

MANUAL – 4
Norms set for the discharge of functions
[Section 4(1)(b)(iv)]

Sl. No.	Activities	Time Frame/Norm	Remarks
01.	Submission of M.I.S. Report	On 4th & 19th of every Month to the SRC.	
02.	Submission of enquiry report in case of death due to Sunstroke by Tehsildar / Medical Officer .	36 hours / the report by the Dist. Office is sent to the SRC on the same day.	
03	Submission of enquiry report for Ex-gratia assistance in case of prescribed Natural Calamities as per the CRF norms by the Sub-Collectors / Tehsildar.	Within 7 days of the death of the person due to Natural Calamity. The District office sanctions the Ex-gratia Case record on the same day on receipt from Sub-Collector / Tehsildar.	
04	Submission of enquiry report for alleged starvation cases by Sub-Collectors / Tehsildars / BDOs.	Within 48 hours of the News item published / Dist. Office sends the report on the same day to SRC on receipt from Sub-Collector/ Tehsildar / BDOs.	
05	Submission of enquiry report for H.B. Assistance in case of Natural Calamities by Sub-Collector/Tehsildars	Within a fortnight of the occurrence of the Natural Calamity by the Sub-Collectors / Tehsildars for sanction by the Dist. Office.	
06	Submission of First Information Report in case of occurrence of Natural Calamities.	Within 24 hours.	
07	Submission of Final Damage Report in case of Natural calamities as per Orissa Relief Code.	Within 1 month of the submission of the Preliminary Damage Report.	