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பாதுகாப்பு அமைச்சு  
MINISTRY OF DEFENCE



ජාතික ආපදා සහන සේවා මධ්‍යස්ථානය  
தேசிய அனர்த்த நிவாரண சேவைகள் நிலையம்  
National Disaster Relief Services Centre  
විද්‍යා මාවත, කොළඹ 07, ශ්‍රී ලංකාව  
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මගේ අංකය }  
எனது இல } NDRSC/02/04/10  
My No. }

ඔබේ අංකය }  
உமது இல }  
Your No. }

දිනය }  
திகதி }  
Date }

All District Secretaries,

All Divisional Secretaries,

**Payment of Grants to Businesses Stalled Due to Disaster Impact.**

This guideline is issued to provide instructions and clarifications for the efficient and effective implementation of the grant program for business damages. This program is part of the "Empowering Disaster Victims" initiative proposed through Budget Circular No. 08/2025 (dated 2025.12.05), Budget Circular No. 08/2025(i) (dated 2025.12.20), and Budget Circular No. 08/2025(iii) (dated 2026.01.22). The goal is to restore the lives of the public in areas affected by the emergency disaster situation caused by "Cyclone Ditwa".

02.This program applies to business damages that occurred during the comprehensive disaster situation that prevailed from November 21, 2025, to December 31, 2025.

This guideline has been issued with the concurrence of the Ministry of Finance, Planning, and Economic Development.

03.In providing these business damage grants, responsibilities are assigned to the following officials to assist the Divisional Secretary and the existing Village Disaster Management and Relief Services Committee:

- Industrial Development Officer
- Small Business Development Officer
- Entrepreneurship Development Officer
- Productivity Development Officer
- Export Development Officer

04.In addition to their existing duties, the Village Disaster Management and Relief Services Committee will undertake the following:

- (a) Identifying business owners eligible for grants and collecting relevant information.
- (b) Ensuring that the relevant grants reach the beneficiaries accurately and on time, and working to resolve any issues arising in the grant provision process.

## 05. Payment for Business Damages

This section covers the provision of grants to individual, small, and micro-business owners to restore businesses that have stalled due to a comprehensive disaster.

- 5.1 To classify businesses, the following criteria provided by the Ministry of Industries and Entrepreneurship Development in Circular 2025.12.08 (dated 2025/02) must be used:

Sector	Criteria	Small	Micro
Manufacturing	Annual Turnover	Rs. 20 – 350 Million	Less than Rs. 20 Million
	Number of Employees	10 – 50	Less than 10
Service	Annual Turnover	Rs. 20 – 350 Million	Less than Rs. 20 Million
	Number of Employees	5 – 50	Less than 5

## 5.2 Compensation for Owners of Permanent Business Buildings Damaged due to Disaster Situations

- 5.2.1 In order to restore and bring damaged permanent business buildings back to a usable state for restarting operations, compensation for the damages caused to the permanent business building shall be provided to the owner as follows:

5.2.1.1 For business owners who express their consent to receive compensation for restoring damaged business buildings without a formal damage assessment, a sum of Rs. 500,000/- shall be provided.

5.2.1.2 An initial installment of Rs. 300,000/- from this amount shall be provided first. The remaining Rs. 200,000/- shall be released after confirming that the business premises are being reconstructed in a disaster-resilient manner.

- 5.2.2 The allowance of Rs. 500,000/- mentioned above (payable without a formal assessment) shall only be granted for the renovation of permanent business buildings if at least one of the following restoration activities, from (a) to (e), is carried out:

(a) Renovating or newly constructing a permanent section of the business building in a disaster-resilient manner.

(b) Permanently repairing or reconstructing the roof of the business building.

(c) Improving or newly constructing the health and sanitation facilities of the permanent business building.

(d) Constructing retaining walls or land conservation methods to ensure the business building is disaster-resilient.

(e) Renovating the damaged permanent business building in a manner that withstands future disaster situations.

**5.2.3** Even if the damage caused to the business premises by this disaster can be restored for an amount less than Rs. 500,000/-, these funds may still be utilized to construct a more secure permanent business building (or a section of it) if the damaged structure was not originally built to standard. This aims to renovate permanent business buildings to withstand future disaster situations, thereby reducing future expenditure on disaster relief.

- In such instances, the beneficiary must clearly state in the application form the specific tasks intended to be carried out to build or renovate the business premises in a disaster-resilient manner using the Rs. 500,000/- grant. Accordingly, the Village Disaster Management and Relief Services Committee will provide the necessary instructions to carry out those tasks.

**5.2.4** Business owners who express their consent to receive compensation after a formal damage assessment may receive a compensation amount up to a maximum of Rs. 5,000,000/-, following the assessment of the damages caused to the business building.

**5.2.5** Business owners who opt to receive compensation based on a damage assessment are not eligible for the aforementioned Rs. 500,000/- flat-rate compensation.

**5.2.6** In the process of awarding these compensation funds, the assistance of the Grama Niladhari, Administrative Grama Niladhari, Small Business Development Officer, Officers from the National Productivity Secretariat, Industrial Development Board Officers, National Enterprise Development Officers, Social Services Officers, or other relevant officials should be obtained.

**5.2.7** The documents required to be submitted to obtain the Rs. 500,000/- compensation for the restoration of the business building are as follows:

- Completed application form (NDRSC 3.8 Business Form) – Annex 01
- Business Registration Certificate
- Trade License
- Documents obtained from authorized institutions to conduct the business
- Copy of the applicant's National Identity Card (NIC) / Driving License / Elders' Identity Card / Passport
- 04 clear photographs of the damaged business premises
- Documents proving property ownership, copies of deeds, or if it is government land, the consent of the Divisional Secretary.

**5.2.8 Documents required to obtain compensation up to Rs. 5,000,000/- provided after a formal damage assessment:**

- Completed Application Form (NDRSC 3.8 Business Form) – Annex 01
- Business Registration Certificate
- Trade License
- Permits/Documents issued by authorized institutions to operate the business
- Copy of Identity Document: National Identity Card (NIC), Driving License, Elders' Identity Card, or Passport
- 04 Clear Photographs of the damaged business premises
- Proof of Property Ownership: Copies of deeds, or the consent of the Divisional Secretary if the business is located on government land
- Assessment Committee Report and Approval from the Divisional Secretariat
- Report including recommendations from the National Building Research Organisation (NBRO) regarding the land where the business building is situated

**5.3 One-Time Allowance for the Restoration and Restarting of Disaster-Affected Businesses**

The following one-time allowance is provided to bring disaster-affected businesses back to an operational state:

- This allowance is granted to the business owner who was actively operating the business at the time of the disaster, to assist with the restoration activities required to restart operations.
  
- If a business was being operated in a rented building, the business owner is entitled to this allowance. The building owner may separately apply for compensation for structural damages under Section 5.2.1.1 or 5.2.4 as mentioned above.
- The beneficiary must confirm that the business was active at the time of the disaster by providing documents such as:
  - Purchase bills/invoices for goods.
  - Loan documents related to the business.
  - Water or electricity bills paid in the name of the business.
- For damaged businesses registered under the Ministry of Industry, a recommendation must be obtained confirming that the business was active at the time of the disaster. This recommendation can be provided by:
  - Small Business Development Officer
  - National Productivity Secretariat Officer
  - Industrial Development Board (IDB) Officer
  - National Enterprise Development Authority (NEDA) Officer, or any other relevant officer

- Claims for this compensation must be submitted using the NDRSC 3.9 Application Form (Annex 02)

<b>Category</b>	<b>Grant Amount</b>
5.3.1 Individual, Small & Micro businesses registered with the Ministry of Industry	Rs. 200,000/- per unit
5.3.2 Individual, Small & Micro businesses registered with the Divisional Secretariat	Rs. 200,000/-/- per unit
5.3.3 Unregistered trade businesses operated in a permanent home building	Rs. 50,000/-/- per unit
5.3.4 Unregistered manufacturing units, industries, and greenhouses	Rs. 50,000/-/- per unit
5.3.5 Temporary trades, including street vendors and mobile vendors	Rs. 25,000/-/- per unit

If a beneficiary qualifies for multiple categories under 5.3.3, 5.3.4, and 5.3.5, they will only receive a grant for one category.

**Air Vice Marshal Sampath Thuyacontha (Retired)**  
**WWV, RWP (Triple Bar), RSP (Double Bar), USP,**  
**MSc (Strategic Studies – China), MSc (Def. Stu.) Mgmt,**  
**MSc (Def. & Strat. Stu.), fndu (China), psc**  
**Secretary**  
**Ministry of Defence**

**Copies:**

1. **Secretary to the President**
  2. **Secretary to the Prime Minister**
  3. **Secretary to the Cabinet of Ministers**
  4. **Secretary, Ministry of Finance, Planning and Economic Development** To
  5. **Secretary, Ministry of Public Administration, Home Affairs,** issue
  6. **Secretary, Ministry of Housing and Construction** instructions
  7. **Auditor General, Auditor General's Department** to officers
- as applicable

**Application Form for Granting Compensation for Business Buildings Damaged by Cyclone Ditwa**

To be completed by the applicant

Disaster Period: From

<b>District</b>	<b>Owner's Permanent Residence</b>	<b>Location of Business</b>
<b>Divisional Secretariat Division</b>		
<b>Grama Niladhari Division</b>		

**Details of the Applicant** *(The applicant must be the owner of the business)*

Full Name of Applicant

Name of Business

Nature of Business

Annual Income

Number of Employees

National Identity Card (NIC) Number

Address

<b>Residential Address</b>	<b>Business Address</b>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

Telephone Number: Fixed

Mobile

**Bank Account Details**

Bank -

Branch -

Account No

**Details of the Damaged Property**

Ownership Status of Property

1- Freehold Deed

2. Government Grant

3. Government Permit

4. Occupational

5. Unauthorized

6. Other (Specify):

Condition of Building 1. Permanent

2. Semi-Permanent

3. Temporary

Total Floor Area (sq. ft.).....

Type of Building Structure 1. Single Building

2. Multi-story Building

3. Apartment Complex

Number of Floors 1-. Ground Floor

2. 1st Floor

3. 2nd Floor

4. 3rd Floor

5. 4th Floor

6. 5th Floor or above

**Justification/Reason if the applicant is not the owner:**

**Applicant's Declaration**

My permanent business building located at the above address was damaged on (Date) \_\_\_\_\_ . Therefore, I hereby request necessary action to provide compensation without assessment / after assessment.

**"In the event that consent is expressed to receive compensation without a formal damage assessment, the renovation work expected to be carried out with the sum of Rs. 50,000/-"**

Tasks/works expected to be carried out using the sum of Rs. 50,000/- to renovate the business building or to construct it in a disaster-resilient manner.	Proposed Reconstruction / Construction Work	Approximate Cost (Rs.)
	<b>Total</b>	

I hereby submit the Affidavit attached to this application form.

.....

.....

**Signature**

**Date**

**Depending on the extent of the damage, the relevant sections must be filled out to receive compensation either without a formal assessment or after a formal assessment.**

**Part A  
Granting Compensation for Beneficiaries Opting for Payment Without  
Damage Assessment**

**Committee Observations**

<b>Nature of the Business</b>					
<b>Damage Report</b>	<b>Building</b>				
<b>Measures to be taken to construct the building in a disaster-resilient manner</b>					
<b>Instructions provided to the applicant regarding the tasks to be undertaken for construction / renovation of the building</b>					
<b>Documents submitted to obtain compensation for business damages</b>	<b>Trade License</b>				
	<b>Registration Certificate</b>				
	<b>Documents confirming property ownership</b>				

**Committee Recommendation**

The business building located at ..... was damaged due to the disaster on ..... Since the beneficiary has expressed their willingness to receive the compensation amount to restore/renovate the building to its normalcy without a formal damage assessment, I recommend the payment of requested Rs..... to be paid in the following 02 installments based on the details of the aforementioned tasks.

**It is appropriate to provide a sum of Rs. 300,000/- in the first installment.**

**Names of Committee Members \_\_\_\_\_ Designations \_\_\_\_\_ Signature**

1. Grama Niladhari
2. Social Empowerment Officer
3. Samurdhi Development Officer

**It is appropriate to provide a sum of Rs. 200,000/- in the second installment.**

**Names of Committee Members \_\_\_\_\_ Designation \_\_\_\_\_ Signature**

- |    |                              |
|----|------------------------------|
| 1. | Grama Niladhari              |
| 2. | Social Empowerment Officer   |
| 3. | Samurdhi Development Officer |

**Approval of the Divisional Secretary**

I approve / do not approve the granting of compensation due to the presence / absence of the following factors:

1		
2		
3		
4		

I approve the first installment.	<input type="checkbox"/>
----------------------------------	--------------------------

Signature and  
Official Seal

"I approve the second installment."	<input type="checkbox"/>
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**Part B  
Obtaining Compensation for Business Buildings After Formal Damage  
Assessment**

**Serial Number (For Office Use Only)**

**Details of Damaged Assets and Services**

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**Assessment of Damaged Assets**

Damaged Assets	Rate s (per ft2)	Total Square Area	Damaged Area (sq. ft.)	Damage Percentage (%)	Value of Damage (Rs.)
<b>ROOF</b>					
1. Tiles					
2. Asbestos					
3. Concrete					

4. G.I. Sheets						
5. Cadjan / Straw / Palmyrah						
6. Wooden Frame + Ceiling						
7. Wooden Frame						
8. Rainwater Gutters						
9. Rainwater Downpipes						
10. Others						
<b>FLOOR</b>						
1. Cement						
2. Terrazzo						
3-Tile						
4-Granite						
<b>5-Treated Wood</b>						
6-Mud / Sand						
7-Othe						
Wall						
1-Brick						
2- Large Gravel / Cabook						
3- Cement Blocks						
4- Stone						
5-Pressed soil block						
6-G.I. Sheet						
7-Mud / Sand						
<b>8-Wooden / Plank</b>						
<b>9-Coconut leaf / Straw / Palmyra leaf</b>						

10-9-inch Brick Wall						
11- 4.5-inch Wall						
12- <del>5</del> Plastered on interior only						
13-Plastered on exterior only						
14-Other						
Foundation						
1- Brick						
2- <b>Concrete</b>						
3-Granite/Rubble						
4- <b>Other</b>						
Doors / Frames						
1-Wooden						
2- Aluminum						
3- <b>Concrete</b>						
4- <b>Other</b>						
Painting						
1- <b>Exterior Wall</b>						
2- Interior Wall						
3- Doors / Frames						
4- Floor						
5-Other						
Total Value						

### Assessment of Damaged Services

Damaged Services in the Premises	Total Area (sq. ft.)	Damaged Area (sq. ft.)	Total Damage (Rs.) / Damage Percentage (%)
Electrical System			
1-CEB			
2- Solar Panel			
3- Other			
Water Pipe System			
1-NWSDB			
2-Community Water System			
3-Tube Well			
4- Well			
5-Well based tap			
6- Other			
Sanitary/Toilet System			
1- <b>Attached to the building</b>			

<b>with basic fixtures</b>			
2- Attached to the building with modern fixtures			
4- Water-sealed toilet			
5- Other			
Cleaning & Clearing			
1-Damaged Building			
2-Well			
3-Other			
Total Value			

Photographs : Full  side view

Extent of damage in percentage : 1- Minor damage   
 2- 50%

**Compensation cannot be recommended for the damages caused to the specific house and property due to the following reasons:**

1. The affected business is unauthorized/illegal.
2. The applicant's organization holds an existing insurance policy/coverage..
3. The disaster did not cause sufficient damage or impact to the building to warrant compensation.
4. The damaged building is not in use (abandoned).
5. Compensation has been recommended to be provided by another organization..

  
  
  
  


**Committee Recommendation**

I/We hereby certify that the buildings belonging to the business described above were damaged due to the disaster that occurred on [Date] ..... It is estimated that a total sum of Rs. .... is required to rectify this damage. Accordingly, I recommend that it is appropriate to provide compensation in accordance with the terms and circulars governing the provision of disaster relief.

Special Notes	
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<b>Names of Committee Members</b>	<b>Designations</b>	<b>Signature</b>
1.	Grama Niladhari	
2.	Social Empowerment Officer	
3.	Samurdhi Development Officer	

**Approval of the Divisional Secretary –**

**Due to the presence / absence of the following factors, I hereby approve / do not approve the granting of compensation.**

.....  
 .....

**Date**

**Signature & Official Stamp**

Serial Number (For Office Use Only)

Application form to receive a one-time payment to restore businesses damaged by the impact of Cyclone 'Ditwa' to a restartable condition.

To be completed by the applicant

1. Disaster Period: From :		<input type="text"/>	To	<input type="text"/>
District	Owner's Permanent Residence		Location of Business	
Divisional Secretariat Division				
Grama Niladhari Division				

3. Declaration of the Business Owner

3.1 Full Name of Applicant

3.2 Name of Business

3.3 Nature of Business

3.4 Annual Income

3.5 Number of Employees

3.6 National Identity Card (NIC) Number

3.7 Address

**Business Address**

3.8 Telephone Number: Fixed

Mobile

3.9 Bank Account Details

**Bank - Account Number**

**Branch -**

**Account No**

4. Details of the Damaged Property

4.1 Ownership Status of Property

1- Owner <input type="checkbox"/>	3. Leasing <input type="checkbox"/>
3. Occupational <input type="checkbox"/>	5. Unauthorized <input type="checkbox"/>

Total Floor Area (sq. ft.) 1 - Less than 500

3 - More than 1000

Type of Building Structure 1. Single Building

2. Multi-story Building

Number of Floors 1-. Ground Floor

2. 1st Floor

3. 2nd Floor

4. 3rd Floor

5. 4th Floor

6. 5th Floor or above

**Justification/Reason if the applicant is not the owner:**

### 5. Requested Payment Amount

1. For Sole, Small, and Micro Businesses registered with the Ministry of Industry:

Rs. 200,000/- per business unit.

2. For other registered Sole, Small, and Micro Businesses: Rs. 200,000/- per business unit.

3. For unregistered businesses conducted in a permanent building at home: Rs. 50,000/- per unit.

4.  
5. For unregistered manufacturing industries and greenhouses: Rs. 50,000/-.

6. For temporary businesses, including pavement hawkers and mobile vendors: Rs. 25,000/-.

### 6. Applicant's Declaration

My permanent business premises located at the above-mentioned address was damaged due to the disaster on **[Date]** ..... Therefore, I hereby request the payment of **Rs.** ..... mentioned above, in order to restore my business to a restartable condition.

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