



RELIEF REHABILITATION & SETTLEMENT  
DEPARTMENT

Dated Peshawar the 10<sup>th</sup> April, 2020

NOTIFICATION

**No. SO(Admn)RR&SD/2-49/2020:** In pursuance of the declaration of emergency throughout the Province of Khyber Pakhtunkhwa due to Corona Virus (COVID19), vide this Department Notification No. SO (Estt) RR&SD/3-5/2019 dated 05.03.2020 read with powers conferred on the Khyber Pakhtunkhwa Provincial Disaster Management Authority under clauses (c), (g) and (i) of sub-section (2) of Section 16 of the National Disaster Management Authority (Khyber Pakhtunkhwa) Act, 2010, the Authority is pleased to lay down the following **Guidelines for Philanthropic activity by person(s), organization(s) or any other such entity:**

1- **General:**

- (a) All Humanitarian relief assistance, or any other support provided by organization(s) or any other similar entity responding to the COVID-19 pandemic may be based on humanitarian principles i.e., humanity, neutrality, impartiality and independence. Therefore, the assistance provided should not be used to further any political gains, religious or sectarian divide. The aid may be given only on the basis of humanitarian needs and not on the basis of race, color, political affiliation, gender, nationality, religious belief.

2- **List of items to be disbursed:**

- (a) Items may include quantified food items, medicines, other important items of daily use, and items required for quarantine designated facilities, areas and isolation wards. Items for quarantines camps, areas and isolation wards may be finalized and allowed to be supplied only after consultation with the DC concerned;
- (b) Food items may include only 20 KG Atta/Wheat flour; 10 KG rice; 1 Carton of milk; 4.5 liters of oil/ghee; 8 KG of pulses/lentils; 1 KG of dates; 5 packs of energy biscuit; 5 boxes of black tea; and 5 KG of sugar for a family of 5 members for one month. An ideal food package may include these items. However, in case of resource constraint, efforts may be made to include as much from the above recommended package as possible;
- (c) Medicines may include anti-pyretic, antacids, anti-allergies, anti-tussives, anti-viral, and any other medicines for diseases like diabetes, hypertension, cardiovascular problems, only where required;
- (d) Hygiene kits for females and children; and,
- (e) Other humanitarian program modalities such as cash programming and/or using voucher methodology where markets are functional may be utilized while complying with all prevailing government regulations/guidelines ensuring transparency and accountability in the transaction. The details for provision should be duly shared with District Administration and Provincial Disaster Management Authority (PDMA).

3- **Channels for initiation and decisions:**

- (a) Person(s), Organization(s) or any other entity shall be categorized on the basis of area of activity and/or sector of their expertise;
- (b) For area specific person(s), Organization(s) or any other entity, the details shall be submitted by such person(s), organization(s) or any other entity shall be finalized and allowed for operation by the Deputy Commissioner concerned;
- (c) For sector-wise specialized person(s), organization(s) or any other entity, the concerned Departments (Home Department and PDMA) shall issue permission certificates to the DC concerned without any request from these, subject to the conditions to be implemented by the DC concerned. DC concerned, then, later on issue specific permission certificates to these on their own requests; and,
- (d) All those person(s), Organization(s) or any other such entities that have been already granted NOC by the concerned Departments for carrying out other activities, may be considered to have been granted NOC for activities of COVID-19.

**4- Area of Work:**

Such activities may be carried out in the following areas and/or for the following person(s), families:

- (i) To the daily wagers whose list to be provided by the DC concerned;
- (ii) Families with no male bread winners, or minors as bread winners, whose list to be provided by the DC concerned;
- (iii) Quarantine areas after due consultation with DC; and after determination and reiteration of already notified protocols for movement of material and persons into and out of these areas;
- (iv) To person(s) within isolation wards after consultation and reiteration of protocols already notified for movement of material (food, medicine, clothes and utensils for these) into and out of these wards;
- (v) To Quarantine Camps of the government, if the DC concerned allows it, as it is being provided by from the Relief Account.

**5- Protocols for such person(s), organization(s) and other such entities:**

- (a) All protocols for individuals of such organization(s) and entities shall be followed, which include, but are not limited to: (i) washing of hands; (ii) use of sanitizer (iii) distance of 3 feet amongst the members of the organization, and amongst the members and the recipients; and, (iv) use of masks, gloves and gauze caps.
- (b) The protocols for running of office shall also be followed which include, but are not limited to: (i) leaves to person(s) more than 50 years of age, females on the way of family, person(s) with cardio-vascular diseases, respiratory diseases and other co-morbidities (ii) Non-essential staff shall not be allowed to attend office(s) (iii) the premises of offices be kept sanitized and clean (iv) washrooms shall be sanitized and dried (v) sanitizers shall be installed at entry points of offices
- (c) The protocols for purchase, movement and disbursement of items, and vehicles and person transporting such items as enunciated in the Guidelines for Operations of Industry during the COVID-19 Emergency shall be followed.

**6- Fiduciary Ethics:**

- (a) Humanitarian Wings of all the organization(s) and any other such entity of Proscribed Organizations, the list of which shall be shared by the Home Department with all the DCs in Khyber Pakhtunkhwa, shall not be allowed; and,
- (b) Any other organization(s) and any other such entity having doubtful financial resources shall be only allowed after the State Bank of Pakistan verifies the sources of the finances of the organization(s) or other such entity to be legal.

7- The Deputy Commissioner shall determine the mode, mechanism, area and extent of the philanthropic activity with appropriate checks for conformity with the Government guidelines regarding COVID-19, under intimation to the PDMA, and Home Department.

8- Philanthropic activity by any person(s), organization(s) or any other entity shall be allowed and carried out under the overall framework and protocols for exemptions issued by the Relief, Rehabilitation and Settlement Department, Khyber Pakhtunkhwa through its various notifications.

9- A separate SOP for international donors and NGOs will be issue separately.

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Secretary

Relief Rehabilitation & Settlement Department

**ENDST: NO. & DATE EVEN**

Copy forwarded for information and necessary action to the:

1. Principal Secretary to CM, Khyber Pakhtunkhwa
2. All Administrative Secretaries, Khyber Pakhtunkhwa.
3. Inspector General of Police, Khyber Pakhtunkhwa.
4. All Divisional Commissioners, Khyber Pakhtunkhwa.
5. HQ 11 Corps, Peshawar.
6. All Deputy Commissioners, Khyber Pakhtunkhwa
7. All DIGs Police Khyber Pakhtunkhwa.
8. PSO to Chief Secretary, Khyber Pakhtunkhwa.
9. PS to Secretary RR&S Department.
10. Master File 2019-20.



Deputy Secretary (Admin)  
RR&S Department