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**GOVERNMENT OF MEGHALAYA
POLITICAL DEPARTMENT**

No.POL.-165/2014/11

Dated Shillong, the 23rd March, 2015

OFFICE MEMORANDUM

Subject :- **Creation of the Corpus Fund for Ex-gratia Relief – Guidelines therefor.**

The Government in the Political Department considers grant of ex-gratia payment in the event of armed services personnel getting killed or permanently incapacitated in action in relation to the country, or the Central Armed Police Forces (CAPF) personnel, the State Police personnel, the State Home Guards personnel, civilian public servants or others getting killed or permanently incapacitated while performing duties relating to law and order or anti insurgency operations or in terrorist acts etc. At times, ex-gratia is also paid in cases of persons getting killed during riots or public agitation or motor vehicle accidents etc. There is also a scheme of the Central Government under which ex-gratia relief is provided to civilians in case of death or permanent incapacitation on account of incidents of terrorist, communal or naxalite violence.

2. The extant schemes under which ex-gratia payments are made are as follows:
 - (i) The Scheme of the State Government notified vide Office Memorandum No.Pol.186/2011/4, dated 20-02-2012;
 - (ii) The Central Scheme for Assistance to Civilian Victims of Terrorist, Communal and Naxal Violence notified by the Ministry of Home Affairs, Government of India.
3. The intentions of these Schemes is to provide immediate relief in the form of ex-gratia payment to the families of armed services personnel killed in action in the line of duty or to others who fall victim of terrorist, communal and naxal violence etc. The Government has been considering the matter with the objective to put in place a mechanism that will ensure timely and expeditious disbursement of ex-gratia amounts to the next of kin in all such cases.

4. With a view to facilitating expeditious release to ex-gratia relief to the affected families or the personnel, the Government of Meghalaya is pleased to constitute a corpus fund to be known as 'THE CORPUS FUND FOR EX-GRATIA RELIEF'.

5. The following Guidelines are prescribed for the management and administration of the Corpus Fund for Ex-gratia Relief (hereinafter referred to as "Corpus")

- (i) The "Corpus" is created to provide ex-gratia relief in the cases and circumstances as mentioned in the first paragraph of this Office Memorandum and it shall be non-lapsable.
- (ii) The "Corpus" will constitute the following;
 - (a) The funds released by the State Government;
 - (b) The funds and re-imbursements received from the Central Government;
 - (c) Interest accrued on the fund; and
 - (d) Any funds mobilized or contributions received from other sources.
- (iii) The "Corpus" will be managed and administered by the Political Department, Government of Meghalaya.
- (iv) Ex-gratia relief under the Schemes listed at paragraph 2 above or sanctioned otherwise by the Government in the exigency of any other situation will be paid out of this "Corpus".
- (v) The "Corpus" shall be maintained by the Political Department in a separate saving bank account.
- (vi) The saving bank account shall be operated by the Under Secretary/Deputy Secretary to Government of Meghalaya, Political Department.
- (vii) The Under Secretary/Deputy Secretary will sign the cheques of any amount, after obtaining the approval of the Chief Secretary.
- (viii) The ex-gratia relief shall be sanctioned by the competent authority after following due enquiry and process as laid down or prescribed in the Guidelines of the respective Schemes. In the absence of any guidelines, the competent authority will be deemed to be the Government.

- (ix) The ex-gratia amount sanctioned by the competent authority will be disbursed to the beneficiary through the Deputy Commissioner of the District concerned. The Deputy Commissioner shall furnish a copy of the actual payee receipt (APR) and other supporting documents in confirmation of disbursement so made.
- (x) In order to facilitate expeditious disbursement of ex-gratia relief to the beneficiaries, it shall be permissible to place advance funds with the Deputy Commissioners. The Deputy Commissioners will place their requisition with the Political Department from time to time, based on the assessment of the situation in their respective District. Having regard to the assessment made by the Deputy Commissioners and the past trends of such incidents etc., the Political Department will process the requisitions received from the Deputy Commissioners and obtain the orders/approval of the Chief Secretary in each case. Based on the orders/approval of the Chief Secretary, the Political Department shall take steps to release the advance funds to the Deputy Commissioners.
- (xi) Advances and funds released to the Deputy Commissioners shall be kept in a separate saving bank account, and this shall not be used for any other purpose.
- (xii) Advances released to the Deputy Commissioners shall be regularized on quarterly basis, by obtaining the sanctions from the competent authority concerned and submitting the copies of APR and other documents as laid down in sub-paragraph (ix) above. Within the first fortnight of the month following the quarter-ending, the Deputy Commissioners shall submit a statement of opening balance, funds or advances received, interest accrued, if any, funds disbursed, closing balance etc., along with the APRs and other supporting documents to the Political Department.
- (xiii) Before the beginning of each financial year on or before 30th November, the Deputy Commissioners shall prepare the annual budget and send to the Government in the Political Department for appropriate action.
- (xiv) Based on the budget projections received from the Districts, the Political Department shall prepare the budget estimate for the whole State and submit it to the Finance Department for making requisite provisions in the annual budget of the State.

- (xv) The interest accrued on the corpus funds shall form part of the "Corpus" and shall be utilized for implementation of the Scheme.
- (xvi) The entire "Corpus" shall be subject to audit by the Accountant General, Meghalaya.
- (xvii) This has the approval of the Finance (EC-I) Department vide I/D No.FC(I)377/2014-15 dated 11-12-2014.

Sd/-
K.S.Kropha
Additional Chief Secretary to the Govt. of Meghalaya
Political Department

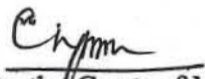
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Memo No.POL.-165/2014/11-A
Copy to:

Dated Shillong, the 23rd March, 2015

1. Deputy Commissioner, Shillong/ Nongstoin/Nongpoh/Mawkyrwat/Khliehriat/Jowai/ Baghmara/Tura/Ampati/Resubelpara/Williamnagar.
2. Finance (EC-I) Department. Consulted ID
3. Principal Accountant General (Audit), Meghalaya, Shillong.
4. Principal Accountant General (Account), Meghalaya, Shillong.

By order etc.,


Under Secretary to the Govt. of Meghalaya
Political Department

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