

Date-29/05/2021

Municipal Commissioner's Circular No.....08.....of 2021-22

Sub: Duare Tran Camps in wards under KMC

In reference to the Memorandum of the Chief Secretary with Memo No. 123-PS-DM & CD/ 21 dated 27.05.2021 " Duare Tran" camps has to be run out in ward level of KMC area. Managers of Borough Offices have to set up a drop box at every ward / UPHC office where the "Yaas" affected people can submit their prayer for relief. The whole work has to be done following the Calendar mentioned below.

Calendar of Events for "Duare Tran" programme

Dates	Milestones
3 rd June	Start of Duare Tran Camps
3 rd to 18 th June, 2021	Receipt of Applications
19 th to 31 st June, 2021	Completion of all enquiries
1 st to 7 th July, 2021	Disbursement of benefits directly to the Bank account of the beneficiaries

For operation of these camps a Task force has to be formed in borough levels. The Borough levels Task Force will have the following composition:

1. Executive Engineer (Building)- Chairperson
2. Borough Manager- SW&UPA - Member
3. Deputy Manager /Assistant Engineer- Convenor

The Deputy Manager and Assistant Manager level officer will do the enquiry of all applications. Where 5% of total received applications will be enquired by Borough Manager at Borough Level and 2% of applications will be enquired by Chief Manager. The whole process of enquiry has to be completed within 25th June and filled up Form B duly signed by the members of Task Force along with soft copy of IFMS format has to be submitted in HQ within 25th June, 2021 so that HB grant transfer can be started from 1st July.

Executive Engineer (Building) and Executive Engineer (Civil) will support Borough Mangers for digitization of data.

The entire machinery at Borough level will work on war footing manner to complete the task within stipulated time. The enquiry will have to be done with 100% transparency so that relief reaches to deserving beneficiaries only. The Enquiring Officer will be accountable for any discrepancy found in the processing of the application in later phase.

Each of the application, Form B with recommendations shall be submitted to the Disaster Management cell under Municipal Secretary Department within 25th June, 2021 without fail and IFMS format in excel sheet through email yaaskmc@gmail.com shall be completed with 22nd June, 2021.

Guidelines for receiving applications, enquiry, filling up Form B and IFMS format and submission of consolidated list for HB grant

1. Applications will be received from individuals in "Duare Tran" camp or in drop box.
2. After completion of receiving applications enquiry team (task force) will visit door to door and verify applications and also access the extent of damage and collect correct bank details of the applicant.
3. After enquiry Form B has to be filled up by enquiring officer and duly signed by the members of Task Force has to be submitted in Head Quarter.
4. Two separate bunch of Form B and IFMS Format may be maintained for Partly/ Fully Damaged Houses.
5. IFMS format including Bank A/c number, Mobile Phone number, IFSC code etc. must be filled up with special sincerity so that "O" (alphabet) and 0 (Zero) are not intermingled. In this connection merger of Bank like Allahabad, Indian Bank, UBI, PNB & Andhra Bank must be followed for IFSC updation.
6. Special attention may be given in the point that no name is entered doubly and no beneficiary is applying by giving 2 separate Bank A/C.
7. Bank transfer format will have to be submitted in excel format.
8. Applications from boroughs will be received only one time in stipulated date. No applications in different phases will be entertained.

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29/5/2021
Municipal Commissioner

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7. CM(SW&UPA/HQ)
8. Zonal Ch. Managers(SW&UPA)-All
9. Managers(SW&UPA)-All
10. Borough Executive Engineers-All Boroughs
11. Executive Engineers(Bldg)-All
12. OSD to Hon'ble Chairperson, BoA, KMC
13. P.A. to Hon'ble Members Co-ordinators, BoA, KMC- All
14. Disaster Management Professionals