

**Government of Odisha**  
**General Administration & Public Grievance Department**

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Letter No. GAD-CMRF-PROP-0010-2020/ 13550 /CMRF dated the 10<sup>th</sup> June, 2020

**From**

**Sri N. K. Sethi,**  
**Officer on Special Duty.**

**To**

**All Collectors.**

**Sub: Guidelines for "Incentive Scheme for returnees from abroad".**

Madam/ Sir,

I am directed to invite a reference to this Department Office Order No. 12989/Gen dated 03.06.2020 (copy enclosed) on the above subject and to forward herewith Draft Beneficiary List (DBL) of the foreign returnees belonging to your district for awarding them with incentive @ Rs 15,000/- per head.

In this connection, it may be noted that only those beneficiaries, who have complied with the requirements as laid down in the above guidelines, are to be released the incentives after following the instructions mentioned below :-

1. The Collector of district is requested to identify an "Enquiry Officer (EO)" for each block. This can be local BDOs. The EO will conduct a local inquiry and take up following:-
  - a. EO should obtain the proof of travel by collecting a copy of travel ticket/ Boarding Pass/ a photocopy of the dated immigration stamp on the passport as proof of entry into India or any other document from the person in Draft Beneficiary List (DBL).
  - b. EO should verify the travel information in the DBL with the proof of travel produced by the beneficiary.
  - c. EO is to conduct local inquiry in the neighbourhood to check whether person concerned had followed home quarantine guidelines or not.
  - d. EO may ask the beneficiary whether he/ she would like to donate the incentive money to CMRF or not. A written undertaking in this regard should be taken, if he/ she wants to donate the incentive money to CMRF.
  - e. EO should collect the bank details of the beneficiary. The bank details must include the name of the Bank, name of the Branch, account number of the beneficiary, account holder's name and IFSC Code. EO may collect the photocopy of first page of passbook of the beneficiary.
2. Final Beneficiary List (FBL)- On the basis of inquiry conducted, the EO should draw a list of persons who are found to be eligible and prepare FBL for their areas. These FBLs may be consolidated at the district level.

3. Release of Funds- On the basis of same, Collector of district may transfer money to the bank account of all eligible beneficiaries from the available fund of CMRF. It is also to be mentioned that all those, who have opted to give donation of the incentive amount to CMRF shall be given a certificate to that effect which is duly signed by the Collector of the district.

In order to expedite the process, you are hereby requested to make payment out of available COVID fund of CMRF/ seek reimbursement from GA&PG Department.

This may be treated as most urgent.

Yours faithfully,

  
10.6.2020  
Officer on Special Duty

Memo No. 13551 /CMRF dated 10.06.2020

Copy forwarded to the Special Relief Commissioner, Odisha, Rajiv Bhawan, Bhubaneswar for kind information.

  
10.6.2020  
Officer on Special Duty

Memo No. 13552 /CMRF dated 10.06.2020

Copy forwarded to the Additional Chief Secretary, H&FW Department/ Commissioner-cum-Secretary, Works Department/ Secretary, E&IT Department for kind information.

  
10.6.2020  
Officer on Special Duty

Memo No. 13553 /CMRF dated 10.06.2020

Copy forwarded to the P.S. to the Principal Secretary to Government, GA & PG Department for kind information of the Principal Secretary/ Additional secretary to the Chief Minister for kind information.

  
10.6.2020  
Officer on Special Duty