

**Minutes of the 10<sup>th</sup> Meeting of the State Executive Committee held on 3<sup>rd</sup> May 2013 at 3:30 P.M. in the Conference Room of the Office of the Chief Secretary**

The list of the members present is given at **Annexure I**

The Chief Secretary, Assam chaired the meeting. The Chief Secretary welcomed all the Members and took up the agenda for discussion.

**Agenda Item No 1: Confirmation of the Minutes of the 9<sup>th</sup> Meeting of the State Executive Committee.**

**Resolution:** The State Executive Committee confirmed the minutes of the 9th meeting of the State Executive Committee held on 4<sup>th</sup> December 2012.

**Agenda Item No 2: Review of the action taken on the decisions of the 9<sup>th</sup> Meeting of the State Executive Committee.**

**Resolution:** The State Executive Committee noted the Action Taken Report placed in the meeting. The Committee further directed to follow up on the following decisions of the previous meeting pending for compliance.

Pending actions on the decisions taken in the 8th meeting of the SEC	Decision of SEC
<p><b>Home Department</b></p> <p><b>A. Development of a full-fledged State Disaster Response Force Training Centre.</b></p> <p>Home Department apprised SEC that steps are being initiated to prepare an EOI for selecting an agency to prepare the Request for Proposal regarding development of a full- fledged State Disaster Response Force Training Centre.</p> <p>Addl Chief Secretary and CEO ASDMA also suggested that the assistance of Shri G.S. Saini, Director, National Civil Defence College, Nagpur can be considered as he had expressed his willingness during his visit to Jorhat for the conduct of JEMEx.</p> <p><b>B. Renaming of the Fire Service Department &amp; Amendment to the Assam Fire Service Act</b></p> <p>The State Fire Service Organization has been renamed as the Fire &amp; Emergency Services Organization.</p>	<p>A. SEC took note of the matter and requested Home Department to take necessary steps in this regard.</p> <p>B. SEC Took note of the matter</p>

*W. S. Saini*

## Education Department

### 1. School Safety Plans

Education Department informed SEC that the department has prepared the draft amendment incorporating a separate clause making Preparation of School DM Plans and Mock drills mandatory for recognition in the Non-Government Educational Institution Act 2006. The draft along with the Cabinet Memo is now in circulation.

Regarding amendment in the **Venture Schools and Provincialisation Act** the same is being drafted.

### 2. Non-compliance of Safety Norms by Schools

The Directorate of Secondary Education was directed to take action against the three Schools which have not complied with the safety norms (out of 16 identified schools by GMC) and to issue closure notice to three defaulting schools.

The Directorate of Secondary Education informed SEC that out of the three defaulting schools, one has shifted the school and Closure Notice will be served to the rest of the two schools within a week. Reports have been called from the Inspector of Schools on the two defaulting schools so that alternative arrangements can be made to ensure that the students do not suffer due to closure of the schools.

### 3) Safety audit of schools in other districts

SDMA directed Education Department to undertake the Safety Audit of all schools in other districts of Assam in line with the safety audit conducted for the schools of Guwahati City through the Assam Engineering College.

1. SEC directed Education Department to seek the views also from ASDMA on the draft amendment proposed for the "Non-Government Educational Institution Act, 2006" clearly spelling out the changes in the proposed amendment.

Regarding the amendment in the Venture Schools and Provincialisation Act, the Deptt was requested to expedite the matter.

**Action: Education (Secondary) Deptt.**

2. SEC took note of the matter and suggested that Education (Secondary) Deptt should ensure that the students do not suffer while taking such action against the defaulting school authorities.

**Action: Education (Secondary) Deptt.**

3) SEC requested Education Deptt to take necessary steps so that the safety of the children is ensured in the schools.

**Action: Education Deptt.**

*W. S. K.*



<p>Education Deptt informed that steps are being initiated in this regard</p> <p><b>4) Change of use of residential building to Schools</b></p> <p>AEC has identified 68 schools which have converted residential buildings to schools and submitted its report to ASDMA which was placed before the Hon'ble Chief Minister in the 5<sup>th</sup> SDMA meeting.</p> <p>SDMA directed GMDA/GMC to initiate appropriate action with regard to the 68 private schools (change of use) which are housed in rented and commercial premises.</p> <p>SDMA also directed GMDA to take up the matter on priority basis and submit action taken report to ASDMA for appraisal of Hon'ble Chairperson.</p>	<p>4) SEC directed GMDA/GMC to take appropriate action against these 68 identified schools as change of use of residential buildings to schools means a change in the load capacity thus making it "Unsafe"</p>
<p><b>GDD</b></p> <p><b>1. Status report on safety audit of high rise buildings, water treatment plants, occupancy certificates etc.</b></p> <p><b>GDD/GMDA/ GMC:</b></p> <p><b>a) Safety Audit of Multi- Storied Buildings:</b></p> <p>GMDA to undertake Safety Audit of 324 G+4 and above Multi storied buildings in Guwahati city and complete the same within six months i.e. July 2013. GMDA apprised SEC that the Safety Audit has so far been completed in 138 buildings out of the 324 identified buildings and the entire exercise will be completed within four months.</p> <p><b>b)Occupancy Certificate:</b></p> <p>GMC to follow up on the matter related to Occupancy Certificate for Residential and commercial Buildings and update ASDMA on the status.</p>	<p>a) SEC directed GMDA to complete the exercise within four months and submit status report to ASDMA for appraisal of SEC.</p> <p><b>Action: GMDA</b></p> <p>b) GMDA informed that Occupancy Certificates have been issued for 40 buildings and notices have been issued for 60 buildings for compliance in terms of production of Occupancy Certificates</p>

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**c) Jagabandhu Apartments**

SEC directed GMC to submit a clearance certificate with regard to safety aspect of Jagabandhu Apartment so that the matter can be closed.

GMC informed SEC that it had requested the Assam Engineering College for the report on the safety status of the Jagabandhu Apartment and two reminders also have already been issued to AEC but the matter is still pending with AEC.

**d) Widening of Roads in Guwahati City**

GDD was directed to move the Planning and Development Department for fund amounting to Rs. 54.00 crore for widening of the 35 already identified narrow roads.

GDD apprised SEC that the matter had been taken up with the P & D Department but the same was not approved. Hence the Deptt is exploring possibilities for arrangement of fund from the Assam Infrastructure Fund for widening of the 35 narrow roads.

GMC, on the other hand, informed SEC that so far notices have been issued for 764 buildings / builders to produce Occupancy Certificate and the process is underway. However, as GMC does not have sufficient manpower they are not able to give a timeline for completion of the exercise.

SEC noted the progress and also directed GMC to develop alternative strategy for completing the task of Occupancy Certificates as the matter is of serious concern.

**Action: GMDA & GMC**

c) SEC directed GMC to pursue the matter with AEC and furnish the Clearance Certificate at the earliest possible.

**Action: GMC**

d) SEC requested GDD to take necessary steps in this regard and submit status note to ASDMA for appraisal of SEC.

**Action: GDD**

*N. K. Sanyal*



<p><b>UDD</b></p> <p><b>Uniform Building Bye-laws and Amendment to the Municipal Act 1956.</b></p> <p>SDMA and SEC directed the Urban Development Department to complete the process for finalisation of the Uniform Building Bye-laws at the earliest.</p> <p>UDD informed SEC that it has already circulated the draft Uniform Building Bye-laws to all the concerned departments for their views and the same has been received from a few departments. UDD also informed SEC that the same will be finalised within two weeks.</p>	<p>SEC took note of the matter and directed GDD to complete the task at the earliest and submit status note to ASDMA for appraisal of SEC.</p> <p><b>Action: UDD</b></p>
<p><b>Health Department:</b></p> <ol style="list-style-type: none"> <li>1) Preparation of Hospital Mass Casualty Management Plans</li> <li>2) Preparation of inventory list of all retired doctors</li> <li>3) Mapping of the capacity of hospitals with regard to beds, doctors, equipments etc.</li> </ol> <p>Hon'ble Chief Minister and Chairperson, SDMA directed Health Department to undertake these works immediately with due urgency as disasters may strike anytime and hospitals have to respond and cater to the affected population immediately to minimize the loss of lives.</p> <p>He further advised the Health Department to take the support of the Army Base Hospital in the preparation of the Hospital Emergency Plans as they have the necessary expertise in the area.</p> <p>Health Department was directed to complete the works at the earliest and submit compliance report to ASDMA for appraisal of Hon'ble Chairperson.</p> <p>Health Department informed SEC that:</p> <ol style="list-style-type: none"> <li>i) 24 Government Hospitals and 8 Private Hospitals have their Mass Casualty Management Plans</li> <li>ii) Preparation of MCMP for rest of the</li> </ol>	<p>SEC directed Health Department to complete the activities within a month and submit compliance report for appraisal of Chairperson SDMA.</p> <p><b>Action: Health &amp; Family Welfare Deptt.</b></p>

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government and private hospitals will be completed within a month.

iii) Inventory list of 250 retired doctors have been prepared and the same is being updated.

iv) Mapping of the capacity of hospitals with regard to beds, doctors, equipments have been completed.

#### **Power Department**

SDMA in its 5<sup>th</sup> meeting had directed Power Department to:

1) Make a survey of their electrical poles and power stations with regard to their capacity to withstand a large scale earthquake or high velocity winds.

2) To get in touch with Forest Department and initiate action with regard to the trees that causes electric poles and wires to fall, thereby disrupting power supply, during storms.

Power Department informed SEC that survey of electrical poles and power stations with regard to their capacity to withstand a large scale earthquake or high velocity winds has been done division wise

Power Department further informed SEC that cutting / clearing of trees that causes electric poles and wires to fall are being done.

SEC took note of the matter.

#### **Directorate of Sports**

##### **Fire safety measures in Stadiums**

Directorate of Sports apprised SEC that

i. Water hydrants in the Sarusajai Stadium have been provided and the same are functional.

ii. Water hydrants in the Nehru Stadium adjacent to the new indoor stadium has been provided and

iii. Steps have been taken to provide water hydrants in the old side of the Nehru Stadium as well.

SEC directed the State Fire and Emergency Services to certify the status of Fire safety Measures adopted in the stadiums.

**Action: Fire & Emergency Services, Assam**

*N. K. Sanyal*



<p><b>Secretariat Administration Department &amp; ASDMA:</b></p> <p><b>1. Conduct of Earthquake Mock drill in the Secretariat Complex</b></p> <p>ASDMA informed SEC that the Secretariat Mock drill was conducted on 28th February 2013.</p>	<p>SEC took note of the matter.</p>
<p><b>2. Parking of Vehicles within the Secretariat Complex</b></p> <p>SEC in its 9<sup>th</sup> meeting had directed SAD to ensure proper parking of the vehicles in the Secretariat complex so that emergency response vehicles can move smoothly in the complex at the time of emergency.</p> <p>SAD informed SEC that the problem of inadequate parking space is being looked into especially with regard to Visitors cars having entry passes to the Secretariat.</p>	<p>SEC directed SAD to take urgent steps to develop and implement specific protocols for car parking inside the Secretariat complex. Further, it directed SAD to take necessary steps to manage the vehicles parked in front of Block A as it obstructs the movement of vehicles even in normal times.</p> <p><b>Action: SAD</b></p>
<p><b>Transport Department &amp; IWT</b></p> <p>Follow-up action on the decisions taken in the meeting with concerned agencies / department following the Medartari boat tragedy:</p> <p><b>i) Identification of four ghats for installation of early warning system</b></p> <p>IWT informed SEC that weather forecasts have been regularly disseminated to Ghats in Dhubri, Cachar, Jorhat and Dibrugarh.</p> <p><b>ii) Ghat Managers for all Ghats</b></p> <p>IWT informed SEC that the Section Officers of IWT have been designated as Ghat Managers</p> <p><b>iii) Constitution of QRT by Director of IWT</b></p> <p>IWT informed SEC that the respective Sections Officers of IWT have been entrusted to constitute the QRT in the concerned districts, few of which have already complied to the same.</p> <p><b>iv) Proper communication system for passing weather information through SMS/ Phones and to</b></p>	<p>SEC took note of the matter and directed IWT to submit compliance report to ASDMA for records</p> <p><b>Action: IWT</b></p>

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<p><b>display weather information with flags</b></p> <p>IWT informed SEC that steps have been taken to place proper communication system for dissemination of weather information in the ghats.</p> <p><b>v) Setting up of Control Room</b></p> <p>IWT apprised SEC that control rooms have been set up in all the concerned districts which have been functional for last six months.</p> <p><b>vi) Joint exercise by IWT, NDRF and River Police for recognition and river mobilisation</b></p> <p>IWT informed SEC that IWT in coordination with the River Police has been carrying out this exercise.</p>	
<p><b>Status on Literature Survey for Earthquake Hazard Assessment Studies related to NE Region</b></p> <p>ASDMA informed SEC that the Agreement with NEIST, Jorhat has been signed for implementation of the project viz. "Literature Survey for Earthquake Hazard Assessment Studies related to NE Region" and the activities under the project are in progress.</p>	<p>SEC took note of the matter</p>
<p><b>Status of the Critical Analysis of existing Seismic Micro Zonation Study for Guwahati City</b></p> <p>ASDMA informed SEC that it has received the first draft of the said study from ISR Gandhinagar, Gujarat which was awarded to the project viz. "Critical Analysis of existing Seismic Micro zonation study for Guwahati City in the year 2012" and feedback has also been given to ISR by the Technical Expert Committee on 11<sup>th</sup> March 2013.</p> <p>ASDMA further informed SEC that the final report on the project is awaited.</p>	<p>SEC directed ASDMA to hold a separate meeting after the receipt of the final report on the study.</p> <p><b>Action: ASDMA</b></p>
<p><b>Flood mitigation measures for Majuli Sub-division</b></p> <p>In the 9<sup>th</sup> meeting, SEC gave the following directions to F &amp; CS Department / P &amp; RD Department / ASDMA / Cooperation Department</p>	<p>a. SEC directed Food &amp; Civil Supplies Department to explore</p>

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**i) F & C S Department to take up with FCI for construction of FCI Godowns in Majuli Sub-Division.**

F&CS apprised SEC that FCI has refused the proposal for construction of FCI Godowns in Majuli Sub-Division

**ii) P & RD Department to examine and identify funds for the construction of raised platforms**

P&RD Department apprised SEC that it is examining the proposal whether it can be done under the MNREGA and it will give the feedback to ASDMA within a few weeks.

**iii) ASDMA to sanction fund for procurement of two wooden boats each for Majuli, Sadiya and Salmara Sub-Divisions subject to the vetting of the design and estimate by IWT**

ASDMA informed SEC that it has sanctioned fund for construction of four wooden boats, two each for Majuli and Sadiya Sub-Division after vetting of the plan and estimate by IWT. ASDMA also informed that an amount of Rs. 38,56,508/- (Rupees thirty eight lakh fifty six thousand five hundred eight) has already been released to SDO (C), Majuli where the construction of the boats has already started.

Regarding funds for South Salmara, ASDMA Informed SEC that no proposal has been received from South Salmara and hence sanction has not been issued.

**iv) Cooperation Department to take necessary steps for providing necessary funds to revive the dairy cooperatives in Majuli Sub-Division as a livelihood option to the flood affected people.**

Cooperation Department apprised SEC that steps have been initiated in this regard.

possibilities to mobilise funds from RIDF scheme for construction of FCI Godowns in Majuli sub-diyision and submit action taken report to ASDMA.

**Action: F & CS**

ii. SEC took note of the matter and directed P & RD to submit status report to ASDMA

**Action: P & RD Deptt**

iii. SEC took note of the matter and directed ASDMA to sanction and release the same amount of fund to South Salmara Sub-Division though it has not been able to submit plan and estimate for construction of boats.

**Action: ASDMA**

SEC took note of the matter

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<p><b>Projects with Earth Institute, Columbia University</b></p> <p>ASDMA informed SEC that the Terms of agreements between, ASDMA and the Earth Institute, Columbia University and its project partners viz. IIT Delhi, IIT Guwahati, and SUI Bangalore have already been signed and fund has also been transferred against the project as per the Terms of Agreement.</p> <p>ASDMA also informed SEC that the Columbia University has already started the project activities and submitted the activity wise deliverable along with timeline .</p> <p>Further, ASDMA informed SEC that a meeting will be held with the Project Leads of the two projects and the Expert Committee constituted for this two projects.</p>	<p>SEC took note of the matter</p>
<p><b>Building Safety Audit</b></p> <p><b>SEC in its 9<sup>th</sup> meeting directed the following:</b></p> <p><b>1. ASDMA to place fund to PWD Building for the conduct of the ND Test in all Deputy Commissioners building of the districts.</b></p> <p>ASDMA informed SEC that it has already placed an amount of Rs. 24,26,490/- (Rupees twenty four lakh twenty six thousand four hundred and ninety) with PWD Building for conducting ND Test in all the 27 DC's Office Buildings of Assam.</p> <p><b>2. All concerned departments to conduct NDT of their buildings under their department from their own source of funds</b></p> <p>ASDMA informed SEC that it has forwarded the list and estimates of the identified buildings to the respective departments for taking necessary action to conduct ND Test of these buildings.</p>	<p>1. SEC took note of the matter and directed PWD Building to submit progress report to ASDMA for appraisal of SEC.</p> <p><b>Action: PWD Building</b></p> <p>2. SEC directed the concerned departments to take necessary action to conduct NDT of their buildings under their department from their own source of funds</p> <p>SEC also directed ASDMA to enclose the list of buildings belonging to the particular departments in the minutes of the 10<sup>th</sup> meeting of SEC.</p> <p><b>Action: PWD Building /ASDMA</b></p>

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<p><b>Creation of additional posts for ASDMA</b></p> <p>SEC approved in principle the creation of 37 nos of additional posts i.e. 31 posts of Project Officers for Civil Sub-Divisions and 6 posts of Project Officers for the six scheduled districts subject to concurrence of the finance department.</p> <p>ASDMA informed SEC that it has moved Finance Department for creation of these posts</p>	<p>SEC took note of the matter</p>
<p><b>Re-designation of the post of Jt. CEO, Project as Advisor project.</b></p> <p>SDMA approved the re-designation of the post of Jt. CEO, Projects" to "Advisor, Projects" subject to the concurrence of Finance Department. ASDMA also approved the engagement of Shri A. K. Mitra, former Secretary, Department of Water Resources, Assam as Advisor (Projects) on the basis of last pay minus pension.</p> <p>ASDMA informed SEC that Finance Department is being moved in this regard.</p>	<p>SEC took note of the matter and directed ASDMA to pursue the same with Finance Department.</p> <p><b>Action: ASDMA</b></p>
<p><b>Revision of remuneration of Outsourced Personnel</b></p> <p>ASDMA informed SEC that the 20% hike in the remuneration of the Grade IV personnel and Information Assistant of ASDMA has been effected from January 2013</p>	<p>SEC took note of matter</p>
<p><b>New pension Scheme for the Contractual Employees of ASDMA</b></p> <p>SEC approved the introduction of NPS for the employees engaged by ASDMA against sanctioned posts with effect from January 2013, subject to the concurrence of Finance Department.</p> <p>ASDMA informed SEC that the File is pending with Revenue &amp; DM Department</p>	<p>SEC directed Revenue &amp; DM Department to take necessary action in this regard.</p> <p><b>Action: Revenue &amp; DM Department</b></p>

*Atkayam PC.*

**Agenda Item No 3.****Status Survey of Hospital & School Buildings in Guwahati City and Retrofitting Solutions**

**Resolution:** SEC took note of the directions issued by SDMA on the Safety Audit Report of the project viz 'Status Survey of Hospital & School Buildings in Guwahati City and Retrofitting Solutions" and directed the departments concerned to initiate necessary actions and submit status report to ASDMA for appraisal of SEC.

<ul style="list-style-type: none"> <li>• ASDMA will send the School report to Education Deptt. GMC, GMDA, Deputy Commissioner Kamrup Metro, Fire &amp; Emergency Services, School Authorities etc. for appraisal and necessary action</li> </ul> <p>ASDMA informed SEC that the Reports have been sent to Education Department for necessary action.</p>	<p>SEC directed Education (Elementary &amp; Secondary) to initiate necessary action in this regard and submit status note to ASDMA.</p> <p><b>Action: Education (Elementary &amp; Secondary) / GMC, GMDA, Deputy Commissioner Kamrup Metro, Fire &amp; Emergency Services</b></p>
<ul style="list-style-type: none"> <li>• Deputy Commissioner, Kamrup (M) will issue notices to the 33 schools that did not allow the survey team to conduct the assessment for necessary compliance within a stipulated time, failing which action would be initiated against them under the provisions of the Disaster Management Act.</li> </ul> <p>ASDMA informed SEC that the list of 33 schools has been sent to DC Kamrup Metro for necessary action</p>	<p>SEC directed Deputy Commissioner Kamrup Metro to take necessary action and submit status note to ASDMA</p> <p><b>Action: DC Kamrup Metro</b></p>
<ul style="list-style-type: none"> <li>• Deputy Commissioner, Kamrup (M) will serve notice to the five schools (one Govt. Schools &amp; four Public Schools ) having overhead HT power lines and direct the school authorities to take necessary action for sealing off the area just underneath it, so that no unwanted accidents take place.</li> </ul> <p>ASDMA informed SEC that the list of five schools having overhead HT power lines has been sent to DC Kamrup Metro for taking necessary action.</p>	<p>SEC directed DC Kamrup Metro to take action against the having overhead HT power lines and submit status note</p> <p><b>Action: DC Kamrup Metro</b></p>
<ul style="list-style-type: none"> <li>• GMDA / GMC will report to Hon'ble Chief Minister as to how permissions were granted to the schools having overhead HT lines and take steps for exemplary punishment to those involved in granting these permissions.</li> </ul>	<p>SEC directed GMDA to submit report as sought by the Hon'ble Chief Minister and submit action taken report to ASDMA for appraisal to SEC. <b>Action: GMDA</b></p>

*N. Sankar*



<ul style="list-style-type: none"> <li>• Education Department will take necessary corrective measures for the multi-hazard vulnerability with regard to government schools. Education Department will direct the Private schools to take corrective measures for the multi-hazard vulnerability as per the findings of the report.</li> </ul>	<p>SEC directed Education department to take necessary action as suggested and submit compliance report.</p> <p><b>Action: Education Department</b></p>
<ul style="list-style-type: none"> <li>• ASDMA will send the Hospital Survey report to Health Department for taking necessary action on the same.</li> </ul> <p>ASDMA informed SEC that the report has been sent to Health Department.</p>	<p>SEC directed the Health Department to initiate necessary action and submit compliance report</p> <p><b>Action: Health Department</b></p>
<ul style="list-style-type: none"> <li>• Health Department will take necessary steps for ensuring that the non-structural vulnerability indices as submitted in the report are corrected especially with regard to Oxygen Lines as the hospitals will have to be functional in the aftermath of a major calamity.</li> <li>• Health Department will ensure that the Hospitals have in place a DM Plan, train their staff on DM issues and conduct regular simulation drills.</li> </ul>	<p>SEC directed the Health Department to submit compliance report</p> <p><b>Action: Health Department</b></p>
<ul style="list-style-type: none"> <li>• Fire &amp; Emergency Services will check the fire safety in all hospitals that have major vulnerability of Fire hazard and issue necessary notices for taking corrective measures within a stipulated time. They will keep the Health Department and ASDMA informed on the steps taken in this regard.</li> <li>• Fire &amp; Emergency Services will ensure that every hospital must have extra provision of water source for fire-fighting</li> </ul> <p>ASDMA informed SEC that the list of Hospitals with major Fire hazard has been sent to The Fire &amp; emergency Services.</p>	<p>SEC directed Fire &amp; emergency Services to take steps in this regard and submit status report to ASDMA for appraisal of SEC.</p> <p><b>Action: Fire &amp; emergency Services, Assam</b></p>
<ul style="list-style-type: none"> <li>• Assam Engineering College will complete the structural assessment of the Hospitals for which drawings are available and submit status within a month to ASDMA.</li> </ul> <p>ASDMA informed SEC that the matter is being followed up with AEC.</p>	<p>SEC took note of the matter</p>

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**Agenda Item No 4.****ASDMA Media Plan 2013-14**

**Resolution:** SEC approved the Annual Media Plan and Preparedness drills of ASDMA for State and District level activities amounting to Rs. 3,62,81,240 (Rupees two crore sixty two lakh eighty one thousand two hundred forty) only. Detailed Annual Media Plan approved by SEC is placed below:

**ASDMA Media Plan 2013-14****State Level Activities**

SL. NO	ITEMS	Details	UNITS	Unit Cost in INR	ESTIMATED COST
(A) Above the line Activity					75,20,000
1	Print Media (Newspaper)	Advertisement (through DIPR) on various hazards and DOs and DONTs thereof.	80	35000	28,00,000
2	Radio Advertisements	Production of the Radio Advertisements on EMEx, Earthquake and Flood	2	30,000	60,000
		Airing of Radio Advertisement ,Radio talk show/ Interviews, Live Coverage of various Events on DM 100 spots covering 10 days for each month.	4800	350	16,80,000
3	Audio-Visual including Tickers	Production and release of Flash Advertisement through DIPR in 4 Satellite Channels on EQ and floods	1600	1800	28,80,000
4	Photo / Video Documentation	Video documentation of major activities of ASDMA			1,00,000
(B) Below the line Activity					1,11,00,000
5	ASDMA Foundation Day	Events with various activities to celebrate the foundation day of the Authority state wide			5,00,000
8	Street Plays	On dos and don'ts for various disasters	50	26000	13,00,000
9	Mock Drill	School Safety (Great Assam School Shake Out- at state level)		3,00,000	63,00,000
		Apartment Safety		45,00,000	
		Hospital Safety		15,00,000	

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10	State level open One Act Competition (for IDDR 2014)	Each district would hold competition in their respective places and send in their best entries to the state level competitions. First prize : 5 lakhs, second prize: 3 lakhs, third prize: 1 lakhs			20,00,000
11	Exhibitions	Various exhibitions in order to reach out to the masses directly			10,00,000
<b>Printing/Publications</b>					<b>1,19,91,240</b>
12	Leaflets	Designing, Printing of the handbills , Leaflets in English and Assamese	20000	0.75	15,000
13	Pamphlet	Designing and Printing of the handbills as per pre- approved rate in English and Assamese	900000	9.25	83,25,000
14	Posters	Designing and Printing of posters in English and Assamese	135000	9	12,15,000
15	Stickers	Designing and Printing of stickers in English and Assamese for pasting in the buses	10000	5	50,000
16	Standeas	Designing & Printing of the standees , Flex printing in English and Assamese	9	2000	18,000
17	Newsletter	4 volumes	9000	59.36	5,34,240
18	Annual Report	For 2013	3000	172	5,16,000
19	School routines & bookmarks	in English and Assamese for school students & general public respectively throughout the state			1,18,000
20	Other publications	reports on various initiatives			12,00,000
<b>TOTAL FOR STATE</b>					<b>3,06,11,240</b>

#### District Level

SL. No	ITEMS	Details	UNITS	Unit Cost (approx) in INR	ESTIMATED COST
(B) Below the line Activity					
1	ASDMA Foundation Day	Competitions , rallies, street plays etc.	27	10,000	2,70,000

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2	Great Assam School Shake Out	70 schools in each district. total schools covered in the programme would be (70 X 27)= 1890 schools	27	100000	27,00,000
3	Awareness generation activities	Rallies/ Street Plays/ Exhibitions/ tabluue presentation	27	100000	27,00,000
TOTAL FOR DISTRICTS					56,70,000
SL.NO	ITEMS	ESTIMATED COST	UNITS	Unit Cost (approx) in INR	ESTIMATED COST
I	Activities for State	30611240			
II	Activities for Districts	5670000			
<b>GRAND TOTAL Rs.</b>		<b>3,62,81,240</b>			

#### **Agenda Item No 5.**

#### **Broadcasting of FLEWS Alert**

ASDMA apprised SEC that in a FLEWS Review meeting held on 9<sup>th</sup> January 2013 it was suggested that ASDMA & NESAC should disseminate the FLEWS warning through the media to the public. However, on examination of the suggestion, one issue that has posed a problem is that FLEWS cover only 14 districts. Hence, if a warning is released for any of these 14 districts, then the districts not covered under FLEWS but under threat will assume that they are safe and take no action. This may lead to greater confusion amongst the public. Therefore the decision to go public with the FLEWS warning may be kept on hold till all the districts are covered.

**Resolution:** SEC took note of the matter and agreed to keep the dissemination of FLEWS warning through the media on hold. However, it directed ASDMA to ensure that the warning reaches to the officials concerned for necessary appropriate action. SEC further directed ASDMA to hold a separate meeting with NESAC, CEOs of the concerned 14 DDMA's, Water Resource Department officials for sensitisation on issues related to the FLEWS alert dissemination. SEC also directed ASDMA to update the contact nos and Email IDs of the stakeholders for effective dissemination of FLEWS alert.

*Signature*



**Agenda Item No 6:****Multi Hazard Vulnerability Mapping (MHVM)**

**Resolution:** SEC approved the proposal of ASDMA for requesting UNICEF to provide technical support in the implementation of Multi Hazard Vulnerability Mapping (MHVM) for two districts of Assam (Jorhat and Lakhimpur) on pilot basis

**Agenda Item No:7**

1. Conduct of Emergency Management Exercise in Jorhat, Dibrugarh and Cachar and
2. Post facto approval of SEC for the expenditure amounting to Rs 28,00,000/- incurred in the conduct of the Jorhat Emergency Management Exercise (JEMEx-2013)

**Resolution:** SEC approved Post facto the expenditure amounting to Rs 28,00,000/ incurred in the conduct of the Jorhat Emergency Management Exercise (JEMEx-2013). It further approved the conduct of EMEx in Dibrugarh and Cachar during October November 2013.

**Agenda Item No 8:****Audit Report**

**Resolution:** SEC approved the Action taken Report on the observations of the Audit Report of ASDMA Accounts for the year 2009-10 and 2010-11 for forwarding the same to Audit.

<b>Para 1: Mitigation &amp; Response Fund</b>		
<b>Sl No</b>	<b>Observations</b>	<b>Action taken</b>
a)	Non utilization of fund and blocking of Government money by districts amounting to Rs 34.62 lakh by 16 DDMA s	The funds cited above amounting to Rs 34.62 lakh by 16 DDMA s have been utilized except Karimganj, Kamrup and Dhubri which has a balance of Rs 1,00,660/, Rs 88,185/ and Rs 90,000/ respectively and U/Cs received
b)	Non utilization of fund amounting to Rs 51.13 lakh by 5 DDMA s for setting up RCDRIC	Except Rs 66,000/ and 40,655/ which has not been utilized by Kamrup and Lakhimpur, the amount of Rs 49,96,345/ for setting up of RCDRIC has been utilized.
c)	Non production of U/Cs by DDMA s	U/Cs are being collected from the districts

*Signature*

**Para 2. Avoidable Expenditure to the tune of Rs 6.58 lakh**

a)	Hiring of Innova for use of CEO, ASDMA whose substantive post was that of Commissioner & Secretary, Veterinary and expenditure of Rs 6.58 lakh	The vehicle for use of CEO has been discontinued
b)	Reasons for accepting NRHM hire charge rates instead of rates from Transport Department	NRHM rates were accepted as they had followed due procedures. The rates of Transport Department are now being collected.
c)	Non deduction of VAT from the bills of the Travel Agency	It was an error and measures are being taken by ASDMA for rectifying the same and letter has been issued to the Travel Agency.

**Para 3. Hire charge of vehicle**

a)	Non submission of Service Tax challan amounting to Rs 27,645/ by the Travel Agency	The Service Tax Challans amounting to Rs Rs 27,645/ has been collected from the Travel Agency
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**Para 4: Avoidable Expenditure**

a)	Outsourcing of different categories of staff from AMTRON resulting in payment of Administrative charges and Service tax thereon. Reasons for outsourcing instead of recruitment directly by ASDMA so that this expenditure is avoided	While direct recruitment for the five Ministerial posts is possible as these posts have been sanctioned by Finance Department, the Grade IV and Information Assistants posts have not been created. In fact, Finance Department has directed ASDMA to outsource the Grade IV posts. Steps will be taken for recruitment of the Ministerial Posts and file is being moved in this regard.
b)	Non submission of Service Tax challans by AMTRON	AMTRON has been requested to submit the Service Tax deposit challans

**Para 5: Adjustment of Advance Payment**

a)	Pending adjustments amounting to Rs 14.88 lakhs given as advance for various official purposes	All vouchers and utilization certificates for the said amount has been collected.
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**Para 6: Non deduction of Income Tax amounting to Rs 0.15 lakh**

a)	Non deduction of Income Tax from the bills paid to AMTRON for	ASDMA being a new organization and outsourcing for the first time, procedures
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	outsourcing of personnel and reasons thereof.	were not known. However, corrective measures are now being taken after receipt of the audit inspection report
b)	Recovery of the amount from AMTRON	AMTRON has been requested to deposit the amount of Rs 0.15 lakh to ASDMA 's account so that the same can be paid to Income tax Department.
<b>Para 7: Non deduction of VAT from Suppliers amounting to Rs 3,285/</b>		
a)	Non deduction of VAT from the bills paid to suppliers and steps to be taken for recovering the same	ASDMA has requested the suppliers to deposit the VAT and submit the challans
<b>Para 8: Deficiencies in Cash and Financial Management</b>		
a)	Transactions in the Cash Book were not authenticated by DDO/Head of Establishment and closing balance at the end of the month not certified	In the absence of a notified DDO, the Finance Officer had signed the Cash Book which was not accepted by the AG auditors. Now, Deputy CEO, ASDMA has been notified as the DDO of ASDMA and henceforth he will authenticate the Cash Book and certify the closing balance at the end of the month
b)	Absence of Central Cash Book	Central Cash Book has been opened
c)	Non accountal of Refund money amounting to Rs 2.00 lakh	The amount had been deposited to SBI Account but inadvertently the same was missed out in the Cash Book. The error has now been rectified.
d)	Retention of heavy closing balance	The retention of closing balance of Rs 2,40,39,000/ in March 2010 and Rs 9,68,98,989/ in March 2011 is due to the following reasons: i) ASDMA received Rs 2,44,00,000/ as Grants-in Aid under H/A 2245 (Non Plan) for the year 2009-10 in March 2010 and credited to ASDMA account on 9 <sup>th</sup> March 2010. ii) ASDMA received Rs 5,00,00,000/ as Grants-in Aid under H/A 2245 (Non Plan) for the year 2010-11 in January 2011 and credited to ASDMA account on 18 <sup>th</sup> January 2011. Further Rs 5,00,00,000/ was received under Capacity Building Grant of 13 <sup>th</sup> FC for the year 2010-11 in March 2011 and credited to ASDMA account on 30 <sup>th</sup> March 2011

*W. S. Srinivas*

**Agenda Item No 9:**

ASDMA expenditure details during the year 2012-13.

Resolution: SEC approved the total expenditure including committed liability amounting to Rs. 3,90,80,448/ for the year 2012-13 as shown below:

**ASDMA Fund details for the year 2012-13**

Sl.no.	Head of Accounts	Approved fund	Expenditure	Committed Expenditure
1	Salary	16598822	11878898	4719924
2	Office Expenditure	5000000	3952713	1047287
3	Mitigation Fund	51590703	30553090	21037613
4	Travel Expenditure	1000000	311606	688394
5	Equipments	12000000	6503373	5496627
6	Response Fund	8791298	8196413	594885
7	Professional Fee	4000000	991042	3008958
8	Hospitality	1000000	867732	132268
9	Interiors for ASDMA/Building Construction	2540600	186108	2354492
	<b>Total</b>	<b>102521423</b>	<b>63440975</b>	<b>39080448</b>

**Agenda item No.10:****Proposed outlay of ASDMA fund for the year 2013-14**

Resolution: SEC approved the proposed outlay of ASDMA Fund (Non Plan) 2013-14 amounting to Rs 10,09,70,000/ for incurring expenditure as shown below:

Sl.no.	Head of Accounts	Proposed Outlay
1	Salary	1,18,70,000/-
2	Office Expenditure	50,00,000/-

*Signature*



3	<b>Mitigation Fund -</b> <ul style="list-style-type: none"> <li>• Collaborative Projects (Columbia University, IIT (D), IIT (Ghy), SUI (Bangalore) - <b>Rs.2,61,18,163/-</b></li> <li>• Mirror site projects (NEIST) - <b>Rs.25,00,000/-</b></li> <li>• Media Plan - <b>Rs/-3,14,81,837/</b></li> <li>• Fund to Districts - <b>Rs.1,35,00,000/-</b></li> </ul>	7,36,00,000/-
4	Travel Expenditure	10,00,000/-
5	Response Fund	65,00,000/-
6	Professional Fee	20,00,000/-
7	Hospitality	10,00,000/-
	<b>Total</b>	<b>Rs.10,09,70,000/-</b>

**Agenda item No 11:**

**Proposal for expenditure of Rs.100.00 Lakh under Grants-in-Aid (Plan Fund) 2012-13 & 2013-14.**

**Resolution:** SEC approved the proposal for incurring expenditure by ASDMA amounting to Rs 100.00 lakh each under Plan Fund 2012-13 & 2013-14 for the following activities respectively:

**2012-13**

- (i) Capacity Building activities - Rs.25,00,000/-
- (ii) Awareness activities and - Rs.25,00,000/-
- (iii) Emergency management exercise and mock drills. - Rs.50,00,000/-

**2013-14**

- (i) Capacity Building & Awareness Activities - Rs 100.00 lakhs

**Agenda item No 12:**

**Approval for sanction of Rs.1009.70 Lakh for the Assam State Disaster Management Authority for the year 2013-14 as GIA- Non-Plan and Rs 100.00 lakhs as GIA- Plan**

**Resolution:** SEC approved the issue of sanction for Rs.1009.70 lakh as GIA Non Plan and Rs 100.00 Lakh as GIA Plan for ASDMA for the year 2013-14 by Revenue & Disaster Management Department.

*N. Sanyal*

**Agenda item No 13:****Revised Work Plan for Perspective Plans of 2012-13 under 13<sup>th</sup> Finance Commission Grant for Capacity Building**

**Resolution:** SEC approved the modified Plan 2012-13 of 13<sup>th</sup> Finance Commission Grant for Capacity Building as shown below:

<b>Modified Perspective plan for 13th Finance Commission for 3rd Year ( 2012-13)</b>			
<b>Sl No</b>	<b>Output</b>	<b>Activities</b>	<b>Amount in Rs</b>
1	<b>Capacity Building, Training &amp; Education</b>	<b>School Safety:</b> (i)Preparation of School & College Disaster Management Plans and Mock Drill (ii) Safety Audit of Schools (iii) Training of Teachers on School Safety	1,21,50,000
		<b>Disaster Preparedness for Hospitals:</b> i)Training of Doctors and hospital administrators on Hospital Preparedness & Mass Casualty Management	40,50,000
		ii) Training of Nurses, Paramedics, Medical Technicians on Mass Casualty Management	31,20,000
		<b>Training on Earthquake Resistant Construction Techniques:</b> i) ToT at State HQ and District level training of Engineers/ Architects on Earthquake Resistant Technique	29,50,000
		ii) Masons training on Safe Construction Practices	9,30,000
		<b>Role of PRIs/ ULBs in DM (Mainstreaming Disaster Risk Reduction in development planning):</b> i) ToT at State HQ and ii) 27 district level trainings	14,00,000 40,50,000
<b>Climate Change &amp; Disaster Management:</b> Two-day ToTs at Guwahati, Tezpur, Dibrugarh, Silchar	16,00,000		
2	<b>Community based disaster preparedness</b>	i)Training of VDPs on S&R and First Aid through Civil defence ( 7 districts)	50,00,000
		ii)Ward level Training on S&R and First Aid	32,00,000

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3	<b>Awareness Generation</b>	Sensitization meetings/ IEC materials/Audio Visual/ Advertisement etc.	50,00,000
4	<b>Preparation of District Disaster Management Plan</b>	Updation of District Disaster Management Plan	40,50,000
5	<b>Workshop/ Conference</b>	<b>State level Workshop / Conference on:</b> i) State Disaster Resource Network (SDRN) ii) Workshop on Application of GIS Mapping of Utilities iii) Workshop on preparation of Departmental Disaster Management Plan iv) Three-day Workshop on Post Disaster Needs Assessment	10,00,000 5,00,000 5,00,000 5,00,000
<b>Total</b>			<b>5,00,00,000</b>

**Agenda item No 14:**

**Resolution:** SEC approved the issue of sanction of an amount of Rs.500.00 lakh under Capacity Building Grant of 13<sup>th</sup> Finance Commission to ASDMA for the year 2013-14 by Revenue & Disaster Management Department .

**Agenda item No.15:****Post-facto approval for outsourcing of H.R.Manager for ASDMA**

**Resolution:** Post Facto approval was accorded by SEC for outsourcing of H.R.Manager for ASDMA @ Rs 23,500/- (excluding AMTRON Administrative Charges, Service Tax and Employer's share towards EPF contribution)

**Agenda item No.16:****Engagement of part time consultant for disaster management initiative in Hospitals**

**Resolution:** SEC directed ASDMA to float an EOI for part time consultant for disaster management initiatives in Hospitals like preparation of Hospital Management Plans ,Hospital Emergency Management Planning, Emergency Evacuation Planning etc.

**Agenda Item No 17.****HR Support to DDR&IC of Kamrup Metro and Golaghat district**

**Resolution:** SEC approved the proposal for providing HR Support through 4 Nos of outsourced personnel to Kamrup Metro and Golaghat District Disaster Response & Information Centre @ Rs 6000/ per month.

*N. K. G. K.*

**Agenda Item No 18****Ex - post facto approval of SEC for extension of contract period of ASDMA employees**

**Resolution:** 1. Ex - post facto approval was accorded by SEC for further extension of 3 (three) years contract period, renewable annually for the 6 officers of ASDMA as mentioned in the table below

Sl.No.	Name of post	Name of the employee	Mode of recruitment
1.	Project Officer , State H.Q	Shri Ranjan Kr. Borah	Contract
2.	Project Officer, Darrang	Shri Joydeep Choudhury	Contract
3.	Project Officer, Dibrugarh	Shri Dipjyoti Hatikakoti	Contract
4.	Project Officer, Lakhimpur	Dr. Rajiv Kr. Dutta Choudhury	Contract
5.	Project Officer, Kamrup	Shri Jagadish Bhattacharyya	Contract
6.	Project Officer, Karimganj	Ikbal Hussain Laskar	Contract

2. Extension of 3 (three) years contract period for the other contractual employees under ASDMA, renewable annually on completion of the initial contract period of 3 years as stated in the table below:

Sl No	Name of post	Name of the Officer	Mode of recruitment
1.	Joint CEO, Project Wing, (1 post)	Vacant	On contract
2.	Systems Expert, (1 post)	Shri Abhijit Deka	Contract
3.	GIS Expert , (1 post)	Shri Biren Baishya	Contract
4.	Technical Assistant (System) , 2 posts	1. Shri Anupam Baruah & 2. Shri Pradeep sena Singha	Contract
5.	Project Officer – DM , 4 posts	1. Smti Sushmita Dutta Das 2. Smti Bhupali Goswami & 3. Smti kakoli Acharyya (PO Udalguri attached to HQ)	Contract
6.	Engineering Consultants, 2 posts	1. Shri Rajesh Dutta One post lying vacant and being filled up	Contract
7.	Project Manager, 2 posts	1. Shri Mukta Ram Deka 2. Shri Mirza Md. Irshad	Contract

*Signature*



8.	Finance Officer, 1 post	Shri Sushil Das, AFS Retd.	contract,
9.	Project Officer, Chirang	Shri Kusumbar Choudhury	Contract
10.	Project Officer, Nalbari	Shri Ananta Samanta	Contract
11.	Project Officer, Kokrajhar	Shri Bijayanta Goswami	Contract
12.	Project Officer, Jorhat	Shri Pran Krishna Gogoi	Contract
13.	Project Officer, Dhemaji	Shri Lohit Gogoi.	Contract
14.	Project Officer, Baksa	Shri Dhanjit Kr. Das	Contract
15.	Project Officer, Morigaon	Smt. Minakshi Das	Contract
16.	Project Officer, Hailakandi	Shri Siju Das	Contract
17.	Project Officer, Golaghat	Shri Ronney P. Rajkumar	Contract
18.	Project Officer, Kamrup Metro	Shri Kaustav Talukdar	Contract
19.	Project Officer, Nagaon	Shri Sanjib Das	Contract
20.	Project Officer, Cachar	Shri Shamim Ahmed Laskar	Contract
21.	Project Officer, Tinsukia	Smt. Smita Chetia	Contract
22.	Project Officer, Sonitpur	Smt. Ruby Gogoi	Contract
23.	Project Officer, Barpeta	Shri Jayanta Dutta	Contract
24.	Project Officer, Goalpara	Shri Hemant Baishya	Contract
25.	Project Officer, Dima Hasao	Mohammed Ahmed	Contract
26.	Project Officer, Sivsagar	Shri Rupamjyoti Bora.	Contract
27.	Project Officer, Karbi Anglong	Vacant	Contract
28.	Project Officer, Dhubri	Vacant	Contract

**Agenda Item No 19**

**Handing over the allotted land to ASDMA for the construction of the office building of ASDMA and the State Emergency Operation Centre in Assam Secretariat Premises:**

**Resolution:** SEC directed ASDMA to follow up the matter with GAD regarding the issue of handing over the allotted land to ASDMA for the construction of the office building of ASDMA

*N. Sanyal*

and the State Emergency Operation Centre in Assam Secretariat Premises. It further directed Home Department to take steps to vacate 10 APBn from the allotted land to ASDMA

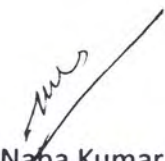
**Agenda Item No 20**

1. Hiring of vehicles for the office use of ASDMA for the year 2013-2014
2. Procurement of stationery articles and computer consumables by ASDMA for office use.

**Resolutions:** 1. SEC approved the proposal allowing ASDMA to follow the approved rates of SSA for the year 2013-14 for the hiring of vehicles till the rates of hiring charges of ASDMA are finalised on completion of the tendering process and

2. SEC approved the proposal allowing ASDMA to follow the approved rates of SAD for procurement of the required stationery articles and computer consumables for the year 2013-2014 or till alternative arrangement is made.

The meeting ended with a vote of thanks from the Chair.

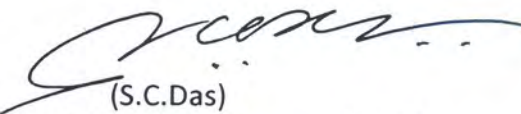
  
(Shri Naba Kumar Das)  
Chief Secretary, Assam & Chairman  
State Executive Committee

Memo No. RGR/DM/1/2012/Pt/

Dated 20<sup>th</sup> May 2013

Copy to:

1) All Members

  
(S.C. Das)  
Addl Chief Secretary, Revenue & DM  
&  
Member Secretary, SEC



Attendance sheet for 10<sup>th</sup> SEC Meeting 3<sup>rd</sup> May 2013

	Name	Designation & Department	Phone No
1. ✓	Shri N.K. Das	Chief Secretary to the Government of Assam	
2. ✓	Shri Jitesh Khosla	Additional Chief Secretary, Water Resources Department, PWD etc.	
3. ✓	Shri V.K. Pipersenia	Additional Chief Secretary, Cooperation and APC	
4. ✓	Shri Subhas Chandra Das	Additional Chief Secretary, Revenue & Disaster Management Department	
5.	Shri Rajendra Kumar	DG Civil defence & Home Guards	
6.	Shri Prateek Hajela	Commissioner & Secretary Health and Family Welfare Department and MD NRHM	94350-62180
7. ✓	Shri G.K. Kalita	Commissioner & Secretary, SAD	94350-22111
8. ✓	Shri R.C. Sarma	Secretary, Water Resources Department	94350-63829
9. ✓	Shri H.K. Borah	Secretary, PHED	94354-71860
10.	Shri M. Angamuthu	CEO, GMDA	94350-50119
11.	Shri Ashutosh Agnihotri	Deputy Commissioner, Kamrup Metro	94350-49546
12.	Smti Kavitha V. Padmanabhan	Commissioner, GMC	96780-10456
13.	Shri B.L. Sarma	Director, Secondary Education	94351-62397
14. ✓	Shri K.G. Bhuyan	Deputy Secretary, GDD	94350-10386
15.	Shri J.S. Kakoty	Associate Planner, GMC	98543-39420
16. ✓	Shri S.Ali Ahmed	Deputy Secretary, Sports & Youth Welfare	94353-25300
17. ✓	Shri P.K. Nath	Dy. CEO, ASDMA	
18. ✓	Smti Nandita Hazarika	Dy. Secretary and SPC	
19. ✓	Smti Ruby Sharma	Administrative Officer, ASDMA	
20.	Shri B. Choudhury	Deputy Director,(Design), IWT, Assam	94351-91263
21.	Shri S.C. Das	Sr. Staff Officer and I/C Dy. Director, CD and HG	99546-47259
22.	Shri H. Bhattacharji	Dy. Director, Fire & Emergency Services, Assam	94350-22604
23.	Shri B.D. Sarma	Additional Chief Engineer, PWD	94350-57200
24.	Shri T.C. Bora	Fire Prevention Officer, Fire & Emergency Services, Assam	98641-08500