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Please look into
28.07.2020

Government of West Bengal
Department of Disaster Management & Civil Defence
Nabanna, 2nd Floor, Mandirtala
Howrah- 711 102.

Dated: 28.04.2020

No. 117 -PSDM&CD/20.

From: Principal Secretary,
Disaster Management & Civil Defence Department,
Government of West Bengal.

To: 01. The District Magistrate.
(All Districts).
02. The Commissioner, Kolkata Municipal Corporation; 5, S.N.Banerjee Rd.; Kolkata-13.

Sir/Madam,

Sub: Guidelines for processing and approval of Sneher Paras applications with checklist.

Enclosed please find below guidelines for verification, processing and approval of applications received under "Sneher Paras" Scheme in connection with COVID-19 along with attached checklist to be maintained for verification of "Sneher Paras" applications.

While Processing **Sneher Paras** applications following procedure should be followed:-

1. Eligibility conditions should be seen and verified.

Any worker of the State, who is stranded in other parts of the country due to lockdown since 24.3.2020 because of outbreak of Corona Virus (COVID-19), will be eligible for the assistance on fulfilment of following conditions:

- (i) The worker is a resident of West Bengal.
- (ii) The worker is stranded in other parts of the country and is not able to come back to the State due to suspension of transportation and restrictions imposed on inter-state movement. Such worker shall apply for assistance.
- (iii) The applicant has provided details of either or Khadyasathi Number or EPIC Number or Aadhaar Number to prove that he is a resident of West Bengal.
- (iv) District Magistrate/Commissioner, KMC is satisfied that the applicant is actually stranded due to outbreak of Corona Virus (COVID-19) and is a resident of West Bengal.

2. Applicant should have submitted all documents/details asked for :

- a) Photograph
- b) Details of Khadyasathi Number or EPIC/ Voter ID or Aadhaar card.
- c) Account details: Bank account details to which the financial assistance will be credited.
- d) Mobile number
- e) Details of Local Contact Person: Name, relationship and contact number of the contact person in West Bengal.

Moreover, these documents submitted should match district database and be consistent with each other.

3. The information provided about person being a migrant labour should be further corroborated with control room call data available in district and provided by State control room.
4. There should be local inquiry to verify claim of being a stranded migrant labour.
5. The age, income and skill profile of applicant should be seen so that it matches that of a migrant labour.

Encl: As stated.


Principal Secretary

Checklist for Sneher Paras

	Eligibility condition	Finding of Verification (yes /No)	Finding based on what document/data? Mention the details below.	Remarks
1.	Location of Applicant . Whether latitude longitude checked to see that applicant is located outside West Bengal or Not.?			
2.	The Applicant is a resident of West Bengal.			
3.	Trade/Industry in which the applicant is working indicates he is migrant labourer.			
3..	The applicant is migrant labour stranded in other parts of the country and is not able to come back to the State due to suspension of transportation and restrictions imposed on inter-state movement. Whether local inquiry done to verify or not ?			
4	The applicant has provided details of either or Khadyasathi Number or EPIC Number or Aadhaar Number . Whether card numbers are matching data base or not?			
5	Whether Photograph provided by applicant or not? Whether photo matches with Aadhar Card/ EPIC/ Khadya sathi data base?			
6	Whether Bank account details given or not?			
7	Whether details of Local Contact Person given or not .?			
8	Whether local contact person verified or not?			
9	Whether there is any doubt about location or identity of applicant?			
10	Whether case found genuine and eligible for Sneher Paras benefits?			