



Government of Jammu and Kashmir
Department of Disaster Management Relief Rehabilitation and Reconstruction
Civil Secretariat, Srinagar
Phone – 0194-2506418, email: rrdepartment@gmail.com

Subject:- Standard Operating Procedures for State Disaster Response Fund (SDRF).

Ref. No: - State Administrative Council Decision No. 76/12/2018 Dated: 12-09-2018

Government Order No: -53-DMRRR of 2018
Dated: - 17 -09-2018

In supersession of Government Order No. Rev/ER/08 of 2015 dated 10.01.2015, sanction is hereby accorded to the adoption of revised Standard Operating Procedures (SOPs) for State Disaster Response Fund (SDRF) at Annexure-"A".

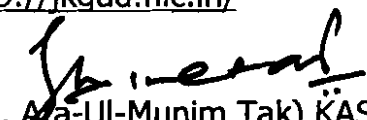
By order of the Government of Jammu and Kashmir.

Sd/-
(Farooq Ahmad Shah) IAS
Secretary to the Government
Dated:-17.09.2018

No. DMRRR/ER/2018/224

Copy to the:-

1. All Administrative Secretaries to the Government.
2. Principal Secretary to Hon'ble Governor
3. Director General of Police, J & K, Srinagar.
4. Financial Commissioner (Revenue), J&K.
5. Additional Director General of Police, Home Guard/CD/AP/Law & Order.
6. Principal Chief Conservator of Forests, J&K, Srinagar.
7. Divisional Commissioner, Kashmir/Jammu.
8. All Deputy Commissioners.
9. OSD to Hon'ble Advisor (V).
10. Deputy CEO SDMA.
11. Private Secretary to the Chief Secretary.
12. Private Secretary to Commissioner/Secretary to the Government, GAD.
13. Website I/C (GAD) for uploading the order on <http://jkgad.nic.in/>
14. Order/Stock file w2scs.


(Dr. Aza-Ul-Munim Tak) KAS 17 09 2018
Under Secretary to the Government

Annexure-"A" to Government Order No. 53-DMRRR of 2018

Dated 17.09.2018

1. The State Executive Committee (SEC) will place funds at the disposal of departments/agencies for utilization as per SDRF norms and in line with government rules on financial matters based on the proposals received from Administrative departments.
2. The funds shall continue to be allocated and authorized for the expenditure out of SDRF by the Finance Department on the basis of recommendations of the SEC.
3. The respective line departments shall certify that the proposals are covered under SDRF norms/guidelines and are not funded from any other State/Central scheme etc.
4. The funds shall be utilized by the line departments/executing agencies in accordance with the laid down framework for administrative/technical/financial sanctions besides the guidelines/norms and ceilings of SDRF guidelines.
5. The Department of DMRRR shall consolidate the proposals submitted by the administrative departments and place the same before SEC for allocation of funds.
6. The SEC should approve the amount to be placed at the disposal of Financial Commissioner (Revenue), J&K, Divisional Commissioner, Kashmir/Jammu and each Deputy Commissioner of the State for meeting out expenses on notified natural calamities as per SDRF guidelines.



7. In respect of damage to the private property (immovable) the Deputy Commissioner of the concerned District shall sanction the claims in accordance with the norms of assistance and ceiling thereof notified by MHA (GoI) under SDRF. The Additional District Development Commissioner (and in his absence the Additional Deputy Commissioner) shall be the chairman of the committee & ADC, District Treasury Officer/Chief Accounts Officer/ Accounts Officer, Assistant Commissioner (Revenue), Tehsildar (concerned) and Executive Engineer R&B (concerned) as members. The chairman of the committee may co-opt any other officer as member as he may deem fit.
8. In respect of payment of relief in cases of milch/drought animal losses, the Deputy Commissioner shall sanction the claims as per the laid down SDRF norms/ceilings subject to its authentication/verification by a committee headed by Additional District Development Commissioner (and in his absence the Additional Deputy Commissioner) & ADC, District Treasury Officer/ Chief Accounts Officer/ Accounts Officer, Chief Animal Husbandry Officer, District Sheep Husbandry Officer and Tehsildar (concerned) as members.
9. In respect of crop loss, the claims shall be sanctioned by the respective Deputy Commissioners. The claims shall be sanctioned strictly as per the SDRF norms/guidelines and ceilings and for verification of such claims, a committee headed by Additional District Development Commissioner (in his absence the Additional Deputy Commissioner) & ADC, Chief Agriculture Officer, District Horticulture Officer and Tehsildar (concerned) as members.
10. For the restoration of public infrastructure, the Deputy Commissioners shall sanction works for temporary restoration as per SDRF guidelines & norms. The claims shall be considered after the same are authenticated by a team of officers viz; Superintending Engineer (concerned), Executive Engineer (concerned) and the Tehsildar (concerned) headed by the respective Additional District

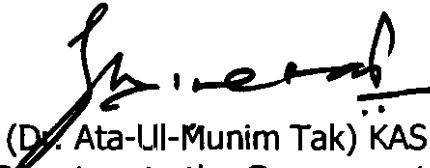


Development Commissioner (in his absence the Additional Deputy Commissioner).

11. The claims of SDRF shall be settled as per the delegation of powers enshrined in the J&K Book of Financial Powers.
12. The claims beyond the jurisdiction of Deputy Commissioners shall be settled by the respective administrative departments strictly as per the notified guidelines/norms/ceiling notified by the MHA (GoI) in respect of such works undertaken by the department.
13. All claims submitted to the Department of Disaster Management, Relief, Rehabilitation and Reconstruction (DMRRR) shall be routed through Director Finance, Department of DMRRR.
14. The Divisional Commissioners of the concerned Divisions shall be responsible for arranging/supervising the relief material vis-à-vis tents, blankets, ration, boats etc, whenever required. They shall also make arrangements for keeping such stocks available at different places. They shall supervise and monitor the working of the District committees on quarterly basis to review the provisions under Disaster Management Plans, capacity building and preparedness of the District Disaster Management Authorities and line departments to meet any eventuality/disaster.
15. Both the Divisional Commissioners shall review the Vulnerability and Hazard Risk Management in each District and assess the capacities to deal with the disasters and identify the gaps and issue instructions to the Stake Holders. They shall conduct sample audit in respect of expenditures in each District and department in their respective Divisions and furnish reports with their considered comments on quarterly basis through Financial Commissioner (Revenue), J&K for placement before the SEC.



16. The Financial Commissioner (Revenue), J&K, shall convene meetings with divisional administration and the Deputy Commissioners at least once in three months to review the progress and also assess the preparedness of the District Authorities and line departments to meet any eventuality/disaster.
17. Deputy Commissioners shall ensure disbursement of funds, to the eligible beneficiaries or against the verified claims through DBT/BEAMS mode.
18. The utilization certificate and calamity-wise statement of expenditure shall be furnished by the Deputy Commissioners through Financial Commissioner (Revenue), J&K on the Format 1 (Annexure A1) & Format 2 (Annexure A2) with the requisite certificates mentioned there under.
19. The Financial Commissioner (Revenue), J&K shall also submit Interim Un-Audited Financial Report (IUFR) along with Consolidated Statement of Expenditure (SOE) for each category of notified calamity under SDRF guidelines on quarterly basis for placement before the SEC.
20. Department of DMRRR shall constitute teams in consultation with Finance Department for annual inspections & audit in respect of districts/departments.
21. Department of Disaster Management, Relief, Rehabilitation and Reconstruction (DMRRR) shall provide clarifications as may be required on the implementation of the SoPs.


(Dr. Ata-Ul-Munim Tak) KAS 17092018
Under Secretary to the Government

Annexure A-1 of A to Government Order No. DMRRR of 2018 Dated 17.09.2018

Format 1 – UTILIZATION CERTIFICATE FORMAT

S. No.	No. and date of the sanction order of FC (Revenue), J&K	Funds released	Funds utilized	Remarks

Certificate:-

- i. It is certified that the conditions for which the above funds were released/sanctioned have been utilized in accordance with the SDRF guidelines/norms/ceilings issued by the Disaster Management Division, MHA (GoI).
- ii. It is also certified that the above funds have been utilized in accordance with the laid down framework required for administrative/technical/financial sanctions for incurring the public expenditure.
- iii. That we have performed following checks to ascertain genuineness of the claims/payments



Executing Agency

ADC

Deputy Commissioner

Annexure A-2 of A to Government Order No. DMRRR of 2018 Dated 17.09.2018

Format 2 - STATEMENT OF EXPENDITURE FORMAT

S. No	Date of occurrence of incidence	Description of the expenditure (work/financial assistance/relief & rescue operations)	No. & Date of Authority letter from DC	Est. Amt (Rs)	Work done claim paid	Executing agencies	Remarks

Certificate:-

- i. That works have been executed as per departmental procedures & as per SDRF norms and guidelines notified by Ministry of Home affairs, GoI.
- ii. That we have performed following checks to ascertain genuineness of the claims/payments

Executing Agency

ADC

Deputy Commissioner

