUTION	KANDHAMAL	10812141504	SBI KANDHAMAL	SBIN0000114
19	DEVOLUTION	KHORDHA	32698056564	SBI KHORDHA	SBIN0000116
20	DEVOLUTION	KORAPUT	100601000008888	IOB KORAPUT	IOB-A0001006
21	DEVOLUTION	MALKANGIRI	32498235585	SBI MALKANGIRI	SBIN0001325
22	DEVOLUTION	MAYURBHANJ	29620100005284	BOB BARIKADA	BARBOBARIPA
23	DEVOLUTION	NAWARANGPUR	32558263297	SBI NAWARANGPUR	SBIN0001320
24	DEVOLUTION	NUAPADA	11200073559	SBI NUAPADA	SBIN0000142
25	DEVOLUTION	NAYAGARH	32747304707	SBI NAYAGARH	SBIN-0000143
26	DEVOLUTION	PURI	10913111166	SBI PURI	SBIN0000158
27	DEVOLUTION	RAYAGADA	11038925910	SBI RAYAGADA	SBIN0000169
28	DEVOLUTION	SAMBALPUR	31328499315	SBI SAMBALPUR	SBIN0000175
29	DEVOLUTION	SUBARNAPUR	32972142590	SBI-SONEPUR	SBIN0001085
30	DEVOLUTION	SUNDARGARH	32649555471	SBI SUNDERGARH	SBIN0000189



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19<sup>I</sup>Immediate

GOVERNMENT OF ODISHA  
GENERAL ADMINISTRATION DEPARTMENT

No.

GAD-CMRF-PROP-0125-2013

/ Gen. Date.

06/08/2013

From

Shri P. Khuntia, OAS (S)  
Joint Secretary to Government

To

The Branch Manager,  
State Bank of India, Forest Park Branch,  
Ganga Nagar, Unit-6, Bhubaneswar

Sub: Release of Rs.12,89,60,000/- (Rupees twelve crore eighty-nine lakh sixty thousand) only out of Chief Minister's Relief Fund.

Sir,

I am directed to request you to kindly release at par a sum of Rs.12,89,60,000/- (Rupees twelve crore eighty-nine lakh sixty thousand) only out of Chief Minister's Relief Fund account in shape of Bank Draft in favour of D.D.O.-cum-Joint Secretary to Government, Panchayati Raj Department for functioning of the scheme "Harishchandra Sahayata" (assistance to poor and destitute for last rites) under CMRF.

Yours faithfully,

Under Secretary to Govt.

Joint Secretary to Government

Memo No. 21993, dtd. 06/08/2013

Copy forwarded to the Commissioner-cum-Secretary to Government Panchayati Raj Department for information and necessary action.

He is requested to place the funds to the respective authorities immediately as per the instructions of CMRF guidelines (copy enclosed) for functioning of scheme "Harishchandra Sahayata" (assistance to poor and destitute for last rites) with immediate effect.

Memo No. 21994, dtd. 06/08/2013

Copy forwarded to all Collectors/all RDCs/ Private Secretary to Chief Minister for information.

Under Secretary to Government

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**GOVERNMENT OF ODISHA**  
**GENERAL ADMINISTRATION DEPARTMENT**

**Revised Guidelines for Chief Minister's Relief Fund-2013**

## CHIEF MINISTER'S RELIEF FUND (CMRF)

### **1. AIM OF CMRF**

Chief Minister's Relief Fund aims to provide assistance to people affected by calamities and those in distress, and undertake activities of a charitable nature of general public utility. The categories of cases which shall be eligible for assistance from CMRF are prescribed below:-

### **2. CASES ELIGIBLE FOR ASSISTANCE**

**2.1 Poor and persons in distress:** Relief to the poor, including grant and aid (financial or otherwise) to persons in distress.

**2.2 Aged, disabled, orphans, AIDS affected and Institutions supporting them:** Assistance for the relief and rehabilitation of the aged, disabled, orphans, HIV/AIDS affected persons/families and those otherwise disabled or incapable of earning their livelihood, by grant and aid (financial and otherwise) and / or maintenance, establishment and support of institutions and homes for the benefit of such persons.

**2.3 NOKs of persons dying due to calamities, or violence :** Ex-gratia/compensation to the NOKs of the persons dying due to natural or man-made calamities, communal violence, naxal violence or public disorder of a serious nature or any other calamity, affecting a family or a community, which deserves extreme compassion.

**2.4 Persons affected by calamities or violence:** Assistance for relief & rehabilitation of persons affected by natural or man-made calamities, communal violence, naxal violence or public disorder of a serious nature or any other calamity, affecting a family or a community, which deserves extreme compassion.

**2.5 Heat wave:** Payment of ex-gratia of ₹10,000/- (per death) from CMRF in cases of death due to heat wave.

**2.6 Deaths due to lightning, boat accident (in normal times), tornado and whirlwind:** Assistance of ₹1.5 lakh (per death) as ex-gratia in cases of death due to lightning, boat accident (in normal times), tornado and whirlwind, as these are not covered under the State Disaster Response Fund (SDRF) and the National Disaster Response Fund (NDRF). CMRF will release funds for this purpose through the Special Relief Commissioner, Odisha.

**2.7 Medical treatment:** Assistance out of CMRF may be provided to the indigent and poor persons for their medical treatment in deserving cases those are not covered under Odisha State Treatment Fund (OSTF).

**2.8 Medical aid to Freedom Fighters Pensioners:** Assistance to freedom fighters (receiving pension from Finance Department) for medical purposes, in cases that do not meet the OSTF eligibility criteria, up to ₹3.00 lakh per person.



**2.9 Medical aid in remote areas through Collectors:** Special health camps may be organized by Collectors in extremely inaccessible and outreach areas and medicines may be provided to needy patients.

**2.10 Similar Institutions:** Assistance and support to other institutions having similar objects as the CMRF.

**2.11 Rural Development:** CMRF may be used to undertake, promote, aid or otherwise support rural development including any programme for promoting the social and economic welfare of the public in any rural area either directly or through an independent agency.

**2.12 Delegation of powers :**

To assist more number of deserving people and better utilisation of Chief Minister's Relief Fund, State Government have delegated powers to the Collectors for sanction of assistance from Chief Minister's Relief Fund as noted below. The purpose is to extend assistance to the deserving persons immediately at the time of their need.

- (I) Collectors are authorized to sanction assistance from Chief Minister's Relief Fund to deserving persons in any exigency on humanitarian point of view. They can sanction assistance maximum up to ₹. 10,000/- in the following cases:-
  - a) Victims of different accidents and victims of other untoward incidents.
  - b) Persons in distress.
  - c) Poor patients for the shifting to referral hospitals.
  - d) Purchase of medicine (not available in Government hospitals )for treatment of poor patients suffering from chronic diseases and not being admitted in hospitals or after being discharge from hospital. Collectors may restrict repeat assistance based on their satisfaction and judgment.
- (II) Besides Collectors are also authorized to sanction maximum up to ₹20,000/- for rehabilitation of the differently abled, orphans., destitutes and widows deserving extreme compassion.
- (III) The Collector may place some funds with the Sub-Collectors and they may sanction up to a maximum of ₹3,000/- to deserving persons.
- (IV) The Collector may recommend extremely deserving cases where more assistance is required to the Chief Minister's Office.
- (V) The Collector and Sub-Collectors may utilise this fund also in their joint grievance hearing up to the best of their satisfaction on humanitarian grounds and also to take follow up action on news items where humanitarian intervention is required
- (VI) Adequate publicity may be given in all G.Ps, Blocks and other public Offices regarding provisions of CMRF.
- (VII) Awards will be given to the top three best performing districts in implementation of this initiative



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(VIII)

The Collectors may sanction financial assistance from CMRF to the poor as given below:-

SI No.	Eligibility criteria	Maximum assistance ₹	Sanctioning authority	
A	Assistance to the victims of different accidents and victims of other untoward incidents.	10,000/-	Collector up to ₹10,000/-	Sub-Collector up to ₹3,000/-
B	Assistance to the persons in distress.	10,000/-	Collector up to ₹10,000/-	Sub-Collector up to ₹3,000/-
C	Assistance for the shifting (travel expenses) of poor patients to referral hospitals	10,000/-	Collector up to ₹10,000/-	Sub-Collector up to ₹3,000/-
D	Assistance for purchase of medicine (not available in Government hospitals) for treatment of poor patients suffering from chronic diseases and not being admitted in hospitals / after being discharge from hospitals	10,000/-	Collector up to ₹10,000/-	Sub-Collector up to ₹3,000/-
E	Assistance for rehabilitation of the disabled, orphans, destitute and widows deserving extreme compassion	20,000/-	Collector Up to ₹20,000/-	--

### Norms

- G.A (CMRF) Deptt. will place funds initially @ ₹1,00,000 per Blocks and ULBs in favour of Collectors.
- Collectors will keep the advance amount in a separate S.B account so as to enable for reconciliation the account which will be audited by the statutory auditor/ A.G, Odisha / G.A Deptt.
- In case of paucity of funds, Collectors may request G.A Department for placement of additional funds.
- The Collectors will furnish quarterly progress report and Utilisation certificate certificates in OGFR form to G.A (CMRF) Department.

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**2.13 Harishchandra Sahayata ( Assistance to poor and destitute for last rites)**

- (I) Government has declared Harishchandra Sahayata for providing financial assistance to poor and destitute for conducting the last rites of their family member and for cremation of unclaimed dead bodies.
- (II) Funds will be placed with Gram Panchayat, NAC Municipality and Municipal Corporation @ ₹. 20,000/-, 60,000/-, 1,00,000/- and ₹3,00,000/- respectively .
- (III) The Collector may convene meeting of BDOs and Executive Officers of Urban Local Bodies to educate them on Harishchandra Sahayata & its operational guidelines and in turn BDOs & Executive Officers should properly sensitise Sarpanchas and Chairpersons of Urban Local Bodies respectively.
- (IV) The Sarpanch / Chairperson / Mayor will decide the destitute persons and deserving poor for assistance.
- (V) Sarpanch can sanction assistance between ₹1,000/- to ₹2,000/- in rural areas and Chairperson / Mayor can sanction between ₹1,000/- to ₹3,000/- in urban areas.
- (VI) Harishchandra Sahayata shall be brought in to force from 15<sup>th</sup> August 2013.
- (VII) IEC activities should be carried out at all levels to sensitize people about Harishchandra Sahayata.
- (VIII)

The purpose wise details of assistance are given below:-

Sl. No	Purpose	Eligible criteria	Sanctioning Authority	Scale of assistance
A	Assistance for Disposal of Unclaimed Bodies	The cases of Unclaimed bodies registered by the police.	Sub-Collector	Actual cost of Transportation & end to end cost of cremation upto ₹ 3,000/-
B	Assistance for last rites to poor and destitute persons	Destitutes, deserving poor persons as determined by Sarpanch / Mayor / Chairperson.	Sarpanch / Chairman / Mayor	Rural Areas: ₹1,000/- to ₹2,000/- Urban Areas: ₹1,000/- to ₹3,000/-
C	Assistance to poor people & destitute for the last rites at "Swargadwar, Puri"	Persons requesting for assistance at Swargadwar	Collector, Puri / E.O, Puri Municipality	₹2,000/- in shape of goods and services

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**Funding**

Funds will be provided to the Departments of Panchayati Raj and Housing & Urban Development for releasing to G.Ps and U.L.Bs respectively for implementation of the new scheme "HARISCHANDRA SAHAYATA" under CMRF. The Departments will release funds to the competent authorities as given below:-

a) For Sl. No. "A"		
Sub-Collectors having		
3 Municipal corporation X ₹2,00,000/-	=	₹6,00,000/-
55 Sub Collectors X ₹1,00,000/-	=	₹55,00,000/-
b) For Sl. No. "B"		
6173 G.P X ₹20,000/=	=	₹12,34,60,000/-
66 NAC X ₹60,000/-	=	₹39,60,000/-
34 Municipality X ₹1,00,000/-	=	₹34,00,000/-
3 Municipal Corporation X ₹3,00,000/-	=	₹9,00,000/-
c) For Sl. No. 'C'		
Puri Municipality	=	₹1,00,00,000/-
<b>Total</b>		<b>₹14,78,20,000/-</b>

**Norms**

- The concerned implementing authorities will keep the advance released to them in a separate S.B account so as to enable easy reconciliation of the account and which will be audited by the statutory auditor/ A.G, Odisha / G.A Deptt.
- In case of paucity of funds, the concerned Departments may request G.A Department for placement of additional funds.
- The Concerned authorities will furnish Quarterly Progress Report and Utilisation Certificates in OGFR form to G.A (CMRF) Department through the Collectors.

**Standard Operating Procedure****Standard Operating Procedure for Sl No. A**

- The Scheme shall be implemented through the Superintendent of Police and Sub Collector
- Superintendent of Police shall identify one or more good NGOs who shall perform the cremation.
- An MOU shall be signed with the NGOs specifying the following details:-
  - Cost of transportation to the cremation ground.
  - End to end cost of cremation, as prescribed under different religions / customs.
- In the event of a dead body not being claimed, the concerned police station shall after completion of legal procedure hand over the body to the NGO for cremation.
- If the religion of the person is established / identified his / her cremation shall be made as per the procedure prescribed by that religion / custom.
- Proper records shall be maintained and preserved for further reference.
- The NGO shall handover expenditure bill along with signature of witness to the Police station.
- The OIC of the police station will countersign and forward the same to the concerned Sub-Collector for payment.
- On receipt of the bill from police station, the Sub Collector shall make payment to the NGO through e transfer and maintain accounts and records.



**Standard Operating Procedure for SI No. B**

1. The assistance will be provided through the Gram Panchayat in rural areas and Urban local bodies in urban areas.
2. The Sarpanch and Chairman/ Mayor may on his own information or on receipt of information from public or any other source may immediately consider the case on merit and sanction assistance between ₹1000/- to 2000/- and ₹1,000/- to 3,000/- respectively.
3. The sanctioned amount may be immediately disbursed to the beneficiary in shape of cash in the presence of ward member / villagers on proper identification.
4. The implementing agency shall maintain proper account and records.
5. The implementing agencies shall furnish quarterly progress reports and utilization certificate to the G.A(CMRF) Department through the Collectors.

**Standard Operating Procedure for SI. No. C**

1. The beneficiary shall approach at the counter at Swargadwar and register his name for cremation of dead body to avail the opportunity in the scheme.
2. The Executive Officer Municipality will remain in charge of providing such benefit to the persons requiring such assistance whoever comes for performing funeral rites.
3. For this purpose the required wood can be obtained from OFDC depot adjacent to Swargadwar and other ancillary expenditure ( Jhati, Puja materials, Kalas, Ghee, Sandal Wood, Dhoti, Gamucha, Agarbatti, etc) from the licensed shops situated inside the Swargadwar premises.
4. E.O., Puri Municipality will attach a ministerial staff to maintain accounts at Swargadwar. The counter will be manned 24 hours on a shift basis. He will register all such cases and keep the vouchers from OFDC, Licensed shops, Pujari and five men (who set fire) as per the scheme.
5. The ministerial staff while performing these tasks of supplying materials or paying charges to Pujari, fire man etc. shall obtain signature of the beneficiary on the vouchers. Then he will hand over all the materials required for funeral rites to the beneficiary. The assistance will be provided in shape of goods and services.
6. The entire amount as prescribed per dead body will be limited to ₹2,000/- and the same will be reimbursed from the amount deposited in this regard with Puri Municipality.
7. The fund will be kept with the District administration and the Municipality will be provided with funds in lump-sum manner which will be replenished after utilisation of the amount so deposited.
8. The E.O, Puri Municipality shall furnish quarterly progress reports and utilization certificate to the G.A(CMRF) Department through the Collector Puri.

**2.14 Collectors to transmit special cases:** All applications justifying extreme compassion in exceptional cases shall be transmitted by the Collectors to the Government in General Administration Department for appropriate decision

### 3. CASES INELIGIBLE FOR ASSISTANCE

**3.1 Study, thread ceremony, marriage, etc.** No financial assistance from Chief Minister's Relief Fund will be available for purposes like study, thread ceremony and marriage or for other social or ceremonial purpose.

**3.2 Where assistance from other sources available:** Persons affected by accident / fire / calamity where assistance under Orissa Relief Code is available will not ordinarily be assisted from CMRF. Where the damages are widespread and large in scale, the cases may be placed before the Chief Minister for consideration.

### 4. RELAXATION

**4.1** The Chief Minister may relax any or all of the above criteria in exceptional circumstances and to the best of his judgement.

**4.2** The Chief Minister can sanction any amount, in favour of any person / persons for any purpose on humanitarian grounds and welfare of the weaker sections, including minorities.

### 5. ACTION ON CMRF APPLICATIONS

**5.1 Release of assistance:** In case of the death of the persons in whose favour the assistance is sought, the financial assistance may be released to one of the persons in the order indicated below:

- 1) Spouse,
- 2) Children (including step children),
- 3) Mother,
- 4) Father and
- 5) Dependent widowed sisters.

Where the deceased is a minor, the money shall be paid, in order of priority, to the mother or the father or the legal guardian as the case may be.

**5.2 MPRs & Utilization Certificates:** Monthly progress report on the utilization of funds shall be submitted by the Collectors/recipient Departments/ recipient institutions, to the Government in General Administration Department by the 5th of every month in the prescribed format. Utilization certificates may be submitted as and when the amount is utilized.

**5.3 Recommending Minister / MP / MLA to be kept informed:** In regard to CMRF applications received on the recommendations of Hon'ble Minister / M.P. / M.L.A., a copy of action taken on those applications may be sent to the concerned Hon'ble Minister / M.P. / M.L.A.

*N. Chandra*

Special Secretary to Government  
General Administration Department