

To
The Block Development Officer
Through the Pradhan-----Gram Panchayat

Sub : Prayer for ex-gratia grant due to loss of life as a result of flood, cyclone, hailstorm, lighting, boat disaster.

Sir,

I/We the under mentioned dependent(s) of deceased-----

who died in an accident described below, hereby apply for payment of ex- gratia for poor families.

Necessary particulars are given below:-

A) PARTICULARS OF DECEASED:

1. Name :
2. Father's/Husband's Name :
3. Village-----P.O.-----District
4. Age (as on accident's) :
5. Sex : Male /Female
6. Occupation :

B) PARTICULARS OF ACCIDENT

1. Nature of accident :
2. Date of accident :
3. Place of accident :
Village----- P.O.-----District
4. Date & time of death :
5. A) Whether F.I.R is made to P.S.: Yes/No
B) If so, name of the Police station :

C) PARTICULARS OF DEPENDENTS OF DECEASED:

Sl No	Name & Address	Age	Relation with deceased
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			

D) PARTICULARS OF CLAIMANT(S)

1. Name of the claimant :

2. Father's/Husband's Name :

3. Village-----P.O.-----District-----

4. Total monthly income of deceased person from all sources :

Rs. -----(in word)-----

I/We declare that the information given above is true to the best of my knowledge.

Date:

Yours faithfully

Place:

Full Signature/ LTI of the Claimant(s)

Instruction

1. Application should be submitted immediately after the occurrence to the Block Development Officer.
2. Report to the local police station before cremation or burial of the dead body.
3. Detailed instruction where necessary should be obtained from Inspector of Relief of the Block.

PROFORMA

Name of the deceased person (with father's/ husband's name)	Address of the deceased person	Cause of death with date	Age	Sex	Name & address of the legal heir(s) of the deceased person	Whether death certificate/petition of legal heir(s) being sent herewith

- i. Recommendation of the Kshudra Silpa-O-tran committee attached to Panchayat samity (in the case of rural area).
- ii. Recommendation of the B.D.O. (in case of rural area)
- iii. Recommendation of the Municipal/Notified Area Authorities (in case of Urban area)
- iv. Recommendation of S.D.O.
- v. Recommendation of DM/ADM.
- vi. Recommendation of Director, Relief, West Bengal / Deputy Director of Relief, Kolkata
- vii. Certificate from DM / Director, Relief, West Bengal that no proposal under the personal Accident Insurance Social Security scheme has been initiated in respect of this case and will not be initiated.