

**Administration of  
Dadra & Nagar Haveli and Daman & Diu (UT)  
Dadra & Nagar Haveli and Daman & Diu Disaster Management Authority  
(DNHDDDMA)**

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No. 2/63/COL/DMN/DM/SC-WP (C) -529/2021-22/2336

Date: 26/11/2021

**NOTIFICATION**

In exercise of power vested under Rule 18 of the Delegation of Financial Powers Rules, 1978, the Administrator, Dadra & Nagar Haveli and Daman & Diu is pleased to approve the scheme COVID-19 Ex-gratia assistance (₹50,000/-) to the next kin of the deceased person dead due to COVID-19 in UT of Dadra & Nagar Haveli and Daman & Diu as under: -

- I. **Name of Scheme:** -COVID-19 Ex-gratia assistance to the next kin of the deceased person dead due to COVID-19 in UT of Dadra & Nagar Haveli and Daman & Diu.
- II. **Department:** - Revenue and Disaster Management, DNH & DD
- III. **Introduction:** - In conjunction with guidelines issued by National Disaster Management Authority (NDMA) for Ex-gratia assistance to the next kin of the deceased person dead due to COVID-19, along with the Guidelines issued by Ministry of Health & Family Welfare and Indian Council of Medical Research (ICMR); UT Administration of Dadra & Nagar Haveli and Daman & Diu aims to provide financial assistance to the family of the person dead due to COVID-19 or post COVID-19 symptoms in Dadra & Nagar Haveli and Daman & Diu.
- IV. **Objective:** - The objective of the scheme is to reduce the misery of the family who has lost their member due to the pandemic COVID-19 by providing financial assistance to reduce the suffering and mitigate the shock/trauma of affected family due to the sudden loss of family member.
- V. **Target / Scope:** - Next kin of the deceased person dead due to COVID-19 or post COVID-19 symptoms in UT of Dadra & Nagar Haveli and Daman & Diu.
- VI. **Details of Convergence , if any:** - NIL
- VII. **Eligibility**(for each component / sub-scheme): -
  1. The family member/s of to the next kin of the deceased person dead due to COVID-19 or post COVID-19 symptoms in UT of Dadra & Nagar Haveli and Daman & Diu, as below: -
    - i. Proof of death of the deceased
    - ii. Documents to related to COVID-19 / post COVID-19 symptoms  
or
    - iii. Letter / Certificate from the Grievance Redressal Committee.
  2. Exclusion / ineligibility criteria/ Negative list: - Not applicable in this scheme.



3. Basic and Mechanism for identification of beneficiary: -

- i. The next of the kin / family of the deceased person dead due to COVID-19 in Dadra & Nagar Haveli and Daman & Diu has to submit their claims through a form issued by UT Administration of Dadra & Nagar Haveli and Daman & Diu along with specified documents, including the death certificate that certifies the cause of death to be COVID-19 addressed to the Chairperson, District Disaster Management Authority/District Collector at the respective District Collectorate: -

| Dadra & Nagar Haveli  | Daman  | Diu   |
|---|--|---|
| Collector, Dadra & Nagar Haveli; District Disaster Management Authority, Collectorate, Silvassa 396 230 | Collector, Daman; District Disaster Management Authority, Collectorate, Dholar, Moti Daman 396 220 | Collector, Diu; District Disaster Management Authority, Collectorate, Diu 362 520 |

- ii. COVID-19 cases which are not resolved and have died either in hospital settings or at home and where a Medical Certificate of Cause of Death (MCCD) in Form 4 & 4 A has been issued to the registering authority, as required under Section 10 the the Registration of Birth and Death (RBD) Act, 1969, will be treated as a COVID-19 death.
- iii. In cases where the MCCD is not available or the next of kin of the deceased is not satisfied with the cause of death given in MCCD (Form 4/4A), and which are not covered by the aforesaid scenarios, the applicant may refer to the Grievance Committee mentioned at XIV for issuance of the Official Document for COVID-19 Death.

4. Procedure for Selection / Identification of beneficiary: - The respective Collectorate shall examine each application with documents, verify, process and release the Ex-gratia amount to the next of kin of the deceased.

VIII. **Quantum and Nature of Assistance** (for each component / sub-scheme):

Ex. Gratia assistance of Rs. 50,000/- (Rupees Fifty Thousand only) from UT Disaster Response Fund

IX. **Special / General Conditions / Scheme Guidelines**: - Nil



X. **Payment procedure: -**

|                          |   |                         |
|--------------------------|---|-------------------------|
| Mode of Delivery         | : | Direct Benefit Transfer |
| Duration of disbursement | : | One Time                |
| Mode of disbursement     | : | PFMS Mode payment       |

- The District, Collectorate shall ensure that the process of claim, verification, sanction, and the final disbursement of ex-gratia payment (through Aadhaar linked Direct Benefit Transfer procedure) from State Disaster Response Fund (SDRF) is settled within 30 days of submission of the claim.
- Upon approval of the Competent Authority, the accounts section shall verify the bank details of the beneficiaries, generate bills on PFMS, and send the bills P&A Office for disbursement.

XI. **Record, Reports, Monitoring and Evaluation** : -Respective District Collectorate shall maintain all records and shall share monthly reports to the Secretary Revenue, DNH & DD.

XII. **Measurable outputs & deliverables / Physical progress / Milestone**: -  
NIL

XIII. **Audit of Scheme**: -

Audit of the scheme is as per government guidelines or as applicable.

XIV. **Grievance Redressal & Contact**: -

The District Collector shall constitute and notify a District Grievance Redressal Committee for issuance of Medical Certificate of Cause of Death (MCCD) with following members: -

1. Additional District Collector / Deputy Collector
2. Chief Medical Officer of Health / M.S. of District Hospital
3. Additional CMOH/Principal or HOD Medicine of a Medical College
4. Subject Expert (may consider an officer who actively managed COVID-19 response in district)

This Committee shall address any grievances with regards to certification of the death, as prescribed in the MoHFW, ICMR, NDMA or GOI / UT Administration guidelines and take a decision within 10 days from receiving the application.

All grievances not resolved at level of District Collector shall be escalated to the Secretary Revenue, DNH & DD who shall take the final decision.

XV. **Application Form and List of Documents**: - Application form is as per **Annexure-I** and list of documents stated therein.

XVI. **Budget Head**: -UT Disaster Response Fund

XVII. **Timelines:** -

1. Application Process within 30 days from submission of application
2. Payment / benefit / Assistance disbursement through Aadhaar linked Direct Benefit Transfer procedure

XVIII. **Scheme Validity:** - Continuous scheme.

XIX. **Modalities of Process flow and Fund flow:** -

The families in Dadra & Nagar Haveli and Daman & Diu shall submit their claims through a form issued by UT Administration of Dadra & Nagar Haveli and Daman & Diu along with specified documents, including the death certificate that certifies the cause of death to be COVID-19 addressed to the Chairperson, District Disaster Management Authority/District Collector at the respective District Collectorate.

The funds from UT Disaster Response Fund shall be disbursed to the respective District Disaster Management Authority/District Collectorate who process the claim, verify sanction and make the disbursement of Ex-gratia payment through Aadhaar linked Direct Benefit Transfer procedure via PFMS.

This is issued with approval of the Administrator, UT of Dadra & Nagar Haveli and Daman & Diu, vide dairy No.805388 dated 26/11/2021

By order and in the name of Administrator,  
U.T. of Dadra & Nagar Haveli and  
Daman & Diu



(Karanjit Vadodaria)  
Joint Secretary (Revenue)

Copy for kind information to: -

1. PS to Hon'ble Administrator, DNH & DD.
2. PA to Advisor to Administrator and Secretary (Home), DNH & DD.
3. All Secretaries, DNH & DD.
4. The Deputy Inspector General of Police, DNH & DD.
5. The Deputy Inspector General of Police, Coast Guard Air Station Daman.
6. The District Collectors, Daman, DNH and Diu.
7. The Joint Secretary (Planning & Statics), DNH & DD, for publishing in official Gazette.
8. The Deputy Secretary, Information & Publicity, DNH & DD.
9. The SIO, NIC, DNH & DD, for uploading on official portal.