

From

Director General, Urban Local Bodies-cum-  
Fire Service, Haryana, Bays No. 11-14,  
Sector-4, Panchkula.

To

1. All the Commissioners of Municipal Corporations in the State of Haryana.
2. All the Deputy Commissioners in the State of Haryana.
3. The Executive Officers/Secretaries, of all Municipal Councils/Committees in the State of Haryana.
4. The Secretaries of Market Committees in the State of Haryana (where Fire Station Exists).
5. Fire Station Officers/In-charges, all Fire Stations in the State of Haryana.

Memo No: DFS/FA-III/2017/ 82123 = 296


Dated: 13/11/17

**Subject: Revised Guidelines for compensation of loss of commercial property of small Shopkeepers, Rehriwalas, Fadiwalas & Khokha/Kiosk owners because of fire, electrical hazards, floods, earthquakes, riots & natural calamities.**

Reference on the subject cited above.

2. I am directed to inform you that the Government has revised the guidelines for compensation of loss of commercial property of small Shopkeepers, Rehriwalas, Fadiwalas & Khokha/Kiosk owners because of fire, electrical hazards, floods, earthquakes, riots & natural calamities. A copy of the revised guidelines is enclosed herewith for your kind information and further necessary action. These guidelines have been revised in place of earlier guidelines issued vide Directorate letter memo no. TA-II/DULB/2014/717-46, dated 03.01.2014 and will be applicable from the date of issuance of these revised guidelines.
3. It is therefore, requested to implement the above mentioned revised guidelines in letter and spirit. The compensation may be given to the beneficiaries from the municipal funds as per these guidelines and the case for reimbursement of the same may be sent to this Directorate thereafter.

DA/As above

  
Deputy Director (Fire),  
for Director General, Urban Local Bodies-cum-  
Fire Service, Haryana, Panchkula.

CC:

1. P.S/Addl.PSCM.
2. P.S/ULBM
3. P.S/PSULB
4. P.A/DGFS

**Revised Guidelines for compensation of loss of commercial property of small shopkeepers, Rehriwalas, Fadiwalas & khokha/kiosk owners because of fire, electrical hazards, floods, earthquakes, riots & natural calamities.**

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## **1. Introduction:-**

It has been observed that small shopkeepers, rehriwalas, fadiwalas and Khokha/Kiosk owners do not have capital investment to restart their business after loss or damages caused due to fire, electrical hazards, floods, earthquakes, riots and other natural calamities. They often do not have insurance cover on account of ignorance, lack of interest or lack of financial resources for payment of insurance premium. This results in loss of livelihood once their business is affected due to accidents, natural disasters, etc. To mitigate this problem, the following guidelines for giving assistance to the needy and eligible persons who suffer loss of commercial property due to loss or damage caused on account of fire, floods, electrical hazards, earthquakes, riots and other natural calamities have been proposed.

## **2. Condition for implementation of scheme:-**

All compensation claims under the scheme should fulfil the following conditions:-

### **a) Shop owners**

- i) The loss of property is because of fire, electrical hazards, floods, earthquakes, riots and other natural disasters.
- ii) Person affected must possess a valid license to operate the business from the concerned municipality.
- iii) The shopkeeper must be a property tax/fire tax payer.
- iv) The shop owners do not have any arrears of tax/fee or other dues to the municipality on the date of loss.
- v) The shopkeeper must have a VAT number, if applicable.
- vi) Person affected must have a bank account.
- vii) The property affected should not have been already covered by a "property damage" Insurance Policy.
- viii) The owners have not availed any other assistance for loss from any other Government/Public agency.

### **b) Rehriwalas, fadiwalas and khokha/Kiosk owners**

- i) The loss of property is because of fire, electrical hazards, floods, earthquakes, riots and other natural disasters.
- ii) Person affected must possess a valid license to operate the business from the concerned municipality.
- iii) The owners do not have any arrears of tax/fee or other dues to the municipality on the date of loss.
- ix) Person affected must have a bank account.
- x) The property affected should not have been already covered by a "property damage" Insurance Policy.
- iv) The owners have not availed any other assistance for loss from any other Government/Public agency.

*Arjun*  
13/11/2018 (P.Five)  
Superintendent  
Urban Local Bodies  
Haryana, Panchikula



**3. Urban properties eligible for compensation:-**

- i) Shop upto area of 200 sq. feet within limit of Municipal Corporations/Councils/Committees.
- ii) Rehri within limit of Municipal Corporations/Councils/Committees.
- iii) Fadi within limit of Municipal Corporations/Councils/Committees.
- iv) Khokha/Kiosk within limit of Municipal Corporations/Councils/Committees.

**4. Compensation procedure:-**

The affected persons shall inform the office of the concerned municipality in writing in the prescribed proforma (Annexure-1) with full details, for claiming compensation of loss.

The following committees will get the assessment done to the extent of loss of commercial property due to fire, floods, electrical hazards, earthquakes, riots and other natural calamities.:-

Sr. No.	ULB	Chairmanship	Members
1	Municipal Corporation	Joint Commissioner, Municipal Corporation	1. Deputy Municipal Commissioner/ Executive Officer. 2. Fire Station Officer. 3. The representative of revenue Department.
2	Municipal Council/Committee	Sub Divisional Magistrate	1. Executive Officer/Secretary. 2. Fire Station Officer. 3. The representative of Revenue department.

The committee shall recommend the assistance to be provided to the needy persons to the Commissioner, Municipal Corporation in case of Municipal Corporation and to the Deputy Commissioner in case of Municipal Council/Committee, within 7 days as per norms.

The compensation will be paid through RTGS/Bank transfer to the property owners by the concerned municipality out of its own funds and then seek reimbursement from the Directorate of Urban Local Bodies, Haryana within a period of 5 days from the date of disbursement of assistance.

**5. Source of Funding:-**

The funds shall be provided from the Haryana Municipal Development Corpus fund or from State Budget.

**6. Documents required for claiming compensation**

- Proof of ownership of commercial building/tenancy.
- Photographs of the damaged property.
- Copy of First Information Report (FIR)/DDR.
- A claim form duly filled-in and signed by the claimant and counter signed by the authorized person of the concerned municipality.
- Self declaration from the affected person that he has not availed any other assistance for loss from any other Government/Public agency.
- Claim Bill along with the supporting documents.

*(Signature)*  
Superintendent (Br)  
Urban Local Bodies  
Haryana, Panchkula

7. **Compensation to be paid:-**

a) **Municipal Corporation:**

Sr. No.	Category	Loss in Rupees	% of Compensation
1	Shop (upto 200 sq. feet)	Damage upto 1 Lac	100%
		Damage between 1 Lac to 2 Lac	75%
		Damage between 2 Lac to 3 Lac	60%
		Damage between 3 Lac to 5 Lac	50%
		Damage between 5 Lac to 7 Lac	40%
		Damage between 7 Lac to 10 Lac	30%
	Beyond 10 Lac	0%	
2	Khokha/Kiosk	Damage upto 0.30 Lac	100%
		Damage between 0.30 Lac to 0.50 Lac	75%
		Damage between 0.50 Lac to 1 Lac	60%
		Damage between 1 Lac to 1.5 Lac	50%
		Beyond 1.5 Lac	0%
3	Rehri /Fadi	Damage upto 0.30 Lac	100%
		Damage between 0.30 to 0.50 Lac	75%
		Beyond 0.50 Lac	0%

b) **Municipal Council:**

Sr. No.	Category	Loss in Rupees	% of Compensation
1	Shop (upto 200 sq. feet)	Damage upto 1 Lac	100%
		Damage between 1 Lac to 2 Lac	75%
		Damage between 2 Lac to 3 Lac	60%
		Damage between 3 Lac to 5 Lac	50%
		Damage between 5 Lac to 7 Lac	40%
		Damage between 7 Lac to 10 Lac	30%
	Beyond 10 Lac	0%	
2	Khokha/Kiosk	Damage upto 0.30 Lac	100%
		Damage between 0.30 Lac to 0.50 Lac	75%
		Damage between 0.50 Lac to 1 Lac	60%
		Damage between 1 Lac to 1.5 Lac	50%
	Beyond 1.5 Lac	0%	
3	Rehri /Fadi	Damage upto 0.30 Lac	100%
		Damage between 0.30 to 0.50 Lac	75%
		Beyond 0.50 Lac	0%

c) **Municipal Committees:**

Sr. No.	Category	Loss in Rupees	% of Compensation
1	Shop (upto 200 sq. feet)	Damage upto 1 Lac	100%
		Damage between 1 Lac to 2 Lac	75%
		Damage between 2 Lac to 3 Lac	60%
		Damage between 3 Lac to 5 Lac	50%
		Damage between 5 Lac to 7 Lac	40%
		Damage between 7 Lac to 10 Lac	30%
	Beyond 10 Lac	0%	
2	Khokha/Kiosk	Damage upto 0.30 Lac	100%
		Damage between 0.30 Lac to 0.50 Lac	75%
		Damage between 0.50 Lac to 1 Lac	60%
		Damage between 1 Lac to 1.5 Lac	50%
		Beyond 1.5 Lac	0%
3	Rehri /Fadi	Damage upto 0.30 Lac	100%
		Damage between 0.30 to 0.50 Lac	75%
		Beyond 0.50 Lac	0%

*Man*  
*13/11/22*  
*8/12*  
 Superintendent  
 Urban Local Bodies  
 Haryana, Panchkula



**Compensation Claim form**

मुआवजे का दावा प्रपत्र

To  
सेवा मेंThe Commissioner/Executive Officer/Secretary,  
आयुक्त / कार्यकारी अधिकारी / सचिव,Municipal Corporation/council/Committee,  
नगर निगम / परिषद / पालिका,

1. **Name:**  
नाम:
2. **Address:**  
पता:
3. **Date of natural disaster/fire:** Time:  
प्राकृतिक आपदा / अग्नि की तिथि:
4. **Whether any insurance policy was brought (Y/N):**  
क्या कोई बीमा पॉलिसी ली गई थी (हाँ / नहीं)
5. **Description of property damaged (with photograph):**  
क्षतिग्रस्त सम्पत्ति का विवरण (फोटो सहित)
6. **Financial loss (in Rupees):**  
आर्थिक क्षति (रूपयों में):

I hereby certify that above said contents are true & correct to my knowledge and I have not availed/claimed compensation from any other source.

मैं यह प्रमाणित करता हूँ कि उपरोक्त तथ्य मेरी जानकारी के अनुसार सच और सही है और मैंने अन्य किसी स्रोत से मुआवजे का दावा किया है / वसूल नहीं किया है।

Signature/हस्ताक्षर

Date/दिनांक

Name of claimant/दावेदार का नाम:

Place/स्थान:



Mobile No./ मोबाइल नं०

**Note: List of documents to be attached on the next page.**

नोट - साथ सलग्न किये जाने वाले दस्तावेज की सूची अगले पृष्ठ पर दी गई है।

**Documents required for claiming compensation**  
मुआवजे का दावा करने के लिए आवश्यक दस्तावेज

- \* **Proof of ownership of commercial building/tenancy (if applicable).**  
व्यवसायिक इमारत / किरायेदार के स्वामित्व का प्रमाण (यदि लागू है तो)।
- \* **Photographs of the damaged property.**  
क्षतिग्रस्त सम्पत्ति की तस्वीरें।
- \* **Copy of First Information Report (FIR)/DD entry.**  
प्रथम सूचना रिपोर्ट की प्रति (एफआईआर) / डी.डी.प्रविष्टि
- \* **A claim form that is duly filled and signed by the authorized person by the concerned municipality.**  
दावा प्रपत्र जो सम्बन्धित पालिका के प्राधिकृत व्यक्ति पूर्ण किया / हस्ताक्षरित हो।
- \* **Self declaration from the affected person that he has not availed any other assistance for loss from any other Government/Public agency.**  
प्रभावित व्यक्ति द्वारा स्व घोषणा प्रपत्र कि उसने किसी अन्य सरकारी / सार्वजनिक एजेंसी से नुकसान का क्लेम नहीं लिया है।
- \* **Claim Bill along with the supporting documents.**  
समर्थन दस्तावेजों के साथ दावा बिल।

  
Superintendent (Estt. Br.)   
Urban Local Bodies  
Haryana, Panchkula