

GOVERNMENT OF ODISHA
SCHOOL & MASS EDUCATION DEPARTMENT

NOTIFICATION

No. 23012 Date 03-09-2026

SME-FIN-FIN-0028-2026

Sub: Guidelines for payment of *ex-gratia* grant towards accident relief for students

Accidents often bring loss of life, unexpected medical expenses, temporary disability etc., which can severely disrupt a student's education. Many students come from modest financial backgrounds and are not covered by comprehensive insurance schemes. Under such circumstances, the provision of *ex-gratia* grants and accident relief for students from appropriate head is crucial to ensure immediate financial support during emergencies

Considering these aspects, Government after careful consideration have been pleased to issue a fresh guideline for release of *ex-gratia* amount in case of death or permanent disability in supersession to the guideline issued vide this Department Letter No.468 Dated the 25th of March 2015 to provide *ex-gratia* grant immediately for the students who met with accidents in the schools or while travelling to and from the schools and when involved in school related activities.

The details of the scheme are as below: —

1. The Scheme:

(a) The scheme will be called "**Payment of *ex-gratia* grant to students from Ex- Gratia Fund**".

(b) The scheme will be applicable to all the girls' and boys' students of Shishu Vatika to Class XII of Government, Government Aided Schools & Schools under the Odisha Adarsha Vidyalaya Sangathan (OAVs) & Odisha Mining Adarsha Vidyalaya (OMAVs) functioning under the School & Mass Education Department.

(c) All the medical expenses shall be met from Ayushman Bharat/CMRF/Red Cross or any other applicable scheme as per the existing norm. Students need not pay any treatment charges in Government Hospitals.

(d) This scheme shall come into effect from the date of issue of the Notification.

(e) In case of accident of the students in such circumstances as indicated above, the permissible *ex-gratia* amount and the documents to be submitted will be as under:



Sl. No.	Accident Particulars	ex-gratia grant Amount (Rupees)	Documents to be submitted in triplicate along with the proposal
(i)	Death or Permanent disability due to Road Accident on the way and way back to School, accidents in the school building, Food poisoning due to consuming mid-day-meal, or accident occurred during any school related activities	Rs.2,00,000/-	i. FIR ii. Enquiry report of DEO iii. Report of CDMO (in case of permanent disability)
(ii)	Any major accident which needs the victim to shift out of the district to the better Hospital / Medical Colleges.	Up to Rs.30,000/- towards incidental travelling charges. Treatment in Government hospitals will be done free of costs.	Report of BEO / DEO & Recommendation of the Chief Medical Officer.
(iii)	Any accident in which the child is admitted and treated at the District Head Quarter Hospital and requires care for more than 03 days.	Up to Rs 10,000/- towards incidental travelling charges. Treatment in Govt. hospitals will be done free of costs.	Report of the BEO/ DEO and Recommendations of Medical Officer.

2. Procedure for sanction of ex-gratia and its payment:

- The responsibility of making proposals of student *ex-gratia* grant is that of the Headmaster (HM)/Principal of concerned school / Block Education Officer (BEO) / District Education Officer (DEO).
- The HM/Principal will submit the report with detailed enquiry to the DEO through BEO for approval of the Collector.
- The Collector concerned after confirming the facts from the recommendations of DEO will sanction the *ex-gratia* amount for death/permanent disability indicating the name and address of eligible persons (parents or next of the kin) who will receive the *ex-gratia*.



iv. Consequent upon approval of the Collector, the *ex-gratia* amount in favour of the parents/NoK shall be released preferably within 24 hours of the incident from the available fund of DEO and the amount shall be recouped on submission of documents for sanction and release of funds by Director, Secondary Education, Odisha from the appropriate head of account.

v. The District Education Officer will disburse the amount from the available fund to the parents /NoK to be paid through account transfer.

vi. The amount of *ex-gratia* grant shall be paid as per following priority:

- a. Student's mother.
- b. Student's father in case mother does not survive.
- c. If both the parents do not survive then any guardian identified by the Collector.

vii. Consequent upon release of *ex-gratia* funds, the documents as required under this guideline shall be forwarded by the DEO in Annexure-I duly countersigned by Collector to Director, Secondary Education, Odisha for release and recoupment of funds.

viii. In case of death of a student occurred due to any calamities covered under the prevailing provisions of Special Relief Commissioner, Odisha, the higher *ex-gratia* amount shall be sanctioned by the appropriate authority as the case may be.

ix. In case of major accident/accident, the incidental/travelling charges shall be drawn from the available funds of DEO with due approval at his/her level. The expenditure will be forwarded by the DEO to DSE(O) for sanction & recoupment.

x. For any dispute the decision of the Collector of the district is final.

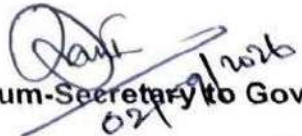
xi. The responsibility of effective implementation of the scheme and monitoring will be that of Director, Secondary Education (O) who will review and submit the report to S & ME Department annually.

3. Source of Funding:

The expenditure under this scheme shall be met out of the available grant to S&ME Department in that particular year under the Head of Account "Demand No-10-2202 General Education-Non plan-02-Secondary Education-800 Other Expenditure-2792- *ex-gratia* and Compensation-29014-Payment of *ex-gratia* and Compensation".

ORDER: Ordered that this notification will be published in the extraordinary issue of Odisha Gazette.

By Order of the Governor


Commissioner-cum-Secretary to Government

Commissioner-cum-Secy. to Govt.
School & Mass Education Deptt

Memo No. 23013 /SME dtd. 03-09-2026

Copy forwarded to the Gazette Cell in-charge, Odisha Gazette Cell, Commerce and Transport (Commerce) Department, Lokaseva Bhawan, Bhubaneswar/Directorate of Printing, Stationery and Publication, Odisha, Kataka, (email-deputydirectorpp@rediffmail.com) with a request to publish the above Notification in an extraordinary issue of Odisha Gazette and supply fifty copies to this Department.

 - 02/09/2026

FA-cum-Special Secretary to Government

Memo No. 23014 /SME dtd. 03-09-2026

Copy forwarded the Private Secretary to Hon'ble Chief Minister, Odisha/Private Secretary to Hon'ble Minister, School & Mass Education/OSD to Chief Secretary, Odisha/Principal PS to DC-cum-ACS/Principal PS to Commissioner-cum-Secretary, School & Mass Education Department for kind information of Hon'ble Chief Minister, Odisha, Hon'ble Minister, School & Mass Education, Chief Secretary, DC-cum-ACS and Commissioner-cum-Secretary, School & Mass Education Department.

 - 02/09/2026

FA-cum-Special Secretary to Government

Memo No. 23015 /SME dtd. 03-09-2026

Copy forwarded to the Director, Secondary Education/Director, Elementary Education/Director, Higher Secondary Education/Director, TE & SCERT/SPD, OSEPA/SPD, OAVS/SNO, PM POSHAN/ all Regional Directors under S&ME Department for their information and necessary action.

 - 02/09/2026

FA-cum-Special Secretary to Government

Memo No. 23016 /SME dtd. 03-09-2026

Copy forwarded to all Collectors for their information and necessary action.

 - 02/09/2026

FA-cum-Special Secretary to Government

Memo No. 23017 /SME dtd. 03-09-2026

Copy forwarded to all District Education Officers/ all Block Education Officers for their information and necessary action.

 - 02/09/2026

FA-cum-Special Secretary to Government

Memo No. 23018 /SME dtd. 03-09-2026

Copy forwarded to all Departments of Government/Special Relief Commissioner, Odisha for information.


02/09/2026

FA-cum-Special Secretary to Government

Memo No. 23019 /SME dtd. 03-09-2026

Copy forwarded to all Departments of Government/Special Relief Commissioner, Odisha for information.


02/09/2026

FA-cum-Special Secretary to Government

Memo No. 23020 /SME dtd. 03-09-2026

Copy forwarded to all Officers/ all Sections/ Computer Cell for information and necessary action.

The Computer Cell is requested to take immediate steps for hoisting of this Notification in the Department Website immediately.


02/09/2026

FA-cum-Special Secretary to Government

APPLICATION FORM

To

The DEO..... / District

(Through BEO) / Block

1. **Name of the Student:**
Age: Village:, Post:
PS:, District:
2. **Name of the student's school:**
Village:, Post:
PS:, District:
3. **Name of the students' Mother/Father/Guardian:**
Village:, Post:
PS:, District:
Bank/ Post office account No-
4. **Date on which the incident occurred:**
5. **Brief detail of incident.**

6. **Name of the Hospital where treatment is /was taken:**
From to
(If treatment is taken in more than one hospital then Name and period of all hospitals along with the certificates of medical officer shall be mentioned and attached) .
7. **To prove the claim the list of documents enclosed**
 - 1.
 - 2.

Signature of the Parent/Guardian

**Signature of the Head Master/Principal
of the School with seal:**

