

Ministry of Resettlement and Disaster
Relief Services,
No.146, Galle road,
Colombo 3.

01 October 2007

Government Agents /District Secretaries
Divisional Secretaries

Provisions of Relief for Disaster Response and Recovery Activities

All circulars issued earlier for provision of relief measures at the time of disasters are hereby cancelled, and this circular relating to Disaster Relief, Rehabilitation and Reconstruction activities will come into effect from 01 October 2007

2. **Allocations for Disaster Relief, Rehabilitation and Reconstruction activities**
- 2.1 Allocations for disaster Relief, Rehabilitation and Reconstruction activities mentioned in this circular will be released direct to the Government Agents/District Secretaries by National Disaster Relief Services Centre (NDRSC) of this Ministry, and action will be taken to dispatch a copy of same to the relevant Divisional Secretaries. Divisional Secretaries should obtain provisions allocated to their division from District Secretaries.
- 2.2 All requests for allocations for disasters should be submitted by Divisional Secretaries to District Secretaries with a copy to the Director, National Disaster Relief Services Centre (hereinafter referred to as Director) and the District Secretary should forward same immediately to the Director with his recommendation. It is the responsibility of the GA/District Secretary and the Divisional Secretary to inform the Secretary/Director of this Ministry immediately after the occurrence of disasters.
- 2.3 Immediately after the occurrence of a disaster, a brief report of such disaster should be faxed to NDRSC, and for this, Form **NDRSC 1** should be used. A detailed report should be sent thereafter to the Director using **NDRSC 2** within 10 days of the occurrence of the disaster. As these reports are essential for granting allocations, no requests from any Divisional Secretariat who fail to send in these reports, will be entertained.
- 2.4 Since a Disaster Management Information System has been established at the Centre, it is very essential to obtain information related to all types of disasters occurring in the island at Divisional Secretariat level. Therefore, every Divisional Secretary should take action to fill

NDRSC 3 and send it to the Centre every month. A Nil report should be sent in the event of no occurrence of a disaster in a particular month within the Divisional Secretary area.

2.5 The centre has attached a Development Assistant (Disaster Management) for each District under the supervision of GA/District Secretary. It is his/her main responsibility to coordinate particularly disaster relief, rehabilitation and reconstruction activities at District level. The Divisional Secretary should obtain the service of this officer in these activities.

2.6 Returns of expenditure pertaining to the allocations provided by this Centre should be sent monthly and further allocations will not be granted in the event of failure to do so. Allocations are granted under following headings:-

2.7 I. **Widespread Disasters**

- Floods
- Droughts
- Cyclones
- Land slides
- Tornados, Lightening, Thunder storms
- Tsunami
- Earth - quakes
- Epidemics
- Tidal Waves/Coastal Erosions
- Civil or Internal strife, war, riots
- Fires (including urban) and Forest Fire
- Chemical Accidents and Explosions
- Pests infestation
- Radiological Disasters
- Oil spills including inland and marine oil spills
- Nuclear Disasters

II **Mini Disasters**

- Minor Damages to property
(caused due to rains and winds)
- Crop damaged by wild elephants
- Damages by fire
- Damages caused by lightening

2.8 Widespread disasters and mini disasters are defined as follows for the purpose of this circular.

A situation where extensive damage is caused to human lives, properties and infrastructure facilities severely affecting socio-economic activities in a vast area as a result of natural or Human made disaster can be considered as a **widespread Disaster**. Eg. Floods, Cyclone, Drought and Landslides situation, affecting a number of Divisional Secretariat Divisions or several Districts or Provinces.

A situation where the people and their livelihood are affected by disaster but the impact is not so severe is considered as a Mini Disaster. This kind of disaster affects only a small area and the impact is also not hard-felt. However, in such a situation the affected people should be provided with relief measures for them to return to normalcy.

Allocations requested for disasters coming under the category of mini disasters should be obtained through Provincial Councils, and NDRSC will grant allocations in case of widespread disasters.

3. Types of relief measures :-

3.1 For Widespread Disasters

- i. Cooked Meals
- ii. Dry Rations
- iii. Funeral Expenses
- iv. Kitchen Utensils
- v. Implements of Trade
- vi. Assistance for houses damaged
- vii. Assistance for crops damaged
- viii. Relief Assistance for medical treatment
- ix. Relief Assistance for small-scale self employment

3.2 For Mini Disasters

- i. Relief to meet funeral Expenses
- ii. Kitchen utensils
- iii. Housing relief
- iv. Crop relief
- v. Relief for medical treatment
- vi. Relief for small-scale self employment

4. Basic Eligibilities for Relief

4.1 The basic eligibility for entitlement to relief under widespread and casual disasters is that the monthly income of the family should be less than Rs.3000/- . The family includes mother, father, and all unmarried sons and daughters, and when parents are not living, unmarried brothers and sisters. If the parents of the mother or the father are living with them, they too should be included. The total monthly income of the family is the aggregate income derived from all sources.

4.2 However, under widespread disasters all those who vacate their permanent places of residence and seek shelter at welfare centers temporarily could be provided with cooked meals irrespective of their level of income. A Divisional Secretary may, at his discretion, provide cooked meals for a maximum period of three(03) days and if this period requires to be extended, approval of the Director should be obtained. In providing cooked meals, Form NDRSC 4 should be used. For this, expenses may be incurred at the following rates.

For an adult	-	Rs. 70/- per diem
For a child under 12 yrs.	-	Rs. 50/- per diem

- 4.3 (a) If it is necessary to provide dry rations, it should be done immediately at the proper time. This means the time when the displaced persons are able to prepare their meals themselves.

The Divisional Secretary should make proper arrangement to identify the genuine cases of affected people in providing dry rations. In these instances, a committee should be appointed from among Divisional Secretary / Assistant Divisional Secretary, Social Service Officer and representatives of voluntary or community based organizations. Under no circumstances should the Divisional Secretary provide relief to any person not affected by disaster, or not coming under the provisions of this Circular.

- (b) The persons who have lost their places of residence and all property as a result of a disaster and living in a temporary camp should be provided with dry rations for the period they stay in camps irrespective of their level of income.
- (c) When collecting statistics of affected families for provision of dry ration, Form **NDRSC 5** should be used and **NDRSC 6** should be used when dry ration is distributed by Co-operative Societies.
- (d) A Divisional Secretary can issue dry rations for a period of one week and if the period is to be extended, the approval of the Director should be obtained. The value of dry rations is determined in terms of money and food stuffs commensurable with its value should be obtained from the Co-operative Societies.

The Rations for one week

Maximum for a single person	-	Rs.	245/-
Maximum for a family with two members	-	Rs.	315/-
Maximum for a family with four members	-	Rs.	385/-
Maximum for a family with four members	-	Rs.	455/-
Maximum for a family with five or more members	-	Rs.	525/-

- e) Under special circumstances, payment by cash in lieu of dry rations could be made on the approval of the Director.
- f) In the instances, where affected persons are being provided with relief from any other government relief programme, only the difference of that relief and this relief should be paid

- g) There is no need of providing a week's dry rations all in a day and this could be done in 02, 03, 04 or 05 days etc. considering the nature of the disaster
- 4.4 (a) A Relief Assistance to cover funeral expenses amounting to Rs. 15,000/- may be paid to the closest next of kin of the deceased, if his death occurred as a result of any disaster and the family members are unable to meet the funeral expenses. This payment may be made by the Divisional Secretary having confirmed the relationship of the applicant to the deceased and obtaining the death certificate together with a statement of funeral expenses.
- (b) If the dependents are not in a position to meet the funeral expenses, relief may be granted in respect of a person deceased as a result of a disaster even if the family monthly income is over Rs.3000/= with the prior approval of the Director. However, special approval should be obtained for each and every such case.
- 4.5 (a) Provision of kitchen utensils and implements of trade should be subject to income limits. The payment for purchasing kitchen utensils may be made subject to a maximum of Rs.1500/= on production of a receipt in proof. The payment of Rs.3000/= for implements of trade may also be made accordingly. Form Gen 35 may be used for the purpose. The tenants affected by disasters whose monthly income is less than Rs.3000/= are also entitled to this relief.
- (b) A relief can be granted subject to a maximum of Rs.20,000/= in lieu of the loss for a low income receiving person whose small-scale self employment enterprise has been completely damaged as a result of a disaster, thus making his only source of income completely damaged and the person has no other source of income.
- 4.6 (a) A payment can be made to a maximum of Rs.10,000/= for injuries sustained in a disaster for medical treatment. This payment should not be made when medical treatment is received from a government hospital.
- (b) It is more appropriate to pay the full amount to obtain treatment for injuries of serious nature and when payments are made for other injuries, it is more appropriate to stick to the limit of Rs.5000/-. The amount to be paid should be decided based on medical reports and prescriptions.
- (c) In making these payments, the Divisional Secretary should examine Medical certificates, Prescriptions, Bills etc. and satisfy himself about the payment.
- (d) Above payments are made for urgent medical treatment for injuries caused as a result of disaster and should not be treated as a payment made in the category of rehabilitation of disability.

5. **Housing Relief**

- 5.1 The relief payments are made to effect repairs or to reconstruct the only residential house of the applicant, damaged by disaster. The relief under this, will not be paid if it appears that

the applicant has another house to occupy or if it is a business premises or a common building. The monthly income of the applicant's family should be Rs.3000/- or less.

- 5.2 The house which requires to be repaired or reconstructed should be in the personal possession of the applicant. If the house has been built on a crown land without a permit, and if action has been taken to assign this land in the future on a legal permit, the Divisional Secretary can grant this relief. This should be mentioned in the bottom of Form **NDRSC 7**.
- 5.3 In respect of rented house, the relief may be paid if the legal owner of the house is willing to allow the tenant to occupy the house free of rent for a period equal to the amount of the relief. Even in this case, the limit of income should be considered and payments made only after the occupant has repaired the house at his own expense. On occasion like this, the Divisional Secretary should use his discretion to deal with the matter in fairness to both, the occupant as well as the heir.
- 5.4 If there are applications from those receiving an income slightly above the maximum limit of income, such applications should be considered with utmost care and sent to the Director with an endorsement to the effect that the applicant may become a destitute if he is denied this relief. The director will appoint a Committee to inspect this house and should act according to the recommendations of the Committee.
- 5.5 For obtaining relief, the affected house holders are first required to report to the Grama Niladhari of the area. He would then get the Form **NDRSC 7** prepared by each person and should submit it to the Divisional Secretary with his report. Requests made after two weeks of the disaster should not be entertained and applications that could not have been submitted by the affected persons within the given period of time due to any very special reason, only such applications may be referred to an Appeal Board and should be forwarded to the Director with its recommendations for approval. Every such request should be personally examined by the Divisional Secretary or a Staff Officer authorized by him and recommend the relief that should be provided. Inspection of houses should be done within one month after disaster. The Divisional Secretary should examine a few of the requests received for relief choosing at random.
- 5.6 A housing relief committee consisting of three should be appointed for the recommendation of granting housing relief. The Committee can be selected from Assistant Divisional Secretary, Assistant Director (Planning) Administrative Officer, Social Service Officer, Technical Officer, Head Quarter Grama Niladhari, Other Field Officers, representatives of Community based Organizations, and Religious Leaders. As far as possible, representatives of Community Based Organizations in the affected areas should be included in this Committee.
- 5.7 The maximum amount of relief that could be provided when a house is completely damaged by disaster is Rs.50,000/=. However, where the estimated value of the damaged house is less than Rs.50,000/= that value should be granted as housing relief. When a house is partially damaged by disaster, the amount to be given as housing relief should be assessed in commensurate with the damage caused. However, the maximum amount payable for a partially damaged house by disaster should be restricted to Rs.25,000/- and the relief for completely damaged house should be paid in three installments.

1st installment	-	Rs.20,000/-
2nd installment	-	Rs.20,000/-
3rd installment	-	Rs.10,000/-

If the relief assistance is from Rs.8000/- to Rs.25,000/-, this should be paid in two equal installments. In the instances where the amount exceeds Rs.25,000/- the relevant housing relief should be treated as a full housing relief and should take action to pay in three equal installments. Relief assistance less than Rs.8000/- should be paid in one installment.

- 5.8 The house that is to be constructed on relief assistance should be strong enough to withstand any further disasters. Instructions should be given to construct houses to withstand floods, cyclones or landslides in the areas prone to such calamities.
- 5.9 Where a full housing relief or the approximate amount was paid for renovation or reconstruction of a house damaged by disaster, no relief assistance should be provided when the house is damaged by a subsequent disaster. Action should be taken to maintain a register for this purpose.
- 5.10 On occasions where Rs.50,000/- is payable, the first installment of Rs. 20,000/- should be used for the construction of the foundation by plastering with sufficient quantities of metal and cement. It is only after the foundation is laid, the second installment should be released. This second installment should be used to purchase metal baked bricks cements blocks and plastering and to construct the walls at least one foot above the flood level. Only after the completion of this, third installment may be released for the construction of the roof.
- 5.11 If the applicants receiving housing relief fail to adhere to these instructions, action should be taken to recover the amount of relief already released to them.
- 5.12 In an instance where alternative lands or houses have been provided identifying the likelihood of the place of residence being damaged by disaster, but stay further without evacuating in the present place of residence, no relief should be provided for damage caused by disaster to such houses.
- 5.13 Housing relief may be provided subject to above limits for renovations to religious places damaged by disaster.
- 5.14 When damage is caused to estate houses owned by estate companies or government affiliated companies by disaster, the responsibility lies with these companies for the reconstruction or renovation of the houses as these houses are the property of such companies. However, housing relief may be provided in the instances where the ownership of the house is legally assigned to the occupant.
- 5.15 Where a house or several houses are likely to be damaged by a future threat of landslides, river bank erosion, rock and tree falls and the occupants are economically not in a position to take preventive measures, steps may be taken to remove the risk by utilizing the approved

housing relief assistance. For this, approval of the Director should be obtained after submitting a detailed report along with an estimate.

6. **Crop Damages**

- 6.1 Food crops not covered by any insurance scheme could be considered for relief at a widespread disaster. But the amount payable for both housing and crops will be up to a maximum of Rs.50,000/= only.
- 6.2 The maximum relief that could be paid to a person when only the crop damaged by disaster is Rs. 20,000/- . This relief could be granted only in the instances where his crops had been completely destroyed and the total loss exceeds Rs.60,000/-.
- 6.3 Priority should be given to other types of relief assistance before granting relief to crop damages. This relief could be recommended only in the instances where the crops have been damaged by disaster even in spite of adequate steps taken by the victims to protect his crops from disaster.
- 6.4 Crop relief should be granted only in the instances where the, produce or the harvest derived from the crops damaged by disaster is the victims only source of income and loss of this income would make the applicant and his dependents absolutely destitute.
- 6.5 This relief should not be granted for economic crops of commercial nature when destroyed by disaster.
- 6.6 Form **NDRSC 8** should be used when payment of relief is made for crop damages caused by widespread disaster.

7. **Small Scale (Mini) Disasters**

Relief granted under this category is called casual relief. In payment of casual relief for funeral expenses, kitchen utensils, implements of trade and damages to houses, the same procedure followed in the case of widespread disasters should be followed adhering to the provisions of this circular.

8. **Crop damage under Mini disasters and crop damage caused by wild elephants.**

- 8.1 Only those crops where the applicant has some legal entitlement will be considered for payment of relief. Further, the crop should be some category of crop which cannot be covered by any of the existing insurance schemes. In paying relief for crops, only the damages caused by wild elephants should be considered. While farmers should be able to protect their crops from other wild animals, they should prove that they have made sufficient attempts to protect the crops even from the wild elephant attacks.

- 8.2 The lands for which requests are made for crop damages should be in the applicants private ownership. Relief should not be given under this programme at any instance for unauthorized crop cultivation done in crown lands.
- 8.3 Relief for crop damages caused by wild elephants will be paid for one acre maximum. For diverse crops, maximum relief should be -
- a) For damage caused to paddy cultivation before appearance of ears of paddy - Rs.3000/- per acre
 - b) For damage caused to paddy cultivation after appearance of ears of paddy Rs. 6000/- per acre
 - c) For damage caused to diverse vegetable crop cultivation - Rs.3000/- per acre.
 - d) When a coconut tree with nuts is damaged completely, Rs.750/- should be paid for each tree. Maximum relief assistance should be limited to Rs.6000/-
 - e) For damage caused to other diverse crop cultivation - Rs.3000/- per acre.
 - f) A relief of Rs.250/- could be granted per bushel of paddy harvest destroyed by wild elephants while lying in the threshing floor after reaping. This relief too should be limited to a maximum of Rs.6000/-. The damage estimate over the crop damaged in the threshing floor should be definitely done under the personal supervision of the Divisional Secretary or the Assistant Divisional Secretary.
 - g) The maximum relief payable to a family for crop damages caused in whatever means is Rs.8000/-.
- 8.4 Relief should be granted for crop damages caused by wild elephants only once and thereafter no such requests should be entertained. Action should be taken to maintain a proper register of relief recipients. For payment of relief for crop damages caused by elephants, Form **NDRSC 8** should be used.
- 8.5 When relief had been granted for crop damages by Provincial Councils or other institutions, above payments should not be made.

9. **Damages to life and property by wild elephant attacks**

National Disaster Relief Services Centre does not deal with deaths caused as a result of attacks by wild elephants and requests in this respect should be forwarded to the Department of Wild Life Conservation.

10. **Dry Ration for dependents of Missing Fishermen at sea**

- 10.1 The Divisional Secretary should forward the details of distressed families with the recommendation of the District Secretary to the Director General, Fisheries.
- 10.2 Allocations will be released to the District Secretary by the Director once such requests are received with the recommendation of the Director General, Fisheries.
- 10.3 At the beginning, a fisherman's family in distress will be given dry rations for a period of three months. If it becomes necessary to provide dry rations for an extended period, recommendations of the Divisional Secretary/Director General, Fisheries should be submitted to the Director.
- 10.4 The basic eligibility for obtaining this relief is that the monthly income of the family should be less than Rs.3,000/-.
- 10.5 Providing relief by way of dry ration to the families in distress should be as per Section 4.3 of this Circular.
- 10.6 Action should be taken to stop forthwith any relief granted after the return of the missing fishermen to the island.
- 10.7 Even if a missing fisherman does not return to the island, this relief should be stopped forthwith when the dependants of his family have recourses to additional income for the subsistence of the family.

11. Drought relief and granting relief for programmes on rehabilitation of areas devastated by Drought.

- 11.1 Drought relief could be granted only to those who fulfill the following requirements.
 - 11.1.1 The monthly income of the recipient's family should be less than Rs.3000/- while it should be an income derived from agriculture or agro-based products.
 - 11.1.2 In respect of short term crop, the cultivation should have been damaged or it could not be carried out for two successive seasons, owing to drought situations.
 - 11.1.3 Non-availability of other sources of income other than the income derived from the damaged crop.
 - 11.1.4 Non-availability of insurance coverage.
- 11.2 The amount of relief given as drought relief will be intimated by this centre in respect of each incident. In the instances, where such drought reliefs are not particularly mentioned, action should be taken to grant relief as under 4.3 of this circular.
- 11.3 The prime objective of providing drought relief will be to reduce the state of malnourishment resulting from the non-availability of a nutrition diet. Therefore, Divisional Secretaries should realise that non-provision of relief will bring about an environment where malnourishment would affect the dependents of the family.

- 11.4 This relief is not a mere free meal which will be given just because that the source of income is interrupted. Recipients are expected to provide themselves with basic facilities during the period in which the relief is given so that they could continue their cultivation as soon as adequate water is available. It is the duty of the Divisional Secretary to look into this and make available arrangement for them.
- 11.5 Divisional Secretaries should identify development programmes that could be implemented with labour mainly in the drought affected areas. For this, assistance of Farmers' Organizations and Community Based Organizations should be obtained. Development programmes selected thus should be result-oriented development programmes that could be completed in a short period. eg. reconstruction of minor irrigation, restoration of small scale tanks, renovation of agricultural roads and maintenance of anicuts.
- 11.6 Each recipient family is expected to employ at least one worker in identified development activities for at least 14 days or more at the rate of minimum 5 hours a day. The time of work may be adjusted as convenient to beneficiaries and care should be taken not to employ minors at work.
- 11.7 Organizing of the worksite can be done by a Committee under the supervision of the Divisional Secretary. Direct involvement of Social Service Officer, Grama Niladhari and other field officers can be made use of and it is proposed to follow a community based methodology for implementation of selected projects. One of the recipients can be detailed as workshop overseer and the active contribution of the beneficiaries should be used for all work in the worksites. He should maintain a check roll. Divisional Secretary should satisfy that work camps are effectively functioning.
- 11.8 Grama Niladhari should prepare and submit a report on the recipients as per Form **NDRSC 9** and the Divisional Secretary or a Staff Officer authorized by him should approve these documents. For the identification of projects conducting work camps for provision of drought relief, **NDRSC 10** should be used while **NDRSC 11** should be used for marking the attendance. **NDRSC 12** should be used to report the completed development work. Action should be taken to submit copies of **NDRSC 10** and **12** to the Director. **NDRSC 05 and 06** should be used for the preparation of the family list and for distribution of relief items respectively.
- 11.9 Action should be taken to implement this programme as a joint programme with the participation of the non-governmental organizations at every possible opportunity. Where other organizations implement similar programmes among beneficiaries or where the drought affected persons enjoy benefits through other sources, in such instances, no relief should be provided under this programme.
- 11.10 Provisions of this circular will not impede other programmes conducted under special conditions in respect of areas affected by drought.
- 11.11 The following allowances and overtime are entitled to the officers per month who actively participate in the drought relief activities during the period in which drought relief is in operation.

- ❖ District Secretary or Additional District Secretary - Rs.1000/-
- ❖ Divisional Secretary - Rs. 800/-
- ❖ Assistant Divisional Secretary - Rs. 800/-
- ❖ Assistant District Secretary - Rs. 800/-
- ❖ Other Staff Officers - Rs. 800/-
- ❖ Social Service Officer - Rs. 700/-
- ❖ Grama Niladhari - Rs. 500/-
- ❖ Overtime (additional) for two clerks and one KKS subject to a maximum of 20 hrs. a week for each person. Overtime and subsistence allowance for drivers as and when the necessity arises.
- ❖ For completion of **NDRSC 5 and 6** Rs.2.50 per family.

12. Distribution of drinking water in the Drought areas.

- 12.1 Distribution of drinking water should be initiated only in the areas where drinking water is unavailable, and cannot be obtained from any other water source, and the distribution should be done according to a specific time schedule.
- 12.2 A report giving the number of families and the number of individuals in the areas where drinking water is to be distributed should be submitted to the Director and necessary allocations obtained. During the time of distribution of drinking water, the drivers and the cleaners should not obtain any other allowance other than the salaries.

13. Payment of overtime, traveling etc. for attending to field and office work at times of Disasters other than Drought.

- 13.1 Overtime and traveling etc. may be paid only to the officers engaged in work connected to widespread disasters on the basis as set out below.
- (i) Traveling and subsistence or a day's pay as the necessity arises for seven days from the date the disaster occurred may be paid as the case may be to the District Secretary/Additional District Secretary/Assistant Divisional Secretary/other staff officers/Social Service Officer /any other officer deployed for the purpose by the Divisional Secretary and a maximum of three Drivers when such period continues for more than a week if they have been engaged in duties related to disasters outside office hours and public holidays. A register should be maintained for this purpose. Approval of the District Secretary should be obtained when payments are made to Staff Officers. When a longer period of time is required for relief, rehabilitation and reconstruction, requests of officers attached to such activities outside office hours and on public holidays for allowances for the extended number of days (over 07 days) should be submitted to the Director with the recommendation of the Secretary. Such approval should be given only after due consideration to the severity of the impact of the disaster, number of affected families,

number of damaged houses and the time taken for relief, rehabilitation and reconstruction activities.

- (ii) Allowances mentioned above could be obtained only for widespread disaster situations which cause severe damage to life and property, and at no instance should allowance be paid for mini disasters.
- (iii) All the officers mentioned above should not be paid allowances for disaster and only the officers who have directly involved and performed duties in relief, rehabilitation and reconstruction works are entitled to allowances.
- (iv) Overtime to two Management Assistants and one Karyala Karya Sevaka (KKS) subject to a maximum of 20 hours (additional) for a week for one person.
- (v) As allowance of Rs.2.50 each for a family for completing the Forms **NDRSC 5 and 6**.

13.2 Officers of the Ministry and the NDRSC who are engaged in duty during the time of disasters outside office hours and on public holidays may be paid in terms of 13.1 above.

14. This circular is issued with the concurrence of the General Treasury. Please acknowledge receipt of this circular.

A C M Razik
Secretary
Ministry of Resettlement and Disaster Relief
Services

- Copies to:
- 1. Secretary to the President
 - 2. Secretary to the Prime Minister
 - 3. Secretary, Ministry of Finance
 - 4. Secretary, Ministry of Public Administration and Home Affairs
 - 5. Secretary, Ministry of Nation Building and Estate Infrastructure Development
 - 6. Secretary, Disaster Management and Human Rights
 - 7. Secretary, Ministry of Social Services and Social Welfare
 - 8. Auditor General
 - 9. Chief Secretaries, Provincial Councils
 - 10. Director General, Fisheries

**National Disaster Relief Services Centre
Drought Relief and Rehabilitation of Drought Affected Areas Programme**

Report of work done during the month of 20.....

GN Division	Projects Completed	Beneficiaries employed		No, of days worked	No. of work units completed (eg. miles/hectares)	Estimated value of completed work
		Male	Female			
	Total					

Prepared by:

.....
Signature and Seal of the Divisional Secretary

Checked by:

Date :

National Disaster Relief Services Centre
Drought Relief and Rehabilitation of Drought Affected Areas Programme
Project Report

District

Divisional Secretary

Serial No	Project Identified	GN Division	Beneficiaries		Project Period		Work Units expected to be completed (eg.Miles/Hec.)	Approx. value of work expected to be completed	Food items needed for Beneficiaries (Kg)					
			Families	No. of Members	Days	Hours								
	Total													

Prepared by :

Date

.....
Signature & Seal of the Divisional Secretary

National Disaster Relief Services Centre
Relief Assistance for Houses Damaged by a Disaster

District DS Division

GN Division Village.....

Nature of Disaster..... Date of Occurrence.....

(Applicant should complete this section)

1 Full Name of the Applicant

2 National Identity Card No.

3 Address.....

4 Address if staying at Refuge Camp or at a Relative's House

5 No. of Members of the Family.....

6 Applicant's Employment:

7 Family Monthly Income

From Employment Rs.

From other sources Rs.

Total Rs. _____

8 Particulars of property owned by Applicant (Paddy lands/lands, other enterprises)

9 Ownership of the damaged House (Delete the irrelevant words)

9.1 Owned by the Applicant

9.2 Owned by the Spouse

9.3 Owned by mother/father of the Applicant

9.4 Owned by the legally owner

9.5 (others)

10 Particulars of ownership of the Land in which damaged house was constructed

11 Approximate value of the house/section of the house damaged (Rs).....

12 Has housing assistance been obtained in earlier instances for the damage house? if so, the amount assistance obtained.....

13 Above house has been damaged completely /partially by disaster occurred on.....

All above information given by me is true and correct and I am requesting for housing relief, as my monthly income from all sources is less than Rs.....

Date:

Applicant's Signature

(To be completed by the Grama Niladari or Reporting officer)

14. Above house has been completely/partially damaged by(disaster) occurred onIncome of the owner of the damaged house from all sources (including his family members) is Rs..... I assess the damage caused to the house is approximately Rs. and I report that the housing relief should be granted/not granted as the applicant is a high/low income receiver.

15. If housing assistance has been provided earlier, particulars of such assistance

16. Particulars of the house damaged

Nature of the House Damaged		Foundation		Walls		Roof	
Temporary		Temporary		Wattle and Daub Walls		Temporary	
Semi-Permanent					Clay walls		Semi-Permanent
Permanent		Permanent		Brick walls		Permanent	

17. Particulars of damage caused to the House

.....
.....
.....
.....

Signature:

Name of the Grama Niladari or reporting officer:

Designation : Date.....

(To be completed by the Housing Committee)

18.(Name)(Designation) has reported the house bearing No.in theGN Division has been completely / partially damaged due todisaster occurred on

We have inspected the above house and observed following damages have been caused. Accordingly we submit following recommendations.

(a) The house is permanent/semi-permanent, and is completely damaged. Damage caused to the house by disaster is approximately Rs. Monthly income of

the applicant is less than Rs..... and we recommend a housing relief of Rs.

(b) Following damages have been caused to the house.

Foundation	Damage can be reconstructed	
	Damage cannot be reconstructed	
	Not damaged	
Walls	Damage can be reconstructed	
	Damage cannot be reconstructed	
	Not damaged	
Roof	Damage can be reconstructed	
	Damage cannot be reconstructed	
	Not damaged	
Plastering/Floor	Damage can be reconstructed	
	Damage cannot be reconstructed	
	Not damaged	

As damage has been caused to above section /sections of the house, a housing relief of Rs..... is recommended.

(c) Housing relief not recommended for following reasons (delete the irrelevant words)

- (i) Applicant's monthly income is very much higher than the income level
- (ii) Applicant is not the legal owner of the damaged house
- (iii) Sufficient damage has not been caused to the house to consider payment of relief
- (iv) Damaged house is not a place of residence
- (v) (Others)

Names of Members of the Housing Committee

Signature

- 1.
- 2.
- 3.

Date :

(For Approval by Divisional Secretary)

The housing relief of Rs.....recommended by the members of the Housing Committee for the house damaged completely/partially fromdisaster onis approved/not approved for payment.

(If not approved, give reasons)

.....
.....

Housing relief should be paid in one orinstallments.

1st installment	Rs.
2nd installment	Rs.
3rd installment	Rs.

Date:

.....
Signature and Seal of the Divisional Secretary

National Disaster Relief Services Centre
Relief Assistance for Damage caused to crops by Disaster or
Wild Elephant attack

District Divisional Secretariat
G.N. Division..... Village
Nature of Disaster Date of Occurrence.....

(To be completed by the Applicant)

1. Full Name of the Applicant:
2. Identity Card No:.....
3. Address:.....
4. No. of Members in the Applicant's family
5. Employment of the Applicant
6. Monthly income of the family
- From Employment Rs.
- From other Sources Rs.
- Total Rs.

7. Property owned by Applicant (lands, paddy lands, other enterprises).....

8. Particulars of damaged crops

Type of crops	Lands cultivated			Lands damaged			Reasons for Damage	Approximate Estimated loss
	A	R	P	A	R	P		
1.....
2.....
3.....
4.....

9. Information about the ownership of the damaged land with crops (delete unnecessary words)

- 9.1 Applicant is the legal owner of the land
- 9.2 Land belongs to the applicant's mother/father
- 9.3 Cultivated land obtained on tenant farmer basis signing a lease agreement
- 9.4 Land with government permit
- 9.5 Applicant is not the legal owner of the land
- 9.6 (Others)

10. Whether crop is covered by Agricultural Insurance or any other Insurance Scheme

11. Above crop/crops cultivated in the land described above have been completely /partially destroyed from the(disaster) /wild elephant attack on
My only income is the income derived from this crop cultivation. Above particulars given by me are true and correct, and I seek the crop relief.

Date

Applicant's Signature

(To be completed by the Grama Niladari or Reporting Officer)

12. Above mentioned crop/crops have been completely/partially damaged due to thedisaster/wild elephants attack on The monthly income of the applicant from all sources (including the members of the family) is Rs.....Damage assessment is approximately Rs..... The applicant is / is not a low income receiver and as the damaged crop is covered/not covered by any Insurance Scheme , granting of crop relief is reasonable /not reasonable. I certify that all the particulars given by the applicant are true and correct.

13. Details of damaged crop

.....
.....
.....
.....

Name of the Grama Niladari or reporting officer :

Designation

Signature Date

(To be completed by the Committee)

14.(Name)(designation)
has reported about the damage caused to crops belonging to
.....living in theGN
Division due to(disaster)/wild elephant attack on
..... (date)

We inspected the land where the crop damage was caused, and observed following damages have been caused to the crops. Accordingly, following recommendations submitted.

(a) Details of crop damaged

.....
.....

(b) As above damages have been caused to the crops, Rs.....as crop relief is recommended.

(c) Crop relief is not recommended for following reasons. (delete unnecessary words)

- i. Applicant's monthly income is very much higher than the given limit of income
- ii. The damaged crop land is legally not entitled to the applicant
- iii. Cultivation has been done in an unauthorised land
- iv. Sufficient damage has not been caused to crop by disaster/wild elephants attack to consider grant of relief
- v. Adequate steps have not been taken to protect the crops
- vi. (Others)

Names of the Committee Members

Signature

- | | | |
|----|-------|-------|
| 1. | | |
| 2. | | |
| 3. | | |

Date:

(For approval by Divisional Secretary)

15. The above Committee Members have recommended that the above mentioned crop has been completely/partially destroyed due to (disaster)/wild elephants attack on Payment of Rs.....as crop relief is approved/not approved.

If not approved, give reasons.

.....
.....
.....

Date:

.....
Signature & Seal of the Divisional Secretary

**National Disaster Relief Services Centre
Drought Relief and Relief for Rehabilitation of
Areas damaged by Drought**

NDRSC 9

District Divisional Secretariat.....
GN Division..... Duration of Drought

(To be completed by the Grama Niladhari or the Reporting Officer)

1. Name of the person affected by drought
2. Address:
3. Number of members in the family
4. Extent of land cultivated: Paddy Land Acres..... Rood.....Perches.....
High Land Acres..... RoodPerches.....
5. Name of the owner of the Damage crop land
6. Name of the owner of the tenant cultivation
7. Extent of land damaged by drought paddy land AcresRoodPerches.....
High Land AcresRoodPerches.....
8. Whether the cultivation is rain fed or irrigated
9. Whether the cultivation is covered by Agricultural Insurance/or any other insurance scheme
.....

I certify that the monthly income of the family of the above named applicant
.....is Rs.....and that the
foregoing information are true and is eligible for relief.

Date.....
Signature of the GN or Reporting Officer and Seal

(Recommendation of the Committee)

Drought Relief recommended / Not recommended.

If not recommended give reasons:

.....
.....
.....
.....

Name of the Committee Members

Signature

01.....

.....

02.....

.....

03.....

.....

Date.....

Approval of Divisional Secretary

Drought relief approved / not approved.

Date

.....

Signature of Divisional Secretary and Seal

Ministry of Resettlement and Disaster
Relief Services,
No.146, Galle road,
Colombo 3.

01 October 2007

Government Agents /District Secretaries
Divisional Secretaries

Provisions of Relief for Disaster Response and Recovery Activities

All circulars issued earlier for provision of relief measures at the time of disasters are hereby cancelled, and this circular relating to Disaster Relief, Rehabilitation and Reconstruction activities will come into effect from 01 October 2007

2. **Allocations for Disaster Relief, Rehabilitation and Reconstruction activities**
- 2.9 Allocations for disaster Relief, Rehabilitation and Reconstruction activities mentioned in this circular will be released direct to the Government Agents/District Secretaries by National Disaster Relief Services Centre (NDRSC) of this Ministry, and action will be taken to dispatch a copy of same to the relevant Divisional Secretaries. Divisional Secretaries should obtain provisions allocated to their division from District Secretaries.
- 2.10 All requests for allocations for disasters should be submitted by Divisional Secretaries to District Secretaries with a copy to the Director, National Disaster Relief Services Centre (hereinafter referred to as Director) and the District Secretary should forward same immediately to the Director with his recommendation. It is the responsibility of the GA/District Secretary and the Divisional Secretary to inform the Secretary/Director of this Ministry immediately after the occurrence of disasters.
- 2.11 Immediately after the occurrence of a disaster, a brief report of such disaster should be faxed to NDRSC, and for this, Form **NDRSC 1** should be used. A detailed report should be sent thereafter to the Director using **NDRSC 2** within 10 days of the occurrence of the disaster. As these reports are essential for granting allocations, no requests from any Divisional Secretariat who fail to send in these reports, will be entertained.
- 2.12 Since a Disaster Management Information System has been established at the Centre, it is very essential to obtain information related to all types of disasters occurring in the island at Divisional Secretariat level. Therefore, every Divisional Secretary should take action to fill **NDRSC 3** and send it to the Centre every month. A Nil report should be sent in the event of no occurrence of a disaster in a particular month within the Divisional Secretary area.

2.13 The centre has attached a Development Assistant (Disaster Management) for each District under the supervision of GA/District Secretary. It is his/her main responsibility to coordinate particularly disaster relief, rehabilitation and reconstruction activities at District level. The Divisional Secretary should obtain the service of this officer in these activities.

2.14 Returns of expenditure pertaining to the allocations provided by this Centre should be sent monthly and further allocations will not be granted in the event of failure to do so. Allocations are granted under following headings:-

2.15 I. **Widespread Disasters**

Floods
Droughts
Cyclones
Land slides
Tornados, Lightening, Thunder storms
Tsunami
Earth - quakes
Epidemics
Tidal Waves/Coastal Erosions
Civil or Internal strife, war, riots
Fires (including urban) and Forest Fire
Chemical Accidents and Explosions
Pests infestation
Radiological Disasters
Oil spills including inland and marine oil spills
Nuclear Disasters

II **Mini Disasters**

Minor Damages to property
(caused due to rains and winds)
Crop damaged by wild elephants
Damages by fire
Damages caused by lightening

2.16 Widespread disasters and mini disasters are defined as follows for the purpose of this circular.

A situation where extensive damage is caused to human lives, properties and infrastructure facilities severely affecting socio-economic activities in a vast area as a result of natural or Human made disaster can be considered as a **widespread Disaster**. Eg. Floods, Cyclone, Drought and Landslides situation, affecting a number of Divisional Secretariat Divisions or several Districts or Provinces.

A situation where the people and their livelihood are affected by disaster but the impact is not so severe is considered as a Mini Disaster. This kind of disaster affects only a small area and the impact is also not hard-felt. However, in such a situation the affected people should be provided with relief measures for them to return to normalcy.

Allocations requested for disasters coming under the category of mini disasters should be obtained through Provincial Councils, and NDRSC will grant allocations in case of widespread disasters.

3. Types of relief measures :-

3.1 For Widespread Disasters

- x. Cooked Meals
- xi. Dry Rations
- xii. Funeral Expenses
- xiii. Kitchen Utensils
- xiv. Implements of Trade
- xv. Assistance for houses damaged
- xvi. Assistance for crops damaged
- xvii. Relief Assistance for medical treatment
- xviii. Relief Assistance for small-scale self employment

3.3 For Mini Disasters

- vii. Relief to meet funeral Expenses
- viii. Kitchen utensils
- ix. Housing relief
- x. Crop relief
- xi. Relief for medical treatment
- xii. Relief for small-scale self employment

4. Basic Eligibilities for Relief

4.1 The basic eligibility for entitlement to relief under widespread and casual disasters is that the monthly income of the family should be less than Rs.3000/- . The family includes mother, father, and all unmarried sons and daughters, and when parents are not living, unmarried brothers and sisters. If the parents of the mother or the father are living with them, they too should be included. The total monthly income of the family is the aggregate income derived from all sources.

4.2 However, under widespread disasters all those who vacate their permanent places of residence and seek shelter at welfare centers temporarily could be provided with cooked meals irrespective of their level of income. A Divisional Secretary may, at his discretion, provide cooked meals for a maximum period of three(03) days and if this period requires to be extended, approval of the Director should be obtained. In providing cooked meals, Form NDRSC 4 should be used. For this, expenses may be incurred at the following rates.

For an adult	-	Rs. 70/- per diem
For a child under 12 yrs.	-	Rs. 50/- per diem

4.3 (a) If it is necessary to provide dry rations, it should be done immediately at the proper time. This means the time when the displaced persons are able to prepare their meals themselves.

The Divisional Secretary should make proper arrangement to identify the genuine cases of affected people in providing dry rations. In these instances, a committee should be appointed from among Divisional Secretary / Assistant Divisional Secretary, Social Service Officer and representatives of voluntary or community based organizations. Under no circumstances should the Divisional Secretary provide relief to any person not affected by disaster, or not coming under the provisions of this Circular.

- (b) The persons who have lost their places of residence and all property as a result of a disaster and living in a temporary camp should be provided with dry rations for the period they stay in camps irrespective of their level of income.
- (c) When collecting statistics of affected families for provision of dry ration, Form **NDRSC 5** should be used and **NDRSC 6** should be used when dry ration is distributed by Co-operative Societies.
- (d) A Divisional Secretary can issue dry rations for a period of one week and if the period is to be extended, the approval of the Director should be obtained. The value of dry rations is determined in terms of money and food stuffs commensurable with its value should be obtained from the Co-operative Societies.

The Rations for one week

Maximum for a single person	-	Rs.	245/-
Maximum for a family with two members	-	Rs.	315/-
Maximum for a family with four members	-	Rs.	385/-
Maximum for a family with four members	-	Rs.	455/-
Maximum for a family with five or more members	-	Rs.	525/-

- e) Under special circumstances, payment by cash in lieu of dry rations could be made on the approval of the Director.
- f) In the instances, where affected persons are being provided with relief from any other government relief programme, only the difference of that relief and this relief should be paid
- g) There is no need of providing a week's dry rations all in a day and this could be done in 02, 03, 04 or 05 days etc. considering the nature of the disaster

- 4.4 (a) A Relief Assistance to cover funeral expenses amounting to Rs. 15,000/- may be paid to the closest next of kin of the deceased, if his death occurred as a result of any disaster and the family members are unable to meet the funeral expenses. This payment may be made by the Divisional Secretary having confirmed the relationship of the applicant to the deceased and obtaining the death certificate together with a statement of funeral expenses.
- (b) If the dependents are not in a position to meet the funeral expenses, relief may be granted in respect of a person deceased as a result of a disaster even if the family monthly income is over Rs.3000/= with the prior approval of the Director. However, special approval should be obtained for each and every such case.

- 4.7 (a) Provision of kitchen utensils and implements of trade should be subject to income limits. The payment for purchasing kitchen utensils may be made subject to a maximum of Rs.1500/= on production of a receipt in proof. The payment of Rs.3000/= for implements of trade may also be made accordingly. Form Gen 35 may be used for the purpose. The tenants affected by disasters whose monthly income is less than Rs.3000/= are also entitled to this relief.
- (b) A relief can be granted subject to a maximum of Rs.20,000/= in lieu of the loss for a low income receiving person whose small-scale self employment enterprise has been completely damaged as a result of a disaster, thus making his only source of income completely damaged and the person has no other source of income.
- 4.8 (a) A payment can be made to a maximum of Rs.10,000/= for injuries sustained in a disaster for medical treatment. This payment should not be made when medical treatment is received from a government hospital.
- (b) It is more appropriate to pay the full amount to obtain treatment for injuries of serious nature and when payments are made for other injuries, it is more appropriate to stick to the limit of Rs.5000/-. The amount to be paid should be decided based on medical reports and prescriptions.
- (c) In making these payments, the Divisional Secretary should examine Medical certificates, Prescriptions, Bills etc. and satisfy himself about the payment.
- (d) Above payments are made for urgent medical treatment for injuries caused as a result of disaster and should not be treated as a payment made in the category of rehabilitation of disability.

5. **Housing Relief**

- 5.16 The relief payments are made to effect repairs or to reconstruct the only residential house of the applicant, damaged by disaster. The relief under this, will not be paid if it appears that the applicant has another house to occupy or if it is a business premises or a common building. The monthly income of the applicant's family should be Rs.3000/- or less.
- 5.17 The house which requires to be repaired or reconstructed should be in the personal possession of the applicant. If the house has been built on a crown land without a permit, and if action has been taken to assign this land in the future on a legal permit, the Divisional Secretary can grant this relief. This should be mentioned in the bottom of Form **NDRSC 7**.
- 5.18 In respect of rented house, the relief may be paid if the legal owner of the house is willing to allow the tenant to occupy the house free of rent for a period equal to the amount of the relief. Even in this case, the limit of income should be considered and payments made only after the occupant has repaired the house at his own expense. On occasion like this, the Divisional Secretary should use his discretion to deal with the matter in fairness to both, the occupant as well as the heir.
- 5.19 If there are applications from those receiving an income slightly above the maximum limit of income, such applications should be considered with utmost care and sent to the Director with an endorsement to the effect that the applicant may become a destitute if he is denied

this relief. The director will appoint a Committee to inspect this house and should act according to the recommendations of the Committee.

- 5.20 For obtaining relief, the affected house holders are first required to report to the Grama Niladhari of the area. He would then get the Form **NDRSC 7** prepared by each person and should submit it to the Divisional Secretary with his report. Requests made after two weeks of the disaster should not be entertained and applications that could not have been submitted by the affected persons within the given period of time due to any very special reason, only such applications may be referred to an Appeal Board and should be forwarded to the Director with its recommendations for approval. Every such request should be personally examined by the Divisional Secretary or a Staff Officer authorized by him and recommend the relief that should be provided. Inspection of houses should be done within one month after disaster. The Divisional Secretary should examine a few of the requests received for relief choosing at random.
- 5.21 A housing relief committee consisting of three should be appointed for the recommendation of granting housing relief. The Committee can be selected from Assistant Divisional Secretary, Assistant Director (Planning) Administrative Officer, Social Service Officer, Technical Officer, Head Quarter Grama Niladhari, Other Field Officers, representatives of Community based Organizations, and Religious Leaders. As far as possible, representatives of Community Based Organizations in the affected areas should be included in this Committee.
- 5.22 The maximum amount of relief that could be provided when a house is completely damaged by disaster is Rs.50,000/=. However, where the estimated value of the damaged house is less than Rs.50,000/= that value should be granted as housing relief. When a house is partially damaged by disaster, the amount to be given as housing relief should be assessed in commensurate with the damage caused. However, the maximum amount payable for a partially damaged house by disaster should be restricted to Rs.25,000/- and the relief for completely damaged house should be paid in three installments.

1st installment	-	Rs.20,000/-
2nd installment	-	Rs.20,000/-
3rd installment	-	Rs.10,000/-

If the relief assistance is from Rs.8000/- to Rs.25,000/-, this should be paid in two equal installments. In the instances where the amount exceeds Rs.25,000/- the relevant housing relief should be treated as a full housing relief and should take action to pay in three equal installments. Relief assistance less than Rs.8000/- should be paid in one installment.

- 5.23 The house that is to be constructed on relief assistance should be strong enough to withstand any further disasters. Instructions should be given to construct houses to withstand floods, cyclones or landslides in the areas prone to such calamities.
- 5.24 Where a full housing relief or the approximate amount was paid for renovation or reconstruction of a house damaged by disaster, no relief assistance should be provided when the house is damaged by a subsequent disaster. Action should be taken to maintain a register for this purpose.

- 5.25 On occasions where Rs.50,000/- is payable, the first installment of Rs. 20,000/- should be used for the construction of the foundation by plastering with sufficient quantities of metal and cement. It is only after the foundation is laid, the second installment should be released. This second installment should be used to purchase metal baked bricks cements blocks and plastering and to construct the walls at least one foot above the flood level. Only after the completion of this, third installment may be released for the construction of the roof.
- 5.26 If the applicants receiving housing relief fail to adhere to these instructions, action should be taken to recover the amount of relief already released to them.
- 5.27 In an instance where alternative lands or houses have been provided identifying the likelihood of the place of residence being damaged by disaster, but stay further without evacuating in the present place of residence, no relief should be provided for damage caused by disaster to such houses.
- 5.28 Housing relief may be provided subject to above limits for renovations to religious places damaged by disaster.
- 5.29 When damage is caused to estate houses owned by estate companies or government affiliated companies by disaster, the responsibility lies with these companies for the reconstruction or renovation of the houses as these houses are the property of such companies. However, housing relief may be provided in the instances where the ownership of the house is legally assigned to the occupant.
- 5.30 Where a house or several houses are likely to be damaged by a future threat of landslides, river bank erosion, rock and tree falls and the occupants are economically not in a position to take preventive measures, steps may be taken to remove the risk by utilizing the approved housing relief assistance. For this, approval of the Director should be obtained after submitting a detailed report along with an estimate.

6. **Crop Damages**

- 6.7 Food crops not covered by any insurance scheme could be considered for relief at a widespread disaster. But the amount payable for both housing and crops will be up to a maximum of Rs.50,000/= only.
- 6.8 The maximum relief that could be paid to a person when only the crop damaged by disaster is Rs. 20,000/- . This relief could be granted only in the instances where his crops had been completely destroyed and the total loss exceeds Rs.60,000/-.
- 6.9 Priority should be given to other types of relief assistance before granting relief to crop damages. This relief could be recommended only in the instances where the crops have been damaged by disaster even in spite of adequate steps taken by the victims to protect his crops from disaster.
- 6.10 Crop relief should be granted only in the instances where the, produce or the harvest derived from the crops damaged by disaster is the victims only source of income and loss of this income would make the applicant and his dependents absolutely destitute.
- 6.11 This relief should not be granted for economic crops of commercial nature when destroyed by disaster.

6.12 Form **NDRSC 8** should be used when payment of relief is made for crop damages caused by widespread disaster.

7. **Small Scale (Mini) Disasters**

Relief granted under this category is called casual relief. In payment of casual relief for funeral expenses, kitchen utensils, implements of trade and damages to houses, the same procedure followed in the case of widespread disasters should be followed adhering to the provisions of this circular.

8. **Crop damage under Mini disasters and crop damage caused by wild elephants.**

8.6 Only those crops where the applicant has some legal entitlement will be considered for payment of relief. Further, the crop should be some category of crop which cannot be covered by any of the existing insurance schemes. In paying relief for crops, only the damages caused by wild elephants should be considered. While farmers should be able to protect their crops from other wild animals, they should prove that they have made sufficient attempts to protect the crops even from the wild elephant attacks.

8.7 The lands for which requests are made for crop damages should be in the applicants private ownership. Relief should not be given under this programme at any instance for unauthorized crop cultivation done in crown lands.

8.8 Relief for crop damages caused by wild elephants will be paid for one acre maximum. For diverse crops, maximum relief should be -

- a) For damage caused to paddy cultivation before appearance of ears of paddy - Rs.3000/- per acre
- b) For damage caused to paddy cultivation after appearance of ears of paddy Rs. 6000/- per acre
- c) For damage caused to diverse vegetable crop cultivation - Rs.3000/- per acre.
- d) When a coconut tree with nuts is damaged completely, Rs.750/- should be paid for each tree. Maximum relief assistance should be limited to Rs.6000/-
- e) For damage caused to other diverse crop cultivation - Rs.3000/- per acre.
- f) A relief of Rs.250/- could be granted per bushel of paddy harvest destroyed by wild elephants while lying in the threshing floor after reaping. This relief too should be limited to a maximum of Rs.6000/-. The damage estimate over the crop damaged in the threshing floor should be definitely done under the personal supervision of the Divisional Secretary or the Assistant Divisional Secretary.
- g) The maximum relief payable to a family for crop damages caused in whatever means is Rs.8000/-.

8.9 Relief should be granted for crop damages caused by wild elephants only once and thereafter no such requests should be entertained. Action should be taken to maintain a proper register

of relief recipients. For payment of relief for crop damages caused by elephants, Form **NDRSC 8** should be used.

- 8.10 When relief had been granted for crop damages by Provincial Councils or other institutions, above payments should not be made.

9. Damages to life and property by wild elephant attacks

National Disaster Relief Services Centre does not deal with deaths caused as a result of attacks by wild elephants and requests in this respect should be forwarded to the Department of Wild Life Conservation.

10. Dry Ration for dependents of Missing Fishermen at sea

- 10.8 The Divisional Secretary should forward the details of distressed families with the recommendation of the District Secretary to the Director General, Fisheries.
- 10.9 Allocations will be released to the District Secretary by the Director once such requests are received with the recommendation of the Director General, Fisheries.
- 10.10 At the beginning, a fisherman's family in distress will be given dry rations for a period of three months. If it becomes necessary to provide dry rations for an extended period, recommendations of the Divisional Secretary/Director General, Fisheries should be submitted to the Director.
- 10.11 The basic eligibility for obtaining this relief is that the monthly income of the family should be less than Rs.3,000/-.
- 10.12 Providing relief by way of dry ration to the families in distress should be as per Section 4.3 of this Circular.
- 10.13 Action should be taken to stop forthwith any relief granted after the return of the missing fishermen to the island.
- 10.14 Even if a missing fisherman does not return to the island, this relief should be stopped forthwith when the dependants of his family have recourse to additional income for the subsistence of the family.

11. Drought relief and granting relief for programmes on rehabilitation of areas devastated by Drought.

- 11.12 Drought relief could be granted only to those who fulfill the following requirements.
- 11.12.1 The monthly income of the recipient's family should be less than Rs.3000/- while it should be an income derived from agriculture or agro-based products.
- 11.12.2 In respect of short term crop, the cultivation should have been damaged or it could not be carried out for two successive seasons, owing to drought situations.
- 11.12.3 Non-availability of other sources of income other than the income derived from the damaged crop.
- 11.12.4 Non-availability of insurance coverage.

- 11.13 The amount of relief given as drought relief will be intimated by this centre in respect of each incident. In the instances, where such drought reliefs are not particularly mentioned, action should be taken to grant relief as under 4.3 of this circular.
- 11.14 The prime objective of providing drought relief will be to reduce the state of malnourishment resulting from the non-availability of a nutrition diet. Therefore, Divisional Secretaries should realise that non-provision of relief will bring about an environment where malnourishment would affect the dependents of the family.
- 11.15 This relief is not a mere free meal which will be given just because that the source of income is interrupted. Recipients are expected to provide themselves with basic facilities during the period in which the relief is given so that they could continue their cultivation as soon as adequate water is available. It is the duty of the Divisional Secretary to look into this and make available arrangement for them.
- 11.16 Divisional Secretaries should identify development programmes that could be implemented with labour mainly in the drought affected areas. For this, assistance of Farmers' Organizations and Community Based Organizations should be obtained. Development programmes selected thus should be result-oriented development programmes that could be completed in a short period. eg. reconstruction of minor irrigation, restoration of small scale tanks, renovation of agricultural roads and maintenance of anicuts.
- 11.17 Each recipient family is expected to employ at least one worker in identified development activities for at least 14 days or more at the rate of minimum 5 hours a day. The time of work may be adjusted as convenient to beneficiaries and care should be taken not to employ minors at work.
- 11.18 Organizing of the worksite can be done by a Committee under the supervision of the Divisional Secretary. Direct involvement of Social Service Officer, Grama Niladhari and other field officers can be made use of and it is proposed to follow a community based methodology for implementation of selected projects. One of the recipients can be detailed as workshop overseer and the active contribution of the beneficiaries should be used for all work in the worksites. He should maintain a check roll. Divisional Secretary should satisfy that work camps are effectively functioning.
- 11.19 Grama Niladhari should prepare and submit a report on the recipients as per Form **NDRSC 9** and the Divisional Secretary or a Staff Officer authorized by him should approve these documents. For the identification of projects conducting work camps for provision of drought relief, **NDRSC 10** should be used while **NDRSC 11** should be used for marking the attendance. **NDRSC 12** should be used to report the completed development work. Action should be taken to submit copies of **NDRSC 10** and **12** to the Director. **NDRSC 05 and 06** should be used for the preparation of the family list and for distribution of relief items respectively.
- 11.20 Action should be taken to implement this programme as a joint programme with the participation of the non-governmental organizations at every possible opportunity. Where other organizations implement similar programmes among beneficiaries or where the drought affected persons enjoy benefits through other sources, in such instances, no relief should be provided under this programme.

- 11.21 Provisions of this circular will not impede other programmes conducted under special conditions in respect of areas affected by drought.
- 11.22 The following allowances and overtime are entitled to the officers per month who actively participate in the drought relief activities during the period in which drought relief is in operation.

❖ District Secretary or Additional District Secretary	-	Rs.1000/-
❖ Divisional Secretary	-	Rs. 800/-
❖ Assistant Divisional Secretary	-	Rs. 800/-
❖ Assistant District Secretary	-	Rs. 800/-
❖ Other Staff Officers	-	Rs. 800/-
❖ Social Service Officer	-	Rs. 700/-
❖ Grama Niladhari	-	Rs. 500/-
❖ Overtime (additional) for two clerks and one KKS subject to a maximum of 20 hrs. a week for each person. Overtime and subsistence allowance for drivers as and when the necessity arises.		
❖ For completion of NDRSC 5 and 6		Rs.2.50 per family.

12. Distribution of drinking water in the Drought areas.

- 12.3 Distribution of drinking water should be initiated only in the areas where drinking water is unavailable, and cannot be obtained from any other water source, and the distribution should be done according to a specific time schedule.
- 12.4 A report giving the number of families and the number of individuals in the areas where drinking water is to be distributed should be submitted to the Director and necessary allocations obtained. During the time of distribution of drinking water, the drivers and the cleaners should not obtain any other allowance other than the salaries.

13. Payment of overtime, traveling etc. for attending to field and office work at times of Disasters other than Drought.

- 13.3 Overtime and traveling etc. may be paid only to the officers engaged in work connected to widespread disasters on the basis as set out below.

- (i) Traveling and subsistence or a day's pay as the necessity arises for seven days from the date the disaster occurred may be paid as the case may be to the District Secretary/Additional District Secretary/Assistant Divisional Secretary/other staff officers/Social Service Officer /any other officer deployed for the purpose by the Divisional Secretary and a maximum of three Drivers when such period continues for more than a week if they have been engaged in duties related to disasters outside office hours and public holidays. A register should be maintained for this purpose. Approval of the District Secretary should be obtained when payments are made to Staff Officers. When a longer period of time is required for relief, rehabilitation and reconstruction, requests of officers attached to such activities outside office hours and on public holidays for allowances for the extended number of days (over 07 days) should be submitted to the Director with the

recommendation of the Secretary. Such approval should be given only after due consideration to the severity of the impact of the disaster, number of affected families, number of damaged houses and the time taken for relief, rehabilitation and reconstruction activities.

- (ii) Allowances mentioned above could be obtained only for widespread disaster situations which cause severe damage to life and property, and at no instance should allowance be paid for mini disasters.
- (iii) All the officers mentioned above should not be paid allowances for disaster and only the officers who have directly involved and performed duties in relief, rehabilitation and reconstruction works are entitled to allowances.
- (iv) Overtime to two Management Assistants and one Karyala Karya Sevaka (KKS) subject to a maximum of 20 hours (additional) for a week for one person.
- (v) As allowance of Rs.2.50 each for a family for completing the Forms **NDRSC 5 and 6**.

13.4 Officers of the Ministry and the NDRSC who are engaged in duty during the time of disasters outside office hours and on public holidays may be paid in terms of 13.1 above.

14. This circular is issued with the concurrence of the General Treasury. Please acknowledge receipt of this circular.

A C M Razik
Secretary
Ministry of Resettlement and Disaster Relief
Services

- Copies to:
- 1. Secretary to the President
 - 2. Secretary to the Prime Minister
 - 3. Secretary, Ministry of Finance
 - 4. Secretary, Ministry of Public Administration and Home Affairs
 - 5. Secretary, Ministry of Nation Building and Estate Infrastructure Development
 - 6. Secretary, Disaster Management and Human Rights
 - 7. Secretary, Ministry of Social Services and Social Welfare
 - 8. Auditor General
 - 9. Chief Secretaries, Provincial Councils
 - 10. Director General, Fisheries

