

Minutes of the 22nd meeting of State executive Committee (SEC) of Assam State Disaster management Authority (ASDMA) held on 5th October 2015 in the conference hall of the Chief Secretary, Government of Assam.

Shri V.K. Pipersenia, Chief Secretary and the Chairperson of SEC chaired the meeting.

List of members present is enclosed as **Annexure –I**.

Shri P.K. Tiwari, Chief Executive Officer, ASDMA presented the detailed agenda for discussion in the meeting.

Agenda Item: 1.Confirmation of the Minutes of the 20th Meeting of the State Executive Committee.

Resolution: SEC confirmed the minutes of the 20th meeting of SEC held on 12th May 2015.

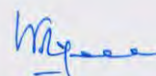
Agenda Item 2:Review of Action taken on the decisions of 20th SEC and 6th SDMA meeting.

Resolution: SEC took stock of the action taken on the decisions of 20th SEC and 6th SDMA meetings and gave the following directions:

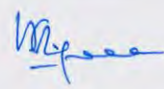
Issues discussed and Action taken by the departments	Direction of SEC
<p>1. Preparation of Departmental Disaster Management Plan by 16 Departments.</p> <p>ASDMA informed SEC that the following 14 departments have submitted the 1st draft of their departmental DM Plan which are being appraised for placing before the SEC subsequently.</p> <p>Soil Conservation / PHED / AH & Vetty ./ Health & FW/Irrigation / WRD / PWD Roads / Social Welfare / P & RD / UDD / PWD Building & NH / Power / Industry and Education</p> <p>ASDMA also informed SEC that Agriculture Deptt. And Environment & Forest are yet to submit their plans.</p> <p>2. ASDMA further informed SEC that only UDD / P & RD / Health & FW /Industries & Commerce and Forest & Environment have nominated officers for DM activities.</p>	<p>1. SEC directed the Agriculture Deptt. And Environment & Forest Department to submit their Departmental DM plans on or before 31st October 2015 without fail.</p> <p>2. SEC directed the departments which have not notified the Nodal Officers will have their Secretaries as Nodal Officers.</p>
<p>ASDMA informed SEC that as per decision of the 20th SEC meeting and 6th SDMA meeting the Departments of the State Government were requested for developing SOPs for the critical functional areas and the SOPs are yet to be received from the departments.</p>	<p>SEC directed the departments to comply with the direction within a month and submit copies of the SOPs to ASDMA.</p> <p>SEC further directed the departments to make the SOPs as an integral part of their DM Plans.</p>
<p>Preparation of contingency plans with perfect clarity on the role and responsibilities of each of the agencies by municipal bodies</p>	<p>SEC directed the Deputy Commissioners as Chairperson of DDMA's shall take up the matter with Municipal bodies for the preparation of Emergency Response Plans.</p>

W.K. Pipersenia

ASDMA informed SEC that action plan for dissemination of Information on Disaster management issues have been prepared by ASDMA and the Regional Film & Television Institute has been asked to produce Information Capsule on Disaster Management themes	SEC took note of the matter.
ASDMA informed SEC that the work for building up of a common database of the equipments available with various agencies for their optimum utilization is in progress and will be completed by November 2015.	SEC took note of the matter
SEC in its 20 th meeting directed for deployment of equipments provided to SDRF to be placed strategically rather than keeping them at one place. Fire & Emergency Services informed SEC that the direction has been complied with.	SEC took note of the matter
ASDMA informed SEC that preparation of a SOP for the maintenance of the assets and equipments has been initiated and will be completed by November 2015	SEC took note of the matter
ASDMA informed SEC that the direction of SEC for procurement of equipments for emergency response by utilizing the 10% of the annual allocation of the State Disaster Response Fund 2015-16 by F & ES, GMC, PWD Roads and Kamrup Metro has been complied with	SEC took note of the matter and directed the concerned agencies / departments to ensure proper servicing and maintenance of the equipments for ready use during emergencies.
Assam Police (Communication) informed SEC that the direction of SEC for setting up of HF/VHF wireless network for Disaster Management purpose in Assam has been complied with and requested ASDMA to convene a meeting with APRO, F & ES and NDRF for proper cohesion and coordination during disaster times.	SEC took note of the matter and directed ASDMA to convene a meeting with APRO, F & ES and NDRF for proper cohesion and coordination as requested by Assam Police (Communication). SEC further directed Assam Police (Communication) to organise hands on training sessions for the senior officers of the State Government on operation of the Wireless Sets made available to them.
Procurement of 30 nos. Of INMARSAT ISAT phone pro terminals for setting up of failsafe satellite communication for disaster management in Assam. ASDMA informed SEC that Govt. of India has informed that BSNL will be launching the upgraded version of satellite phones which is likely to be available for procurement from March	SEC took note of the matter.



<p>2016 and hence ASDMA may wait till then and procure this upgraded version of the Satellite Phones.</p>	
<p>Revenue & DM Department informed SEC that the direction for issue of transparent norms and guidelines with a clear procedure for identification of beneficiaries to be covered under erosion, storm and lightning as State-specific disasters has been complied with.</p>	<p>SEC took note of the matter.</p>
<p>SDMA in its 6th meeting directed Health & Family Welfare Department to:-</p> <ol style="list-style-type: none"> 1. Prepare a Hospital level plan for preparedness to face emergencies of bigger magnitude including details of manpower, medicines and other resources, with special focus on speedy mobilisation of the manpower and resources and 2. Set up a full-fledged Training centre on Emergency Health Management and Mass casualty handling in GMCH 	<p>SEC directed ASDMA to provide a consultant to Health & Family Welfare Department for preparation of Hospital level plan for disaster management for GMCH and also for preparation of DPR for setting up of a full-fledged Training centre on Emergency Health Management and Mass casualty handling in GMCH with financial assistance from ASDMA.</p> <p>SEC further, directed Health & Family Welfare Department to organise Mock Drills in all major Hospitals in the State on quarterly basis.</p>
<p>Education Department</p> <p>SDMA directed Education Department to take forward the safety audit of the schools and complete it in a time-bound manner and also directed the department for conducting regular mock drills in the schools.</p> <p>Education Department was also directed to ensure that schools do not function from residential buildings and take necessary action against the schools that do not comply with building bye-laws.</p>	<p>SEC gave the following directions to Education Department :</p> <ol style="list-style-type: none"> 1. Preparation of easy to follow guidelines on safety audit of schools and implement it through SEBA. 2. Engage Civil Defence & Home Guards for conduct of regular mock drills in all schools. 3. Carry out safety audit and mitigation measures for Old Govt. schools as well as private schools on priority basis. 4. Deputy Commissioner Kamrup (Metro) & GMC to take necessary action against running of schools from residential buildings under the provisions of DM Act 2005.
<p>SEC was apprised that the process for carrying out awareness generation drive on safe construction methods, ND testing of the important community and lifeline buildings on priority basis has been initiated.</p> <p>ASDMA also informed SEC that Process initiated to prepare the City Disaster Management Plans</p>	<p>Process initiated to prepare the City Disaster Management Plans for ten cities/towns.</p> <p>SEC took note of the matter and directed GMC/GMDA to work on developing a plan of action on retro-fitting solutions.</p>



<p>for ten cities/towns.</p> <p>Further ASDMA informed SEC that the findings of the seismic micro-zonation study have been shared with the stakeholders and also hosted on the ASDMA website.</p>	
<p>Conduct of Non Destructive Test of all life line buildings, heritage buildings and important land marks in a time bound manner.</p> <p>SDMA directed the concerned departments to Conduct of Non Destructive Test of all life line buildings, heritage buildings and important land marks in a time bound manner and submit Action Taken Report within two months.</p> <p>PWD Buildings & NH informed SEC that the department has conducted ND test of the lifeline buildings and now working on the retrofiting solutions.</p>	<p>SEC took note of the matter and directed PWD (Building) Department to submit status report to ASDMA in this regard.</p>
<p>Preparation of Disaster Management Plans of Guwahati, Silchar, Nagaon, Dibrugarh, Tinsukia, Bongaigaon, Jorhat and Tezpur.</p> <p>ASDMA informed SEC that RFP has already been floated in this regard.</p>	<p>SEC took note of the matter.</p>
<p>Preparation of Village Master Plan for Disaster Management.</p> <p>ASDMA apprised SEC that one village in each of 27 districts selected and Village Master Plans are to be finalised by 30th October 2015.</p>	<p>SEC took note of the matter.</p>
<p>Construction of Office complex of ASDMA</p> <p>SDMA directed ASDMA to move Finance Department for budget provision for construction of ASDMA's office complex equipped with training infrastructure and Emergency Operations Centre.</p> <p>ASDMA in this regard informed SEC that the allotted land is under possession of Home & Political Department and therefore, GAD has been approached to get it vacated.</p>	<p>SEC directed CEO ASDMA and PWD Building to jointly visit the allotted site of the allotted land and make necessary arrangement for relocation of the 10 APBN personnel and also fund for construction of temporary shed for the 10th APBN personnel if required.</p>
<p>Construction of District Emergency Operation Centres in the remaining 13 districts</p> <p>ASDMA informed SEC that EOIs have been received and being examined for construction of District Emergency Operation Centres (DEOCs) in Darrang / Kamrup /Jorhat /Golaghat / Kokrajhar / Tinsukia / Dibrugarh / Bongaigaon / Sonitpur / Sivsagar/ Dima Hasao / Udalguri and Karbi Anglong</p>	<p>SEC took note of the matter.</p>

M. L. Saha

<p>Enhancement of remuneration package of contractual employees of ASDMA</p> <p>ASDMA informed SEC that the Finance Department has been moved for necessary concurrence</p>	<p>SEC took note of the matter</p>
<p>Reconstitution of SDMA</p> <p>ASDMA informed SEC that SDMA and SEC have been reconstituted and notification issued.</p>	<p>SEC took note of the matter.</p>

Agenda Item 3: Critical areas for Mainstreaming Disaster Risk Reduction.

Resolution: SEC gave the following direction in regard to the Critical Areas for action:-

1. Since most of the State Government Departments do not have the requisite expertise for the preparation of DM plans, preparation of SOPs and designing capacity building activities on Disaster Management issues, it is necessary to have someone fully dedicated to the task and work in close coordination with ASDMA to help and guide the departments. ASDMA should therefore, provide a Project Officer (Disaster Management) to 16 key departments for the functionaries of which capacity building programme were organised. The Project Officer (Disaster Management) should be engaged on contractual basis as per the terms and conditions finalised by ASDMA with the concurrence of Finance Department. The expenditure for this purpose shall be met from the fund available under the capacity building Head of SDRF, as the revised Govt. of India guidelines provide for the utilisation of 5% of SDRF's annual allocation for plan preparation and capacity building purposes.

ASDMA would finalise the terms and conditions for engagement of Project Officer (Disaster Management) and move Finance Department for concurrence.

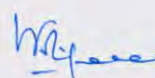
2. As regards, the training of masons and engineering staff, SEC directed ASDMA to work for the institutionalisation of the training by engaging with facilities created at the district level under Labour and Employment Department and studying the Andhra Pradesh model for the training of construction workers.

3. As regards the enforcement of Building Bye-Laws, SEC observed that Municipal Bodies and Town & Country Planning Department do not have the man power or capacity to perform their task. Hence, Chairpersons of DDMA's, should exercise their powers under DM Act 2005 and put up a mechanism for the enforcement of Bye-Laws by Municipal Bodies.

SEC also underlined the need for studying the matter in depth for appropriate and effective answer to the challenge of inadequate capacity for the enforcement of Building Bye-Laws.

Another important issue flagged by SEC is the need to empower Gaon Panchayats for enforcement of Building Bye-Laws in rural areas and clear delineation of their powers in this regard.

Urban Development Department and P & RD Department were directed to study the matter and institutional arrangements in other States and inform SEC of the findings in the next meeting.



Agenda Item 4: The Annual Work Plan & Budget of ASDMA and DDMA's for 2015-16 .

Resolution: SEC approved the Annual Work Plan and Budget (2nd phase) of ASDMA for Rs. 11,53,80,500/- at State level & Annual Work Plan and Budget for DDMA's for Rs. 3,95,10,950/- as placed at **Annexure- II A and II B**

Agenda Item 5: Proposals under Chief Minister's special scheme for rehabilitation of erosion affected families.

Resolution: SEC directed ASDMA to prepare the draft Cabinet Memorandum for seeking direction of the Cabinet.

Agenda Item 6: Ex-Post Facto approval on Strengthening of SDMA & DDMA's under NDMA's Human Resource Support Programme.

Resolution: SEC accorded Ex-Post Facto approval for implementation of the NDMA sponsored project and to the MoU placed at Annexure-III

Agenda Item 7: Strengthening of District Disaster Management Authorities (DDMA's)

Resolution: SEC approved the (1) Draft agreement for engagement of Field Officers for 154 Revenue Circles (2) Proposal for utilisation of 5 % of SDRF fund to meet the expenditure on payment of remuneration etc. to the Field Officers and (3) Moving Finance Department for concurrence and making budget provision through S.D. for this purpose under SDRF.

Agenda Item 8: Strengthening of State Emergency Operation Centre (SEOC) & District Emergency Operation Centres (DEOC's): Meeting the expenditure on man power out of 5 % SDRF .

Resolution: SEC approved the proposal to meet the expenditure for remuneration of Information Assistants at SEOC and DEOC's from 5 % SDRF instead of Response Fund w.e.f. 1st December 2015.

Agenda Item 9: Utilisation of 5 % SDRF for conducting Capacity Building Activities by departments of the State Government.

Resolution: SEC directed the Departments to prepare their Action Plan for capacity building activities for their functionaries as mandated by the DM Act 2005 under Section 40.1 (V) and submit proposals with requirement of fund to ASDMA latest by 15th November 2015.

Agenda Item 10: Additional manpower for APRO for managing the proposed HF/VHF Disaster Management Network under the Digital Communication Plan .

Resolution: SEC observed that it should not be a problem for the APRO to manage the proposed HF/VHF Disaster Management Network under the Digital Communication Plan with the man power available with it, particularly in view of the fact that there are large numbers of vacant posts to be filled up. It was decided that APRO will implement the HF/VHF Network for Disaster Management, with their existing manpower.



Agenda Item 11: Procurement of Bailey Bridge

Resolution: SEC approved the (a) revised proposal for 3 Units of Bailey Bridge amounting to Rs 3,66,61,088 /- submitted by PWD (R) and (b) revised proposal for procurement 3 Units of Bailey Bridge amounting to Rs 3,44,21,000 /- submitted by PWD (NH). SEC however, did not approve the proposal for procurement of Road Construction Machinery amounting to Rs 1,55,09,000/- submitted by PWD (NH) under SDRF.

Agenda Item 12: Corrigendum on Procurement of NDT Tools by PWD (Building & NH) Department

Resolution: SEC approved the revised proposal for Procurement of NDT Tools by PWD (Building & NH) Department

Agenda Item 13: Preparation of Information Capsules on Disaster Management themes by Regional Government Film and Television Institute (RGFTI)

Resolution: SEC approved the proposal for production of the Information Capsules on Disaster Management themes through RGFTI for an amount of Rs. 1.43,800/- per Information Capsule and also for producing more Information Capsules on different themes subject to the quality of the first Information Capsule.

Agenda Item 14: Capacity Building program for the members of the Village Conservation and Land Management Committee

Resolution: SEC accorded Ex-Post Facto approval for the amount of Rs. 2,08,38,400/- for Capacity Building program for the members of the Village Conservation and Land Management Committees

Agenda Item 15: SDRF Proposal of Kamrup District received from the Handloom & Textiles Department:

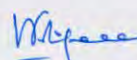
Resolution: SEC approved the proposals of Handloom & Textiles Department in Kamrup district under SDRF for 2014-15 against the proposal of the department in respect of 6973 nos. of flood affected weavers under 6 (six) Revenue Circles in Kamrup district involving an amount of Rs. 1,82,87,773/- (One Crore eighty two lakh eighty seven thousand seven hundred seventy three only) which is to be examined and to be implemented as per the old SDRF norms as proposals are for the year 2014-15 and were received during 2014-15. The actual amount involved would be decided accordingly.



Agenda Item 16: SDRF Proposal of PWD Roads

Resolution: SEC approved 44 nos proposals of SDRF for PWD Roads for a total amount of Rs. 1262.084 lakhs under SDRF 2014-15 as stated below to be implemented as per old SDRF norms as they belong to 2014-15 and were received last year itself.

Sl NO	District	Name of scheme	Year	Amount (Rs. In lakh)
1.	Sibsagar	Restoration of Borhat Borpathar Road (From Ch. 0.00 m to Ch. 1430.00m, L= 1.43km) under SDRF in Sivasagar district.	2014-15	62.74
2.	Sibsagar	Restoration of Ronsowal to Borpathar Road (Nahor Ali) from Ch. 21000.00m Ch. 23200.0, Total length= 2.20 km under SDRF in Sivasagar District.	2014-15	50.00
3.	Sibsagar	Improvement of Michajan Road from Ch. 0.0 m to Ch. 2042.00 (L= 2.043 Km), under SDRF	2014-15	40.00
4.	Sibsagar	Restoration of flood damaged Lahon Gaon Bura Ali under SDRF for the year 2013-14 in PWD Sivsagar Rural Road Division	2013-14	92.65
5.	Nalbari	FDR (SDRF) to kaldi Narua road (MT & BT)	2014-15	24.87
6.	Nalbari	FDR (SDRF) to Bhabanipur Chowk to Movioni via Jugarbari Road	2014-15	18.00
7.	Nalbari	FDR (SDRF(of SPT Br. No. 7/1 on Tihu Solmara Road	2014-15	11.55
8.	Nalbari	SDRF to Jalkhana kukurmara Makhibaha Road (providing E/W, GWC, HPC and SPT Repir Br. No. 1/1)	2014-15	31.26
9.	Nalbari	Rest. of flood damage road from HMD Road to Howlightat via Mukalmua Public Field under SDRF	2014-15	4.58
10.	Nalbari	Rest. Of flood damage road of Approach road from Galdighla PMGSY Road to Khalihamari village to Pagladia river bank under SDRF	2014-15	6.20
11.	Nalbari	Rest. Of flood damaged road from Kurihamari LP School to Kurihamari Milan LP School Via Paresh Medhi Supa under SDRF (Re- const. of Timber Foot Bridge No. 1/1 with approaches)	2014-15	11.23
12.	Nalbari	Rest. Of flood damaged road from No. 1 Kaplabori Parghat to Bhelengamari Parghat via Bhelakhaiti under SDRF (E/W in filling)	2014-15	8.77
13.	Nalbari	Rest. Of flood damaged of road Nalbari commerce college road under SDRF	2014-15	16.00
14.	Nalbari	Rest. Of flood damaged road from Hajo Nalbari Road Balamugkuchi to Mathurasala road under SDRF	2014-15	20.00
15.	Nalbari	Restoration of flood damaged Road from from Amayapur to Arara Road (from Ch. 1200.00m to Ch. 2400.00m) under SDRF for the year 2014-15	2014-15	12.47



16.	Tinsukia	Restoration of Flood Damaged Badlabheta Duwarmara Road under Tinsukia State Road Division under SDRF (Doomdooma LAC)	2014-15	50.00
17.	Dhubri	Permanent Restoration of Airkata PMGSY Rd. to Airkata Model Hospital Road (From ch. 0.00m to 1500.00m) under SDRF	2014-15	40.00
18.	Barpeta	Construction of new SPT Bridge over Panikhati Jan Taparbori village on Taparbori Bheraldi Road under SDRF	2014-15	43.00
19.	Barpeta	Restoration flood damages to BB Road to 3 No. Colony via Charak Pujathali Road under SDRF	2014-15	49.72
20.	Barpeta	Repairs of SPT bridge No. 2/1 on Newlarbhitha Satrapara Road including construction of bridge approaches and small breaches by earth work under SDRF	2014-15	47.00
21.	Barpeta	Repairs and Restoration to Saukuchi Colony to Garemary Road under SDRF (Repairs to SPT Bridge No. 2/1 of length= 50m and Construction of HPC No. 5/1)	2014-15	35.00
22.	Barpeta	Restoration to Howly Sericulture Farm to Barbarijhar Road under SDRF (ch. 0.00m to 1200.00m)	2014-15	22.85
23.	Barpeta	Restoration of flood damaged to Sila Palhaji road under SDRF	2014-15	58.24
24.	Barpeta	Restoration of flood damages to Khandarpar 1284 No LP School to Kujarpith Banbahar Road under SDRF for the year 2014-15	2014-15	46.87
25.	Morigaon	Restoration of Flood Damages to Amlighat Sonaikuchi road via Gova Raja House under SDRF (filling upof damaged stretches by E/w, providing GWC & reconst. Of culvert etc) (under Jagiroad LAC) ch. 3050m to 4600M)	2014-15	77.33
26.	Morigaon	Restoration of Flood damages to Dhekiphala Karatipam under SDRF (under Jagiroad LAC)	2014-15	27.61
27.	Morigaon	Restoration of Flood damages to Sildubi Gagolmari Road under SDRF (under Jagiroad LAC)	2014-15	50.00
28.	Dibrugarh	Restoration of Road from LBT Road leading to Moderkhat Mayamaora Satra (L=1.20km) under SDRF	2014-15	61.36
29.	Darrang	Repairs and Rehabilitation of SPT Br. No 1/1 and 2/1 Naharbari Ganakbari Road under SDRF in Mangaldai rural Div.	2014-15	20.40
30.	Darrang	Restoration of F/D road to Bandia to Baghpori Road (SPT Br. No. 1/1) under SDRF in Mangaldai rural div.	2014-15	20.28
31.	Darrang	Restoration of F/D Road to Gerimari to Mowamari Road (SPT Br. No 1/1) under SDRF	2014-15	20.37
32.	Bongaigaon	Repairs and restoration of Bageswari Temple road under SDRF	2014-15	20.89
33.	Dhemaji	Repairs and rest. Of Flood Damaged Road from NH-52 at Hossong to Mohanpur via Magurami under SDRF	2014-15	20.58

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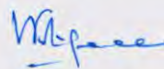
34.	Dhemaji	Repair and restoration of Flood damaged road from Sissibargaon to Bhebeli Road under SDRF	2014-15	24.93
35.	Dhemaji	Restoration of flood damaged road from Silapathar Society to Gelua Road under SDRF (FDR)	2014-15	14.684
36.	Dhemaji	Restoration/ repairs to flood damages on SBG road (Bordoloni to Khalihamari) road under SDRF	2014-15	17.81
37.	Dhemaji	Restoration/ repairs to flood damages on old NT Road (Moinapara to Bordoloni) under SDRF	2014-15	22.00
38.	kokrajhar	Temporary Rest. Of Sahidbedi to Mahajanpara Road unde SDRF	2014-15	2.50
39.	kokrajhar	Temporary Rest. Of Joypur-Namapara Road under SDRF	2014-15	1.50
40.	kokrajhar	Temporary Rest. Of Kamarpara to Sonamoyee para Road via Sahidbedi (Tilapara) under SDRF	2014-15	2.50
41.	kokrajhar	Temporary Rest. Of Baruapara-Kabarsthan Road unde SDRF	2014-15	1.00
42.	kokrajhar	Temporary Rest. Of Khutamari-Namapara Road. Under SDRF	2014-15	1.50
43.	Goalpara	Restoration of GD Road to Dohikata Road under SDRF for 2014-15	2014-15	41.84
44.	Nagaon	Restoration of flood damage to road from Niz Lawkhowa to Chunsehar in Samaguri LAC under SDRF for 2014-15	2014-15	10.00
			Total	1262.084 lakh

Agenda Item 17: SDRF proposal viz. “Immediate measures taken to resist the flood devastation along the river Brahmaputra from Muwamari to Bhuragaon in different reaches under SDRF for 2014-15” of W R Deptt. from Morigaon District for Rs.397.29 Lakh of 2014-15

Resolution: SEC directed the Water Resource Department to submit to SEC the tender issued, work order given and all other necessary documents relating to the execution of work on this scheme for considering ex-post- facto approval.

Agenda Item 18: Engagement of Grade-IV staff at ASDMA on contract instead of outsourcing.

Resolution: After discussing the pros and cons of direct appointment vis-à-vis outsourcing, the SEC decided to continue the existing system of engagement of Grade-IV staff at ASDMA on outsourcing basis only.

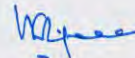


Agenda Item 19: Consideration of BTAD and District Hills Council Authorities as an integral part of the DDMA's

Resolution: SEC observed that the DM Act 2005 itself provided for making the Chief Executive Member (CEM) of the council the Co-Chairman. Deputy Commissioners should be asked to apprise the Council Authorities of this provision and allow the representative deputed by CEM to attend the meeting as Co-Chairperson if CEM is not able to attend the meeting.

SEC further, decided to augment the strength of DDMA's in the council districts by giving more man power.

The meeting ended with the vote of thanks from the chair.



(V.K. Pipersenia)

Chief Secretary & Chairperson
State Executive Committee

Memo No RGR/DM/09/2013/213 (A)

Dated 7th October 2015

Copy to :

All Members



(P.K. Tiwari)

Chief Executive Officer
Assam State Disaster Management Authority

Attendance sheet 22nd SEC meeting:5th October 2015

Sl No.	Name	Designation & Department
1	Shri VK Pipersania	Chief Secretary, Govt. of Assam
2	Shri SC Das	Additional Chief Secretary, Govt. of Assam
3	Shri MGVK Bhanu	Additional Chief Secretary, Govt. of Assam
4	Shri VB Pyarelal	Additional Chief Secretary, Govt. of Assam
5	H Tiwari	Jt. Secy, E & Forest
6	P. Saikia	Comm. & Secy. , Elementary Edn.
7	AD. Rout	ADG & Dir. of fire & ES
8	M. Angamuthu	DC, Kamrup Metro
9	Dr. J Balay	Secy, H & FW
10	Syed Md. Bakir	Chief Engineer, PWD (R)
11	AP Rout	Dir. of F & ES
12	Shri K. Kalita	Dir. of Social welfare Assam
13	Leena Das	Dy Secy, social welfare Deptt.
14	Hemen Das	Dir. of Municipal Administration
15	KK Chakraborty	CGM (D), LAR, APDCL
16	Jiten Borthakur	AGM (PPGD), APDCL Bijulee Bhawan
17	RK Das	AGM/GEO (C), APDCL
18	Chittaranjan	SP (C), APRO
19	LB Singha	DP (C), Assam
20	Nazreen Ahmed	Jt. Comm, GMC
21	P. Sonowal	Secy, UDD & GDD
22	Aruna Rajoria	Secy, P & RD
23	Dr. S Rava	Dir. Vety Deptt.
24	Kajal Kr. Singha	Electrical Inspector
25	Akhil Ch. Khataniar	Dy. Chief Electoral Inspector, Inspectorate of Electricity, Assam
26	Utpal Konwar	Dy. CEI, Inspector of Electricity
27	Jyotirmoy Das	Assam Electricity Grid Cor. Ltd.
28	Dr. Abhijit Samual	Nodal Officer & Addl. Supdt. GMCH
29	BB Roy	Jr. Staff Officer, Civil, O/o the DGCD & CGHG Assam, Defence
30	RP Shingh	CCF (Border), O/o Addl. PCCF (T), Laower Assam Zone

31	T C Borah	Dy. Director Tech. F & ES, Assam
32	S. Bezbarua	D/S (H), PW (B & NH) Deptt.
33	S Bhattacharyya	EE (M), PWB & NHD
34	J Gogoi	AE, PWB & NHD
35	Mukesh Sahoy	DGCD, Civil Defence & HG
36	M Gogoi	Secy Home & political Deptt.
37	R K Sarma	Ex. Engg. E & CP
38	D. Barbaruah	Dy. Der. T & CP
39	Hobibur Rahman	Dir. of Design, WRD

Second Phase of Annual Work Plan & Budget of ASDMA for 2015-16

Sl. No	Name of Activity	Sub-Activity	Time Frame	Estimated Requirement of Fund	Remarks
Component: Disaster Risk Reduction : H/A Non Plan Mitigation Fund					
1	Constitutions of Ward level Disaster Management Teams & Preparation of Ward Level DM Plans (Except Silchar). One Municipal Corporation/ Boar in each 26 districts	<ul style="list-style-type: none"> • One day sensitisation of Functionaries & Ward Members • Preparation of Ward Level DM Plan • Formation of Ward wise DM Teams • Two Days Training of Ward DM Teams 	Oct,15-April,2016	6,50,000	@ Rs.25000 per District
2	Mock Drill on Flood Rescue	<ul style="list-style-type: none"> • 6 Mock Drills through SDRF & NDRF in Lakhimpur, Dhemaji, Barpeta, Sonitpur ,Dhubri and Goalpara 	April –may	6,00,000	@ Rs. 1,00,000 per district
3	Appraisal of the State Departmental Disaster Management Plans of the 16 priority departments.	<ol style="list-style-type: none"> i) Identify experts to review the 16 departmental DM plans. ii) Share the submitted plans with the experts prior to the date scheduled for the review meeting. iii) Organise review meeting with the experts, Nodal officer & planning team of the concerned department. The experts would share their comments on the plan document and give a feedback iv) Submit an appraisal report for incorporating the necessary changes suggested by the experts and the points that come out through the discussion. v) The Department will do the necessary changes and submit the finalized draft. vi) Publication of the final plan. 	6 months	5,00,000	
4	Appraisal of the District Departmental Disaster Management Plans of the 5	<ol style="list-style-type: none"> i) Identify institutions/agencies/experts to review the plans of 16 priority departments of 27 districts i.e 432 Departmental Disaster Management Plans. 	1 year	13,50,000	@Rs.10,000 per districts for 5 plans covering 27 districts.

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priority departments.	<ul style="list-style-type: none"> ii) Submission of feedback by empaneled agencies/institutions/experts. iii) Share the feedback with the DDMA in the districts iv) DDMA to organise review meeting with the departmental nodal officers & the planning team (comprising of the trained officials) and apprise them of the necessary incorporations and discuss feedback of the team. v) DDMA will submit an appraisal report to ASDMA on the finalized draft vi) The appraisal report should also be shared with the departmental officials for the necessary changes to be incorporated. vii) The Department will do the necessary changes and submit the finalized draft. viii) Publication of the final plan. 			No of Plans: 135
Sub-Total			31,00,000	

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SI No	Name of Activity	Sub-activity	Time frame	requirement of fund	Remarks
Component: Earthquake Risk Mitigation: H/A Non Plan Mitigation Fund					
1	Risk Assessment of Historic & Cultural Heritage Structures (Focus on 10 Nos of Important Structures)	<ol style="list-style-type: none"> 1. Preparation of Database in collaboration with Cultural Deptt, Archaeological Deptt, Guwahati Museum, ASDMA & DDMA 2. Cultural Deptt & Technical Institute will conduct the survey for structural stability of 10 Structures 3. Prepare a report for future restoration work for disaster resilience. 	One Year	10,00,000	Total = 10 x Rs 1 Lakh = Rs 10 Lakhs
2	Near Real-time Alert & Mirror Image Site Facility at State Level	<ol style="list-style-type: none"> 1. Float an EOI 2. Prepare an RFP 3. Select the agency 4. Undertake the work 	One year	50,00,000	
3	Marking a section of Science Museum, Guwahati as knowledge-hub for Earthquake information	<ol style="list-style-type: none"> 1. Discuss with the Authority of Science Museum 2. Fix the modalities 3. Make a detailed report through a Govt agency 4. Undertake the work 	One year	20,00,000	
4	National Workshop on 'Earthquake Risk Mitigation'	<ol style="list-style-type: none"> 1. Notify a committee by discussion with knowledge institutes and fix up thematic areas & time 2. Listing the resource persons, invitation, plan for logistics 	Within Six months	20,00,000	
5	Developing a Centre of Excellence for training on EQ-Resistant Structures at Civil Engineering Deptt, AEC, Guwahati and develop prototype model of Shake-table, Base-isolator mechanism, etc. for knowledge enhancement : Financial support for lab also	<ol style="list-style-type: none"> 1. Discuss with AEC, Higher Education Deptt. & other Knowledge Institutes for setting up the Centre Excellence 2. Notify a committee and organize brainstorming sessions for discussion with knowledge institutes and fix the modalities 3. Prepare a Detailed Proposal for the Developing a Centre 	Two years	25,00,000	
Sub-Total				1,25,00,000	

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Component: GIS Activities : H/A Non Plan Mitigation Fund

1.	Mapping of Open Spaces in all the major towns/cities of Assam.	<ol style="list-style-type: none"> 1. Procurement of high resolution satellite imageries. 2. Rectification of satellite imageries 3. Identification and Digitization of the open Spaces in satellite imageries 4. Data Processing, Area Calculation and Map Composition of the open spaces. 5. Field Verification of the digitized open spaces by the concerned districts & finalization 	6 months	15,00,000	(to be Outsourced)
2.	Updation & Expansion of the web portal of ASDMA with additional layers i.e Sub Divisional Boundaries, Mobile Towers, Rain Gauge Stations, Water Level Gauging Stations, VGR&PGRs, Reserved/Protected Forest Boundaries, Land Use/Land Cover, Watershed Boundaries, Drainage network, Schools, Wetland, Open spaces	<ol style="list-style-type: none"> 1. Incorporating new utilities/layers in the web portal for improved decision making 2. Linking the non spatial data with the spatial data 3. Updating the existing layers of the web portal 	4 months	20,00,000	To be Outsourced
3.	Develop a River Atlas of Assam	<p>Digitize and map all the rivers and tributaries of Assam along with the names of the rivers To identify the sources of origin of all the major rivers and tributaries. To delineate and prepare the catchment area maps of all the major rivers and tributaries To map all the flood management structures and Gauging Stations for the major rivers and tributaries. To study the nature of the rivers and tributaries in terms of Hydrological Discharge and Sediment Discharge To prepare the landuse/landcover map along the banks of rivers and tributaries</p>	8months	40,00,000	NESAC
4.	Preparing Flood Hazard Atlas of Assam	<ol style="list-style-type: none"> 1. Mapping of Flood Prone Areas using 15 years remote sensing datasets 2. Printing of the Flood Hazard Atlas 	6 months	40,00,000	NRSC, Hyderabad
5.	Preparing Flood Risk Map of one district of Assam on a pilot basis		12 months	4,00,000	(Printing Cost only)
6.	Procurement of GIS Software and Workstations			20,00,000	
Sub Total				1,39,00,000	

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Training & Capacity Building for the year 2015-16: H/A 13th & 14th FC Grant

Sl. No	Target Group	Name of the Training	Duration	No. of training required	Districts to be covered	Tentative Training Dates	No. of Participants /training	Avg. Cost per training (Rs)	Total Financial involvement (Rs)
1	VLMCC training + Gaon Burha Conference	Community level training on Disaster Management			All Blocks/ Revenue Circle				1,57,29,500
2	Doctors & Hospital Administrators	Hospital Preparedness & Mass Casualty Management/ Hospital Management Plan	3 days	27	All districts	Nov, 2015 - Mar,2016	40	2,00,000+55,000	6885000
3	Paramedics/Response Force (Police, Fire Service, Civil Defence)	Mass casualty Management	2 days	27	All districts	Nov, 2015 - Mar,2016	50	1,50,000+43,000	5211000
4	Engineers	Earthquake Resistant Technology (ERT)	2 days	27	All districts	Nov, 2015 - Mar,2016	30	1,50,000+43,000	5211000
5	Masons	Earthquake Resistant Technology for Masons	3 days	12	Bongaigaon, Goalpara, Darrang, Sonitpur, Barpeta, Nalbari, Cachar, Jorhat, Kamrup,	Nov, 2015 - Mar,2016	40	2,07,000 (Honorarium of RPs Rs. 1,27,000+Training cost and daily wages for Masons	2484000

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					Dibrugarh, Sivasagar, Tinsukia			80,000)	
6	Paramedics, ASHA, ANM,WASH and WCD staff at Block level	Public Health in Emergencies (PHE)	3 days	27	All districts	Nov, 2015 - Mar,201 6	40	2,00,000 (1,45,000+5 5,000)	5400000
Sub-Total									(1,57,29,500+2,51,91,000) 4,09,20,500

Component: Awareness Generation: H/A Awareness Generation under Non Plan Mitigation fund

Sl. No.	Name of Activity	Sub-activity	Time frame	Estimated requirement of fund	Remarks
1	Printing of Mass Awareness Materials	Designing/Translation/ Printing of materials <ul style="list-style-type: none"> • Annual Report • IEC materials • Calendar etc. 	As and when required	39,00,000	To be Done by ASDMA
Sub-Total				39,00,000	

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Sl. No	NAME OF THE ACTIVITY	NAME OF SUB ACTIVITY	TIME FRAME	REQUIREMENT OF FUND	REMARKS
Component: Communication: 10 % SDRF					
1	Commissioning of a Communication Plan for ASDMA	Preparation of scope of work on Communication plan by ASDMA	October 2015 to March 2015	Total= 20,00,000/-	
		ASDMA may request TCIL (under the Ministry of Communication & IT, Govt. of India) for Commissioning of a Communication Plan for Disaster Management			
		Formation of technical Committee to discuss the communication plan			
2	Commercial Toll Free Service	Request BSNL for a commercial Toll Free Service on Mobile Handshet	October 2015 to February 2015	Approx.= 60,000/- annually)	Total= 15,000/- for one time Recurring Charges + Monthly Rental= @ 5,000/- per month.
3	Maintenance of Hotlines	Maintainance of Hotlines	Regular Activity		
4	Operationalization of Ham Radios	Provisioning of HAM licenses from WPC/MHA to intending HAM operators in Assam in other NE States	Two Years	Fund not required	Establishment of the HAM radios subject to License by MHA/IB
5	Maintainance of 1070 & 1077 toll free nos.	• Maintenance of 1070 & 1071 toll free nos.	Regular Activity	Fund not required	
		Correspondence with the DEOC and SEOC for evaluating the availability of the Toll free services from all the Telecom service providers.	Regular Activity	Fund not required	
Sub-Total				20,60,000 approximate	

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Component: Response: H/A 10% of SDRF

Sl No	Activity	Sub Activity	Time frame	Tentative Fund requirement	Remarks (Fund requirement in 2015-6)
1.	Strengthening flood response by providing Wooden boats of 20-25 capacity to the districts	Funds for construction 3 wooden boats of 20-25 capacity will be to the following n 20 districts: Dhubri, Bongaigaon, Goalpara, Barpeta, Kokrajhar, Nalbari, Kamrup, Darrang, Sonitpur, Lakhimpur, Dhemaji, Tinsukia, Dibrugarh, Sivasagar, Jorhat, Golaghat, Nagaon, Morigaon, Cachar & Karimganj	Financial year 2015-16	@600000X20X3 = 3,60,00,000	3,60,00,000
2.	Strengthening of ASDMA	Development of land and Construction of ASDMA Office Building , SEOC & AIDM	Financial year 2015-16/17	10,00,000	10,00,000
3.	Enhancement of Capacity to response incorporating IRS as management tool for response	IRS training	Financial year 2015-16	10,00,000	10,00,000
4.	Strengthening of DDMA	For Furniture of Chirnag & Baska DEOC	Financial year 2015-16	5,00,000	5,00,000
5	Sharing information for effective management of disaster	1 day workshop with NDMA, Bhutan, Disaster Management officials of Arunchal Pradesh, Meghalaya, Nagaland, Manipur, CWC, WR and IMD		2,00,000	2,00,000
		Development of Information sharing system		3,00,000	3,00,000
Sub-Total				3,90,00,000	3,90,00,000

Grand Total: Rs. 11,53,80,500/- (Rupees eleven crore fifty three lakhs eighty thousand five hundred)

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Activities received from the DDMA's in their Annual Work Plan & Budget for 2015-16: H/A Plan Fund & 10 % of SDRF for equipments

Sl. No	District	Name of Activity	Sub-Activity	Estimated Requirement of Fund	Remarks
1.	Kamrup Metro	Capacity Development programme for district crisis development group	To training programmes	80,000	
		Sensitisation meeting of the Secys and Presidents of Apartments		1,30,000	
		Sensitisation meeting for representative of print & electronic media		40,000	
		Fire & Emergency evacuation Mock Drill in Kamakhya Temple		2,10,000	5-days training followed by table talk & Mock drill
		Dewatering pumps for Water Resource Department, GMC Division	4 trolley mounted pumps with MF-30/35 or equivalent capacity of 52-55 HP with diesel Engines	1,44,77,000	Proposal received from Executive Engineer WRD GMC division
		Administrative cost		25,000	
Sub-Total				1,49,62,000	Out of which Rs. 4.85 lakh is for DDMA and rest for WRD GMC division for pumps
2.	Nalbari	Study of water logging problems in Southern part of Nalbari district that causes degradation of paddy land.		5,00,000	

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		65 GP level Street Play on disaster preparedness		25,000	
		GP level civil defence training to volunteers in vulnerable GPs		4,00,000	20 programmes
		2-day training programme for head teachers on school safety & school DM Plan		3,66,300	
		2-day training programme for all head teachers of the principal of Madhyamic level on school safety & DM Plan		71,400	
		2-days training for PWD road technical persons on IRC publication, BIS code, Earthquake mitigation, Traffic Science & sharing of Departmental DM Plan		67,500	
		Administrative cost		25,000	
Sub Total				14,55,200	
3.	Baksa	Workshop on Man Elephant Conflict		1,50,000	3 programmes
		RVS of Govt. Buildings		1,00,000	20 buildings
		Training to the Gaon Burhas, VDP Members and Other Community Members such as SHG Members, Farmers Club, etc. on Various aspects of DM in all 6 Rev. Circles		6,00,000	6 programmes
		6 dewatering pumps for 6 Revenue Circles		Not mentioned	
		Administrative cost		25,000	
Sub-Total				8,75,000	

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4.	Kamrup	Mock drills in 100 schools		2,00,000	
		Fire accident drill of bazar community 8 programmes		80,000	To carry out Sensitization on Fire Safety and practice for evacuation in the event of Fire
		Administrative cost		25,000	
Sub-Total				3,05,000	
5.	Morigaon	DM awareness generation through street plans, Art & quize competition 5 programmes		50,000	
		Nagaon paper mill: a study of industrial pollution & its impact on soil, health, agriculture & water bodies		5,00,000	
		Study of small industry of Morigaon Dist.- Brick industry, Stone crusher & its impact on agriculture land human habitate		2,00,000	
		Administrative cost		25,000	
Sub-Total				7,75,000	
6.	Lakhimpur	Water Pump Set		2,00,000	8 Nos. of Pump set
		Desaster Preparedness Mock Drill in Schools/ Hospitals/ Lifeline Govt. Buildings.		2,00,000	20 programmes

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		<p>i. Implementation of the Community Based Flood Early Warning System (CB-FEWS) in the flood prone rivers of the Lakhimpur Dist.</p> <p>ii. Formation of community groups to monitor and repair vulnerable portions of embankments and other hydraulic structures with support from line departments.</p> <p>iii. Create damage data bases in post disaster</p>		10,00,000	
		Administrative cost		25,000	
Sub-Total				14,25,000	
7.	Udalguri	1. Desaster preparedness Mock Dril at Schools, Hospitals, Lifeline Govt. establishments		50,000	10 nos.
		2. Street Play/Drama/ Rally at public places		25,000	5nos.
		3. Art & Quiz Competition etc. among the college/School student.		30,000	10nos.
		Administrative cost		25,000	
Sub-Total				1,30,000	
8.	Sonitpur	Awareness generation programme- printing of leaflets on dos & don'ts on EQ, flood & storm		1,00,000	
		Installation of hoardings on dos & don'ts on EQ, flood & storm		1,50,000	
		Special training for women on Disaster Preparedness		50,000	

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		Research work on wetland conservation		5,00,000	Through Tezpur University, TNCP deptt. Circle Officers
		Observance of IDDR, 13 th October, 2015		50,000	
		Administrative cost		25,000	
Sub-Total				8,75,000	
9.	Darrang	Awareness generation	Disaster preparedness Mock Drill at Schools, Hospitals, Lifeline Govt. establishments	50,0000	
			Street play/drama/rally at public places	24,0000	
			Art & Quize Competition etc. among the School Children	24,0000	
			Printing of Leaflets: Dos & Don't on Earthquake, Flood, Storm, etc.	35,000	
			Installation of Hoardings/ Posturing etc	150000	
			Observance of International Day for Disaster Risk Reduction at Dist. On 13 th Oct, 2015.	150000	
			Exhibitions/tabulate etc.	100000	

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		Administrative cost		25,000	
Sub-Total				14,40,000	
10.	Kokrajhar	Street play, Art, Quiz competition (5 rallies of street play & 5 nos. of quiz & art competition)		1,00,000	
		50nos. of awareness generation meeting at 100 nos. of most flood affected villages of the dist. @ Rs. 2000/ camps		2,00,000	
		Administrative cost		25,000	
Sub-Total				3,25,000	
11.	Jorhat	High velocity Dewatering pumps		1,08,57,750	
		Administrative cost		25,000	
Sub-Total				1,08,82,750	
12.	Chirang	Disaster Management capacity Building of Women SHGs in selected villages with special focus on women & children		3,00,000	
		Administrative cost		25,000	
Sub-Total				3,25,000	
13.	Barpeta	Conduct of street plays in flood affected areas		1,50,000	30 programmes
		Art & Quiz programme for students on DM		1,00,000	10 programmes
		D-watering pump for municipal board & town committees		1,50,000	6 nos.

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		Administrative cost		25,000	
Sub-Total				4,25,000	
14.	Bongaigaon	Awareness programme for SHGs on DM at block officers		2,00,000	20 programs
		Mock drill on fire & earthquake		3,36,000	48 programs
		Administrative cost		25,000	
Sub-Total				5,61,000	
15.	Dhemaji	Earthquake & fire mock drill & street plays, mass rally, slogan & painting competition		6,00,000	100 schools @ Rs. 5000 & 10 awareness programme
		Administrative cost		25,000	
Sub-Total				6,25,000	
16.	Dhubri	Identification of local swimmers & arrangement of training to develop their swimming & diving skills		2,00,000	
		Street play/drama/rally at public places		1,00,000	
		Art & Quiz Competition etc. among the College/ School student		2,00,000	
		Administrative cost		25,000	
Sub-Total				5,25,000	
17.	Goalpara	Awareness generation	Street play	1,00,000	10 programs
			Art competition	1,00,000	5 Programs

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			Quiz competition	1,00,000	5 Programs
			Awareness rally	1,00,000	5 Programs
		Training on Disaster preparedness for PWDs		75,000	
		Research work/study on de-forestation and consequent flash flood in Goalpara		50,000	
		Administrative cost		25,000	
Sub-Total				5,50,000	
18.	Cachar	Workshop for Children in emergencies involving ICDS, ASHA, ANM & GNM workers		2,00,000	
		Administrative cost		25,000	
Sub-Total				2,25,000	
19.	Tinsukia	Awareness generation	Street play	50,000	10 Programmes
			Street play at River Ghats	40,000	8 Programmes
			Street play for rural markets	2,00,000	40 Programmes
			Mock Drill at Schools/colleges on earthquake & fire	3,00,000	100 Programmes
		Administrative cost		25,000	
Sub-Total				6,15,000	
20.	Dibrugarh	Structural safety audit of Govt. Building through RVS		1,50,000	

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		Construction of water collection, outlet for fire & Emer. Service		5,00,000	5 places
		Street plays		30,000	3 Programmes
		Art & Quiz competition for school children		60,000	4 Programmes
		4 dewatering pumps and accessories		Not mentioned	
		Administrative cost		25,000	
Sub-Total				7,65,000	
21.	Sivasagar	Street play,, Art & Quiz competition		1,00,000	5 rallies & street play 5 nos of Quiz & Art competition
		19 nos. of Awareness camps cum trainings for VDPs @ Rs. 5000/ programme with Civil Defence		95,000	Under 19 PS of the Dist.
		Impact of oil spill on soil, water agriculture land with mapping of remedial measures		1,00,000	
		Study on use of pesticides in tea gardens & its impacts on agricultural land		1,00,000	
		3 kirloskar water pumps of 50 HP with efficiency of 85% along with accessories		Not mentioned	
		Administrative cost		25,000	
Sub-Total				4,20,000	

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22.	Karbi-Anglong	Awareness generation	Mock drill for school, hospital & Govt. Buildings	2,50,000	50 Programmes
			Street play/ drama/ rally at public places	1,00,000	5 prgrms
			Art & Quiz competition among school children	1,00,000	5 Programmes
		Disaster preparedness & mitigation activity	Preparation of village master plan of 5 villages	1,00,000	5 villages
		Administrative cost		25,000	
Sub -Total				5,75,000	
23.	Dima Hasao	DRR activity	Awareness generation, preparedness mitigation –Mock Drills in Schools and Govt. Offices	2,25,000	20 programmes
			Street Plays, Mass Rally, slogan and painting competition, sensitisation meeting, essay competition	2,00,000	10 programmes
			Administrative cost.	25,000	
Sub Total				4,50,000	

Grand Total : 3,95,10,950/-

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MEMORANDUM OF UNDERSTANDING

Between

NATIONAL DISASTER MANAGEMENT AUTHORITY,
MINISTRY OF HOME AFFAIRS
GOVERNMENT OF INDIA

&

The Govt of the State of Assam

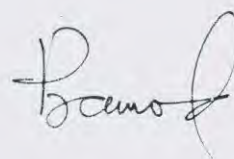
For

Implementation of the scheme for strengthening of State Disaster Management
Authorities and District Disaster Management Authorities under the Other
Disaster Management Project (ODMP) Scheme.

This MEMORANDUM OF UNDERSTANDING (MoU) is made on this _____ day of _____ BETWEEN the National Disaster Management Authority, Government of India (hereinafter referred to as National Disaster Management Authority (NDMA) and the **State of Assam**, for implementation of the scheme for strengthening of State Disaster Management Authorities and District Disaster Management Authorities under the Other Disaster Management Project (ODMP) Scheme.

2. **WHEREAS** NDMA has decided to entrust the responsibility of implementing the scheme for strengthening the SDMAs and DDMA's to the **State of Assam** during the period 01.10.2015 to 31.01.2017. The estimate of funding support to State Disaster Management Authority (SDMA) and District Disaster Management Authorities (DDMA's) is as under:

S. No	Component	Time Line	Appx. Cost (Rs. In lakhs)
FY 2015-16			
1.	Hiring of 3 Disaster Professionals @ Rs 50,000/- per Human Resource (HR) Professional for SDMA	For 6 months starting from 01.10.2015 to 31.03.2016	9.00
2.	Administrative cost for advertisement, equipment, domestic travel and contingency @ Rs 4 Lakh for the SDMA for the project duration per year	For 6 months starting from 01.10.2015 to 31.03.2016	4.00
3.	Hiring of 1 Disaster Professional per DDMA for eleven (11) DDMA @ Rs 40,000/- per HR Professional	For 6 months starting from 01.10.2015 to 31.03.2016	26.40



4.	Administrative cost for advertisement, equipment, domestic travel and contingency @ Rs 2 Lakh per DDMA for eleven (11) DDMA's for the project duration per year	For 6 months starting from 1.10.2015 to 31.03.2016	22.00
Total Amount			61.40
FY 2016-17			
1.	Hiring of 3 Disaster Professionals @ Rs 50,000/- per HR Professional for SDMA	For 10 months starting 01.04.2016 to 31.01.2017	15.00
2.	Administrative cost for advertisement, equipment, domestic travel and contingency @ Rs 4 Lakh for the SDMA for the project duration per year	For 10 months starting 01.04.2016 to 31.01.2017	4.00
3.	Hiring of 1 Disaster Professional per DDMA for eleven (11) DDMA's @ Rs 40,000/- per HR Professional	For 10 months starting 01.04.2016 to 31.01.2017	44.00
4.	Administrative cost for advertisement, equipment, domestic travel and contingency @ Rs 2 Lakh per DDMA for eleven (11) DDMA's for the project duration per year	For 10 months starting 01.04.2016 to 31.01.2017.	22.00
Total Amount			85.00

This MoU defines the role and responsibilities of the participating agencies, timeline, monitoring and other matters related to implementation of the scheme under the ODMF Scheme.

3. NOW THE PARTIES HERETO AGREE AS FOLLOWS:-

(I). Role of National Disaster Management Authority:

- (i) To provide necessary financial support for timely execution of the project.
- (ii) To monitor and review the performance of the project at periodic intervals.

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(II). Role of the State of Assam

- (i) To implement the scheme undertaken by NDMA under ODMP Scheme as per the deliverables (**Annexure**) to be achieved.
- (ii) To furnish report on physical (as per outcome / deliverables to be achieved) and financial progress on quarterly basis to NDMA.
- (iii) To maintain a separate head of account for the grants received from the Central Government for the scheme and to submit an audited Statement of expenditure/ Utilization Certificate, incurred under the scheme.
- (iv) To ensure effective utilization of the grants given by NDMA for the purpose for which it was granted and ensure timely completion of project work.
- (v) To incur all the expenditure under the scheme in accordance with General Financial Rules and also Govt. of India Rules in vogue and submit the Utilization Certificate for the amount spent in prescribed format (GFR -19 A) immediately after completion schedule of the scheme. To refund unutilized amount, if any, to NDMA through Demand Draft in favour of DDO, NDMA.
- (vi) To engage personnel at SDMA / DDMA level as per extant rules applicable in the State/ UT on contract / deputation basis.

4. Effective Date and Duration of Memorandum of Understanding:

This Memorandum of Understanding shall be effective on and from the date it is signed. This Memorandum of Understanding will remain in force till the operationalisation of the scheme. It is expected that States / UTs will continue the scheme from their own resources after 31.01.2017

5. Release of Payment

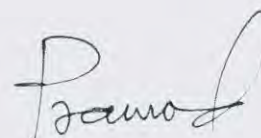
The details of year-wise release of funds to the State/ UT are as below:

(Rs. In lakhs)

Particulars	Financial Year 2015-16	Financial Year 2016-17	Total
Amount to be released for the scheme	61.40	85.00	146.40

6. Monitoring:

- (i) A 'Project Monitoring Committee' (PMC) under the Chairmanship of Member Secretary, NDMA shall be constituted, for smooth coordination, and



execution of the scheme. The PMC will evaluate physical and financial progress on quarterly basis.

- (ii) State Executive committee, at State / UT level, will evaluate physical and financial progress on quarterly basis.

7. Termination:

The NDMA may, terminate the scheme, without prejudice to any other remedy available for breach of any conditions of the MoU by a written notice of 45 calendar days issued to the State/UT Govt. in the following circumstances:

- i) Failure to properly utilize the amount paid by NDMA or in the event of appropriate progress not being made in the scheme.

8. Resolution of Differences:

All disagreement disputes, difference arising in the implementation of scheme will be resolved through a process of consultation between the two parties. The decision of Member Secretary, NDMA shall be final in all such cases.

IN WITNESS WHEREOF the parties hereto have signed sealed and delivered this Agreement on the day, month and year above written in presence of:-

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3.10.15

Signed by: (Rep of NDMA)

(Rep of the State/UT)

Sl. No.	Questions	Reply
1.	Does the State Disaster Management Authority (SDMA) has a dedicated Secretariat?	Yes
2.	If yes, provide the location, the organization and structure of the SDMA.	Assam State Disaster Management Authority, Assam Secretariat, Dispur, Guwahati-781006. Detailed structure is enclosed as Annexure-I
3.	No of staffs in the SDMAs?	Technical Staff- contractual (Project managers, project officers, GIS assistant and expert, Engg. Consultant, finance officer, system expert etc.): 14 nos Ministerial –Contractual staff: 1 Sr. Assistant, 2 junior assistants, 1 accounts assistant , 1 Stenographer and 8 outsourced Grade IV staff.
4.	Details of professionals in the SDMAs	Enclosed as Annexure-II
5.	Is there is a shortage of dedicated staffs? Please Provide the details.	54 field officer at district level is required and 4 State level consultants required
6.	Does the District Disaster Management Authority (DDMA) has dedicated Secretariat?	No
7.	Will the HR support being proposed to be provided in the scheme is required by the SDMA to <i>achieve</i> the <i>deliverables</i> in the Scheme.	Yes
8.	If yes, <i>provide</i> the location, the organization and structure of the secretariat DDMA?	All 27 DDMA's are located in the Deputy Commissioners office of the respective districts.
9.	Total number of Staffs in the DDMA secretariat.	One contractual project officer in each DDMA
10.	Details of approved technical staffs in the DDMA	Only one project officer
11.	Is there is any shortage of dedicated staffs? Please <i>provide</i> the details.	Yes in each district at least two file officers are required for taking up the mitigation, preparedness, capacity building and response activities
12.	Would the HR support being <i>provided</i> under the proposed schemes be useful for the DDMA will help <i>achieve</i> the <i>deliverables</i> .	Provision of the dedicated staff in the DDMA's will be definitely benefit the SDMA's & DDMA's in carrying out the activities mandated for disaster management.
13.	If answer to <i>above</i> is not yes then whether the SDMA requires the HR support to <i>achieve</i> other <i>deliverables</i>	Does not arise
14.	Whether Hazard Risk Vulnerability Analysis of States has been done? If yes, please provide details.	HRVA not done in the State as a whole but done for Guwahati, Dibrugarh and Silchar City and Dhemaji District. Besides, Flood Hazard Atlas been prepared for all 27 districts of the State

15.	Whether State Disaster Management Plan (SDMP) has been prepared?	Yes
15.1	If yes, when SDMP has been <i>approved</i> by State Disaster Management Authority (SDMA)	The SDMP was approved in 5 th March 2013 in the 5 th meeting of SDMA
15.2	When SDMP has been updated.	Not yet updated
16.	Whether State Policy for Disaster Management (SPDM) has been prepared .If yes, When?	Yes. The State DM Policy was prepared in 2010
17.	Whether Disaster Management Plans of Departments of State Govt.- have been prepared?	The process for preparation of DM plans for 15 major departments has been initiated
17.1	If yes, names of such details with date.	<p>The departments are: PWD (B) & NH</p> <ul style="list-style-type: none"> <input type="checkbox"/> PWD (R) <input type="checkbox"/> PHE <input type="checkbox"/> Water Resources <input type="checkbox"/> Irrigation <input type="checkbox"/> Urban Development (T&CP, Municipality) <input type="checkbox"/> Agriculture <input type="checkbox"/> Forest & Environment <input type="checkbox"/> Health & FW <input type="checkbox"/> Education <input type="checkbox"/> Transport <input type="checkbox"/> Industry <input type="checkbox"/> Panchayat & Rural Development <input type="checkbox"/> Soil Conservation & <input type="checkbox"/> Social Welfare.
17.2	If updated, when?	Does not arise

18.	Whether review of the projects/programmes of State Govt. Schemes from Disaster Risk Reduction perspective has been done? If yes please provide details.	A comprehensive time bound strategy has been put in place for human capital formation in each of these departments for In depth review of their planning process in general and schemes and budget in particular from the view point of Disaster Management.
19.	Whether SDMA has laid down guidelines for the State Departments for dovetailing prevention and mitigation components of disaster risk reduction in their respective development plans and project.	Yes. Templates and guidelines have been issued to the departments but it is a work in progress and will need constant professional support, guidance and monitoring to have a good impact.
20.	How many times does SDMA meet during last two years. Please provide details since its constitution.	One SDMA meeting held during 2013-14. However, total five SDMA meeting have been held since inception of ASDMA.
21.	How many times does State Executive Committee (SEC) has met during last two years? Please provide details since its constitution.	8 SEC meetings have been convened since 2013 till date. Total No of SEC meetings convened since inception of ASDMA is 17 nos.

22.	Whether District Disaster Management Authorities (DDMAs) have been constituted in the all the districts of State? Please provide details.	Yes in all 27 districts DDMA's are functional
23.	Whether all the DDMA's meet regularly?	Yes
24.	Whether HRVA of all the districts have been conducted? Please provide details.	HRVA not done in all the districts, but done for Guwahati, Dibrugarh and Silchar City and Dhemaji District. Besides, Flood Hazard Atlas been prepared for all 27 districts of the State
25.	Whether District Disaster Management Plans (DDMPs) of all the districts have been prepared?	Yes
25.1	If yes, when?	2010-2012
25.2	Whether updated? If yes, When?	DDMPs are updated annually
26.	Whether Mock Drills were organized in States during 01.01.2013 to 31.12.2014. regularly?	Yes
27.	Whether Mock Drills are organized in every districts to be identified by the states. If yes, dates thereof.	A. Emergency Management Exercise has been conducted in the following places in the districts: <ul style="list-style-type: none"> • Guwahati – Oct-Nov 2012 • Silchar- Nov 2013 • Jorhat- April 2013 • Dibrugarh- Feb 2014 • Nagaon- Sept 2014 • Barpeta- Feb 2014 <p>B. Mega mock drill has been conducted in Guwahati (March 10th 2014) ,Silchar & Jorhat March 13th 2014)</p> <p>C. Secretariat Mock drill (28th Feb 2013)</p> <p>D. Annual School Mock Drill (Great Assam Shakeout) in all districts since 2010.</p>
28.	Whether Capacity building programmes for community, officials including mason, PRI, Engineers, women, specially abled persons, school teachers etc are regularly organized? Please provide details.	Yes . Details enclosed as Annexure-III
29.	Whether DDMA's have reviewed the development plans prepared by the department of government at the district level, statutory authorities or local Authorities with a view to make necessary provisions therein for prevention of disaster or mitigation as per section 30 of the DM Act, 2005.	Yes. DDMA's are actively involved in the preparation of the DM plans of 15 departments.

Model Draft Agreement for engagement of Field Officer (Disaster Management) on contract basis.

This agreement is signed between District Disaster Management Authority, _____ (referred hereinafter as First Party) and Shri/Smti. _____ (referred hereinafter as Second Party) for the engagement of the Second Party for the post of **Field Officer (Disaster Management) at the Revenue Circle level**. The First Party and Second Party agree to the following terms and conditions for the purpose:

1. Recruitment and Placement

- 1.1. Field Officer (Disaster Management) shall be selected on the basis of a selection test to be conducted by the District Disaster Management Authority (DDMA) strictly in accordance with the instructions and guidelines issued by Assam State Disaster Management Authority.
- 1.2. Field Officer (Disaster Management) may be placed in any of the Revenue Circles of the district by the Chairperson of DDMA and be transferred to any other Revenue Circles in the district; though transfer of Field Officers from one Revenue Circle to another shall be undertaken only in exceptional circumstances with the prior approval of CEO, ASDMA.
- 1.3. Field Officer (Disaster Management) shall work under the administrative control and guidance of the Circle Officers subject to the norms and standards laid down by ASDMA in regard to their duties and responsibilities.
- 1.4. Field Officer (Disaster Management) must stay at the headquarters of the Revenue Circles and shall not leave the headquarters except with the approval of the Circle Officer.

2. Duration of the Contract

- 2.1. The contract will be for a period of one year, subject to renewal on the basis of the performance of the Second Party. Each renewal of contract shall, however, be treated as a new agreement, and there shall be the gap of one day between the last date of the existing contractual engagement and the first date of the new one.
- 2.2. The engagement shall be purely on a contract basis and the Second Party shall not be entitled to any claims, rights, interests or further benefits in terms of regulation or consideration of further appointment to the said post or any other post under the State Government or in any of its offices.
- 2.3. The services of the Second Party shall stand automatically terminated at the expiry of the contract period.
- 2.4. Notwithstanding anything contained herein above, the services of the Second Party may be terminated at any time if he/she is found to be guilty of indiscipline, insubordination, intemperance, breach of any of the terms and conditions incorporated in this agreement or unsatisfactory performance.
- 2.5. Either party may terminate this contract at any time, upon 15 working days written notice to the other party.
- 2.6. After notice of termination, the Second Party shall cooperate with the First Party, as reasonably requested by the First Party, to effect a transition of the Second Party's responsibilities and ensure that the First Party is aware of all matters being handled by the Second Party.
- 2.7. Upon termination of the Second Party's engagement with the First Party for any reason, the Second Party shall promptly return to the First Party any keys, credit cards, passes, confidential documents

or material, or other property belonging to the First Party, and return all written documents, files, records, correspondence, notebooks, notes and any other documents (including copies thereof) containing confidential information or relating to the business or proposed business of the First Party. For the loss of any property of the First Party in possession by the Second Party, the First Party will have a right to assess on its own basis and recover the damages of all such materials from the Second Party and to take such other action as it deems proper in the event of the Second Party's failure to account for such material or property to its satisfaction. Also, the First Party reserves the right not to relieve the Second Party of their engagement in the event that all the First Party's documents / property / confidential information in the custody of the Second Party have not been properly handed over by them to an authorised representative of the First Party.

2.8. The Tribunals and Courts at Guwahati will have the exclusive jurisdiction in respect of all matters pertaining to contractual agreement between both parties.

3. Roles & Responsibilities

3.1. The Second Party acting as **Field Officer (Disaster Management) for Revenue Circle** stationed at the Revenue Circle will perform the following duties:

- i. Assist the District Disaster Management Authority (DDMA) in preparation and updation of Village, Gaon Panchayat and Circle level Disaster Management Plans.
- ii. Assist the DDMA in organizing and conducting capacity building and awareness generation programmes for Circle, Gaon Panchayat and village level functionaries.
- iii. Assist Circle Officers in the capacity building and monitoring of the functioning of Village Land Management and Conservation Committees.
- iv. Assist DDMA in managing and running the communication systems put in place at the Circle level.
- v. Assist Circle Officer in coordinating with other departments on Disaster Management issues at Circle level and maintain records pertaining to Circle Level Land Management and Conservation Committees.
- vi. Assist DDMA in documentation of critical Circle level challenges and practices concerning Disaster Management.
- vii. Submit Progress reports in the formats and as per the time-lines decided by the First Party.
- viii. Any other duties & responsibilities that may be assigned to the Second Party in regard to Disaster Management from time to time.

4. Conditions of Travel

4.1. Second Party can under no circumstances be drafted for any other work or responsibility other than Disaster Management related works and responsibilities and the Second Party shall not obey any direction received from any authority assigning him on other work and shall refer the matter immediately to ASDMA for direction.

4.2. The Second Party cannot be deputed or attached to any officer other than the Revenue Circle of his posting, even for a temporary period, without prior approval of ASDMA.

4.3. The Second Party shall be required to travel extensively within the jurisdictional area of the Revenue Circle of his posting.

- 4.4. In case of official travel, outside the Revenue Circle, the Second Party will be guided by the Rules of Entitlement as decided by ASDMA.

5. Compensation Sheet

- 5.1. The Second Party's compensation on a total cost to the First Party will be Rs.20,000/- per month.
- 5.2. The Second Party's compensation is subject to Income Tax and Assam Professional Tax deductions as per the prevalent Income Tax Laws/ rules and Government rules for Assam Professional Tax deduction.
- 5.3. The indicative breakup of the Second Party's cost to the First Party will be the following:

Sl. No.	Components	In INR per month	In INR per annum
1	Core Salary	15,000.00	1,80,000.00
2	Mobility Allowance	4,000.00	48,000.00
3	Telephone charges	1,000.00	12,000.00
TOTAL =		20,000.00	2,40,000.00

- 5.4. The compensation to be paid to the Second Party has been assessed taking into consideration the status and responsibilities of the engagement and as such, the Second Party will not be entitled to any other payment by way of overtime or any other allowance.

6. Working Hours

- 6.1. The Second Party is expected to follow the working hours as laid down for the employees of the Government of Assam.
- 6.2. The Second Party may be required to work beyond official timings due to exigencies of work.

7. Leave entitlement

The Second Party will be entitled to 12 days Casual Leave and other leave as decided by ASDMA specifically for the Second Party.

8. Conflict of Interest

- The Second Party shall not, during the term of their employment, except with the written permission of the First Party, engage directly or indirectly in any other business, occupation or activity, whether as a principal, agent or otherwise, which will be detrimental, whether directly or indirectly, to the First Party's interests. The Second Party shall use the office of the First Party only for rendering such service for which they have been engaged.

9. Confidentiality & Secrecy

The Second Party shall keep confidential all the information and material provided to them by the First Party in order to enable the First Party to perform the service. This also includes such information as is

already known to the public, which also the Second Party will not release, use or disclose except with the prior written permission of the First Party. The Second Party's obligation to keep such information confidential shall remain even on termination or cancellation of this employment.

10. First Party's property

The Second Party will be responsible for the safe keeping and return in good condition and order of all the properties of the First Party that may be in the Second Party's use, custody, care or charge.

11. Others

11.1. The Second Party shall inform the First Party as soon as possible about any change in their residential address and other contact details.

11.2. A condition of accepting this engagement is that in the Second Party's initial and subsequent positions, they are bound by the First Party's operating policy, including any amendment made from time to time.

Signature of the First Party: _____ Place : _____

Name : _____ Date : _____

Signature of the Second Party: _____ Place : _____

Name : _____ Date : _____