

**PAYMENT OF EX-GRATIA ASSISTANCE TO FAMILIES OF THE DECEASED
PERSON DUE TO COVID-19 IN DELHI**

- **GUIDELINES FOR EX-GRATIA ASSISTANCE:**
 - For the purpose of considering the deaths of the deceased due to Covid-19, those deceased who are diagnosed through a positive RT-PCR / Molecular Tests / RAT or clinically determined through investigations in a hospital / in-patient facility by a treating physician, while admitted in the hospital / in-patient facility shall be eligible.
 - That the deaths occurring within 30 days from the date of testing or from the date of being clinically determined as a Covid-19 case shall be treated as “Deaths due to Covid-19”, even if the death takes place outside the hospital/ in-patient facility;
 - The patient who was admitted in the hospital / in-patient facility and who continued to be admitted beyond 30 days and died subsequently of Covid-19 shall also be treated as a Covid-19 death.
 - Covid-19 patients who have died either in the hospital settings or at home, and where a Medical Certificate of Cause of Death (MCCD) in Form 4 & 4A has been issued to the registering authority, as required under Section 10 of the Registration of Birth & Death (RBD) Act, 1969, shall also be treated as Covid-19 death and shall be eligible.
 - A family member of the deceased who committed suicide within 30 days from being diagnosed as Covid-19 positive shall also be entitled to avail the financial help / ex-gratia assistance.
 - If a family member satisfies the eligibility criteria mentioned in paragraphs either of (i) to (v) as above, shall also be entitled to the ex-gratia payment on

production of requisite documents as observed hereinabove, and no authority shall deny the ex-gratia payment on the ground that in the death certificate the cause of death is not mentioned as “Died due to Covid-19”..

- All concerned hospitals where the patient was admitted and given treatment shall provide all the necessary documents of treatment etc. to the family member of the deceased, as and when demanded, and if any hospital and / or the place where the deceased had taken treatment refuses to furnish such documents, it will be open for the aggrieved claimant to approach the Grievance Redressal Committee to call for such information and the concerned hospital / institution where the deceased was admitted shall have to furnish such particulars as required for the purpose of establishing that the death was due to Covid-19.
- If any family member / kin of the deceased died due to Covid-19 has any grievance with respect to non-receipt of the ex-gratia payment, it will be open for the aggrieved claimant to approach the Committee constituted as below:

Grievance Redressal Committee at each of the 11 Revenue Districts in GNCT of Delhi

No.	Details	Designation in the Committee
1.	Additional District Magistrate of the Concerned District / Chairperson	Chairperson
2.	Chief Medical Officer of the district concerned	Member
3.	Additional Chief Medical Officer of Health / Principal or HOD Medicine of a Medical College (if one existing in the district)	Member
4.	A subject Expert	Member

The office of the Grievance Redressal committee shall be the Office of the ADM of the district concerned.

This Committee will act as Grievance Redressal Committee and shall examine the contemporaneous medical record of the deceased patient, and take a decision within a period of 30 days on the grievance application. Grievance Redressal Committee shall have powers to call for the details / documents from the concerned hospital / hospitals from where the deceased took the treatment;

- In cases of the death certifications already issued and if any family member of the deceased is aggrieved by the cause of death mentioned in the death certification including in Medical Certification of Cause of Death (MCCD) (Form 4/4A or in any other format issued by the Hospital/ In facility) already issued, it will be open for the aggrieved person to move the appropriate authority which issued the death certificate and / or registering authority and on production of the necessary documents as observed hereinabove, including production of documents, such as, positive RT-PCR/ Molecular Tests/ RAT or clinically determined through investigations in a hospital/ in-patient facility by a treating physician, while admitted in the hospital/ in-patient facility, the concerned authority shall modify / amend such death certification. If the person is still aggrieved, it will be open for the aggrieved person to approach the Grievance Redressal Committee constituted as hereinabove and the Grievance Redressal Committee will ratify/amend the death certification.
- Applicants are required to apply directly to the concerned District Magistrate in GNCT of Delhi (who is the competent authorities under the Disaster Management Act) for Covid-19 death related ex-gratia assistance and District Disaster Management Authority / District Administration will release fund directly to beneficiary in accordance to above guidelines. **Ex-gratia assistance of Rs.50,000/- from DDRF fund will be released without calling of any fresh application in respect of all those cases where compensation of Rs.50,000/- has been released by the districts under Mukhyamantri COVID-19 Pariwar Aarthik Sahayata Yojna.**
- Hon'ble Supreme Court vide Order dated 29.11.2021 in Misc. Application No.1805/2021 in W.P.(C) No.539/202 has directed that a exclusive online portal will be created by the State Governments for submitting the applications / making claims of ex-gratia assistance from SDRF. Therefore, all the Districts are

directed to maintain a separate data in respect of ex-gratia assistance released from the SDRF/DDRF. A separate window under the e-district portal is being made available and all data in respect of payments of ex-gratia assistance will be maintained on that window created on e-district portal of GNCT of Delhi.

- All claims have to be settled within 30 days of submission of required documents and disbursed through Aadhaar linked Direct Benefit Transfer procedure.
- It is further directed that for the help and assistance of those applicants who are unable to apply on E-District portal, applications on prescribe format may also be received in person and all details be uploaded on E-District portal by the district office staff under intimation to the applicant.

• **INSTRUCTIONS FOR FILLING UP THE APPLICATION FORM:**

Details of the Deceased died of Covid-19	Eligible Applicant	Eligibility Condition
Husband	Wife	The name of applicant should reflect in surviving member certificate
Wife	Husband	
Single Parent / Separated / Divorcee	Son / daughter or either of the LRs	
Both Husband and Wife died (where at least one of them died due to Covid)	Son / daughter or one of the LRs	
Unmarried son / daughter	Father or Mother or one of the LRs	

• **Supporting Documents to be enclosed with the application form**

- Residence proof of Delhi of both deceased and applicant
- Death Certificate
- Proof of Covid death

- Document establishing the relationship between deceased and applicant
 - Aadhaar Card of applicant
 - Bank Account related document
 - Surviving Member Certificate
 - NOC from other LRs (other than the applicant)
- **STEPS FOR FILLING UP THE APPLICATION FORM ONLINE**

How to apply for the Payment of Ex-gratia assistance to families of the deceased person due to Covid-19 in Delhi:

- If the applicant is not registered on e-District Portal of Government of NCT of Delhi, applicant shall register as “**New User**” on the portal in the **Citizen’s Corner** using Aadhaar and Mobile Number. URL of the portal is www.edistrict.delhigovt.nic.in
- Thereafter, applicant shall login from “**Registered User Login**” using the registration ID and password sent to the registered mobile number.
- Applicant should read the instructions for filling up the Application Form and Guidelines thoroughly under “**Payment of Ex-gratia assistance to families of the deceased person due to Covid-19 in Delhi**”.
- Eligible person should select the scheme.

“Payment of Ex-gratia assistance to families of the deceased person due to Covid-19 in Delhi”

- Applicant may follow the instructions mentioned therein and fill up the Application form.
- Applicant may complete the application form and provide accurate information in all the specified columns.
- Applicant may upload the copy of the supporting documents as mentioned in the application form.
- Applicant may submit the application by clicking on the submit button.

XXXXXXXXXXXXXXXXXXXX

Annexed

CERTIFICATE / OFFICIAL DOCUMENT FOR COVID-19 DEATH

(Issued in compliance to the Hon'ble Supreme Court Judgment dated 30th June, 2021 in WP (Civil) No.539 & WP (Civil) No.554 of 2021)

Shri/Smt./Kum. s/w/d of Shri

R/o.....(address of the deceased at the time of death) expired on (date of death) at (place of occurrence of death). This death is registered vide registration number in the office of Registrar of Births and Deaths (Address of local registrar as per death certificate).

The Covid-19 Death Ascertaining Committee (CDAC) hereby certifies that the said person "Died due to Covid-19"

Name and signature of the Chairman of CDAC

Place of issue

Date of issue.....

Document No.

To:

- The family member of the deceased (Name & address), who applied to the CDAC.
- Registrar of Birth & Death, who issued the death certificate.
- Chief Registrar of Birth & Death of the concerned State/UT.
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**APPLICATION FORM FOR SERVICE - PAYMENT OF EX-GRATIA ASSISTANCE
TO FAMILIES OF THE DECEASED PERSON DUE TO COVID-19 IN DELHI**

Applicant Details

• Name*		PHOTO*
• Gender*		
• Name of Father*		
• Date of Birth *		
• Nationality*		
• Present Address*		
• Permanent Address*		
• Sub Division as per residence *		
• Mobile No.*		
• Name of Mother*		
• Name of Spouse*		
• Relationship of the applicant with the deceased person*		
• Alternate Mobile Number*		
• Applicant's Pan No.		
• Surviving Member CertificateNo.		
• Is Applicant Minor	Yes	No
• Is Single Parent		
• Have you been provided in any other Financial Assistance on account of death due to COVID-19. *	<p>If Yes (Select Services availed)</p> <p><input type="checkbox"/> Mukhyamantri Covid-19 Pariwar Aarthik Sahayata Youjna-one time Ex-gratia payment.</p> <p><input type="checkbox"/> Mukhyamantri COVID -19 Pariwar Arthik Sahayata Yojna-Monthly financial assistance to the family of the deceased.</p> <p>Specify the Details of Assistance Availed*</p>	

•	Bank Account No.*	
•	IFSC Code.*	
•	MICR Code.	
•	Bank Name	

Details of the Deceased Person

1	Aadhar No.*	
2	Name*	
3	Address*	
4	Father's Name*	
5	Mother Name*	
6	Spouse' Name*	
7	Gender*	
8	Date of Birth*	
9	Date of Death*	
10	Death Certificate No.*	
11	Death Certificate Issue Date*	
12	Is Death Due to Covid ?	Yes

Declaration:

I, (Name of the applicant), hereby truthfully declare that to the best of my knowledge and belief, the above mentioned information is true in all respects and no material information has been suppressed.

- That this application has been submitted after the authorization and consent of all the family members / LRs of the deceased person i.e. (name of the deceased person) _____.
- That a “**No Objection Certificate**” duly signed by all LRs / family members of deceased, authorizing me to receive the ex-gratia amount in respect of both the schemes as mentioned in the application format is enclosed.
- That in case of any dispute arising on account of payment of ex-gratia amount among the family members / LRs, I agree to refund the entire amount received by me to the Govt. of NCT of Delhi immediately.

Place:

Date:

Signature of the Claimant

NO OBJECTION CERTIFICATE

- That I / We the undersigned are the surviving members / LR of the deceased Shri / Smt. / Kumari _____, who died due to Covid-19 on _____ (DD/MM/YYYY).

- That I / We hereby authorize the Shri / Smt. / Kumari _____ to apply and receive ex-gratia assistance as sanctioned by District Magistrate, GNCT of Delhi.

- That I / We have “**No Objection**” if the ex-gratia assistance is paid to Shri / Smt. / Kumari _____ (Name of the applicant)

Sr. No.	Name	Signature
1.		
2.		
3.		
4.		

DELHI DISASTER MANAGEMENT AUTHORITY
O/O OF DIVISIONAL COMMISSIONER, REVENUE DEPARTMENT (HQ),
GOVERNMENT OF NCT OF DELHI
5, SHAM NATH MARG, DELHI-110054
Email: ddma.delhi@nic.in Ph. No. 011-23982164

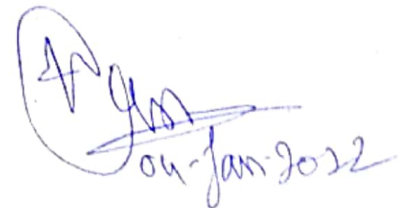
No.1(650)/DDMA(HQ)/Ex-gratia/Guideline/Part-2/2021 /54) Dated: 04/01/2022

ORDER

Subject: Payment of Ex-Gratia Assistance out of Delhi Disaster Response Fund (DDRF) to the next of the kith of the deceased person due to Covid -19.

In compliance of Hon'ble Supreme Court Order dated 29.11.2021 in Miscellaneous Application No.1805/2021 in W.P. (C) No.539/2021 titled as Gaurav Kumar Bansal V/s Union of India and supersession of this office Order No. F.1(630)/DDMA(HQ)/Ex-gratia/Guideline/2021/450 dated 25.11.2021 (copy enclosed), the following fresh guidelines are issued for release of Ex-Gratia Assistance out of Delhi Disaster Response: Fund (DDRF) to the next of the kith of the deceased person due to Covid -19 by the Districts:

- i) For the purpose of considering the deaths of the deceased due to Covid-19, those deceased who are diagnosed through a positive RT-PCR / Molecular Tests / RAT or clinically determined through investigations in a hospital / in-patient facility by a treating physician, while admitted in the hospital / in-patient facility shall be eligible.
- ii) That the deaths occurring within 30 days from the date of testing or from the date of being clinically determined as a Covid-19 case shall be treated as "Deaths due to Covid-19", even if the death takes place outside the hospital/ in-patient facility;
- iii) The patient who was admitted in the hospital / in-patient facility and who continued to be admitted beyond 30 days and died subsequently of Covid-19 shall also be treated as a Covid-19 death.
- iv) Covid-19 patients who have died either in the hospital settings or at home, and where a Medical Certificate of Cause of Death (MCCD) in Form 4 & 4A has been issued to the registering authority, as required under Section 10 of the Registration of Birth & Death (RBD) Act, 1969, shall also be treated as Covid-19 death and shall be eligible.


04-Jan-2022

- v) A family member of the deceased who committed suicide within 30 days from being diagnosed as Covid-19 positive shall also be entitled to avail the financial help / ex-gratia assistance of Rs.50,000/-.
2. If a family member satisfies the eligibility criteria mentioned in paragraphs either of (i) to (v) as above, shall also be entitled to the ex-gratia payment of Rs.50,000/- on production of requisite documents as observed hereinabove, and no authority shall deny the ex-gratia payment of Rs.50,000/- on the ground that in the death certificate the cause of death is not mentioned as "Died due to Covid-19"..
3. All concerned hospitals where the patient was admitted and given treatment shall provide all the necessary documents of treatment etc. to the family member of the deceased, as and when demanded, and if any hospital and / or the place where the deceased had taken treatment refuses to furnish such documents, it will be open for the aggrieved claimant to approach the Grievance Redressal Committee to call for such information and the concerned hospital / institution where the deceased was admitted shall have to furnish such particulars as required for the purpose of establishing that the death was due to Covid-19.
4. If any family member / kin of the deceased died due to Covid-19 has any grievance with respect to non-receipt of the ex-gratia payment of Rs.50,000/-, it will be open for the aggrieved claimant to approach the Committee constituted vide Order No. F.1(630)/DDMA(HQ)/Ex Gratia/Guideline/2021/436 dated 11.11.2021 which is reproduced as below:

Grievance Redressal Committee at each of the 11 Revenue Districts in GNCT of Delhi

No.	Details	Designation in the Committee
1.	Additional District Magistrate of the Concerned District / Chairperson	Chairperson
2.	Chief Medical Officer of the district concerned	Member
3.	Additional Chief Medical Officer of Health / Principal or HOD Medicine of a Medical College (if one existing in the district)	Member
4.	A subject Expert	Member

[Handwritten Signature]
02-Jan-2022

The office of the Grievance Redressal committee shall be the Office of the ADM of the district concerned.

This Committee will act as Grievance Redressal Committee and shall examine the contemporaneous medical record of the deceased patient, and take a decision within a period of 30 days on the grievance application. Grievance Redressal Committee shall have powers to call for the details / documents from the concerned hospital / hospitals from where the deceased took the treatment;

5. In cases of the death certifications already issued and if any family member of the deceased is aggrieved by the cause of death mentioned in the death certification including in Medical Certification of Cause of Death (MCCD) (Form 4/4A or in any other format issued by the Hospital/ In facility) already issued, it will be open for the aggrieved person to move the appropriate authority which issued the death certificate and / or registering authority and on production of the necessary documents as observed hereinabove, including production of documents, such as, positive RT-PCR/ Molecular Tests/ RAT or clinically determined through investigations in a hospital/ in-patient facility by a treating physician, while admitted in the hospital/ in-patient facility, the concerned authority shall modify / amend such death certification. If the person is still aggrieved, it will be open for the aggrieved person to approach the Grievance Redressal Committee constituted as hereinabove and the Grievance Redressal Committee will ratify/amend the death certification.
6. Applicants are required to apply directly to the concerned District Magistrate in GNCT of Delhi (who is the competent authorities under the Disaster Management Act) for Covid-19 death related ex-gratia assistance and District Disaster Management Authority / District Administration will release fund directly to beneficiary in accordance to above guidelines. **Ex-gratia assistance of Rs.50,000/- from DDRF fund will be released without calling of any fresh application in respect of all those cases where compensation of Rs.50,000/- has been released by the districts under Mukhyamantri COVID-19 Pariwar Aarthik Sahayata Yojna.**
7. Hon'ble Supreme Court vide Order dated 29.11.2021 in Misc. Application No.1805/2021 in W.P.(C) No.539/202 has directed that a exclusive online portal will be created by the State Governments for submitting the applications / making claims of ex-gratia assistance from SDRF. Therefore, all the Districts are directed to maintain a separate data in respect of ex-gratia assistance released from the SDRF/DDRF. A separate window under the e-district portal is being made available and all data in respect of

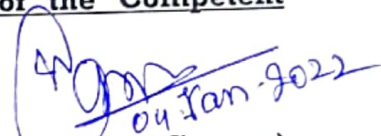


04-Jan-2022

payments of ex-gratia assistance will be maintained on that window created on e-district portal of GNCT of Delhi.

8. All claims have to be settled within 30 days of submission of required documents and disbursed through Aadhaar linked Direct Benefit Transfer procedure.
9. It is further directed that for the help and assistance of those applicants who are unable to apply on E-District portal, applications on prescribe format may also be received in person and all details be uploaded on E-District portal by the district office staff under intimation to the applicant.

This order is issued with the prior approval of the Competent Authority.


(Kuldeep Singh Gangar)
Spl. CEO (Disaster Management)

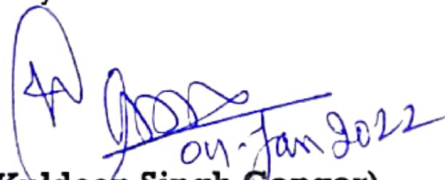
Encl: As above.

No.1(650)/DDMA(HQ)/Ex-gratia/Guideline/Part-2/2021

Dated:

Copy for information please:

1. Secretary to the Hon'ble Lt. Governor / Chairperson DDMA.
2. The Chief Secretary, Delhi /CEO (DDMA).
3. The Member-Secretary, National Disaster Management Authority, Gol.
4. The Joint Secretary (DM Division), MHA, North Block, New Delhi.
5. All District Magistrates, GNCT of Delhi with the request that arrangements for disbursement of ex-gratia assistance to the applicants expeditiously and within the given timeline may be made well before the formal applications are received on the e-district portal.
6. P.S to Divisional Commissioner, Revenue Department, 5, Sham Nath Marg.
7. Sr. System Analyst, Revenue Department with the request that Application Software on e-district portal for release of ex-gratia assistance may be from Delhi Disaster Response Fund (DDRF) may finalized by 30.11.2021.


(Kuldeep Singh Gangar)
Spl. CEO (Disaster Management)

**GOVERNMENT OF NCT OF DELHI
DEPARTMENT OF SOCIAL WELFARE
GLNS COMPLEX, DELHI GATE, N. DELHI- 110002**

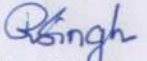
F 41(367)/DSW/FAS/Covid Relief /2021-22/1108-1124 Date: 06.01.2022

ORDER

In compliance of Hon'ble Supreme Court Order dated 29/11/2021 in Miscellaneous Application No. 1805/2021 in WP (C) 539/2021 titled as Gaurav Kumar Bansal V/s Union of India, the Delhi Disaster Management Authority, O/o Divisional Commissioner, Revenue Department issued an order vide no. 1 (650)/DDMA (HQ)/Ex-gratia/ Guideline/Part-2/2021/541 dated 04/01/2022, Copy of the order is annexed.

The guidelines issued in the above-said order shall be applicable to both components of the Mukhyamantri Covid-19 Pariwar Aarthik Sahayata Yojana, ie. a) Monthly financial assistance to the family of the deceased and b) One-time ex-gratia payment to the family of the deceased.

This issues with the approval of Hon'ble Minister Department of Social Welfare GNCTD.

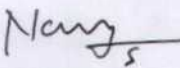

Dr. Rashmi Singh,
Spl. Secy-cum-Director,
Social Welfare Department, GNCTD

Copy for compliance to :

All District Magistrates, Deptt of Revenue, GNCT of Delhi
All District Social Welfare Officers, Deptt of Social Welfare, GNCT of Delhi

Copy forwarded for information to:

1. Secretary to the Lt. Governor of Govt. of NCT of Delhi
2. Secretary to the Chief Minister, Govt. of NCT of Delhi
3. Secretary to the Dy. Chief Minister, Govt. of NCT of Delhi
4. Secretary to the Speaker of Delhi Legislative Assembly, GNCT of Delhi
5. Secretary to the Dy. Speaker of Delhi Legislative Assembly, GNCT of Delhi
6. Secretary to the Minister, Revenue Department, GNCT of Delhi
7. Secretary to the Minister, Finance Department, GNCT of Delhi
8. Secretary to the Minister, Department of Education, GNCT of Delhi
9. Secretary to the Minister, Department of Social Welfare, GNCT of Delhi
10. Secretary to the Minister, Department of Women & Child Development, GNCT of Delhi
11. Secretary to the Minister, Department of Industries, GNCT of Delhi
12. Secretary to the Minister, Department of Health and Family Welfare, GNCT of Delhi
13. Secretary to the Minister, Urban Development Department, GNCT of Delhi
14. Secretary to the Minister, Food & Civil Supplies Department, GNCT of Delhi
15. Office of the Chief Secretary, GNCT of Delhi


Dr. Navlendra Kumar Singh
Jt. Director
Deptt of Social Welfare