The following Government Order is Published:

[G.O. Ms. No. 60, Finance (BG-I), 25th February 2011, Maasi 13, Thiruvalluvar Aandu-2042.]

Order No.: 60, Finance (BG-I), 25th February 2011

Section 48(1) (a) of the Disaster Management Act, 2005 stipulates constitution of State Disaster Response Fund. The Thirteenth Finance Commission has made recommendation for provision of funds for the State Disaster Response Fund which has been accepted by Government of India. In pursuance to the provision of the Disaster Management Act, 2005 and the recommendations of the Thirteenth Finance Commission, the Government of India has framed guidelines for administration of National Disaster Response Fund at the National level.
2. The 13th Finance Commission *interalia*, has recommended total contribution of Rs.1621.90 crore to the (Tamil Nadu) State Disaster Response Fund for five years from 2010-2011 to 2014-2015, of which the Central share will be Rs.1216.43 crore (75%) and the State’s share will be Rs.405.47 crore (25%) as detailed below:—

<table>
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<th>Year</th>
<th>Government of India contribution (Rs. in crore)</th>
<th>Government of Tamil Nadu contribution (Rs. in crore)</th>
<th>Total contribution (Rs. in crore)</th>
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<td>267.59</td>
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**Total** 1216.43 405.47 1621.90

3. Pending issuance of guidelines for administration of State Disaster Response Fund, in the letters first and fourth read above the Government of India has communicated release of its contribution towards the fund for the year 2010-2011. Accordingly in the G.O’s second and sixth read above, orders have been issued transferring a total sum of Rs.293.52 crore to the State Disaster Response Fund being the Government of India’s contribution along with the respective State’s contribution for the year 2010-2011.

4. In the Office memorandum third read above the Government of India has communicated the guidelines for administration of State Disaster Response Fund for necessary action and advised to constitute and notify the constitution of the State Disaster Response Fund. In the Government letter fifth read above, necessary amendments have been issued to the existing head of accounts in conformity with the accounting procedure laid down in the guidelines for administration of State Disaster Response Fund.

5. In pursuance of instructions issued by the Government of India, the Government after careful examination direct that **State Disaster Response Fund** be constituted from the financial year 2010-2011. The Fund will come into operation from 1st April 2010. The guidelines for administration of State Disaster Response Fund are appended (Annexure-II) to this order. The guidelines will be operative from financial year 2010-2011 and will continue till further orders. The balance as on 31st March 2010 in the Calamity Relief Fund (CRF) shall be transferred to the State Disaster Response Fund; and the Calamity Relief Fund will cease to exist.

6. The State Disaster Response Fund will be administered by the “State Executive Committee (SEC)” under the chairpersonship of the Chief Secretary to Government. Orders on constitution of State Executive Committee will be issued separately from Revenue Department. The Committee will decide on all matters connected with the financing of relief expenditure of immediate nature from SDRF, arrange to obtain contribution from both Central and State Governments, administer the fund and invest the accretions to the fund as per the norms for investment indicated in paras 18-25 of the guidelines for SDRF and ensure that the money drawn from the SDRF is actually utilised for the purpose for which the fund has been constituted.

7. The Revenue Department shall move the Government of India in April and October every year for release of Central contribution to the Fund and send “Annual Reports on Natural Calamities” to the Ministry of Home Affairs and Ministry of Finance by September of every year as envisaged in para 9(v) of the guidelines for administration of State Disaster Response Fund.

8. The accounting procedure and the details of head of account relating to SDRF are given in the annexure-I to this order. The accounts of the Fund shall be maintained by the Principal Accountant General (A&E), Tamil Nadu. However, the State Executive Committee will also maintain subsidiary accounts for relief expenditure in consultation with the Principal Accountant General (A&E), Tamil Nadu.

K. SHANMUGAM,
Principal Secretary to Government.
ANNEXURE - I

1. The State Disaster Response Fund constituted will be in the Public Account under the Reserve Fund bearing interest in the Major Head “8121-00-General and other Reserve Funds” in the accounts of the State Government.

2. The share of the Government of India to the SDRF shall be credited into the Major Head

   1601 - Grants-in-aid from Central Government
       01 - Non-Plan Grants
   109 - Grants towards contribution to State Disaster Response Fund
   AA - Grants towards contribution to State Disaster Response Fund.
       (DPC 1601-01-109-AA-0000)

3. Immediately upon receipt of Government of India’s share, the State would transfer the amount, along with their share, if not already transferred, to the Public Account Head.

4. In order to enable transfer of the total amount of contribution to the SDRF (both Central and State’s share of contribution), the State Government would make suitable Budget provision on the expenditure side of their Budget under the head of account:

   2245 - Relief on Account of Natural Calamities
       05 - State Disaster Response Fund
       101 - Transfer to Reserve Fund and Deposit Accounts - State Disaster Response Fund
           I - Non Plan
       AA - Transfer to State Disaster Response Fund
       30 - Inter Account Transfers
           (DPC 2245 05 101 AA 3009)

and credited to

   8121-00 - General and other Reserve Funds
   111 - State Disaster Response Fund
       I - Non Plan
   AA - State Disaster Response Fund and Deposit Accounts
       - State Disaster Response Fund.
       (DPC 8121 00 111 AA 000H) (Receipts)

The accumulation in the SDRF will be invested according to the pattern prescribed in the guidelines appended to this order by debiting

   8121-00 - General and other Reserve Funds
   111 - State Disaster Response Fund
       I - Non Plan
   AA - State Disaster Response Fund and Deposit Accounts - State Disaster Response Fund.
       (DPC 8121 00 111 AA 0003) (Outgo)

5. On maturity of investments made or on premature closure based on the direction of “State Executive Committee” the amount realized will be credited into the head of account:

   8121-00 - General and other Reserve Funds
   112 - State Disaster Response Fund - Investment Account
       I - Non Plan
   AA - State Disaster Response Fund - Investment Account
       (DPC 8121 00 112 AA 000J) (Receipts)

6. The actual expenditure on relief works will be booked only under respective minor heads within Major Head 2245 (01 for drought; 02 for floods, cyclones etc; 05 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 - Relief on Account of Natural Calamities
   05 - State Disaster Response Fund
   901 - Deduct - Amount met from the State Disaster Response Fund
       I - Non-Plan
   AA - Deduct-Amount met from the State Disaster Response Fund
   30 - Inter Account – Transfers
       (DPC 2245 05 901 AA 3003)
7. To watch the deduct entry mentioned above, there shall be a debit to the head

8121-00 - General and other Reserve Funds
111 - State Disaster Response Fund
I - Non Plan
AA - State Disaster Response Fund and Deposit Accounts
- State Disaster Response Fund.

(DPC 8121 00 111 AA 0003) (Outgo)

Followed by a matching credit entry to

8121-00 - General and other Reserve Funds
111 - State Disaster Response Fund
I - Non Plan
AA - State Disaster Response Fund and Deposit Accounts
- State Disaster Response Fund.

(DPC 8121 00 111 AA 000H) (Receipts)

and a debit entry to

8121-00 - General and other Reserve Funds
112 - State Disaster Response Fund - Investment Account
I - Non Plan
AA - State Disaster Response Fund – Investment Account

(DPC 8121 00 112 AA 0001) (Outgo)

ANNEXURE-II

THE STATE DISASTER RESPONSE FUND

Guidelines for administration of the State Disaster Response Fund (SDRF) as ordered in the G.O. Ms. No. 60, Finance (BG-I) Department, Dated 25th February 2011.

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. These guidelines will be operative from financial year 2010-2011 and will continue till further orders.

Calamities covered under the State Disaster Response Fund:

3. 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 and pest attack.

Constitution of State Disaster Response Fund:

4. The State Disaster Response Fund constituted will be 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 Government and would be invested as per provisions of paras 18-25 of these guidelines. The balance as on 31st March 2010 in the Calamity Relief Fund (CRF) shall be transferred to the SDRF; and CRF will cease to exist. The State Government shall pay interest to the SDRF at the rate applicable to overdrafts under overdraft Regulation Guidelines of the RBI. The interest will be credited on a half yearly basis. State Government is required to issue appropriate notification establishing SDRF as per Section 48 (1) (a) of the DM Act, 2005 in this regard.

Contributions to the Fund:

5. The amount of annual contribution to the State Disaster Response Fund of State for each of the financial years 2010-2011 to 2014-2015, would be as recommended by the 13th Finance Commission. The year wise shares of the Government
of India and the State Governments are as per Annexure 11.2 of FC-XIII Report, Vol.2 reproduced in Attachment-I. Of the total contribution indicated, Government of India will contribute 75% of the total yearly allocation in the form of a non-plan grant. The balance 25% will be contributed by the State Government.

6. The accounting procedure for management of the State Disaster Response Fund would be as in Annexure-I.

7. 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 major head 2245, these should be finally booked under major head 2245 through inter-account transfers.

**Release of Central Contribution to the Fund:**

8. The share of the Central Government in SDRF shall be remitted to the State Government in two instalments in June and December in each financial year. Likewise, the State Government shall also transfer their contribution to the SDRF in two instalments in June and December of the same year, provided that if Ministry of Home Affairs, upon being satisfied that exigencies of a particular calamity so warrant, may recommend an earlier release of the Central share up to 25% of the funds due to the State in the following year. This release will be adjusted against the instalments of the subsequent year.

9. The share of the Government of India to the SDRF due in a year shall be released to the State Government subject to fulfilment of the following conditions:

   (i) The first instalment of Central contribution to SDRF for 2010-11 will be released unconditionally. The second instalment of Central Contribution to SDRF for 2010-11 and subsequent instalments will be released on receipt on confirmation of accounting procedure as mentioned in Annexure-I and other conditions as mentioned below in paras 9 (ii) to (vi). Any deviations from these accounting practices could 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 Annexure-I. The creation of the SDRF duly certified by the Accountant General (A & E) of the State shall be furnished by the State Government to the Ministry of Finance well before the release, say by October, 2010.

   (iii) State has constituted the State Executive Committee (SEC) as mentioned in para 10 below.

   (iv) State Government (the Revenue Department) shall furnish a certificate to the Ministry of Home Affairs and to 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 of contribution, accompanied by a statement giving the up-to-date expenditure and the balance amount available in SDRF. This statement is to be provided in the format at Attachment-II. Once Finance Accounts are available, expenditure reported for a particular year should match with expenditure figure in major head 2245 and balance in SDRF in major head 8121. In case of any discrepancy, the figures in major head 2245 and in major head 8121 in Finance Accounts will be considered.

   (v) The Central contribution due in December every year shall be released after the receipt, in the Ministry of Home Affairs and in the Ministry of Finance of an ‘Annual Reports on Natural Calamities’ prepared by the State Government on any natural calamities, mentioned in para 3 above, faced in the previous year, by September of every year. This Annual Report shall, inter-alia, 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 Ministry of Home Affairs with the concurrence of Ministry of Finance. Format will be prescribed in due course.

   (vi) Whenever SDRF of the 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 of the financial year in which such a grant is released. Format will be prescribed in due course.

**State Executive Committee:**

10. State (Revenue Department) will constitute State Executive Committee (SEC) as per Section 20 of the Disaster Management, Act, 2005. The Chief Secretary, Government of Tamil Nadu shall be the ex-officio Chairperson of the SEC. A copy of the order in this regard shall be furnished to Ministry of Finance and Ministry of Home Affairs immediately.

**Functions of the State Executive Committee regarding affairs of SDRF:**

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

   (i) SEC will decide on all matters connected with the financing of the relief expenditure of immediate nature from SDRF.
(ii) SEC will arrange to obtain the contributions from the concerned Governments, administer the SDRF 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 16-23 below.

(iii) The SEC shall ensure that the money drawn from the SDRF is actually utilized for the purposes for which the SDRF has been set up, expenditures are only on items of expenditure and as per norms as in para 13 below; and accounting procedures in Annexure-I are followed.

(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 13 below.

Expenditure of State Executive Committee:

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

Assessment of assistance under Items and Norms of Expenditure:

13. 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 Ministry of Finance, as amended from time to time. In case the State Government exceeds the amount prescribed, the excess expenditure should be borne on the budget of the State Government and not be charged to SDRF or NDRF.

14. 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 4 of Annexure-I. 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 para 24-25 below.

15. The provision for disaster preparedness, restoration, reconstruction and mitigation should not be a part of SDRF or NDRF. Such expenditure is needed to be built into the State Plan funds.

Pattern of Investment from the Fund:

16. 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 18 of the Guidelines. 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.

17. The accretions to the SDRF together with the income earned on the investment of the SDRF shall, till contrary instructions are issued by the 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.

Account of Investment Transactions:

18. The SEC will, from time to time, issue instructions to the concerned local bankers indicated in para 16 above to invest specified amount(s) from the SDRF in the securities specified in clauses (a) to (c) under para 17. 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.

19. On receipt of the scrolls the investment transactions would be accounted for under the head “8121-General and Other Reserve Funds” – ‘State Disaster Response Fund’. The incidental charges like brokerage, commission, etc. shall be accounted for as a charge on the SDRF.

20. 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 18 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.
21. On receipts 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.

22. 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.

23. 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.

Encashment of Securities:

24. To meet liability on account of the claims sanctioned for 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.

25. The concerned State Government will pay to the RBI/banks a commission at the rate determined by RBI in consultation with the concerned State Government. These charges shall also be borne by the SDRF as in the case of the charges indicated in para 22. The loss or gain on the sale of securities shall also be take to the account of the SDRF.

Monitoring by the Ministry of Home Affairs:

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

Unspent Balance in the SDRF:

27. Government of India will communicate the modalities for handling any balances available at the end of 2014-2015 in State’s SDRF.

Accounts and Audit:

28. 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.

29. Comptroller and Auditor General of India would cause audit of SDRF conducted every year in conformity with approved items and 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.

Saving:

30. The Ministry of Home Affairs with the concurrence of Ministry of Finance, shall alter/modify instructions as may be considered necessary from time to time. Further, in case of any difficulty in the operation of any provision of this instructions, the Central Government, if satisfied, may modify the provisions or by amending the DM Act.
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<td>7387.01</td>
<td>35880.93</td>
</tr>
</tbody>
</table>

Ref: Annexures II-I and II-2, Report of FC XIII, Vol-II
PROFORMA

(Rs. in lakhs)

(A) Statement of earlier released amounts to the Calamity Relief Fund (CRF)/ State Disaster Response Fund (SDRF):

1. Opening balance as on 01.04.20………
2. Centre share including advance release credited to CRF/SDRF:
3. Corresponding share of State :
4. Corresponding share of State credited to CRF/SDRF:
5. Amount received under NDRF/NCCF:
6. Expenditure as on 30th September…………
7. Expenditure as on 31st March 20…………..
8. Amount transferred to investment account:
9. Amount received from investment account:
10. Closing balance (1+2+4+5+9) – (7+8): 31st March /30th September

(B) 1. Opening balance: 1st April/1st October :

1.1 Total investment made out of SDRF as on 31st March 20th : ..........................
2. Receipt during the current financial year : ..........................
   (i) Centre’s share : ..........................
   (ii) State’s share : ..........................
   (iii) Assistance under NCCF/NDRF : ..........................
   (iv) Interest earned (including investment made out of SDRF/CRF) : ..........................
   (v) Others : ..........................
   (vi) Arrears of Centre’s /State’s share if any to be credited to CRF/SDRF : ..........................
   (vii) Total (i) to (vi) : ..........................
   (viii) Of which amounts credited to SDRF : ..........................
3. Total amount available in the SDRF [1+2 (Vii)] : ..........................
4. Total expenditure incurred in conformity with items and norms of SDRF during the year out of the Fund:
   (i) As on 31st March, 20…………..
   (ii) As on 30th September, 20…………..
5. Balance available in the Fund (3-4) : ..........................31st March / 30th September

(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 : ..........................