

Government of Odisha
Office of Special Relief Commissioner

No. 6122 /R&DM (DM) Date: 01/11/21

From

Pradeep Jena, IAS
Special Relief Commissioner &
Additional Chief Secretary to Govt.
Disaster Management

To

All Collectors
All Municipal Commissioners
All CDMOs

Sub: Ex-Gratia Assistance to next of kin (NoK) of the deceased died due to COVID- 19 reg.

Sir,

You have already been intimated that in pursuance of the Hon'ble Supreme Court's direction dated 4th October, 2021 in Miscellaneous Application No.1120 of 2021 in Writ Petition (Civil) No.539 of 2021, the State Government has already authorized the Collector of the District and Chairman of District Disaster Management Authority (DDMA) vide Notification No.5809/ R &DM(DM) Dt.11.10.2021 to disburse ex-gratia assistance of Rs.50,000/- (fifty thousand) only out of State Disaster Response Fund (SDRF) to the eligible Next of Kin (NoK) of the persons died due to COVID-19 in the State.

In order to make quick payment of such ex-grata assistance to the NoK of the deceased, an "App" software (<https://caps.odisha.gov.in>) i.e CAPS (COVID-19 ex-gratia Assistance Payment System) has been developed by IT Department. Collector will approve, sanction and disburse the ex-gratia in this software CAPS and the payment of such assistance will be made directly to NOK from Collector through DBT. Collector will follow the procedure in this App- CAPS like DAMPS (Disaster Assistance Monitoring & Payment System) as in case of other approved disaster under SDRF.

It has been decided that the people will apply w.e.f. dt. 03.11.2021 either in offline (physically/ through post) or online (<https://caps.odisha.gov.in>) for their claim through a prescribed Application Format (copy enclosed) in Odia/ English to Collector with Covid- 19 Death Certificate and other requisite documents mentioned in the Application Format. An advertisement intimating public to apply for ex-gratia assistance will be released on 02.11.2021 in print media. With a view to facilitating the payment of such ex-gratia following procedures shall be followed.

1. A proper register shall be maintained in this context.
2. One application shall be used by applicant for one death case.
3. The Application shall be accepted from the public with all required documents which will be uploaded in the CAPS software (<https://caps.odisha.gov.in>) in the office of Collector.
4. After uploading all documents in the CAPS relating to COVID- 19 death of the person, the same will be forwarded to concerned Tahasildar for verification and identification of NOK of the deceased & bank account details of NOK.
5. Concerned Tahasildar will verify physically & identify the NoK of the deceased and collect Bank A/C details (First page of Bank Pass Book, through concerned RI.
6. Tahasildar will upload the name of NOK & his/ her bank account details along with scan copy of RI report in the CAPS.
7. After uploading Tahasildar will forward the same with his remarks to Sub-Collector for verification.
8. Sub-Collector will forward this with his remarks to ADM
9. Finally Collector will approve & sanction of the payment of ex-gratia assistance in favour of NoK in this CAPS. (IFMS)
10. A Nodal officer may be earmarked at Collector's Office to deal with this matter. The name of the Nodal officer along with his. no. may be intimated to this office.
11. **Ex-gratia assistance of Rs.50,000/- shall be disbursed within a period of 30 days** from the date of submitting application to Collector along with the proof of death of the deceased due to Covid-19 and the cause of death being certified as " Died due to Covid-19".

12. Govt. officials at different level may be directed to provide all assistance and co-operation to the people coming to apply for such ex-gratia assistance.

For smooth operation / facilitation of payment of such ex-gratia within 30 days through software CAPS, following time line at different level officers of the District has been prescribed which may be strictly adhered to. **The flow chart/ time period chart** in this context is enclosed for reference.

This is Most Urgent.

Yours faithfully,


Special Relief Commissioner &
Additional Chief Secretary to Govt.
Disaster Management

Memo No. 6123 /R&DM(DM) Date: 01/11/21
Copy forwarded to the Chief Secretary, Odisha for kind information.


Special Relief Commissioner &
Additional Chief Secretary to Govt.
Disaster Management

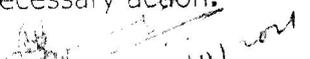
Memo No. 6124 /R&DM(DM) Date: 01/11/21
Copy forwarded to the Addl. Chief Secretary, Health & FW Department/ Principal Secretary, Finance Department/ Secretary, E & IT Department for kind information and necessary action.


Special Relief Commissioner &
Additional Chief Secretary to Govt.
Disaster Management

Memo No. 6125 /R&DM(DM) Date: 01/11/21
Copy forwarded to the Joint Secretary, Ministry of Home Affairs (DM Division), Govt. of India/ Joint Secretary, MHA, New Delhi for information.


Special Relief Commissioner &
Additional Chief Secretary to Govt.
Disaster Management

Memo No. 6126 /R&DM(DM) Date: 01/11/21
Copy forwarded to the All RDCs for information and necessary action.


Special Relief Commissioner &
Additional Chief Secretary to Govt.
Disaster Management

Time Line for Processing Ex-Gratia Assistance to Next of Kin (NoK) of the deceased died due to COVID- 19 through CAPS Software

(<https://caps.odisha.gov.in>)

Sl. No.	Officer of the District	Activity	Maximum Time Period
1	Office of the Collector (A designated Nodal Officer may be earmarked to deal with this matter)	Institution of case/ uploading application received through offline mode	5 days
2	Tahasildar	Verification/ Identification & Bank A/c details of NOK & uploading / forwarding to Sub Collector	6 +1 = 7 days
3	Sub- Collector	Verification & Forwarding to ADM	3+1 = 4 days
4	ADM	Verification & Forwarding to Collector	3+1=4 days
5	Collector	Approve & Sanction/ forward to DDO	4 days
6	DDO	Bill generation & forward to Treasury through IFMS	3 days
7	Treasury	Payment to Bank account of NOK	3 days
	Total		30 days

OFFICE OF COLLECTOR & DISTRICT MAGISTRATE, GANJAM
(EMERGENCY SECTION)

Memo No. 3959/Emg

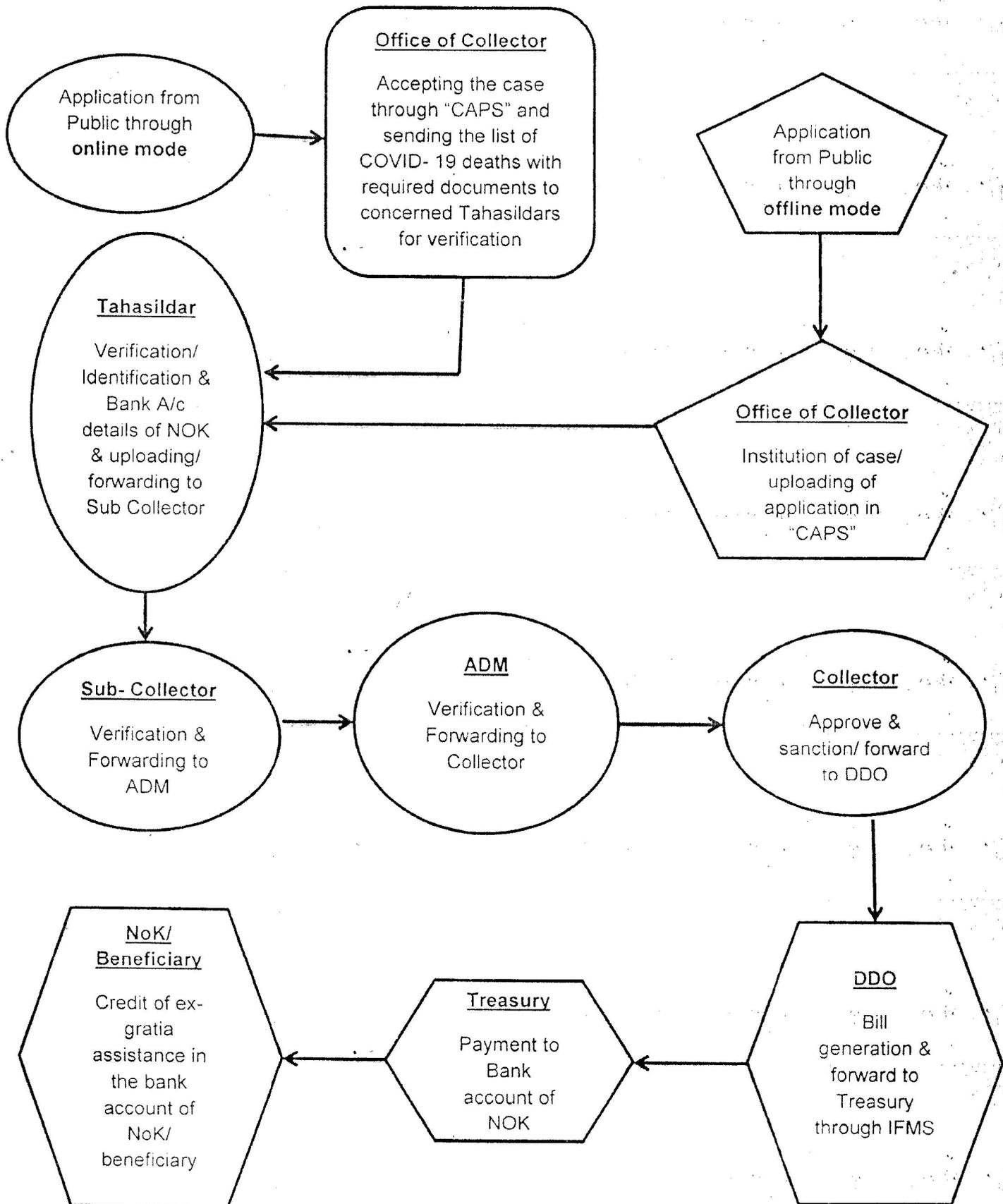
Dated. 2-11-2021

Copy along with this Office order no. 3795/Emg Dated 09.10.2021 & 3799/Emg Dated 09.10.2021 forwarded to Superintendent of Police, Ganjam, Chatrapur/ Superintendent of Police, Berhampur/ Project Director, DRDA, Ganjam, Chatrapur/ Commissioner, BeMC, Berhampur/Additional District Magistrate(Gen.) Ganjam/ Project Director, DUDA, Ganjam, Chatrapur/ All Sub-Collectors/Secretary, BeDA, Berhampur/All Tahasildars/ Superintendent, MKCG, Berhampur/ All BDOs/ All EOs of ULBs of this district / CDM & PHO, Ganjam, Berhampur/DIO, NIC, Ganjam/ DI & PRO, Ganjam, Chatrapur for kind information and necessary action.

Additional District Magistrate,
Ganjam

COVID ex-gratia Assistance Payment System (CAPS)

Office of Special Relief Commissioner



ଆବେଦନ ପତ୍ର ପୂରଣ ନମୁନା

କୋଭିଡ୍ - ୧୯ ମହାମାରୀରେ ମୃତ୍ୟୁ ପାଇଁ ବିଚାରଣା ପ୍ରକାଶିତ ପାଣ୍ଡିରୁ ପତାଣ ହଜାର ଟଙ୍କା ଅନୁକମ୍ପା ମୂଳକ ସହାୟତା ରାଶି ପ୍ରାପ୍ତି ପାଇଁ ଦାବୀପତ୍ର/ ଆବେଦନ ପତ୍ର

ପ୍ରେରକ:-

ଶ୍ରୀ/ଶ୍ରୀମତୀ/ କୁମାରୀ _____

ବର୍ତ୍ତମାନ ଠିକଣା: _____

ମୋବାଇଲ ଫୋନ ନଂ. _____

ଇ-ମେଲ୍ ଠିକଣା: _____

ଆଧାର କାର୍ଡ ନମ୍ବର * _____

ପ୍ରାପକ,

ଜିଲ୍ଲାପାଳ ଓ ଜିଲ୍ଲା ମାଜିଷ୍ଟ୍ରେଟ

ବିଷୟ:- କୋଭିଡ୍ ମୃତ୍ୟୁ ପାଇଁ ରାଜ୍ୟ ଦିପର୍ଯ୍ୟନ୍ଟମେଣ୍ଟରୁ ଅନୁକମ୍ପା ମୂଳକ ସହାୟତା ଟ ୫୦,୦୦୦/- (ପତାଣ ହଜାର) ପ୍ରଦାନ ସଂପର୍କରେ ।

ମହାଶୟ,

ମୋର ସ୍ୱାମୀ/ ସ୍ତ୍ରୀ/ ପୁତ୍ର/କନ୍ୟା/... _____ ତାରିଖ

ଦିନ କୋଭିଡ୍ - ୧୯ ରେ ମୃତ୍ୟୁ ବରଣ କରିଛନ୍ତି । ମୃତ୍ୟୁ ପତ୍ରରେ ପ୍ରଦାନ କରାଯାଇଅଛି ।

1. ମୃତ ବ୍ୟକ୍ତିଙ୍କ ନାମ:
2. ଲିଙ୍ଗ (ପୁରୁଷ/ସ୍ତ୍ରୀ):
3. ଜାତୀୟତା:
4. ମୃତ ବ୍ୟକ୍ତିଙ୍କ ପିତା/ ମାତା/ ସ୍ୱାମୀଙ୍କ
5. ମୃତ୍ୟୁ ର ତାରିଖ
6. ମୃତ୍ୟୁ ସ୍ଥାନର ନାମ (ଡାକ୍ତରଖାନା/ ଡାକ୍ତରଖାନା ନୁହେଁ)
7. ମୃତ ବ୍ୟକ୍ତିଙ୍କ ବୟସ ମୃତ୍ୟୁ ତାରିଖ ସ୍ୱାମୀ/ସ୍ତ୍ରୀଙ୍କ ମୃତ୍ୟୁ ତାରିଖ
8. ମୃତ ବ୍ୟକ୍ତିଙ୍କ ସ୍ଥାୟୀ ଠିକଣା:
9. ଡାକ/ଯୋଗାଯୋଗ ଠିକଣା:

10.ଇ-ମେଲ୍ ଠିକଣା (ନିକଟ ସଂପର୍କୀୟ)

11.ମୋବାଇଲ୍ ନଂ (ନିକଟ ସଂପର୍କୀୟ)

12.ଆଧାର କାର୍ଡ ନମ୍ବର * (ନିକଟ ସଂପର୍କୀୟ)

13.ଆବେଦନକାରୀ ମୃତ ବ୍ୟକ୍ତି, ନିକଟତମ ସଂପର୍କୀୟ ଗୋଟିଏ ପରିଚୟ ପ୍ରମାଣ ପତ୍ର (ନିମ୍ନରେ ଦିଆଯାଇଥିବା ପ୍ରମାଣପତ୍ର ମଧ୍ୟରୁ) ଯଦି ଉପଲବ୍ଧ ହୁଏ ତେବେ (ପ୍ୟାନ କାର୍ଡ/ ଆଧାର କାର୍ଡ */ ରାଜ୍ୟ ସରକାର, କେନ୍ଦ୍ର ସରକାର, ସାଧାରଣ ଉଦ୍ୟୋଗ ବ୍ୟବସାୟ ସଂସ୍ଥା/ ପ୍ରମାଣପତ୍ର/ ବିଦ୍ୟୁତ୍ ବିଲ୍/ ପେନସନ ବ୍ୟବସାୟ/ ଜାତୀୟକରଣ ବ୍ୟାଙ୍କର ସଞ୍ଚୟ ବହି/ ଡାକଘର ସଞ୍ଚୟ ବହି ଇତ୍ୟାଦି)

14.ମୃତ ବ୍ୟକ୍ତିଙ୍କ ସହ ସଂପର୍କ:(ପିତା/ ମାତା/ ଭଉଣୀ/ ଭଉଣୀ/ ନିର୍ଭର କରୁଥିବା ଭଉଣୀ/ ନିର୍ଭର କରୁଥିବା ଭାଇ/ ଅଭିଭାବିତା କନ୍ୟା/ ଅଭିଭାବିତା କନ୍ୟା):

15.କୋଭିଡ୍ -19 ମୃତ୍ୟୁ ପ୍ରମାଣପତ୍ର ର ନମ୍ବର: _____ / ତାରିଖ: _____

16.କୋଭିଡ୍ -19 ମୃତ୍ୟୁ ପ୍ରମାଣପତ୍ର ଦେଇଥିବା ଡାକ୍ତରଙ୍କ ନାମ: _____

17.ନିକଟତମ ସଂପର୍କୀୟ ଇ-ବ୍ୟାଙ୍କ ବିବରଣୀ (କ) ବ୍ୟାଙ୍କର ନାମ: _____ ଓ ଏମ୍.ଏମ୍. ଉତ୍ତ ନମ୍ବର: _____

(ଖ) IFSC No: _____

18.ଆବେଦନକାରୀ/ ନିକଟତମ ସଂପର୍କୀୟ ବ୍ୟକ୍ତିଙ୍କ ନାମ - (ଠିକ୍ ଚିହ୍ନ ଦିଅନ୍ତୁ)

i. ଆବେଦନକାରୀ/ ଦରଖାସ୍ତକାରୀଙ୍କ ନାମ: _____ ନିକଟତମ ମୃତ ବ୍ୟକ୍ତିଙ୍କ ମୃତ୍ୟୁ ପ୍ରମାଣ ପତ୍ରର ନକଲ

ii. ଆବେଦନକାରୀ/ ଦରଖାସ୍ତକାରୀଙ୍କ ନାମ: _____ ନିକଟତମ ସଂପର୍କୀୟ ସ୍ତରରେ ପ୍ରଦାନ କରାଯାଇଥିବା ପ୍ରମାଣପତ୍ରର ନକଲ (ନିର୍ଦ୍ଧାରିତ ସ୍ତରରେ)

iii. ଆବେଦନକାରୀ/ ଦରଖାସ୍ତକାରୀଙ୍କ ନାମ: _____ ନିକଟତମ ଆଧାର କାର୍ଡର ନକଲ *

iv. ଆବେଦନକାରୀ/ ଦରଖାସ୍ତକାରୀଙ୍କ ନାମ: _____ (ମୃତ ବ୍ୟକ୍ତି/ ଆବେଦନକାରୀ/ ନିକଟ ସଂପର୍କୀୟଙ୍କ) ଯେ କୌଣସି ଗୋଟିଏ ପ୍ରମାଣପତ୍ର (ପ୍ୟାନ କାର୍ଡ/ ଆଧାର କାର୍ଡ */ ରାଜ୍ୟ ସରକାର, କେନ୍ଦ୍ର ସରକାର, ସାଧାରଣ ଉଦ୍ୟୋଗ ବ୍ୟବସାୟ ସଂସ୍ଥା/ ପ୍ରମାଣପତ୍ର/ ବିଦ୍ୟୁତ୍ ବିଲ୍/ ପେନସନ ବ୍ୟବସାୟ/ ଜାତୀୟକରଣ ବ୍ୟାଙ୍କର ସଞ୍ଚୟ ବହି/ ଡାକଘର ସଞ୍ଚୟ ବହି ଇତ୍ୟାଦି)

v. ନିକଟତମ ସଂପର୍କୀୟଙ୍କ ବ୍ୟାଙ୍କର ନାମ: _____

vi. ଯଦି ଏକାଧିକ ନିକଟତମ ସଂପର୍କୀୟ ବ୍ୟକ୍ତିଙ୍କ ନାମ ଦିଆଯାଇଛି ତେବେ ଆବେଦନକାରୀ ସମସ୍ତ ଯୋଗ୍ୟ ବ୍ୟକ୍ତିଙ୍କ ବିବରଣୀ ପ୍ରଦାନ/ ସଂଲଗ୍ନ କରିବେ

ଭାରତ ସରକାରଙ୍କ ଗୃହ ମନ୍ତ୍ରାଳୟ ଓ ସ୍ୱାସ୍ଥ୍ୟ ଓ ପରିବାର କଲ୍ୟାଣ ମନ୍ତ୍ରାଳୟ ଦ୍ୱାରା ଧାର୍ଯ୍ୟ କୋଭିଡ୍ ମୃତ୍ୟୁର ନିୟମାବଳୀ ଅନୁଯାୟୀ ଟ. ୫୦,୦୦୦/- (ପଚାଶ ହଜାର) ଟଙ୍କା ଅନୁକମ୍ପା ମୁକ୍ତ ସହଯତା ଦେବା ପାଇଁ ଅନୁରୋଧ କରୁଅଛୁ ।

ଆପଣଙ୍କ ବିଶ୍ୱସ୍ତ

ଆବେଦନକାରୀ/ ଦରଖାସ୍ତକାରୀ/ ସଂପର୍କୀୟଙ୍କ ଦସ୍ତଖତ

ଆଧାର କାର୍ଡ ନମ୍ବର * :

ମୋବାଇଲ୍ ନଂ:

ଇମେଲ୍ ଠିକଣା:

ତାରିଖ:

* ଯଦି ଆଧାର କାର୍ଡ ନଥାଏ ତେବେ ସରକାରଙ୍କ ଦ୍ୱାରା ଅନୁମୋଦିତ ଯେକୌଣସି ଗୋଟିଏ ପରିଚୟ ପ୍ରମାଣପତ୍ର ପ୍ରଦାନ କରିବେ ।

Application Form for Ex-gratia Assistance from SDRF for COVID-19 Death

From:

Sri/Smt/ Kumari _____

Address: _____

Mob. No. _____

Email i/d _____

Aadhaar Card No. * _____

To,

The Collector & District Magistrate,

Sub : Ex-gratia assistance of Rs.50,000/- (fifty thousand) from SDRF for COVID-19 death

Sir,

My husband/Wife/Son/Daughter/..... /
lost his/her life due to COVID-19 on, whose particulars are given
hereunder.

1. Name of the Deceased Person (in CAPITAL LETTERS) :
2. Gender: Male/ Female
3. Nationality:
4. Name of the Father/ Mother/ Husband of the deceased person;
5. Date of Death : Time of Death :
6. Place of Death(Hospital/ Home/ Other places).
7. Age of the deceased person on the date of death: Years
8. Permanent Address of the deceased person:
9. Address for communication:
10. Email id of NoK:
11. Mobile No. of NoK:
12. Aadhaar Card No. * of NoK:
13. The Applicant will enclose any one Identity Proof of Deceased/ NoK from the list mentioned below:
(PAN Card/ Aadhar Card *, Voter Id Card, Driving license, ID card issued by State Govt./ Central Govt./ State PSUs, Indian Passport, Proof of Gas connection, Electricity Bill, Pension payment orders with photos, NFSA Card/ Ration Card/ Pass Book showing address issued by scheduled bank/ Post Office etc.)
14. Relation of the deceased with applicant/ NoK (*Father/ Mother/ Spouse/ Son widowed daughter-in-law/ Dependant sister/ Dependant brother/ Unmarried daughter/ Dependant married daughter*)
15. Covid-19 Death Certificate No. Date of Issue:
16. Name of the authority issuing Covid-19 Death Certificate
17. Bank Account Details of NoK of the deceased:

(a) Name of the Bank

(b) Bank Account No

(c) IFSC Code No

18. Document Enclosed by Applicant/ Nok (Pl. Put a Tick mark)

- (i) Self attested copy of Death Certificate
- (ii) Self attested copy of Official Document for COVID-19 Death issued by the District-Level Committee
- (iii) Self attested copy of Aadhar Card of the deceased *
- (iv) Self attested copy of any Identity Proof of NoK/ Applicant/ Deceased:
(PAN Card/ Aadhar Card *, Voter Id Card, Driving license, ID card issued by State Govt./ Central Govt./ State PSUs, Indian Passport, Proof of Gas connection, Electricity Bill, Pension payment orders with photos, NFSA Card/ Ration Card/ Pass Book showing address issued by scheduled bank/ Post Office etc.)
- (v) Copy of 1st page of Bank Pass Book of NoK.
- (vi) If there is more than one NoK eligible to get ex-gratia assistance then the applicant will submit the names of eligible NoK/ Bank Details of NoK

Kindly grant me ex-gratia assistance of Rs.50,000/- (fifty thousand) as per the guidelines issued by the Ministry of Home affairs, Govt. of India & Ministry of Health & FW, Govt. of India .

Yours faithfully,

(Signature of the applicant/ NoK)

Aadhar Card No. * :

Mobile No:

E-mail id if any:

Date:

* In absence of Aadhar Card, anyone Govt. approved Id proof may be submitted