

Precautionary Measures

Although the process of assessing completely depends on the existing structure of reporting, there are few basic common steps that one can follow during such tough times. It is understandable that during such hard times, it is very tough to maintain certain things. However, people residing in disaster prone areas must make it a habit of following certain steps so that post disaster life can become a little easier.

Steps

1

Make a kit (waterproof) of all the important documents (especially PAN, Aadhaar, Bank Passbook, Passport Sized Photos, Land Documents etc.) of all the members of the household.

2

Keep photostat copies of these documents in a safe place.

3

Identify personal assets/resources that are prone to destruction (house/farm/agriculture field/livestock etc)

4

Keep Geo-tagged photos of such assets and keep updating them regularly.

5

Make a list of all the important persons of the locality and other concerned officials so that they can be contacted/informed during emergency times.

6

Contact information of Local Government Doctors and Police Officials must also be listed/saved.

7

Must maintain a good relationship with local veterinary officers in case a household has a considerable number of livestock.

Details of Major Schemes/ Financial Assistance





Physical / Personal Loss

1 Loss of Life due to natural disaster

Provision of financial assistance amount of **Rs. 4.00 lacs**



Steps to be followed

- Inform Village Head (Gaon Burha) / Lot Mandal / Gaon Pradhan / Village Disaster Management Committee / Concerned Village level stakeholder or The Forest Range Officer in case of villages in forest areas.
- Inform Local Police so that they can proceed for **Postmortem**.
- Collect **Superintendent of Police Report** from the SP's Office
- Collect **Death Certificate** from Government Doctor / Hospital ➤

Prepare **Next of Kin certificate**.

- Submit all the documents along with **KYC and bank account details** of person (next of kin) for **Direct Benefit Transfer (DBT)** to Circle Office / Revenue Office / DDMA (as applicable) through either of Village Head or Field Officer or CLTF.

** The entire process of receiving financial assistance from submitting documents usually varies from 2-3 months depending on the severity of disaster in a particular year and availability of funds.





Next of Kin Certificate

Supporting Mandatory Documents:

- ✓ Death Certificate
- ✓ Documents for relationship proof (e.g. Voter ID, PAN, Birth Certificate, Marriage Certificate etc)
- ✓ Self-Declaration Affidavit Stipulated

Time Limit: Within 15 days

1. Visit the Local Revenue Office or Circle Office or any other office responsible for similar set of works:
 - Contact the Officer in charge of the office
2. Get the Application Form:
 - Obtain the application form for the Next of Kin certificate from the office. You may also check if the form is available online on the official government website.
3. Complete the Application Form:
 - Fill out the application form with accurate details. Ensure that all required information is provided, and supporting documents are attached.
4. Documentary Requirements:
 - The applicant will need to submit the necessary documents and any other documents specified by the authorities.
7. Verification Process:
 - The authorities may conduct a verification process to confirm the information provided in the application and ensure its accuracy.
8. Issue of Next of Kin Certificate:
 - Upon successful verification, the Next of Kin certificate will be issued to you. The certificate serves as proof of your relationship with the deceased person.
10. Pay Fees:
 - Pay any applicable fees for the issuance of the certificate. The fee structure may vary, and you should inquire about it during the application process.

** It is to be noted that one can also visit the nearest Common Service Center for any kind of support required regarding information and documentation. Also, one can even consult a lawyer for the entire process. However, it will also bring in additional expenses in the process.

2

Loss of Life due to natural disaster

Provision of financial assistance amount of **Rs. 74,000.00** (Disability ranging from 40-60%) and **Rs. 2.50 Lakhs** (Disability exceeding 60%)



Steps to be followed

- Inform the Village Head (Gaon Burha) / Lot Mandal / Gaon Pradhan / Village Disaster Management Committee / Concerned Village level stakeholder or The Forest Range Officer in case of villages in forest areas and collect his Certificate of Recommendation
- Collect **Disability Certificate** from Government Doctor / Hospital
- Submit all the documents along with **KYC and bank account details** for **Direct Benefit Transfer (DBT)** to Circle Office/DDMA/ARO/CLTF (whichever is applicable) through a designated key person at the village level.



3

Assistance towards Hospitalization

In case of severe injuries resulting in hospitalization, there is provision of assistance of **Rs. 16,000.00** per individual for hospitalization period lasting for over a week and **Rs. 5,400.00** for hospitalization period up to one week.



Steps to be followed

- Inform the Village Head (Gaon Burha) / Lot Mandal / Gaon Pradhan / Village Disaster Management Committee / Concerned Village level stakeholder or The Forest Range Officer in case of villages in forest areas and collect his Certificate of Recommendation
- Collect **Medical Certificate** and other relevant proof from Government Doctor / Hospital
- Submit all the documents along with **KYC and bank account details** for **Direct Benefit Transfer (DBT)** to Circle Office / Revenue Office / CLTF (as applicable) through either of Village Head or Field Officer

** The entire process of receiving financial assistance from submitting documents usually varies from 2-3 months to 12 months depending on the severity of disaster in a particular year and availability of funds.

4

Assistance towards clothing and utensils

For families residing in relief camps, there is provision of assistance of **Rs. 2,500.00/family** for buying clothes and **Rs. 2,500.00/family** for buying household goods and utensils



Criteria

- Must reside in relief camps.
- House totally or severely damaged or inundated in flood waters for more than two days. ➤

Provided along with relief materials as finalized by DDMA / Circle Office / ARO / CLTF.

** Mostly, people residing in relief camps are given clothes and utensils worth the same amount. However, this is subject to availability of funds.



Physical damage to Housing

1 Assistance towards fully / severely damaged housing

Provision of assistance of **Rs. 1,20,000.00/per house** in case of plain areas and **Rs.1,30,000.00/per house** in case of **hill areas** irrespective of nature of house (kutch/pucca)



Steps to be followed

- A house that doesn't remain in living condition with damages exceeding 50% is considered in this category.
- Click **Geo-tagged photos** of the damaged house. In case you are not able to do so, make sure that you inform/report the right person to do it for you.
- Inform and share photos with the Village Head (Gaon Burha) / Lot Mandal / Gaon Pradhan / Village Disaster Management Committee / Concerned Village level stakeholder or The Forest Range Officer in case of villages in forest areas.
- The information will then be passed to the **Field Officer** or any other Official in a similar position as applicable.
- **The Field Officer** along with **Lot Mandal** assesses the situation for further processes.
- Once assessed and approved, relevant documents (as mentioned in the Relevant Documents segment) need to be submitted along with **KYC and bank account details** to the Circle Office/DDMA/ARO/CLTF.

** The entire process of receiving financial assistance from submitting documents usually varies from 2-3 months to 12 months depending on the severity of disaster in a particular year and availability of funds. Government prefers DBT.

2 Assistance towards partially damaged housing

Provision of assistance of **Rs. 6,500.00/per house** in case of **Pucca Houses** and **Rs. 4,000.00/per house** in case of **Kutcha Houses**



Steps to be followed

- A house with **damages exceeding 15 %** is considered in this category.
- Click **Geo-tagged photos** of the damaged house. In case you are not able to do so, make sure that you inform/report the right person to do it for you.
- Inform and share photos with the Village Head (Gaon Burha) / Lot Mandal / Gaon Pradhan / Village Disaster Management Committee / Concerned Village level stakeholder or The Forest Range Officer in case of villages in forest areas.
- The information will then be passed to the **Field Officer** or any other Official in a similar position as applicable.
- **The Field Officer** along with **Lot Mandal** assesses the situation for further processes.
- Once assessed and approved, relevant documents (as mentioned in the Relevant Documents segment) need to be submitted along with **KYC and bank account details** to Circle Office/DDMA/ARO/CLTF.

**The entire process of receiving financial assistance from submitting documents usually varies from 2-3 months to 12 months depending on the severity of disaster in a particular year and availability of funds.

