

No.34-3/2010/NDM-I  
Ministry of Home Affairs  
Disaster Management Division

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First Floor, 'A' Wing,  
Lok Nayak Bhawan, New Delhi  
Dated the 15th February, 2011

To

The Chief Secretary  
Government of  
(All State Governments)

Subject: Implementation of recommendation of 13<sup>th</sup> Finance Commission – issue of guidelines for release and utilization of Grant in aid for Capacity Building for disaster response.

Sir/Madam,

Please refer to Ministry of Finance, Department of Expenditure (Finance Commission Division) letter No. F-23(32) FCD/2010 dated 5<sup>th</sup> October, 2010 forwarding a copy of guidelines for release and utilization of Grant in aid for capacity building for disaster response. Guidelines are accessible on the Ministry of Finance website: <http://finmin.nic.in/TFC/guidelines.asp>

2. As per the conditions for release of the said grant as mentioned in the para 5 (iii) & (iv) of the guidelines on the subject, the Grant from 2011-12 onwards would be released on receipt of SEC approved work plan and utilization of previous instalment released as per the format at Annex –II ( to be provided by MHA) and States would send the SEC approved perspective plan for 2010-15 to the Ministry of Finance and Ministry of Home Affairs by March 2011 and Annual Plan for each year thereafter before the end of each financial year.

3. A format (Annex-II) provided for in the guidelines for release and utilization of Capacity Building Grant has been prepared is enclosed for necessary action. This is also available on DM Division website: [http:// ndmindia.nic.in](http://ndmindia.nic.in)

4. State Government is requested to forward the above referred Perspective Plan and the Annual Plan along with the Utilization Certificate to this Ministry and Ministry of Finance by March 2011.

Yours faithfully,

(Dev Kumar)  
Director (DM-I)  
Telefax : 24642853  
E-mail: [dirdm1@nic.in](mailto:dirdm1@nic.in)

Encl. : as above.

Copy to :

- (i) Director (FCD), Finance Commission Division, Department of Expenditure Ministry of Finance, Block No.11, 5<sup>th</sup> Floor, CGO Complex, New Delhi,
- (ii) Secretary (Disaster Management), Government of (all State Governments).

**PROFORMA**

**(Rs. in lakh)**

**Utilization of Grant-in-aid for Capacity Building for the FY .....**

1. Unspent balance as on 01.04.20..... :
2. Receipt during the current Financial Year..... :
3. Total receipts : .....
4. Activity wise expenditure incurred as per the Annual Plan approved by the SEC :
  - (i) Activity ..... Amount .....
  - (ii) Activity ..... Amount.....
  - (iii) Activity ..... Amount.....
  - (iv) Activity ..... Amount.....

Total : .....
5. Unspent balance, if any : ..... as on 31<sup>st</sup> March, 20.....(specify reason).
6. Whether Annual Plan duly approved by SEC for the year ..... has been sent to Ministry of Home Affairs and Ministry of Finance. (Yes/No).....
  - (i) If yes, date on which sent.....

Sd/-  
(Secretary)  
Disaster Management

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