

From

Chief Secretary to Govt. Haryana,
Haryana Civil Secretariat, Chandigarh.

To

All the Deputy Commissioners in the State of Haryana.

Memo No.PS/CS/2020/

Date: 04.04.2020

Subject: Constitution of Micro Level Structure: Administrative Unit at every district for management of COVID-19 related activities.

COVID-19 has taken pandemic proportions in many countries and in view of the seriousness of the matter and emergency like situation created by spread of this disease all over the world, Government of India and State Government has taken several pre-emptive measures to contain this disease in the country. It is necessary to handle the situation at the micro level to combat the situation arising out of the spread/possible spread of COVID-19

Further, there are many NGOs/Voluntarily Organizations/Social Workers who wish to contribute to these activities and the synergy between the Government officials and them is required at this hour.

After due consideration of this matter, it has been decided to achieve the above objectives, the following administrative structure may be formed for every district:-

1. Unit Committee
2. Sector Committee
3. Zonal Committee
4. District Committee

Composition/constitution of Committee's

At the first level, a Unit for around 250-300 households, preferably with polling booth area as an administrative unit may be constituted supervised by a Government employee, preferably a local resident of that unit area or neighboring unit area, alongwith the active/prominent local social worker/volunteer/Member of Civil Society Organizations may be deployed. This First Level be termed as **Unit Committee**.

At the second tier, a **Sector Committee** of around 12-15 administrative units would be constituted and headed by a Government employee senior to the employee heading Unit Committee. The other members of the Committee would be the active/prominent member of Civil Society Organization or any other Social Worker/Volunteer/Member of Civil Society Organizations.

At the third tier, a cluster of 15 sectors may be constituted as administrative unit supervised by a Zonal Committee coterminous block or urban local body of the area headed by EDPO or EO Municipal Committee or Secretary, Municipal Committee

alongwith active/ prominent members of Civil Society Organization or any other Social Worker/Volunteer' Member of Civil Society Organizations.

At district level a committee headed by Deputy Commissioner shall supervise all the above committees'. Besides the Deputy Commissioner, the other members of the Committee would be active/ prominent member of Civil Society Organization or any other Social Worker/Volunteer/ Member of Civil Society Organizations.

The number of members of all the above committees can vary depending upon the local requirements. All appointments are to be made by the concerned Deputy Commissioner and administrative boundaries of units/sectors and zones can be determined/varied as per local conditions by the Deputy Commissioners. The constitution of these committee's shall be completed by the Deputy Commissioners on or before 25.04.2020.

Roles and responsibilities of the Committees:


1. The Unit level Committee will carry out a listing of all the households in its assigned area. The needy and poor households will be identified separately and their requirement of dry ration and/ or cooked food will be determined. Any other requirements of specific class of households such as old age persons, single women households, households with children with special needs etc. will also be recorded and the committee shall make efforts to provide for all such requirements whose availability has got disrupted due to the COVID-19 lockdown. The committee will ensure that those families having ration cards are able to procure their rations free of cost for the month of April 2020 as announced by the State Government. The committee will also ensure verification of unorganized labour for receipt of financial assistance at the unit level. During the remaining period of the lockdown, the committee will provide dry rations or cooked food to those among the needy and poor households who do not possess a ration card. The committee will also ensure that these dry rations or cooked food are sourced through local welfare organisations and only when the demand cannot be met through these organisations, Govt. funding can be used to provide for the requirements of such poor and needy families. It will be incumbent upon the committee to ensure that no needy or poor family in its area is deprived of its necessities of food and other essentials such as medicines, old age care, therapists etc. and the committee will also be responsible for ensuring a smooth and steady supply of these essential commodities and services on a daily basis.

2. The unit committee shall also undertake the verification of financial assistance provided to the eligible households (MMPSY, BPL, Registered construction worker or unorganized workers) families in the unit area. The Sector Level Committee will monitor and supervise the activities of the Unit level committees and provide assistance and support as and when required. It will also act as a link between the Unit level and Zonal level committees and ensure proper reporting of the activities of the Unit level committees to the Zonal level committee.

9

3. The Zonal level committee will be the apex body at the Zonal level. It will report to the Deputy Commissioner on a regular basis and ensure that the entire implementation of relief measures within the block reaches out to each and every needy and poor family in the block.

4. The Deputy Commissioners are directed to ensure that the monitoring and supervisory structure as outlined above is put in place at the earliest. They are also directed to provide details of the committees constituted to the Government for ensuring compliance of these directions. The Deputy Commissioners will also ensure that a coordinated and integrated response of the Government and Welfare organisations reaches out to the all the needy and poor families whose daily lives have been adversely affected due to this COVID-19 lockdown. It is further directed that Deputy Commissioners ensure streamlining of relief and food distribution measures announced by the Government through this administrative structure and the efforts be reported in a format which will be circulated later for this purpose.


District Attorney,
for Chief Secretary to Govt. Haryana.

Endst. No. ER(DMC)/2020/COVID-19/

Dated:-03.04.2020

A copy of the above is forwarded to the following for information and necessary action:

1. Sr. Secretary to the Chief Minister for kind information of the Hon'ble CM.
2. Private Secretary to the Deputy Chief Minister for kind information of the Hon'ble Dy. C.M.
3. PSCM/APSCM-I to CM/APSCM-II to CM.


District Attorney,
for Chief Secretary to Govt. Haryana.

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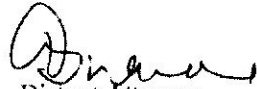
Dated:-04.04.2020

A copy of the above is forwarded to the following with a request to ensure the compliance of the above instructions and to submit action taken report:

1. Additional Chief Secretaries to Govt. of Haryana, Revenue & Disaster Management Department, Home Department; Agriculture Department; Food & Civil Supplies Department; Medical Education & Research Department; Power Department & Incharge State Control Room; Urban Local Bodies Department; Health & Family Welfare Department and Finance & Planning Department, Chandigarh.
2. Principal Secretary to Govt. of Haryana, Development & Panchayats Department, Chandigarh.
3. Director General, Urban Local Bodies, Haryana, Panchkula.
4. Director General, Food & Civil Supplies, Haryana, Chandigarh.
5. Director, Development & Panchayats, Haryana, Chandigarh.



6. All Commissioners of Municipal Corporations in the State.
7. All the Block Development & Panchayats Officer in the State
8. All Executive Officers/Secretaries of the Municipal Councils/Committees in the State.


District Attorney,
for Chief Secretary to Govt. Haryana

Endst. No. ER(DMC)/2020/COVID-19/

Dated:-04.04.2020

A copy of the above is forwarded to the following for information and necessary action:-

1. All the Administrative Secretaries in the State;
2. All the Divisional Commissioners in the State;
3. All the Heads of the Departments in the State.


District Attorney,
for Chief Secretary to Govt. Haryana