

Minutes Of the 2<sup>nd</sup> Meeting of the State Executive Committee held on 1<sup>st</sup> June 2010 at 11.00AM in the Conference Room of the Chief Secretary's office.

The list of Members present is given at Annexure I

The Chief Secretary, Assam, chaired the meeting. At the outset a brief presentation was made on the initiatives taken till date by ASDMA (copy of the presentation enclosed).

**Agenda Item No 1: Approval of the Minutes of the 1<sup>st</sup> Meeting of the State Executive Committee**

**Resolution:** The State Executive Committee approved the minutes of the 1<sup>st</sup> meeting of the Committee. It was also decided that SEC should meet quarterly as per stipulation.

**Agenda Item No 2: Review of the action taken on the decisions of the 1<sup>st</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 1 <sup>st</sup> meeting of the SEC	Suggestions of the SEC
The Assam State Disaster Management Policy & Rules is still to be vetted by Finance Department & Legislative Department.	ASDMA should follow up the matter with Finance Department. Once the views of the concerned departments are received, the matter is to be endorsed to Legislative Department for their vetting of the State DM Policy.  <b>Action: ASDMA</b>
Creation and filling up of the posts for ASDMA	The deputation posts of Joint CEO, DM wing (in the rank of Addl Secretary) and State Project Coordinator (in the rank of Deputy Secretary) needs to be filled up immediately on full time basis.  <b>Action: Personnel Department</b>
Creation of the State Disaster Response Force under the Director of Fire Services	The Cabinet note needs to be placed for consideration urgently.  Further, SEC clarified that the H/A for meeting the expenditure for the State Disaster Response Force could be operated by the Home Department and the additional fund requirement if any could be met through a S/D proposal.  <b>Action: Finance Department &amp; Home Department</b>

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<p>Health Department was requested to submit an action taken report on:</p> <ol style="list-style-type: none"> <li>1) Training Action Plan as was decided in the first meeting of the SDMA.</li> <li>2) Incorporate components of EHM in the in-service training of doctors, paramedics &amp; nurses.</li> </ol>	<p>Since no action has been initiated by Health department, it was decided that as a first step towards developing a training action plan, a workshop will be conducted for the Health Department by ASDMA so that the issues concerning Health Department and its role in emergencies may be analysed along with their capacity to handle such situations.</p> <p><b>Action: ASDMA and Health &amp; Family Welfare Department</b></p>
<p>Director, Labour &amp; Employment was requested to submit the action taken report on introduction of a module on Earthquake Resistant Technology for Masons as a part of the courses offered at the ITIs.</p>	<p>SEC requested Principal Secretary, Labour &amp; Employment present in the meeting to get the matter for changing the curriculum expedited and keep the ASDMA informed on the issue.</p> <p><b>Action: Labour &amp; Employment Department</b></p>
<p>Preparation of the State Disaster Management Plan</p>	<p>SEC suggested that the matter has to be followed up with IIT Guwahati and the strategy for preparing the State Plan has to be drawn up.</p> <p><b>Action: ASDMA</b></p>
<p><b>Preparation of Crisis Management Plans</b></p> <ol style="list-style-type: none"> <li>1) Different departments were requested to make ready their Crisis Management Plans. <ol style="list-style-type: none"> <li>a) Terrorist attacks, bomb blasts, use of nuclear, biological and chemical agents and weapons of mass destruction: <b>Home Department</b></li> <li>b) Law &amp; Order : <b>Home Department:</b></li> <li>c) Floods, Earthquakes etc : <b>Revenue &amp; Disaster Management Department</b></li> <li>d) Major breakdown of any essential services like Power, Water Supply etc: <b>Concerned Departments</b></li> <li>e) Emergency Health and Mass casualty Management: <b>Health Department</b></li> </ol> </li> </ol>	<p>Except Home Department, none of the other departments have their Crisis Management Plans. It was felt that even the CMP of Home Department needed to be crisp along with clear SOPs.</p> <p>It was therefore decided that a workshop should be conducted on Preparation of CMPs/SOPs for all the concerned departments.</p> <p><b>Action ASDMA</b></p>

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<p>A comprehensive list of equipments from Home Department has not been received though a list of equipments from Fire Services has been received and sanctioned.</p>	<p>Revenue &amp; DM Department further informed that PWD &amp; Home Department was also sanctioned an amount from CRF for Bailey bridges and Communication equipment respectively but no u/c has been received as yet.</p> <p>SEC directed PWD and Home Department to submit status report to Revenue &amp; DM Department and ASDMA immediately.</p> <p><b>Action: PWD &amp; Home Department.</b></p>
<p>PWD to respond on the action initiated with regard to:</p> <ol style="list-style-type: none"> <li>1) PWD Buildings was requested to make an assessment of the cost of retrofitting of those buildings which had been classified under Grade 3 in the RVS report.</li> <li>2) PWD Buildings was requested to conduct an assessment of the buildings of Guwahati and submit a list of "Unsafe" buildings for taking necessary future action.</li> <li>3) PWD Buildings was requested to consult IIT Roorkee to align the PWD codes with the building codes for seismic zone V.</li> <li>4) GMDA &amp; GMC was requested to make it mandatory for all future constructions to comply with the building codes and incorporate earthquake safety measures. Permission for any future buildings should be granted only if it is certified by an independent authority like IIT(R) or IIT(G)</li> <li>5) SEC also noted the need for establishing a regulatory authority for the private sector to ensure that they follow the codes for Zone V.</li> </ol>	<ol style="list-style-type: none"> <li>1) PWD will submit estimate for retrofitting within a month.</li> <li>2) PWD will submit the list of 'Unsafe' buildings shortly.</li> <li>3) PWD follows the NBC and IS codes and does not have separate Building codes</li> <li>4) IIT(G)/AEC certification is necessary for G+7 buildings only. The G+3 and above certification may be taken up separately.</li> </ol> <p><b>Action: PWD</b></p>

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<p><b>School Safety</b></p> <p>1) Education Deptt to apprise the Committee on the progress made in respect of School Safety Plans.</p> <p>2) Commissioner &amp; Secretary, GDD to apprise the Committee on action taken with regard to issue of 'Notices' to those schools which had major threats.</p>	<p>Additional Chief Secretary, Education Department requested for guidelines from ASDMA on School Safety Plans which will help the schools in making their plans.</p> <p><b>Action: ASDMA &amp; Education Department</b></p> <p>GDD informed the Committee that notices were sent and some of the schools had responded. However, though GMC/GMDA has the power to 'seal', it has not been utilized for those schools which have not responded.</p> <p>GDD was therefore requested to look into the matter as the life of the children cannot be compromised at any cost.</p> <p><b>Action: GDD</b></p> <p>The Committee further requested Fire Services to look into the Fire Services Act of Delhi which has given the Fire Services the power to 'Seal' buildings which does not meet the Safety requirement.</p> <p>In order to empower the Fire Services, the Committee suggested that the Assam Fire Service Act may be amended in the lines of the Delhi Fire Services Act.</p> <p><b>Action: Fire Services &amp; Home Department</b></p>
<p>P&amp;D Department to apprise the Committee on Integration of DM into development planning and on ensuring that disaster mitigation and preparedness is included in the State Plan schemes.</p>	<p>The Committee requested P&amp;D Department to examine schemes/projects in the light of the disasters that Assam is vulnerable to and whether the scheme/project addresses these issues.</p> <p>It was also suggested that perhaps P&amp;D Deptt may consider taking a certificate to the effect that the project/scheme will not cause any damage to the environment. In this regard, the OM issued by Ministry of Finance, Government of India could be the basis for further action by P&amp;D Department.</p> <p><b>Action: P&amp;D Department</b></p>
<p>Home Department may appraise the SEC on the status of the opening of 100 Police Control line all over the State</p>	<p>Home Department informed that there is no progress in this regard.</p> <p>The Committee deliberated on the issue of different services having different Helpline Nos which makes it difficult for the Public to recall the different Nos in case of emergencies.</p> <p>Hence, it was suggested that a feasibility study should be conducted on integration of Heath, Fire, Police, DM and other Help line Nos for easy access by the Public.</p> <p><b>Action: ASDMA</b></p>

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Agenda Item No 3: Review of Action taken on the decisions of the 2<sup>nd</sup> meeting of the SDMA held on 5<sup>th</sup> November 2009

Pending actions on the decisions taken by SDMA	Suggestions by SEC
<p><b>PWD Deptt</b></p> <p>1) The Authority noted the status presented by PWD ie completion of RVS for 10 buildings and retrofitting of DCs office (Kamrup Metro) and the Fire Service Station, Panbazar and directed CEO, ASDMA to visit and verify the retrofitting works and give a feedback on the work done to Chairperson of the Authority.</p> <p>2) The direction was also given to PWD to submit a full compliance report concerning Rapid Visual Screening and retrofitting works to the Disaster Management Department.</p> <p>3) The Authority further decided that PWD should adopt RVS for other districts</p>	<p>1) PWD was requested to comply with the decision of SDMA on priority basis.</p> <p>2) PWD was requested to submit compliance report</p> <p>3) PWD was requested to comply with the decision of SDMA</p> <p>Action: PWD</p>
<p><b>GDD Deptt (GMC)</b></p> <p>1) The Authority decided that pending action by the Education Department, GMC should take the initiative and issue 'Notices' to the schools having major threats for compliance within a set time period and exemplary action should be taken against defaulting schools with due publicity. The Authority further decided that similar steps should be taken in all other districts of Assam by local authorities and Education Department. The</p>	<p>1) GDD apprised that though notices had been sent, no further action was taken. The Committee suggested that GDD should follow up on this matter and report on action taken immediately.</p> <p>2) The Committee requested that list be placed before the ASDMA</p> <p>3) Revenue &amp; DM Department had asked GDD to clarify whether the roads that required to be widened belong to GMC/GMDA or PWD so that the</p>

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<p>Authority noted the position and directed that the list of unsafe buildings be placed before the SDMA.</p> <p>2) The Authority directed GMC that the list of unsafe buildings be placed before the SDMA.</p> <p>3) Report on Action taken regarding widening of roads is to be placed before the SDMA</p> <p>4) The Authority directed GMC to ensure compliance of the advisory issued by the team of investigators on the failure of the Jagabandhu Apartments and also directed that the documents requested for further investigation may be given immediate.</p>	<p>proposal for Funds for acquisition can be examined.</p> <p>The Committee requested GDD to respond in this matter immediately.</p> <p>4) GDD informed that the team of investigators has submitted their report and cleared Jagabandhu Apartments on structural safety.</p> <p>The Committee requested GDD to submit a copy of the report to Revenue &amp; DM Department and ASDMA.</p> <p>Action:GDD</p>
<p><b>UDD</b></p> <p>The Authority suggested UDD to organize a Conference of all 89 Municipal Boards to sensitize them on taking steps for making the necessary amendments in the building bye-laws, the Town &amp; Country Planning Act and Zoning Regulation etc for ensuring that they are in conformity with the mitigation requirement.</p>	<p>The Conference has been held on 24<sup>th</sup> February 2010. Principal Secretary, UDD informed that a decision was taken in the Conference to adopt the model building bye-law for the State as a whole. The Rules therefore needs to be revised and the department is already processing the matter. The new building byelaws applicable to the entire State of Assam should be done within the next two months.</p> <p>Action :UDD</p>
<p>The Authority directed Health Department to prepare a Plan for Mass Casualty Management. The direction was also given regarding all district hospitals to develop their plan for mass casualty management, which will be different from a normal contingency plan. It was also suggested organizing the Mock Drills based on these plans regularly for all hospitals.</p>	<p>No progress has been made in this regard.</p> <p>SEC therefore suggested that a separate workshop for Heath Department officials should be organized for discussing all issues relating to Health – a major stakeholder of Disaster Management.</p> <p>Action: ASDMA</p>
<p><b>Education Deptt</b></p> <p>1) The State Disaster Management Authority directed Education</p>	<p>1) Education Department requested for a write-up of dos and don'ts for major</p>

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<p>Department to include one page of dos and don'ts concerning disasters in the text books of SEBA &amp; AHSEC.</p> <p>2) The Department was also requested to inform Disaster Management Department on the action taken with regard to inclusion of Disaster Management in Curriculum of SEBA &amp; AHSEC and the action on issue of a circular to all schools to come up with a School Safety Plan.</p>	<p>hazards. ASDMA was requested to submit the same to Education Department.</p> <p>2) Circular has been issued for inclusion of DM in Curriculum of SEBA &amp; ASHEC.</p> <p>3) Regarding School Safety Plan, guidelines are to be given by ASDMA to Education Department as already discussed earlier.</p> <p>Action: Education Department &amp; ASDMA</p>
<p><b>Power Deptt</b></p> <p>The SDMA requested ASEB to prepare an Emergency Plan with special emphasis on restoration of power in the event of a major calamity.</p>	<p>SEC suggested that Power Department needs to examine its Power distribution lines vis-s-vis the probable disaster risks in Assam and prepare itself accordingly to handle such emergencies.</p> <p>Also, a workshop may be organized for the Power sector to lay down the Road map (PLAN) for preparedness, mitigation and response.</p> <p>Action: Power Department &amp; ASDMA</p>

**Agenda Item No 4: Mainstreaming of DM into development process: Revised EFC and DPR formats issued by MoF, Govt**

**Resolution:** The State Executive Committee took note of the revised EFC and DPR formats issued by Ministry of Finance, Government of India and directed P&D Department and Finance Department to take into account these features while approving any scheme/project. P&D and Finance Department was also requested to issue necessary guidelines in this regard.

**Agenda Item No 5: Incorporating the Corporate Sector as an active partner in Disaster Management**

**Resolution:** The State Executive Committee approved the proposal for designating ASDMA as the formal institution for receipt of any assistance relating to disasters and also for entering into a dialogue with the corporate sector so that a mechanism can be arrived at for matching the preferences and strength of the corporate structure with the felt needs of the State.

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**Agenda Item No 6: GoI-UNDP Disaster Risk Reduction Project**

**Resolution:** The State Executive Committee as Advisory Committee noted the status of the new GoI-UNDP DRR Project and approved the resolutions of the 1<sup>st</sup> meeting of the Programme Implementation Committee.

**Agenda Item No 7: Revenue Circle Level Disaster Information and Response Centre**

**Resolution:** The State Executive Committee approved the proposal for setting up the Revenue Circle Disaster Information and Response Centre (RCDI&RC) in 150 Circles @Rs. 4.64 lakh per Circle as per details listed out in Agenda item notes. The SEC also approved incurring the expenditure partly from the Thirteenth Finance Commission Grant for Capacity Building amounting to Rs 5.00 crore for 2010-11 and the balance of Rs 1.96 crore from the ASDMA Mitigation fund ( Total Rs 6,96,00,000/).

The Committee also recommended that while setting up the RCDI&RC, all efforts should be made for dovetailing of existing resources at the Circle level so that there is no overlapping and wastage.

**Agenda Item No 8: Outsourcing to AMTRON for placing of five Ministerial Posts (3 Senior Assistant and 2 Junior Assistant) and 10 Grade IV staff for ASDMA.**

**Resolution:** The State Executive Committee approved the proposal for outsourcing the placement of the Ministerial staff (3 Senior Assistant & 2 Junior Assistant) to AMTRON, subject to meeting of the basic qualification & experience as detailed below:

1. Senior Assistant/UDA : Graduate with five years experience.  
Should have Computer Skills (Word, Excel and PPT) & Proficiency in stenography.
2. Junior Assistant/LDA: Graduate  
Should have Computer Skills and Typing speed of 60 words per minute
3. Grade IV: HSLC pass

**Agenda Item No 9: Empanelment of creative agencies/design houses**

**Resolution:** The State Executive Committee noted that one of the functions of the ASDMA would be to take up Awareness drive for sensitizing the community. Therefore the proposal for empanelment of creative agencies/ design houses was approved for undertaking the creative works for ASDMA.

The Committee also approved the Expression of Interest for Empanelment of Creative Agencies/Media Agencies.

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**Agenda Item No 10: Outsourcing of manpower from AMTRON for the 24x7 Control Room at the Chief Minister's Block, now renamed the Assam State Disaster Information and Response Centre.**

**Resolution:** The State Executive Committee accorded ex-post facto approval to the proposal for outsourcing of manpower @Rs. 6730 per personnel per month from AMTRON for operationalizing the Control Room on 24X7 bases.

The Committee also approved the proposal to outsource a maximum of 15 personnel for the Control Room if required during peak time with the recommendation that under normal circumstances the staff strength would be kept as minimal as possible.

**Agenda Item No 11: Administrative and Financial guidelines for utilization of budgeted fund**

**Resolution:** Approval of the State Executive Committee was accorded to the draft Administrative and Financial Guidelines including delegation of powers to the Authority, SEC and officials, subject to a minor correction in Item C-5 which should read as "within the ambit of the TA/DA rules of the State Government".

**Agenda Item No 12: Approval of the Annual Outlay for ASDMA and DDMA for 2010-11**

**Resolution:** The State Executive Committee while according approval to the Annual outlay in principle directed ASDMA to submit details of the break up under the different Heads and obtain the approval of the Chairperson SEC.

**Agenda Item No 13: Other Issues**

1. **Fire Safety of Sarusajai Stadium & Fire Safety in the buildings of the Police Department.**

**Resolution:** The State Executive Committee directed the Fire Services to take recourse to legal powers entrusted with them.

2. **Hydrant system on the water mains for firefighting purposes in greater Guwahati city.**

**Resolution:** Guwahati Development Department informed that Rs 14,14,680/ required for installation of the Water hydrant system will be provided from GDD funds

3. **Report by the Environmental Advisory Group constituted by NEEPCO**

**Resolution:** The concerned departments were requested to take necessary action:

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- a) Forest Department was requested to maintain sufficient vegetation in the catchment areas, prevent deforestation and also undertake large scale afforestation/reforestation measures. The Committee expressed concern over the depletion of Forest cover especially in the North bank and urged the Forest Department to take up schemes for Afforestation in these areas.
- b) Urban Development Department was requested to ensure proper land use regulation in the State
- c) Water Resource Department was requested to take appropriate measures in construction and maintenance of the embankments as well as measures to reinforce the sides of the embankments
- d) Soil Conservation Department was also requested to maintain sufficient vegetation in the catchment areas, prevent deforestation and also undertake large scale afforestation/reforestation measures.
- e) NEEPCO was requested to share the report of the study conducted by IIT Guwahati on "Comprehensive hydro meteorological study of Ranganadi and Dikrong basins and impact of flood in the downstream with and without Dam".

#### 4. Threat from Erosion

**Resolution:** The Revenue and Disaster Management Department was asked to take up the matter with MHA/NDMA concerning inclusion of erosion in CRF guidelines

#### Part II: Matters relating to State Disaster Response Fund

##### Agenda Item No 1: Recommendation of the 13<sup>th</sup> Finance Commission regarding SDRF & NCCT

The State Executive Committee noted the recommendation of the 13<sup>th</sup> Finance Commission that the CRF would be merged with the State Disaster response Fund and sharing pattern would be 75:25 for General category states and 90:10 for Special category States.

The Committee noted the position.

##### Agenda Item No 2: Allocation of SDRF and Grant for Capacity Building for the year 2010 to 2015 as recommended by the 13<sup>th</sup> Finance Commission

The State Executive Committee noted the annual allocation of SDRF (Central and State share) along with grant for Capacity Building as recommended by the 13<sup>th</sup> Finance Commission.

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**Agenda Item No 3: Balance amount of CRF & NCCF**

It was decided that the procedure for utilization of the balance amount of CRF & NCCF will be worked out by Revenue & DM Department in consultation with Finance Department as per guidelines of Government of India.

**Agenda Item No 4: Expenditure Sanctions under CRF/SDRF**

The Committee noted the action taken by the Revenue & DM Department to meet the emergent situation created by various natural calamities in the State since April, 2010, particularly the cyclonic storm and floods caused by excessive pre-monsoon rains. The Committee authorised the Chairman, SEC to sanction requisite funds for providing rehabilitation grant to cyclone and flood affected people as well as ex-gratia to the next of kilns of persons killed in these calamities.

The Committee also noted that go-ahead had been given to Deputy Commissioners of Dibrugarh, Nagaon and Sonitpur districts to undertake works of emergency nature to protect life and property of people from floods, cyclone and erosion and authorised the Chairman, SEC to accord expenditure sanction on the basis of the proposals of concerned Departments/ Deputy Commissioners.

The Committee accorded its approval to the following works under CRF/SDRF as emergency measure :-

**Dibrugarh District**

- 1) Immediate measures to construction of Dyke connection from Land Spar at Ch.7400 m to High Reach at Oakland (Recoupmnt of breach like damage from ch.2600 m to 2800 m for 2010-11 - Rs.5 crore
- 2) Immediate measures to Dibrugarh Town protection Dyke from Maijanghat to Mohanaghat for 2010-11 - Rs.2.06 crore

**Sonitpur District**

Immediate measures to protect of B/dyke from Biswanath to Panpur to check the course of channel of river Brahmaputra for 2009-10 under CRF. - Rs.1.67 crores.

**Nagaon District**

Immediate measures to protect the Bhurbandha and its adjoining areas from erosion of River Brahmaputra under Samaguri LAC. - Rs.1.92 crore

**Karimganj District**

- 1) Immediate measures to protect the area from Phanirband to Durlavpar from flooding of river Singla for 2010-11, (Breach closing work at Ch.190 m to 340 m, 2000 m to 2115m, 4920 to 4938 m and 5215m to 5240 m) - Rs.1,90,53,000

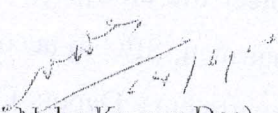
2) I/M along B/B of river Shingla from Dullavpur to Kakrakhal for 2010-11 (Breach closing work at ch.14500m at village Bhavanipur) - Rs.60,38,000/-

3) I/M along B/B of river Longai from Patherkandi to Nilambazar Ph.1 L/B for 2010-11 (Breach closing work at west Muraura) - Rs.51,81,000/-

The Committee further authorised Chairman, SEC to take all such financial decisions for incurring expenditure under CRF / SDRF as may be necessary to meet any emergent situation caused by any natural calamity.

Regarding the request of Power Department to sanction Rs.18.12 crores under CRF/SDRF for repair / restoration of disrupted power lines, the Committee desired to know the district-wise expenditure incurred by the ASEB for repair / restoration of power lines and authorised the Chairman, SEC to take a decision regarding the amount to be sanctioned to ASEB for this purpose.

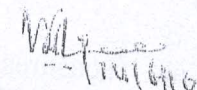
The meeting concluded with a vote of thanks to the chair.

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

Memo No RGR/DM/1/2009/G;

Dated 7<sup>th</sup> June 2010

Copy to: All concerned

  
(V.K.Pipersenia)  
Principal Secretary  
Revenue & Disaster Management Department

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