

**Government of Nepal**

**Ministry of Finance**

The Standards relating to relief to be provided to the labourers working in the unorganized sector and the helpless, 2076 (2020) developed in order to implement the decision taken by the Government of Nepal, Council of Ministers to provide relief from the local level for the daily livelihood of the labourers working in the unorganized sector and the helpless affected by the adverse condition resulting from the possible infection of COVID-19 has been hereby published for the information of all.

Uttam Kumar Khatri

Joint-Secretary, Spokesperson

Chaitra 19, 2076 (1 April 2020)

Ministry of Finance, Singha Durbar

## Sample/model Standards

### Standards relating to providing relief to the labourers working in the unorganized sector and the helpless, 2076 (2020)

These Standards have been developed in order to implement the decision taken by the Government of Nepal, Council of Ministers to provide relief from the local level for the daily livelihood of the labourers working in the unorganized sector and the helpless affected by the adverse condition resulting from the possible infection of COVID-19 has been hereby published for the information of all.

1. Brief Name and Commencement: These standards shall be called “Standards relating to providing relief to the labourers working in the unorganized sector and the helpless, 2076 (2020).”
2. Definition: Unless otherwise required by the subject or context, in these Standards:
  - (a) “Labourers working in the unorganized sector” means the labourers and workers who work on a daily basis and make installment or daily wage income as per Clause 4.
  - (b) “Helpless” means those who are not being looked after by anyone and have been rendered feeble and homeless to live in temple, ashram, dharmashala, monastery, mosque, gurudwara, church or old age home.
  - (c) “Relief” means the supplies as per Clause 5 to be provided to the workers and helpless as per Clause 3 by the local level following the decision of the Government of Nepal.
  - (d) “Local level” means metropolis, sub-metropolis, municipality and rural municipality.
3. Records to be maintained: (1) The concerned Ward Office needs to maintain records in order to provide relief as per this standards to the workers and helpless as follows:
  - a. Labourers working to transport supplies from shops to consumers’ home,
  - b. Tourist porters, construction materials carriers and individuals transporting goods in roads without vehicle transportation facility,
  - c. Labourers working to load and unload goods from truck, tipper, van etc.,
  - d. Agro workers doing daily wage labour in others’ farm,
  - e. Individuals working in services like cleaning, looking after infants and the elderly on a daily wage basis in families other than in one’s own relative,
  - f. Labourers involved in the work of (manually) breaking stones, filtering sand and working in brick kilns,
  - g. Labourers including mason, carpenter, helpers etc working on a daily wage basis in construction sector.
  - h. Street vendors and hawkers, daily newspaper delivery persons and those selling goods on bicycles to make their ends meet, and those working as labourers in other’s shops,
  - i. Transport workers as follows:
    - i. Drivers and their assistants working for others goods delivery truck and van,
    - ii. Taxi and tempo drivers working on a daily contract or daily wage basis,

- iii. Rickshaw and push-cart drivers,
  - iv. Maintenance workers and labourers working in motor garage.
  - j. Labourers working for others in garment, carpet, tailoring, embroidery work, and as daily wagers in cloth shop.
  - k. Others working on a daily wage basis at the local level.
- (2) The records of the families and individuals receiving relief (support) as per this Clause should be developed and made public within three days in accordance with Annex-1 by the concerned Ward Secretary with the support of Ward member and Ward Chairperson.
4. Relief to be distributed: The concerned ward shall immediately distribute the relief as per Clause 5 to the workers and helpless included in the list as per Clause 3 after maintaining records par per Annex-2.
5. Relief supplies: (1) Based on the need of food, the workers and helpless shall be provided as relief the following supplies per family:
- a. Rice, 30 kgs
  - b. Lentil, 3 kgs
  - c. Salt, 2 packets
  - d. Cooking Oil, 2 litre
  - e. Soap, 4 units
  - f. Sugar, 2 kgs
- (2) While distributing the relief as per this standard, the concerned ward should maintain records by considering one family and one unit. Also, while maintaining the number of families, if there are two members then fifty per cent of the relief supplies as per Sub-clause (1) should be provided and the complete relief goods to families with more than two members.
- (3) Notwithstanding whatsoever is written elsewhere in these standards, if the workers or helpless and any member of the family living together with them is involved in any alternative means of income generation then said person shall not be provided with the relief support as per this standard.
- (4) Notwithstanding whatsoever is written elsewhere in these standards, relief supplies shall not be distributed to more than one member of the same family.
6. Distribution methodology: (1) The relief supplies as per Clause 5 should be distributed in accordance with the following method:
- a. For the relief distribution, the concerned Ward committee shall procure and distribute the relief supplies.
  - b. In case the concerned Ward committee is not able to make the distribution due to possible crowd and other managerial problems, then it shall be done as follows:
    - i. The local level shall seek the price list from the local suppliers who can provide the supplies as per Clause 5 within their area, and select the suppliers from among those available after ascertaining the quality and price of the supplies.

- ii. The Ward member or Chair shall provide the workers and helpless listed as per Clause 3 a coupon and provide the relief suppose from the supplier as per Sub-section (i).
- 7. Records of relief distribution and reporting: (1) The concerned ward shall maintain in its office a record of the details of the distribution of supplies as per Annex-2 and make it public every week, and send a copy of it to the concerned local level (government) office.  
(2) Every local level shall send the report of the relief in the format as per Annex-3 to the National Identity Card and Civil Registration Department and the Ministry of Federal Affairs and General Administration on a fortnightly basis.  
(3) The Ministry of Federal Affairs and General Administration can carry out regular monitoring of the relief distribution.
- 8. Provision related to penalty: (1) Individuals who do not meet the criteria prescribed in these Standards should not seek relief (support) or take double relief by submitting fake details.  
(2) The local level shall take action as per the prevalent law against the office-bearers making recommendations for relief distribution against these procedures, and recover the amount worth of the recommendation made by the concerned official-bearer.

**Annex-1**

(Related to Clause 3)

Format of Records

**Details of individual receiving the relief:**

1. Name Surname:
2. Father's Name:
3. Grandfather's name
4. Permanent Address:
5. Current Address:
6. Telephone or mobile telephone number (if available):
7. Location of daily wage work:
8. Details of the work:
9. Details of documents submitted: (At least one of the documents should be included):
  - a. Copy of Nepali citizenship certificate, or
  - b. Copy of Poor Household Identity Card, or
  - c. Copy of Driving License, or
  - d. Others:
10. Self-declaration by the individual receiving relief support:

I and my family members have no employment, self-employment or any other means of income generation. I have not taken the relief support benefit twice and will not do so in future. The details submitted above are true and facts. If anything is proved to be different, I am ready to face action as per the prevalent law.

Petitioner:

Signature:

Date:

Thumb print:

Right	Left

Recommending office-bearer:

Signature:

Name:                      Position:

Date:

Name of Local Level:

Ward no.:

**Annex-2**

(Related to Sub-clause 1 of Clause 7)

.....municipality/rural municipality

Ward no.:..... Office:.....

**Details of relief distribution**

S.No.	Name of person receiving the relief	Address and telephone number	Father's Name	Grandfather's Name	Details of relief	Signature of recipient of relief

Relief distributed by:

Signature:

Name, Surname:

Telephone number:

**Annex-3**

(Related to Sub-clause 2 of Clause 7)

.....municipality/rural municipality

**Reporting Format**

S.No.	Name of person receiving the relief	Address and telephone number	Father's Name	Grandfather's Name	Details of relief	Date	Remarks

Reported by:

Signature:

Name, Surname:

Telephone number: