Immediate

No. 33-03/2021-NDM-I
Government of India
Ministry of Home Affairs
(Disaster Management Division)

'C' Wing, 3rd Floor, NDCC- II,
Jai Singh Road, New Delhi-110001,
Dated the 12th January 2022

OFFICE MEMORANDUM

Subject: - Guidelines on Constitution and Administration of the State Disaster Response Fund and National Disaster Response Fund based on the recommendations of the Fifteenth Finance Commission 2021-22 to 2025-26.

Sir/ Madam,

The Fifteenth Finance Commission (FFC) has made provision of funds for the State Disaster Response Fund in its recommendations which has been accepted by the Government of India. Keeping in view of the provision of the Disaster Management Act, 2005 and the recommendations of Fifteenth Finance Commission, Government of India has framed guidelines for administration of National Disaster Response Fund (NDRF) at the National level and for State Disaster Response Fund at the State level, which are enclosed herewith for necessary action.

2. A copy of each of the guidelines for SDRF and NDRF respectively are enclosed for further necessary action at your end. These guidelines can also be downloaded from website of Disaster Management Division of Ministry of Home Affairs i.e. *www.ndmindia.mha.gov.in* .

(Pawan Kumar)
Deputy Secretary (DM-I)
Telefax: 23438123

Encl: As above.

Distribution:-

1. Ministry of Finance, Department of Expenditure, North Block, New Delhi.
2. Ministry of Agriculture [Joint Secretary (DM)], Krishi Bhawan, New Delhi.
3. National Disaster Management Authority, New Delhi.
4. Chief Secretaries of (All States).
5. Relief Commissioners/ Secretaries, Department of Disaster Management of (All States).
6. Accountants General of all State Governments.
7. Controller General of Accounts (CGA), New Delhi.
8. Comptroller & Auditor General (CAG), New Delhi.

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Ministry of Home Affairs
(Disaster Management Division)

Guidelines on Constitution and Administration of the State Disaster Response Fund (SDRF)

Introduction

1. The State Disaster Response Fund (SDRF) is a fund constituted under section 48(1) (a) of the Disaster Management Act, 2005 (53 of 2005) (hereinafter DM Act, 2005). These guidelines are being issued under section 62 of the DM Act, 2005.

Period of Operation

2.1 These guidelines will be operative from the financial year 2021-22 to 2025-26 and will continue till further orders.

2.2 Fifteenth Finance Commission has recommended a total allocation of Rs. 1, 60,153 crore for the State Disaster Risk Management Fund (SDRMF) to the States for the award period 2021-26. Further, the total State allocation for SDRMF has been divided into State Disaster Response Fund (SDRF) and State Disaster Mitigation Fund (SDMF), which will together address the full cycle of disaster management needs – response and relief, recovery and reconstruction, preparedness and capacity-building, and mitigation.

2.3 The SDRF would receive 80 per cent of the total SDRMF, while the SDMF would get 20 per cent of the allocation. Within the SDRF there would be three sub-allocations: (i) Response and Relief (40 per cent), (ii) Recovery and Reconstruction (30 per cent) and (iii) Preparedness and Capacity-building (10 per cent). While the funding windows of SDRF and SDMF are not inter-changeable, there could be flexibility for re-allocation within the three sub-windows of SDRF.

2.4 These guidelines are for the operation and administration of SDRF for the purpose of Response & Relief activities of immediate nature in respect of disasters as notified by the Central Government as well as State specific disasters, as notified by the State Governments for SDRF only. Besides these, guidelines in respect of SDMF & NDMF; and for specific issues pertaining to recovery & reconstruction, preparedness & capacity-building windows of SDRF & NDRF are being issued separately.

Calamities covered under the SDRF

3.1. The SDRF shall be used only for meeting the expenditure for providing immediate relief to the victims of cyclone, drought, earthquake, fire, flood, tsunami, hailstorm, landslide, avalanche, cloud burst, pest attack and frost & cold wave.

3.2. A State Government may use up to 10% fund of the annual allocation of the SDRF for providing immediate relief to the victims of natural disasters that they consider to be 'disasters' within the **local context** in the State and which are not included in the notified list of disasters of the Ministry of Home Affairs (MHA) subject to the condition that the State Government has listed the State specific natural disasters and notified clear and transparent norms and guidelines for such disasters with the approval of the State Authority i.e. the State Executive Committee (SEC). Any amount spent by the State for such disasters over and above the ceiling would be borne out of its own resources and would be subject to the same accounting norms.

3.3. The State Government is required to implement mandatorily the guidelines of 'Drought Manual 2016' as amended from time-to-time, prepared and circulated by the Ministry of Agriculture & Farmers Welfare, while determining/ declaring drought in their State. The determination/ declaration of drought would mandatorily require (a) notification on drought (b) details of assessment of drought as per manual (table 3.10) and (c) village-wise field verification data (para 3.2.6) etc.. The finding of field verification exercise will be the final basis for judging the intensity of drought as per page 43-44 of Drought Manual, 2016.

3.4 Further, the State Governments are required to consider the overall socio-economic scenario as reflected through distress migration, fodder commodities and fodder, malnutrition among vulnerable sections for providing relief. All stages of drought say, starting from rain failure/ deficiency to crop condition/ market arrival etc. should be monitored through identified indicators online by capturing data at block level in the system". Therefore, State Governments shall comply with the mandatory instruction/ parameter mentioned in the 'drought manual - 2016 to determine/ declaration of drought in the State.

Constitution of State Disaster Response Fund

4. The State Disaster Response Fund (SDRF) will be constituted with the nomenclature "State Disaster Response Fund" in the Public Account under the

Reserve Fund bearing Interest in the Major Head: 8121-General and other Reserve Fund in the accounts of the State Governments concerned and would be invested as per provisions of paras 23-27 of these guidelines. The closing balance as on 31.03.2021 in the State Disaster Response Fund (SDRF) shall be transferred to the SDRF as opening balance for 2021-22. The State Government shall pay interest to the SDRF at the rate applicable to overdrafts under the Overdraft Regulation Guidelines of the Reserve Bank of India (RBI). The interest will be credited on a half yearly basis. State Governments are required to issue certificate that the relevant notifications establishing SDRF as per section 48(1) (a) of the DM Act, 2005 is in force. A copy of the same may be provided to the MHA.

Contributions to the Fund

5. The aggregate size of the State Disaster Response Fund of each State for each of the financial year from 2021-22 to 2025-26, would be as recommended by the 15th Finance Commission. The State-wise allocation for Disaster Management is based on factors of past average expenditure, area, population and disaster risk index method. Thus, the total corpus of SDRF is Rs. 1,28,122.40 crore for the award period from 2021-22 to 2025-2026, of which Central Government share is Rs. 98,080.80 crore and State Governments share is Rs. 30,041.60 crore. The year-wise share of the Central Government and the State Governments are as per Annex 8.5 of XV-Finance Commission Report, Vol. 2 reproduced in Annexure-I, after excluding 20% share of SDMF. Of the total size of SDRF indicated, the Central Government will contribute 75 per cent funds of SDRF for all States, except for the North-Eastern and Himalayan (NEH) States namely Assam, Arunachal Pradesh, Meghalaya, Manipur, Mizoram, Nagaland, Sikkim, Tripura, Himachal Pradesh and Uttarakhand, for which it will contribute 90 per cent of the total annual allocation. The balance 25 per cent of funds of SDRF will be contributed by the State Government concerned, except the NEH States which shall contribute 10 per cent.

6. The share of the Central Government to the SDRF shall be paid as Grant-in-aid and accounted for in the Government of India accounts under the major head "3601-Grants-in-aid to State Governments - 07 Finance Commission Grants- 104 "Grants in aid for State Disaster Response Fund". The State Governments shall take these as receipts in their budget and account under the Major Head "1601-Grants-in-aid from Central Government - 07 Finance Commission Grants- 104 "Grants in aid for State Disaster Response Fund".

7. In order to enable transfer of the total amount of contribution to the SDRF (including the States' share of contribution), the State Governments would make

suitable budget provision on the expenditure side of their budget under the head "2245-Relief on Account of Natural Calamities-05 State Disaster Response Fund-101 Transfers to Reserve Fund and Deposit Accounts- State Disaster Response Fund".

7.1 Immediately upon receipt of Government of India's share as per para 6 above, the States would transfer the amount, along with their matching share, if not already transferred, to the Public Account Head within 15 days of its receipt. Any delay will require the State Government to release the amount, with interest, at Bank rate of RBI, for the number of days of delay. The State Government is required to endorse the copy of the release order to the Department of Expenditure, Ministry of Finance and Ministry of Home Affairs.

Booking of Expenditure on Immediate Relief

8. The actual expenditure on relief works will be booked only under respective Sub major head corresponding to minor head within Major Head: 2245 (i.e. 01 for drought; 02 for flood, 03 for cyclones, 04 for earthquake, 05 for hailstorm, 06 for landslides, 07 for cloud burst, 08 for fire, 09 for tsunami, 10 for avalanche, 11 for pest attack and 12 for cold-wave/ frost and 13 for Other State specific disasters 13.1 for specific disaster, 13.2 for specific disaster, 13.3 for specific disaster, 13.4 for specific disaster, 13.5 for specific disaster ...etc.; 16 for "State Disaster Response Fund" and 80 for General). The expenditure to be charged to the SDRF will be shown as a negative entry under 2245-05-901 – deduct amount met from SDRF for relief expenditure". As proper accounting brings in transparency for booking of expenditure, office of the Controller General of Accounts/ Accountant Generals in the respective States may create Sub head/ Minor Head in respect of each of the notified calamities/ items under Major Head 2245. The expenditure to be charged from the SDRF will be shown as a negative entry under 2245-05-901-deduct amount met from SDRF for relief expenditure.

9. Direct expenditure should not be made from the Public Account. Even if for some administrative reasons, expenditure on immediate relief has been met under heads of account other than MH: 2245, these should be finally booked under MH: 2245 through inter-account transfers.

10. In order to utilise allocation made for disaster management, sub major heads corresponding to minor heads under MH '1601 - Grants-in-aid from Central Government', MH '2245 - Relief on account of Natural Calamities', MH '3601-Grants-in-aid to State Governments', MH- '8121- General and other Reserve Funds'

under Reserve Funds Bearing Interest, and MH '8235-General and other Reserve Funds under Reserve Funds Not Bearing Interest should be opened for release. The CGA and Department of Expenditure should ensure that these accounting norms are adhered to by the States. The CAG may appropriately review the adherence to these prescribed accounting practices.

11. In order to have real time information about availability of SDRF and NDRF fund with State Governments, the Ministry of Home Affairs has evolved a web-based online application, i.e. National Disaster Management Information System (NDMIS). Therefore, State Governments shall provide online data of expenditure incurred from State Disaster Response Fund (including additional central assistance from NDRF) in line with the GOI approved norms, on a real time basis. This is also in line with recommendation of 15th Finance Commission made in para-8.112 of their Report.

Release of Central Government's Contribution to the Fund

12. The share of the Central Government in SDRF shall be remitted to the State Governments in two installments in June and December in each financial year. Likewise, the State Governments shall also transfer their contribution to the SDRF in two installments in June and December of the same year, provided that if Ministry of Home Affairs (MHA), upon being satisfied that exigencies of a particular calamity so warrant, may recommend an earlier release of the Central share of a particular year's installment. In addition MHA may release central share upto 25% of the funds due to the State in the following year. This release will be adjusted against the installments of the subsequent year.

13. The share of the Government of India to the SDRF due in a year shall be released to the State Governments subject to fulfillment of the following conditions:-

(i) The installment of central contribution to SDRF for 2021-22 will be released on receipt of self certification by State Government that the arrangement of accounting procedure as mentioned in paras 4 to 11 above and other conditions as mentioned below in paras 13 (ii) to (vi) will continue during the award period of Fifteenth Finance Commission. Any deviations from these accounting practices would result in withholding of further releases until the required accounting procedure is adopted or restored.

(ii) A 'State Disaster Response Fund' has been duly constituted by the State Government as specified in DM Act, 2005, following the accounting procedure and manner described in paras 4 to 10 above. State Governments are required to issue duly signed certificate that the relevant notifications establishing SDRF as per section 48(1) (a) of the DM Act, 2005 has been constituted and is in force. State Government shall furnish a copy of the same to the Ministry of Home Affairs.

(iii) State has to constitute the State Executive Committee (SEC) as mentioned in para 14 below. State Governments are required to issue a certificate that the relevant notifications constituting SEC is in force. State Government shall furnish a copy of the same to the Ministry of Home Affairs.

(iv) The State Government shall furnish a certificate to the Ministry of Home Affairs and to the Ministry of Finance in the months of April and October every year indicating that the amount received earlier has been credited to the SDRF along with the State's share, accompanied by a statement giving the up-to-date expenditure and the balance amount available in the SDRF. This statement is to be provided in the format at Annexure-II, once the Finance Accounts of the previous year are available. Expenditure reported for that particular year should match with expenditure figure in Major Head: 2245 and balance in SDRF in MH: 8121. In case of any discrepancy, the figures in MH: 2245 and in MH: 8121, as reflected in the Finance Accounts, will be considered.

(v) The Central contribution due in December of a year shall be released after the receipt, in the Ministry of Home Affairs and in the Department of Expenditure, Ministry of Finance by September of that year, of an 'Annual Report on Natural Calamities', prepared by the State Government concerned on any natural calamities, mentioned in para 3 above, faced in the previous year. This Annual Report shall, inter-alia, record all the allocation, expenditure, key achievements and impact of expenditure on different aspects of disaster management and furnish details of expenditure incurred by the State Government on each of calamities, for each type of expenditure allowed as per the items and norms of expenditure of SDRF/ National Disaster Response Fund (NDRF) so fixed by MHA with the concurrence of Department of Expenditure, Ministry of Finance.

(vi) Whenever the SDRF of a State is replenished with additional grant-in-aid from NDRF, the State Government would treat this grant in the same manner as the funds in SDRF as far as transfer and accounting are concerned. However, in such cases, a specific utilization certificate will be required within three months from the date of release of such grant.

(vii) The release of installments shall be made by Department of Expenditure, Ministry of Finance, after receiving due recommendations from the Ministry of Home Affairs (DM Division).

State Executive Committee

14. Every State Government will constitute a State Executive Committee (SEC) as per section 20 of the Disaster Management Act, 2005. The Chief Secretary to the State Government shall be the ex-officio Chairperson of the SEC.

Functions of the State Executive Committee regarding affairs of SDRF

15. State Government shall entrust the SEC, inter-alia, with following responsibilities:-

(i) The SEC will decide on all matters connected with the financing of the relief expenditure of immediate nature from SDRF. Period for providing gratuitous relief will be as per assessment of the SEC and the Central Team (in case of NDRF). The default period of assistance should be as per prescribed time limit. However, if the SEC so feels and depending on the ground situation, the period of relief assistance can be extended beyond the prescribed time limit subject to the condition that expenditure on this account should not exceed 25% of SDRF allocation of prescribed limit of funding window for the year.

(ii) The SEC will arrange to obtain the contributions from the Government, administer the SDRF/ NDRF and invest the accretions to the SDRF in accordance with the norms approved by the Government of India from time- to-time. The norms of investment are indicated in paras 24-29 below.

(iii) The SEC shall ensure that :-

(a) The money drawn from the SDRF is actually utilized for the purposes for which the SDRF has been set up.
(b) Expenditures are only on items of expenditure and as per norms as in para 17 below.
(c) Timely remittance of State share into SDRF account.
(d) Amount is not retained under non-interest bearing public account.
(e) Fund is not diverted to inadmissible expenditure.
(f) Funds will not be excess utilized due to mixing up of SDRF and State resources/ budget provision.

(g) All individual beneficiary–oriented assistance is mandatorily/ necessarily disbursed through the bank account of beneficiary via PFMS or State specific portal fully integrated with PFMS.

(h) Accounting procedure in para 4 to11 above are properly followed.

(i) Compliance the instructions with regards to investment of the SDRF fund in line with the para 23 of the guidelines.

(j) While disbursing of ex-gratia, housing and livelihood assistance (through DBT), amount should be transferred to the account of the women member of the household to the extent possible.

(iv) The accretions to the SDRF, together with the income earned on the investments of the SDRF, will be used by the SEC to meet items of expenditure covered under the approved norms as in para 17 below.

(v) The items in the National Disaster Response Reserve (NDRR) inventory are for the operational use of National Disaster Response Force and for the use of the victims of disasters. Hence the timely recoupment shall be made by the respective State Governments through their existing SDRF allocation. SEC shall ensure that the funds are recouped in NDRR from the SDRF as per the demand raised by National Disaster Response Force. In case State Government fails to recoup the NDRR within the same financial year, the fund may be recouped directly through deduction at source by deducting from the central share of SDRF of State Government concerned from the next installment.

Expenditure of SEC

16. All administrative expenses of the SEC and miscellaneous expenses shall be borne by the State Government from its normal budgetary provisions and not from the SDRF or NDRF.

Assessment of assistance under Items and Norms of Expenditure

17. The norms for the amounts to be incurred on each approved item of expenditure will be fixed by the Ministry of Home Affairs with the concurrence of Department of Expenditure, Ministry of Finance and may be amended from time-to-time. In case any State Government exceeds the amount prescribed in the norms, the excess expenditure should be borne on the budget of the State Government and not be charged to SDRF or NDRF.

18. The SEC will assess the requirements of assistance from the SDRF for financing relief expenditure. The provision for expenditure on relief will be made in the budget of the State Government as mentioned in para 7 above. The extent of relief expenditure to be financed from the SDRF as authorized by the SEC shall be withdrawn from the SDRF after liquidation of the investment holdings in the manner described in paras 27-29 below.

19. Expenditure for providing immediate relief to the victims of State-specific natural disasters within the local context in the State, which are not included in the Government of India (GOI) notified list of disasters, issued by MHA, as per approved norms, may be met from SDRF within the permissible limit of 10 per cent fund of the annual allocation of funding window of the SDRF. However, this flexibility would be applicable only after the State has listed the natural disasters properly for inclusion and notified clear and transparent norms and guidelines for disaster relief for such disasters with the approval of the SEC. Any amount spent by the State for such local natural disasters over and above the ceiling would be borne out of its own resources and would be subject to the same accounting norms.

20. The provision for disaster preparedness, restoration, reconstruction and mitigation of long-term activities of permanent nature except those provided under Recovery & Reconstruction and Preparedness & Capacity-Building window should not be a part of SDRF or NDRF. Such expenditure is needed to be built into the normal budgetary heads/ separate schemes/ State Plan funds etc. of the State Governments.

21. In order to set up recovery, reconstruction, preparedness and capacity building facility to address activities of immediate nature within SDRF/ NDRF have been subdivided into funding window by the 15th Finance Commission. The SDRF would receive 80 per cent of the total SDRMF, while SDMF would get 20 per cent of the allocation. Within the SDRF allocation, there would be three sub-allocations. While the funding windows of SDRF and SDMF are not inter-changeable, there could be flexibility for re-allocation within the three sub-windows of SDRF for that financial year. Distribution of total SDRF allocation among sub-window is given as under:

(i) Forty percent (40%) of the annual allocation of SDRMF is kept for Response and Relief activities. These activities would be administrated as per GOI approved items & norms.

(ii) Thirty percent (30 %) of the annual allocation of SDRMF is kept for Recovery and Reconstruction activities. These activities would be administrated as per GOI approved items & norms.

(iii) Ten per cent (10%) of the annual allocation of SDRMF is kept for Preparedness and Capacity-building activities. These activities would be administrated as per GOI approved items & norms.

Patterns of Investment from the Fund

22. On receipt of the amounts of contributions from the Government of India and/ or the State Government, the SEC would take action for investment of the funds as per the norms prescribed in para 23 of the Guidelines.

23. The accretions to the SDRF, together with the income earned on the investment of the SDRF, shall, till contrary instructions are issued by Government of India, be invested in one or more of the following instruments:-

(a) Central Government dated Securities;

(b) Auctioned Treasury Bills; and

(c) Interest earning deposits and certificates of deposits with Scheduled Commercial Banks.

The investment of the funds shall be carried out by the branch of the Reserve Bank of India (having Banking Department) at the headquarters of the State, or a Bank designated by RBI. In case of Sikkim, the functions may be carried out by the State's bankers.

Account of Investment Transactions

24. The SEC will, from time-to-time, issue instructions to the concerned local bankers indicated in para 23 above to invest specified amount(s) from the SDRF in the securities specified in clauses (a) to (c) under para 23. Banks will immediately arrange to make the necessary investment locally or through their branches/ correspondent banks/ RBI at Mumbai or other metropolitan centers. The banks would scroll to the Government the debit on account of the investment and other incidental charges like brokerage, commission etc. in the usual course. However, in order to ensure that the investment transactions of the SDRF do not get mixed up with other transactions, these may be indicated distinctly in separate scrolls.

25. On receipt of the scrolls, the investment transactions would be accounted for under the head "8121-General and Other Reserve Fund-'State Disaster Response Fund'. The incidental charges like brokerage, commission etc. shall be accounted for as a charge on the SDRF.

26. The bank will arrange to collect interest on these securities/ bonds and credit the same to the account of the Government on the due date. These receipts shall form a part of the receipts of the SDRF and would be accounted for as such. Further, these would require to be invested by the SEC as in the case of the contributions by the Government i.e. in accordance with the investment norms prescribed in para 23 above. On maturity of the securities, the proceeds will be collected and credited to the account of the Government or reinvested on the basis of instructions received from the SEC. As in the case of the debit scrolls the banks shall use separate scrolls for the receipts.

27. On receipt of instructions from the SEC, the concerned bank will arrange to sell the securities at the ruling price through its branches/ correspondent banks/ RBI at Mumbai or any other metropolitan Centre and credit the amount realized, less incidental charges, to the account of the Government.

28. The receipts on account of maturity or sale of the securities would be credited to the "State Disaster Response Fund". The incidental charges on sale may be charged to the SDRF account.

29.1. The auctioned Treasury Bills may be purchased by the bank either at the Treasury bill auctions on the basis of a non-competitive bid or in the market.

29.2. State Government shall be liable to recoup in SDRF an amount equal to loss accrued due to non-investment of funds, from its own resources.

Encashment of Securities

30. To meet liability on account of the claims sanctioned for assistance/ relief, the SEC will first dispose of its holdings of auctioned Treasury Bills to the extent required, the oldest lot of bills being sold first and so on. If the amount obtained by the sale of auctioned Treasury Bills is not sufficient to meet the liability towards relief sanctioned, the SEC may encash the deposits with the local branches of the scheduled commercial banks. The Central Government dated securities may be sold only if the amount realized by the sale of treasury bills and encashment of the deposits is not adequate.

31. The State Government concerned will pay to the RBI/ banks a commission at the rate determined by RBI in consultation with the State Government concerned. These charges shall also be borne by the SDRF as in the case of the charges indicated in para 25. The loss or gain on the sale of securities shall also be taken to the account of the SDRF.

Monitoring by the Ministry of Home Affairs

32. The Ministry of Home Affairs is the nodal Ministry for overseeing the operation of SDRF, and shall monitor compliance with the prescribed processes. MHA may issue directions/ instructions under the DM Act, 2005.

Unspent Balance in the SDRF

33. The unspent balance in the SDRF account as at the end of the financial year 2020-21 shall be the opening balance of SDRF account of the financial year 2021-22. Government of India will communicate the modalities for handling any balances available at the end of 2025-26 in SDRF of the States. Otherwise, unless provided, the closing balance would be available for relief expenditure under SDRF in the ensuing period of 2026-2031.

Accounts and Audit

34. The accounts of the SDRF (approved calamity-wise) and the investment shall be maintained by the Accountant General in charge of accounts of the State in the normal course. Disclosure about the position of the opening balance, receipts, expenditure and closing balance in respect of SDRF will be made in the Finance Accounts, as a separate appendix/ line. The SEC will, however, maintain subsidiary accounts (calamity-wise) in such manner and details as may be considered necessary by the State Government in consultation with the Accountant General.

35. Comptroller and Auditor General of India would cause audit/ performa audit of SDRF conducted every year in conformity with approved items & norms in terms of the purposes of the SDRF Guidelines. The State Government shall furnish a copy of the audit report of the Comptroller and Auditor General of India in respect of SDRF to the Ministry of Finance and Ministry of Home Affairs.

Outcome Framework

36. In order to ensure greater accountability for the allocation and utilisation of SDRMF and NDRMF resources, an outcome framework shall be developed by National Disaster Management Authority (NDMA). Such a framework calls for States' commitments to achieve the Sendai Framework indicators. Some of these include reducing mortality, supporting community recovery and resilience and improving the quality and substance of disaster assistance. An annual report in this regard at the national level may record all the allocations, expenditures, key achievements and results against various indicators developed for the implementation of SFDRR. The Ministries of Finance (Department of Expenditure), Home Affairs and National Disaster Management Authority (NDMA) may lead a mid-term review of the entire allocations and assess the impact of expenditures through different windows. The contribution of these allocations to national and state capacities and resources may be evaluated against a set of indicators determined by the NDMA.

Saving

37. The Ministry of Home Affairs with the concurrence of Department of Expenditure, Ministry of Finance shall alter/ modify guidelines as may be considered necessary from time to time. Further, in case of any difficulty in the operation of any provision of these instructions, the Central Government, if satisfied, may modify the provisions of guidelines or by amending the Disaster Management Act, 2005.

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State-wise allocation of State Disaster Response Fund (SDRF) for the Award period 2021-26

(Rs. in crore)

Sl.	Name of State	State share						Central Share						Total (Central and State share)					
		2021-22	2022-23	2023-24	2024-25	2025-26	Total	2021-22	2022-23	2023-24	2024-25	2025-26	Total	2021-22	2022-23	2023-24	2024-25	2025-26	Total
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
1	Andhra Pr.	297.60	312.80	328.00	344.80	361.60	**1644.80**	895.20	940.00	987.20	1036.00	1088.00	**4946.40**	1192.80	1252.80	1315.20	1380.80	1449.60	**6591.20**
2	Arunachal Pr.	22.40	23.20	24.80	25.60	27.20	**123.20**	200.00	210.40	220.80	231.20	243.20	**1105.60**	222.40	233.60	245.60	256.80	270.40	**1228.80**
3	Assam	68.80	72.00	76.00	79.20	83.20	**379.20**	617.60	648.80	680.80	716.00	751.20	**3414.40**	686.40	720.80	756.80	795.20	834.40	**3793.60**
4	Bihar	377.60	396.80	416.00	436.80	459.20	**2086.40**	1132.80	1189.60	1248.80	1311.20	1376.80	**6259.20**	1510.40	1586.40	1664.80	1748.00	1836.00	**8345.60**
5	Chhattisgarh	115.20	120.80	127.20	133.60	140.00	**636.80**	345.60	363.20	380.80	400.00	420.00	**1909.60**	460.80	484.00	508.00	533.60	560.00	**2546.40**
6	Goa	2.40	3.20	3.20	3.20	4.00	**16.00**	9.60	9.60	9.60	10.40	11.20	**50.40**	12.00	12.80	12.80	13.60	15.20	**66.40**
7	Gujarat	352.80	370.40	388.80	408.80	428.80	**1949.60**	1059.20	1112.00	1168.00	1226.40	1287.20	**5852.80**	1412.00	1482.40	1556.80	1635.20	1716.00	**7802.40**
8	Haryana	131.20	137.60	144.00	151.20	159.20	**723.20**	392.80	412.80	433.60	455.20	477.60	**2172.00**	524.00	550.40	577.60	606.40	636.80	**2895.20**
9	Himachal Pr.	36.00	38.40	40.00	41.60	44.00	**200.00**	327.20	342.40	360.80	378.40	397.60	**1806.40**	363.20	380.80	400.80	420.00	441.60	**2006.40**
10	Jharkhand	151.20	158.40	166.40	175.20	184.00	**835.20**	454.40	476.80	500.80	526.40	552.00	**2510.40**	605.60	635.20	667.20	701.60	736.00	**3345.60**
11	Karnataka	210.40	221.60	232.00	244.00	256.00	**1164.00**	632.80	664.00	697.60	732.00	768.80	**3495.20**	843.20	885.60	929.60	976.00	1024.80	**4659.20**
12	Kerala	84.00	88.00	92.00	96.80	101.60	**462.40**	251.20	264.00	277.60	291.20	306.40	**1390.40**	335.20	352.00	369.60	388.00	408.00	**1852.80**
13	Madhya Pr.	485.60	509.60	535.20	561.60	589.60	**2681.60**	1456.00	1528.80	1605.60	1686.40	1770.40	**8047.20**	1941.60	2038.40	2140.80	2248.00	2360.00	**10728.80**
14	Maharashtra	859.20	902.40	947.20	994.40	1044.00	**4747.20**	2577.60	2706.40	2841.60	2984.00	3132.80	**14242.40**	3436.80	3608.80	3788.80	3978.40	4176.80	**18989.60**
15	Manipur	4.00	4.00	4.00	4.00	4.80	**20.80**	33.60	35.20	37.60	40.00	40.80	**187.20**	37.60	39.20	41.60	44.00	45.60	**208.00**
16	Meghalaya	5.60	6.40	6.40	6.40	7.20	**32.00**	52.80	54.40	58.40	60.80	64.00	**290.40**	58.40	60.80	64.80	67.20	71.20	**322.40**
17	Mizoram	4.00	4.00	4.80	4.80	4.80	**22.40**	37.60	39.20	41.60	43.20	45.60	**207.20**	41.60	43.20	46.40	48.00	50.40	**229.60**
18	Nagaland	4.00	4.00	4.00	4.00	4.80	**20.80**	32.80	34.40	36.80	38.40	40.00	**182.40**	36.80	38.40	40.80	42.40	44.80	**203.20**
19	Odisha	428.00	448.80	471.20	495.20	520.00	**2363.20**	1283.20	1348.00	1415.20	1485.60	1560.00	**7092.00**	1711.20	1796.80	1886.40	1980.80	2080.00	**9455.20**
20	Punjab	132.00	138.40	145.60	152.80	160.80	**729.60**	396.00	416.00	436.80	458.40	481.60	**2188.80**	528.00	554.40	582.40	611.20	642.40	**2918.40**
21	Rajasthan	395.20	414.40	435.20	456.80	480.00	**2181.60**	1184.80	1244.80	1307.20	1372.00	1440.00	**6548.80**	1580.00	1659.20	1742.40	1828.80	1920.00	**8730.40**
22	Sikkim	4.80	4.80	4.80	4.80	5.60	**24.80**	40.00	42.40	44.80	47.20	48.80	**223.20**	44.80	47.20	49.60	52.00	54.40	**248.00**
23	Tamil Nadu	272.00	285.60	300.00	315.20	330.40	**1503.20**	816.00	856.80	900.00	944.80	992.00	**4509.60**	1088.00	1142.40	1200.00	1260.00	1322.40	**6012.80**
24	Telangana	120.00	125.60	132.00	138.40	145.60	**661.60**	359.20	377.60	396.00	416.80	436.80	**1986.40**	479.20	503.20	528.00	555.20	582.40	**2648.00**
25	Tripura	6.40	6.40	6.40	7.20	7.20	**33.60**	54.40	56.80	60.80	63.20	67.20	**302.40**	60.80	63.20	67.20	70.40	74.40	**336.00**
26	Uttar Pr.	516.00	541.60	568.00	596.80	626.40	**2848.80**	1546.40	1624.00	1705.60	1791.20	1880.80	**8548.00**	2062.40	2165.60	2273.60	2388.00	2507.20	**11396.80**
27	Uttarakhand	83.20	87.20	92.00	96.00	100.80	**459.20**	749.60	787.20	826.40	868.00	911.20	**4142.40**	832.80	874.40	918.40	964.00	1012.00	**4601.60**
28	West Bengal	269.60	283.20	297.60	312.00	328.00	**1490.40**	808.80	849.60	892.00	936.00	983.20	**4469.60**	1078.40	1132.80	1189.60	1248.00	1311.20	**5960.00**
	Total	**5439.20**	**5709.60**	**5992.80**	**6291.20**	**6608.80**	**30041.60**	**17747.20**	**18635.20**	**19572.80**	**20550.40**	**21575.20**	**98080.80**	**23186.40**	**24344.80**	**25565.60**	**26841.60**	**28184.00**	**128122.40**

Ref: Annexes 8.4 & 8.5. Report of FC XV, Vol. II

PROFORMA

(Rs. in Crore)

(A) Statement of previous released amounts to the SDRF/ NDRF.

1. Opening balance as on 01.04.20...... : ____
2. Centre share including advance release credited to SDRF : ____
3. Corresponding share of State : ____
4. Corresponding share of State credited to SDRF : ____
5. Amount received under NDRF : ____
6. Corresponding share of State credited to NDRF : ____
7. Expenditure as on 30th September 20........ : ____
8. Cumulative expenditure as on 31st March 20............ : ____

(Expenditure statement is to be provided in the proforma as given at Appendix).

9. Amount transferred to investment account during financial year .... : ____
10. Amount received from investment (including interest earned) account during ..... : ____
11. Closing balance (1+2+4+5+6+10)–(7 or 8): 31st March / 30th Sept. 20.. : ____

(B) 1. Opening balance: 1st April 20..... ____

1.1 Total investment made out of SDRF as on 31st March 20....... : ____

2. Receipt during the current financial year 20.......
   - (i) Centre's share of SDRF : -----------------
   - (ii) State's share of SDRF : -----------------
   - (iii) Assistance under NDRF – Centre's share : -----------------
   - (iv) Corresponding State share of NDRF : -----------------
   - (v) Interest earned (including investment made out of SDRF) : -----------------
   - (vi) Others : -----------------
   - (vii) Arrears of Centre's/ State's share if any to be credited to SDRF : -----------------
   - (viii) Total (i) to (vii) : -----------------
   - (ix) Of which amounts credited to SDRF : -----------------
3. Total amount available in the SDRF {(1+ sub-head (ix) of 2} : -----------------
4. Total Expenditure incurred inconformity with items & norms of SDRF during the year out of the Fund:
   - i) As on 31st March, 20...... : -----------------
   - ii) As on 30th September, 20......... : -----------------

   (Expenditure statement is to be provided in the proforma as given at Appendix).

5. Balance available in the Fund (3-4) : -----------------
   31st March / 30th September 20.......

(C) Submission of 'Annual Report on Natural Calamities'.

(i) Whether "Annual Report on Natural Calamities" for the previous year .... has been sent to Ministry of Home Affairs (Yes/ No). : -----------------

(ii) If yes, date on which sent : -----------------

Note:- To maintain separate sanctity of SDRF/ NDRF account, the State Government is required to ensure that excess expenditure, if any incurred over & above from State budget fund/ resources, should not be mixed up with SDRF/ NDRF without following proper accounting procedure/ crediting into this account, otherwise it will loss identity of SDRF.

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Appendix

PROFORMA

State: ________________

Part-I: Expenditure during the financial year 202.....(Rs in crore)

<table>
<tr><th rowspan="3">Item</th><th colspan="6">Funding window wise expenditure (Rs crore)</th><th rowspan="3">Total Expenditure as on 31st March/30 September, 20...</th></tr>
<tr><th colspan="2">Response & Relief</th><th colspan="2">Recovery and reconstruction</th><th colspan="2">Preparedness and Capacity Building</th></tr>
<tr><th>allocation</th><th>expenditure</th><th>allocation</th><th>expenditure</th><th>allocation</th><th>expenditure</th></tr>
<tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7 (2 + 4+ 6)</td></tr>
<tr><td>1. SDRF</td><td></td><td rowspan="2"></td><td></td><td rowspan="2"></td><td></td><td rowspan="2"></td><td rowspan="2"></td></tr>
<tr><td>2. Reallocation within the sub window of SDRF/ NDRF (+/-)</td><td></td><td></td><td></td></tr>
<tr><td>Total (1+2)</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr>
</table>

Part -II : Earmarked project wise expenditure details from funding window of NDRF

(Rs. in crore)

S. No.	Project	Recovery and Reconstruction funding window			Balance amount available as on 31 March/30 September 20...	Project	Preparedness and Capacity Building funding window			Balance amount available as on 31 March/30 September 20...
		Resettlement of Displaced People Affected by Erosion					Expansion and Modernisation of Fire Services			
		Receipts during the year		expenditure			Receipts during the year		expenditure	
		Central Share (90%)	State Share (10%)				Central Share (90%)	State Share (10%)		
1	2	3	4	5	6 (3+4 - 5)	7	8	9	10	11 (8+9 - 10)
1										
2										
3										
4										
5										

Note:- Expenditure to be incurred from SDRF account should be as per the approved norms & guidelines issued by the Union Government.

Ministry of Home Affairs
(Disaster Management Division)

Operational Guidelines for Constitution and Administration of the National Disaster Response Fund (NDRF)

Introduction

1. These guidelines shall be called the 'National Disaster Response Fund' (NDRF) Guidelines 2021-26. NDRF is a fund constituted under section 46 of the Disaster Management Act, 2005. These Guidelines are issued under Section 46(2) of the Disaster Management Act, 2005 (hereinafter called DM Act, 2005), to supplement funds from the State Disaster Response Fund (SDRF) of a State, so as to facilitate immediate relief in case of calamities of a severe nature.

Period of operation

2.1 The guidelines will be operative from the financial year 2021-22 to 2025-26 and will continue till further orders.

2.2 Fifteenth Finance Commission has recommended the total allocation of Rs. 68,463 crore for the National Disaster Risk Management Fund (NDRMF) for the award period 2021-22 to 2025-26. Further, total allocation of NDRMF has been divided into National Disaster Response Fund (NDRF) and National Disaster Mitigation Fund (NDMF), which will together address the full cycle of disaster management needs viz; response and relief, recovery and reconstruction, preparedness and capacity-building, and mitigation.

2.3 The NDRF would receive 80 per cent of the total NDRMF, while the NDMF would get 20 per cent of the allocation. Within the NDRF there would be three sub-allocations: (i) Response and Relief (40 per cent NDRMF), (ii) Recovery and Reconstruction (30 per cent of NDRMF) and (iii) Preparedness and Capacity-building (10 per cent of NDRMF). While the funding windows of NDRF and NDMF are not inter-changeable, there could be flexibility for re-allocation within the three sub-windows of NDRF for that financial year, subject to condition that earmarked allocations shall not exceed 10 per cent of the amount earmarked for that sub-window.

2.4 These guidelines are for the operation and administration of the NDRF for disasters as notified by the Central Government for SDRF and NDRF. However, guidelines in respect of SDMF & NDMF; and for specific issues pertaining to recovery & reconstruction, preparedness & capacity-building windows of SDRF & NDRF are being issued separately.

Calamities covered under NDRF

3.1 Natural calamities of cyclone, drought, earthquake, fire, flood, tsunami, hailstorm, landslide, avalanche, cloud burst, pest attack and cold wave & frost, considered to be of severe nature by the Government of India, and requiring expenditure by a State Government in excess of the balances available in its own State Disaster Response Fund (SDRF), will qualify for additional assistance from NDRF, as per the established procedure.

National Disaster Response Fund (NDRF)

4.1. The NDRF will be operated by the Government of India for the purpose of providing assistance to the people affected by the above mentioned calamities, which are assessed as being of 'severe nature', following the procedure prescribed in para 7.1 to 7.2 of these guidelines. NDRF is classified in the Public Account in the sub-section (b) 'Reserve Funds Not Bearing Interest' of the Government of India under the major head 8235- 'General and Other Reserve Funds' – 125- National Disaster Response Fund'.

Contribution to the NDRF

5.1 The total allocation for the National Disaster Risk Management Fund (NDRMF) for the award period from 2021-22 to 2025-26 is Rs. 68,463 crore, as recommended by the 15th Finance Commission. Out of this, the share of NDRF is 80 per cent and the share of NDMF is 20 per cent. Hence, the total corpus of Rs. 54,770 crore (i.e. 80 per cent of total NDRMF) is allocated under NDRF for the award period 2021-2026.

Earmarked Allocation within NDRF

5.2 15th Finance Commission has also earmarked allocation from NDRF of Rs. 5,000 crore from the Preparedness and Capacity Building window for Expansion and Modernization of Fire Services and Rs.1,000 crore from Recovery &

Reconstruction window for Resettlement of Displaced People affected by Erosion. These resources need to be provided to States on a cost-sharing basis in the next five years. States need to apply for these funds as per guidelines to be issued separately, for which they shall contribute 10 per cent of the amount approved. There shall be no spill-over for the liabilities committed for the projects sanctioned against earmarked allocation beyond the award period (2021-2026) of the Commission.

5.3 In accordance with the provisions of Section 46(a) & (b) of the Disaster Management Act, 2005, NDRF will be credited with:

(a) an amount which the Central Government may, after due appropriation made by Parliament by law in this behalf provide;
(b) any grants that may be made by any person or institution for the purpose of disaster management.

5.4 The budget provision for transferring funds to the NDRF as mentioned in para 5.3 above shall be made in the Demand for grants No. 40 - "Transfers to States". Releases to State Governments will be made by the Department of Expenditure, Ministry of Finance from this provision.

5.5 During the years 2021-26 transfers to the NDRF established in the Public Account of India will be made by operating the following heads of account: Major Head "2245-Relief on account of Natural Calamities – 80-General-797-Transfers to Reserve Funds and Deposit Account'-Transfer to National Disaster Response Fund.

5.6 In order to ensure additional source of funding to NDRF, the Ministry of Corporate Affairs vide notification dated 30th May 2019 notified the amendment of Schedule VII and made an entry after items (xi) as item "(xii) disaster management, including relief, rehabilitation and reconstruction activities" under section 135 of the Companies Act, 2013.

5.7 Contributions/ grants made by any person or institution for the purpose of disaster management shall also be credited to the NDRF, as an additional source of funding NDRF. The Central Government has prescribed/ laid-out the modalities for receipt of contributions/ grants made by any person or institution for the purpose of disaster management in the National Disaster Response Fund as per Section 46(1) (b) of the DM Act, 2005. Contribution/ grants can be made by any person or institution in NDRF through any of the following modes:

a) Through physical instruments: to be drawn favoring "PAO (Secretariat), MHA" at New Delhi. On the back of the instrument, the individual may mention the remarks for "Contributions/ Grants to NDRF".

b) Through RTGS/NEFT/UPI: Contribution may also be made through RTGS/ NEFT indicating the purpose as "Contributions/ Grants to NDRF" and deposited in the Receipt Account No. 10314382194, IFSC Code-SBIN0000625, State Bank of India, Central Sectt Branch, New Delhi.

c) Through Bharatkosh portal https://bharatkosh.gov.in using Net banking, Debit Cards, Credit Cards & UPI as per following steps:

   i. Click on "Quick Payment" option on the home page https://bharatkosh.gov.in

   ii. On the next page, select the Ministry as "Home Affairs" and the purpose as "Contributions/ Grants to NDRF" and the website would further guide for payment.

5.8 The receipt in the form of grants/ donations made by any person/ institution for the purpose of disaster management may be taken as receipts of GOI under new minor head with the nomenclature 'Grants/ contributions from any persons/ institutions for Disaster Management'. For this, following accounting treatment will be applied, Major Head 8675 'Deposit with Reserve Bank'-00.101 'Central Civil' To Major Head '0070-Other Administrative Service'-60 'Other Services' – 121- 'Grants/ contributions from persons/ institutions for Disaster Management'.

Arrangements for Monitoring Natural Calamities

6. The Ministry of Home Affairs will make appropriate arrangements to monitor the occurrences of natural calamities relating to cyclones, earthquakes, fires, floods, tsunami, landslides, avalanches, and cloud bursts. Department of Agriculture and Cooperation will make appropriate arrangements to monitor calamities associated with drought, hailstorms, pest attacks and cold wave/ frost.

Assessment of Relief Assistance from the NDRF

7.1 Upon a request made by a State, not having adequate balance funds in its State Disaster Response Fund (SDRF), and in case the natural calamities is beyond the coping capacity of the State Government, Ministry of Home Affairs or the Ministry of Agriculture, as the case may be, will ascertain that State Government has submitted its memorandum strictly in conformity with the GOI approved guidelines/ formats, showing sector/ item-wise damage with proper justification of additional requirement of funds, and assess whether a case for additional assistance from NDRF is made out under these guidelines and the same is approved as per items and norms of assistance under SDRF/ NDRF. This however, will be subject to the recommendations of 15th Finance Commission. The following procedure will be adopted for making such assessment:

(i) In the aftermath of natural calamity of 'severe nature' an Inter Ministerial Central Team (IMCT) will be constituted immediately by the Ministry of Home Affairs (MHA), which will visit the affected areas of the State so as to have the first hand assessment of damages caused and relief work carried out by the State administration. IMCT may again visit the State after submission of the Memorandum for detailed assessment for humanitarian needs towards response and relief of immediate/ temporary nature, for making final recommendations for allocation of additional funds from NDRF.

(ii) The memorandum of the State Government will be examined to assess the likely requirement of funds as per items and norms of expenditure under SDRF/ NDRF. If the preliminary examination reveals that there are adequate funds in SDRF with the State for providing relief as per norms, the State would be advised accordingly.

(iii) The report of the Central Team shall be examined by the Sub-Committee of National Executive Committee (SC-NEC) constituted under section 9 of the DM Act, 2005. The SC-NEC will assess the extent of assistance and expenditure which can be funded from the NDRF, as per the norms of NDRF/ SDRF, and make recommendations.

(IV) Based on the recommendations of SC-NEC, a High Level Committee (HLC) will approve the quantum of additional relief to be released from NDRF.

(V) The first charge for relief during a disaster should be on SDRF. Therefore, the release of additional assistance from NDRF will be subject to adjustment of 50% of the balance available in the SDRF as on 1st April of the financial year in which disaster happened.

7.2. Additional assistance from NDRF would be provided to State Government in line with the recommendation of 15th Finance Commission and as per GOI approved items & norms of expenditure.

High Level Committee (HLC)

8. The High Level Committee as constituted with Home Minister as Chairperson, and Finance Minister, Agriculture Minister, and Vice Chairman - NITI Aayog as members, will be serviced by the Disaster Management Division of Ministry of Home Affairs.

Ministry of Home Affairs to supervise

9. The Ministry of Home Affairs (MHA) shall oversee the utilization of funds released from NDRF and to ensure that funds are utilised for the purpose this funds have been released and monitor compliance with the guidelines of NDRF. States will need to provide the required information to MHA and Department of Expenditure, Ministry of Finance as per Annexure-II in this regard.

Inadmissible assistance from NDRF

10. Expenditure from NDRF is meant to assist a State to provide immediate relief of temporary nature in those cases of severe calamity, where the expenditure required is in excess of the balance in the State's SDRF. Expenditure on disaster preparedness, restoration, reconstruction and mitigation of long-term activities of permanent nature except those provided under Recovery & Reconstruction and Preparedness & Capacity-Building window, should not be a part of SDRF/ NDRF and is to be met from the normal budgetary heads/ respective scheme/ State Plan funds etc.

Releases to States

11.1 Upon the approval of HLC, Department of Expenditure, Ministry of Finance, will release assistance from NDRF to States, based on the recommendations of the Ministry of Home Affairs.

11.2 The additional financial assistance from NDRF will be released on receipt of self certification by State Government that the arrangement of accounting procedure as mentioned in the paras 4 to 11 of SDRF guidelines and other conditions will continue during the award period of 15th Finance Commission. Any deviations from these accounting practices would result in withholding of further releases until the required accounting procedure is adopted or restored.

11.3 Release of assistance, as Grant-in –aid from Central Government to the State Governments from NDRF shall be made from the head "2245 – Relief on account of Natural Calamities – 80- General – 103 - Assistance to States from National Disaster Response Fund" with equivalent amount shown as recovery from the fund maintained in the Public Account under the head – "8235-General and Other Reserve Funds-125 National Disaster Response Fund". The amount recovered from NDRF shall be shown as below the line recovery in the Demand for Grants No. 40.

11.4 On receipt of funds from the NDRF, the State Government shall treat them as receipts along with the receipts of Central/ State shares of State Disaster Response Fund under the Major Head "1601-Grants-in-aid from Central Government-08 Other Transfer/ Grants to State/ Union Territories With Legislatures -- 106 Grants Towards Contribution to National Disaster Response Fund (NDRF)". The State Government would make suitable budget provision on the expenditure side of their budget under the relevant minor heads under the major head "2245 - Relief on Account of Natural Calamities.

11.5 Immediately upon receipt of Central share of grant-in-aid/ financial assistance as per para 11.1 above, the State Government would transfer the amount, if not already transferred, to the respective Public Account Head within 15 days of its receipt. Any delay will require the State Government to release the amount, with interest, at Bank rate of RBI', for the number of days of delay.

11.6 The State's SDRF account should distinctly show the receipt of assistance from NDRF apart from the remaining four sources of receipts into the fund; namely (i) Centre's share of State Disaster Response Fund (ii) State's share of State Disaster Response Fund (iii) Return on investments and (iv) redemption of investments. The State Government is required to endorse the copy of the release order to the Department of Expenditure, Ministry of Finance and Ministry of Home Affairs.

11.7 The actual expenditure out of NDRF should be booked under respective minor heads within major head: 2245. Direct expenditure by State Governments from the Public Account should not be made. If for any administrative reason, expenditure on relief by State Governments has been met under a head of account other than MH: 2245, it should be finally booked under MH: 2245 through an inter-account transfer. Deviations from this accounting practice could lead to releases of assistance from NDRF to States being withheld until the above accounting procedure is adopted/ reverted to. The State Accountant General may appropriately review the adherence to these prescribed accounting practices at State level.

11.8 The Department of Expenditure, Ministry of Finance shall release payments to the respective State Governments.

11.9 Whenever the SDRF of a State is replenished with additional grant-in-aid from NDRF, the State Government would treat this grant in the same manner as the funds in SDRF as far as transfer and accounting are concerned. However, in the case of NDRF, the State Government shall furnish a specific utilization certificate to the Ministry of Home Affairs and Department of Expenditure within three months from the date such a grant is released indicating that the amount received has been credited to the SDRF, accompanied by a statement giving the up-to-date expenditure details in line with the GOI approved items & norm for the instant disaster. The State Government will also certify that money drawn from the SDRF (in respect to NDRF assistance) has actually been utilised for the purpose for which funds have been released.

Oversight by State Executive Committee

12. The State Executive Committee, constituted by the State Government under section 20 of the Disaster Management Act, 2005, shall be responsible for ensuring that:-

(i) The money drawn from the SDRF (including central assistance from NDRF) is actually utilized for the purposes for which it was released and subsequent release would depend on Utilisation Certificate;
(ii) Their memorandum for additional assistance under NDRF is strictly in conformity with the GOI approved items & norms in a realistic manner;
(iii) Timely remittance of State share into SDRF account;

(iv) The expenditure incurred out of the funds received under the NDRF is in accordance with the items and norms of expenditure of NDRF/ SDRF;

(v) Fund is not diverted to inadmissible expenditure;

(vi) Accounting procedure in para 11.3 and 11.4 above are strictly followed;

(vii) All individual beneficiary–oriented assistance is mandatorily/ necessarily disbursed through the bank account of beneficiary/ PFMS. The details of beneficiaries to be made available to IMCT;

(viii) While disbursing of cash, housing and livelihood assistance, women member of the household has targeted.

Accounts and Audit

13.1 The detailed accounts of NDRF shall be maintained by the Controller General of Accounts through the Chief Controller of Accounts, Ministry of Finance.

13.2 The accounts of the NDRF shall be audited annually by Comptroller & Auditor General in conformity with approved items & norms in terms of the purposes of the NDRF Guidelines. The State Government shall furnish a copy of the audit Report of CAG to Department of Expenditure, Ministry of Finance and Ministry of Home Affairs.

13.3 Disclosure about the position of the receipts, expenditure and closing balance in respect of NDRF will be made in the Finance Accounts of State Government as a separate appendix/ line. SEC will, however, maintain subsidiary accounts (notified calamity-wise) in such manner and details as may be considered necessary by the State Government in consultation with the Accountant General.

Saving

14. The Ministry of Home Affairs with the concurrence of Department of Expenditure, Ministry of Finance may amend/ modify these guidelines, in such manner as may be required to facilitate smooth operation of immediate relief efforts.

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