

16/C

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI  
REVENUE DEPARTMENT  
(DDMA BRANCH)  
5- SHAM NATH MARG, DELHI-110054

F.16/DDMA/COVID-19/2020 /289

Dated: 25/04/2020

**ORDER**

The Government of India has notified a lockdown all over India (including the NCT of Delhi) from 25<sup>th</sup> March, 2020 to mid night of 3<sup>rd</sup> May, 2020 due to outbreak of COVID-19 epidemic.

A mechanism is already in place at the Headquarters and the District levels to provide various details and data relating to relief measures undertaken to prevent the spread of COVID-19, and to provide shelter and food to the poor/needy/distressed persons including the migrant labours. The undersigned has been nominated vide order 06/4/2020 tasked to monitor, supervise and analyse the daily reports of food distribution.

In order to streamline the food reports from the various Districts two comprehensive proformas have been devised:

- (i) Format-A, to be filled by the food shelters/Hunger Relief Centres (HRCs).
- (ii) Format-B, the consolidated one, to be compiled by the Districts on the basis of filled proformas received from the food Shelters/HRCs.

All Districts shall collect the Daily Report from the Incharge of the Shelter/Camp regarding Meals provided in Shelters and Food Camps in Format-A (Annexure-I) and all Districts shall send Weekly Report (Sunday to Saturday) in Format-B (Annexure-II) to the Deputy Commissioner (HQ), Revenue Department, GNCTD, on every Monday by 11:00 AM through e-mail.

*Vishwendra*

(VISHWENDRA)

DEPUTY COMMISSIONER (HQ)

Enclosure:

1. Format-A - Shelter/Camp Specific Report (Annexure-I)
2. Format-B - District Report (Annexure-II).

Copy to:

1. CEO, DDMA, GNCTD
2. All District Magistrates, Revenue Department, GNCTD.
3. PA to Spl. CEO, DDMA Revenue Department, GNCTD
4. PA to Divisional Commissioner, GNCTD.
- ✓ 5. SSA, IT Branch.

Monitoring of the meals provided in shelters and food camps.

Format - B

District Report

Department: (Whether NDMC/South MCD/North MCD/EAST MCD/REVENUE/ EDUCATION) \_\_\_\_\_

District \_\_\_\_\_

Name & designation of the district nodal officer: \_\_\_\_\_

Contact number of the nodal officer: \_\_\_\_\_

Consolidated, shelter / camp wise report on meals provided in the District..... for date.....

A	B	C	D	E	F								G				H	I			
Sl No	Name and address of the shelter / camp	Whether permanent or temporary (i.e. in Tent or school etc)	Whether only food camp or both food and night shelter	Nos. of persons sought food during the day	Lunch provided during the day								Dinners provided during the day				Whether quality and quantity of the food ensured	Whether timely distribution of the meals ensured.			
					By NGO/Charity (Not to be counted towards payment)			Paid lunch provided					By NGO/Charity (Not to be counted towards payment)			Paid dinners provided					
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	
					Name of NGO/ Charitable / Religious org.	Nos of free lunch provided	Items provided	Name of the Vendor / supplier	Nos. of lunch provided	Items provided	Whether the lunch provided on MDM scheme or Jan Ahaar scheme or others - pls specify	Name of NGO/ Charitable/ Religious org.	Nos of free dinners provided	Items provided	Name of the Vendor / supplier	Nos. of dinners provided	Items provided	Whether the lunch provided on MDM scheme or Jan Ahaar scheme or others - pls specify			
1																					
2																					

Name & Signature of the Nodal officer

Authenticated by all SDMs

Countersigned by DM

Monitoring of the meals provided in shelters and food camps.

Format - A

Shelter / camp specific Report

Department- (Whether NDMC/South MCD/North MCD/EAST MCD/REVENUE/ EDUCATION) \_\_\_\_\_

District \_\_\_\_\_

Name / Address of the Shelter / Camp \_\_\_\_\_

Name / Designation of the In charge of the shelter /camp \_\_\_\_\_

Contact number of the/IC of the Shelter /Camp \_\_\_\_\_

A					F							G							H	I
Sl. No.	Name and address of the shelter / camp	Whether permanent or temporary (i.e. in Tent or school etc)	Whether only food camp or both food and night shelter	Nos. of persons sought food during the day	Lunch provided during the day							Dinners provided during the day							Whether quality and quantity of the food ensured	Whether timely distribution of the meals ensured.
					By NGO/Charity (Not to be counted towards payment)			Paid lunch provided				By NGO/Charity (Not to be counted towards payment)			Paid dinners provided					
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21
					Name of NGO/ Charitable/ Religious org.	Nos of free lunch provided	Items provided	Name of the Vendor / supplier	Nos. of lunch provided	Items provided	Whether the lunch provided on MDM scheme or Jan Ahaar scheme or others - pls specify	Name of NGO/ Charitable/ Religious org.	Nos of free dinners provided	Items provided	Name of the Vendor / supplier	Nos. of dinners provided	Items provided	Whether the lunch provided on MDM scheme or Jan Ahaar scheme or others - pls specify		
1																				

Name & Signature of the Incharge of the shelter / camp.