

GOVERNMENT OF PUNJAB
DEPARTMENT OF RELIEF & REHABILITATION
(Disaster Management-I BRANCH)

From

Financial Commissioner, Revenue,
Punjab, Chandigarh.

To

1. All the Commissioners of Divisions
in the State.
2. All the Deputy Commissioners
in the State.
3. All the Sub-Divisional Officer(C)
in the State.

Memo No.3/4/2007/2DM1/ 2151
Chandigarh, dated the: 11/5/07

Subject:- Instructions for disbursement of relief to the land owner
farmers/tenants who have suffered damage to their crops.

Reference: This department memo No.5/49/87-ERTL-V/11726, dated 6.11.1987.

Your attention is invited to the subject cited and the letter under
reference.

2. It has been brought to the notice of this office that in some of the cases
while disbursing the relief, the amount of relief is not being disbursed to the actual
cultivators/tenants, who have suffered losses. This is perhaps on account of the fact
that the updating of the girdawari has not been done in a proper manner.

3. In this context your attention is invited to para No.5 and 6 of the
instructions issued vide memo under reference. The same is reproduced below for your
ready reference:-

(5) Guidelines for Preparation and Verification of Assessment lists.

- (i) The assessment list of landowners/cultivators and of landless
cattle-owners, eligible for relief, should be prepared on the basis
of special and general girdawari carried out during January-
March, 2007 separately in the prescribed proforma. These lists
should bear the certificates from the Circle Revenue Officer
about their authenticity. Every page of the list should be
countersigned by SDM (C) concerned. This lists should be
prepared in duplicate, one copy of which should be maintained

in the Office of SDO (C) concerned and the other given to the Circle Revenue Incharge of the disbursement of relief.

- (ii) The crop loss assessment is to be verified by the Patwaris and Kanungos and checked by Circle Revenue Officer to the extent of 100%, by the SDM to the extent of 50% and random check by the DCs.

(6) The relief shall be disbursed strictly through payees account/cheque to the eligible farmers, tenants and mortgagees, with possession, to be delivered to them by Sub Divisional Officer(C) or Circle Revenue Officer concerned. The following procedure shall be followed:-

- (i) The disbursement shall normally be made by the Sub-Divisional Officers(C) and the Circle Revenue Officers. However, other Naib-Tehsildars may also be authorised to do this work by the Deputy Commissioner concerned.
- (ii) Each Disbursing Officer should be given a specified number of villages for the purpose of disbursement and his detailed programme of Disbursement should be available at the Sub-Divisional Headquarters and District Headquarters.
- (iii) Disbursement should be made only in the village assembly in the presence of village elders i.e. Lambardars/Sarpanches and Panches, etc.
- (iv) Publicity should be made about date, place and time of disbursement in the village atleast two days in advance. The entry to this effect should also be made in the Roznamcha Wagiati.
- (v) Disbursement should be made in one go for the farmers/tenants mortgagee with possession simultaneously.
- (vi) The share of land owners/tenants/siris be apportioned amongst them according to the entries in the revenue record or as agreed to by both the parties or the customary terms of tenancy, etc.
- (vii) **It has been noticed that at some of the places in the state, although the cultivation is made by the tenant but the entries in the revenue record are in the name of the landowners as "self cultivation". It has been decided**


that therefore, it would be appropriate to get discreet enquires made by the Disbursement Officers in this respect. They may prepare individual files and keep a note about their verification, which should be duly authenticated by them. On the basis of this verification, the share of relief should be apportioned between the landowners and the actual cultivator tenant interse in the ratio in which they would have otherwise distributed their crops. The files should then be consigned alongwith other Disbursement Record in the Record Room so as to be available at the time of enquiry into any complaint, as and when required.

(viii) **The Disbursement Officer shall be personally responsible for correctness of the lists and truthfulness of the disbursement. After completing the disbursement on the date notified, he shall certify about the factum of disbursement and the total amount disbursed, in the Disbursement Register. No interpolation in these lists should be made. Overwriting should be avoided.**

(ix) Payments should be made only through payees A/C Cheques. To ensure the availability of requisite number of Cheque books, adequate funds with the banks concerned and prompt payment by the banks on the production of cheques at the counter, the Deputy Commissioners should tie-up with the banks located in the Districts and finalise modalities. The services of Nationalised Banks, Co-operative Banks and Land Mortgage Bank should be utilised to the maximum extent for this purpose.

4. These instructions may be brought to the notice of all the field officers work under your administrative control for strict and meticulous compliance.

The receipt of this communication may be acknowledged.


Secretary Revenue