

Minutes of the 31st SEC Meeting held on 6th March 2017

List of members present is enclosed as Annexure I

The Chief Secretary and the Chairperson, SEC chaired the meeting. He welcomed the members present and took up the agenda for discussion.

Agenda Item: 1. Confirmation of the Minutes of the 30th Meeting of the State Executive Committee

Resolution: The State Executive Committee confirmed the minutes of the 30th meeting of the State Executive Committee held on 20th January 2017.

AGENDA ITEM NO:2. Annual Work Plan and Budget of ASDMA for 2017-18

Resolution: The State Executive Committee approved the Annual Work Plan and Budget of ASDMA for 2017-18 for an amount of 29.9929 Cr. as placed at **Annexure-II**.

Further, SEC took note of the appraisal made by ASDMA about handing over of 10 Inflatable Rubber Boats (without engine) replacing the 10 damaged boats to the Fire & Emergency Services, Assam.

AGENDA ITEM NO: 3. Posting of Field Officers at Revenue Circles for Disaster Management.

ASDMA apprised SEC that 154 Field Officers have been recruited through the respective DDMA's in 154 Revenue Circles with due approval of SEC and Finance Department for a period of one year.

Resolution: SEC took note of it.

AGENDA ITEM NO: 4. Appointment of 16 Project Officers for Disaster Management to be placed in 16 key Departments.

ASDMA apprised SEC that the proposal for posting of 16 Project Officer, Disaster Management to be placed in 16 key Departments on contractual basis to facilitate Disaster Management activities, Departmental DM Plan preparation etc. has been approved by the Finance Department and the recruitment will be completed within April 2017.

Resolution: SEC took note of it.



AGENDA ITEM NO: 5. Visit of a team of officials of Kamrup Metropolitan District and ASDMA to Nepal for a learning experience on response, recovery and rehabilitation of Nepal Earthquake.

Resolution: SEC approved the proposal of the Deputy Commissioner, Kamrup Metro for a visit to Nepal for post-earthquake lesson learning and also suggested to include disaster management professional from ASDMA along the following persons and directed to visit after 15th April 2017.

1. The Hon'ble Mayor, GMC
2. The Deputy Commissioner & Chairman, DDMA, Kamrup (M)
3. The Commissioner, GMC
4. The State Project Coordinator, ASDMA
5. The Addl. Deputy Commissioner & CEO, DDMA, Kamrup (M)
6. District Project Officer, Kamrup (M)

AGENDA ITEM NO.6 Ex-post facto approval for Break-up of various activities under different heads of ASDMA Non-Plan Non-Salary Fund of the year 2016-17:

Resolution: SEC accorded ex-post facto approval to the break-up of various activities under different heads of ASDMA Non-Plan Non-Salary Fund of the year 2016-17 as stated below:

Break-up of various activities under different heads of ASDMA Non-Plan Fund				
Sl. No.	Heads of Account	Fund Allotted	Purpose/Activities	Amount in ₹
1	Professional Fees	15,00,000	1. Chartered Accountant Audit of ASDMA per year	2,00,000
			2. Remuneration of Grade-IV Staff	11,52,000
			3. Payment to CA for TDS e-filing	72,000
			4. Miscellaneous Expenses	76,000
Total for Professional Fees				15,00,000
2	Office Expenditure	60,00,000	1. Vehicle & POL Charges for the year	6,00,000
			2. Telephone Bills	4,80,000
			3. Stationery	6,00,000
			4. Advertisement (Vacancy/Tenders)	18,00,000
			5. House keeping	6,00,000
			6. Contingency	5,00,000
			7. AM.C.	3,00,000
			8. Annual Requirement of Office Expenses fund needed at District Headquarter	
Total for Office Expenditure				60,00,000

3	Response Fund	1,48,00,000	1. Operational expenses of State and District Emergency Operation Centres , Remuneration of Information Assistants etc.	1,44,00,000
			2. Miscellaneous expenses for trainings related to Response	4,00,000
Total for Response Fund				1,48,00,000
4	Equipment	68,48,000	1. Purchase of IT Equipments	50,00,000
			(Strengthening of IT Infrastructure in ASDMA/DDMA/DEOC's/GIS Softwares/Hardware peripheral for SEOC & newly constructed DEOC's)	
			2. Purchase of 154 GPS Devices for Revenue Circles	18,48,000
Total for Equipment				68,48,000
5	Mitigation	5,46,52,000	1. Study on Catchment Areas of the upper reaches for Water Shed Management	
			2. Training and Capacity Building of Mason on safe Construction practices and Basic Structural Strengthening	
			3. Landslide Risk Mitigation project	30,00,000
			4. Centre of Excellence for Mason's Training at AEI, Chandmari, Guwahati	
			5. Orientation workshop (One-day) for Builders / Developer's association / Contractors in 8 (Eight) Places	
			6. Earthquake Sensitisation Programme in Apartments / Big Commercial Complexes in five districts	
			7. Development of Online SDRF Management Portal	10,00,000
			8. Development of MIS for Disaster Management	10,00,000
			9. Erosion Risk Mitigation on pilot basis in Majuli	2,00,00,000
			10. Awareness Generation :	
			i) Information Dissemination of all Hazards (Print, TV, Radio & Newspaper)	
			ii) Campaign Targeting Media Persons	5,00,000
			iii. Campaigns in Malls, Cinema Halls etc.	10,00,000
			iv. Publications of IEC materials, news letters , Annual Reports and other publications	
			v. Sensitisation programme on Guwahati Urban Floods 31 Wards	
			vi. Exhibition/sponsorships/ IDDR/ ASDMA Foundation Day	
Total for Mitigation				5,46,52,000
6	T.E.	20,00,000	Travelling Expenditure throughout the year for both officials in State Headquarter and District Project Officer	20,00,000
Total for Travelling Expenses				20,00,000

7	Hospitality	50,00,000	ASDMA undertakes a number of activities like seminars/ meetings/ workshops/ exercises for which Resource Persons from different parts of the country are invited. ASDMA has to provide logistical support and necessary accommodation for these officials. Besides, Meetings / Discussions are frequently conducted for which expenditure has to be incurred.	50,00,000
Total for Hospitality				50,00,000
8	Development of ASDMA Land	50,00,000	A plot of land (10 bighas) has been allotted to ASDMA for constructing Assam Institute of Disaster Management, but a lot of development works needs to be done before construction like, earth-filling, construction of boundary wall etc. for which an amount of Rs. 50,00,000/- is needed.	50,00,000
Total for Development of ASDMA Land				50,00,000
9	Construction of SEOC & ASDMA Office Building	50,00,000	Further, it is proposed for construction of SEOC & ASDMA Office Building for which an amount of Rs. 50,00,000/- will be required for the year 2017	50,00,000
Total for Construction of SEOC & ASDMA Office Building				50,00,000
Total under Non-Plan Fund				10,08,00,000

AGENDA ITEM NO.7 Ex-post facto approval for conduct of VLMCC training (Training of Trainers and training of VLMCC Members of 154 Revenue Circles and 16447 Revenue villages) for a total estimated cost of Rs. 1,68,23,800/- debitible under H/A- Capacity Building Activities under SDRF for the year 2015-16.

Resolution: SEC accorded ex-post facto approval for conduct of VLMCC training (Training of Trainers and training of VLMCC Members of 154 Revenue Circles and 16447 Revenue villages) for an amount of Rs. 1,68,23,800/- debitible under the H/A- Capacity Building Activities under SDRF for the year 2015-16.

AGENDA ITEM NO. 8. Approval for re-appropriation from earlier approved amount of Rs. 4.00 lakh for printing of flood hazard atlas and Rs. 43.00 lakh for Water Shed Management project.

Resolution: SEC approved the proposal for re-appropriation of an amounting of Rs. 47.00 lakh for conducting Flood Mock Drills in 90 Revenue Circles of Assam under Mitigation Fund of ASDMA Non-Plan Non-Salary.

AGENDA ITEM NO. 9. Improvement of Smart Phone App of ASDMA

Resolution: SEC approved the proposal for floating a tender to improve the ASDMA Smart Phone App for disaster management.

AGENDA ITEM NO. 10. Review of Action taken on the decisions in the 7th Meeting of SDMA held on 27th June 2016.

Resolution: SEC took note of the Status apprised by ASDMA on the directions of SDMA given in its 7th Meeting held on 27th June 2017 and directed ASDMA to follow it up.

AGENDA ITEM NO. 11 .Modification to Administrative Approval SDRF proposals approved by SEC in 2015.

Resolution: SEC did not approve the revised proposals on the ground that the original Administrative Approval were issued for the following two schemes in February 2015 and there is little justification to consider it after lapse of more than two years.

Name of the Schemes:

1. **Original Estimate** "Improvement of Shivsaran Path at Saukuchi under SDRF for the year 2014-15 for an amount of Rs. 64.25 lakh.

Revised estimate "Improvement of Shivsaran Path at Saukuchi under SDRF for the year 2014-15 (Ch.325.00m to Ch. 571.50m and its bye lane Ch. 0.00m to Ch. 58.00m), length 246.50m + 58.00m = 304.50m amounting to Rs. 58,70,991/-.

2. **Original Estimate** "Repair and Rehabilitation of Dakhingaon Don Bosco Road at Kahilipara Guwahati-19 under SDRF for the year 2014-15 (Ch.0.00m to Ch.3330.00m) for an amount of Rs. 2,72,25,000/-

Revised Estimate: "Repair and Rehabilitation of Dakhingaon Don Bosco Road at Kahilipara Guwahati under SDRF for the year 2014-15 (Ch.500.00m to Ch.3150.00m & School App. Road from Ch.0.00m to Ch.170.00m)" for an amount of Rs. 272.25 lakh.

AGENDA ITEM NO. 12: Implementation of revised remuneration package for the employees of ASDMA as already approved by SEC in its 24th meeting.

Resolution: SEC confirmed the proposal for implementation of its decision on extending benefits to the employees of ASDMA as approved in its 24th meeting (Agenda Item No. 6 of 24th SEC meeting dated 26th February 2016) and as endorsed by the Finance Department dated 26/12/2016 w.e.f. April 2016 as placed at **Annexure-III**

AGENDA ITEM NO: 13. The Chairperson, SEC gave the following directions.

1. ASDMA to follow up and take report from the PWD (Building) on the utilisation of set of NDT Equipments given to them earlier.
2. Home Department to submit a proposal for visit of a Team of Senior Officials comprising of ADGP, Law & Order, Commissioner of Police, CEO, GMDA, Deputy Commissioner, Kamrup Metro and CEO, ASDMA to the Office of Emergency Management (OEM), New York for feasibility study on setting up of a modern, equipped and effective similar set up in Guwahati, Assam.
3. ASDMA to follow up with GAD for vacating the plot of land allotted to ASDMA in the Secretariat Complex.

The meeting ended with a vote thanks from the Chair.



(V.K. Pipersenia)

Chief Secretary & Chairperson
State Executive Committee

Memo No. RGR/ASDMA/02/2016/43

Dated.10th March 2017



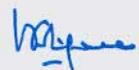
(P.K. Tiwari)

Chief Executive Officer
Assam State Disaster Management Authority

Annexure-1

Attendance Sheet for 31st State Executive Committee Meeting held on 6th March, 2017

Sl. No.	Name	Designation and Department	Email ID
1	Shri V. K. Pipersenia	Chief Secretary, Assam	
2	Shri V. B. Pyarelal	Additional Chief Secretary, Finance Department.	Vbpyarelal@nic.in
3	Shri K. K. Mittal	Additional Chief Secretary, Agriculture Department.	Kamal.mittal@gov.in
4	Shri Mukesh Agarwal	Additional Director General of Police.	
5	Shri Pramod Kr. Tiwari	Principal Secretary cum CEO, R&DM department and ASDMA	
6	Shri P. Saikia	Commissioner and Secretary, Elementary Education	pretomsaikia@yahoo.com
7	Shri Rajesh Prasad	Commissioner and Secretary, Rev. & DM Department	fcsassam@gmail.com
8	Shri Parama Das	Commissioner and Secretary, PWD (B & NH) Deptt.	
9	Shri R. Kemprai	Secretary, PWD	rajeshkemprai@yahoo.in
10	Krishna Gohain	Secretary, Higher Education	
11	A. K. Das	Secretary, PHED	
12	Shri Sanjib G Baruah	Secretary, UDD	
13	Shri Lalit Gogoi	Secretary, Transport & Tourism	
14	Shri M. Angamuthu	Deputy commissioner	
15	Smti. Barnali Deka	Chief Executive Officer, GMDA	
16	Shri rajendra Prasad Das	Chief Engineer, Water resources Department	Ceward.assam@yahoo.co.in
17	Shri R. Thakuria	Deputy Director, Tourism	
18	Shri Rajib P Baruah	Additional secretary cum SPC, ASDMA	
19	Smti Sweety Gogoi Kalita	Joint secretary, Secondary Education Department.	
20	P. Bora	Joint secretary, Tourism	
21	Shri A. G. Kalita	Joint Secretary	
22	R. Ray Baruah	Deputy Secretary, Water Resources department	
23	Ratul Bora	Under Secretary, PWD (R)	



Annexure-II

Training and Capacity Building under Mitigation Head							Source
	District level activities						
Sl No	Activity	Target Group	Unit Cost (Rs.)	Number	Total Cost (Rs.)	Expected Outcome	
1	Decentralised Emergency Management Exercise at Panchayat and Village level for Celebration of four Impt. days at Circle level (World Env. Day-5th June, Independence day 15th August, 13th October IDDR and 26th January Republic Day	Students, Teachers, Civil Society Organisation, PRIs, Panchayat/ Block level departmental functionaries , ANMs, Gaon Burhas, VLMCC members, volunteers etc.	5000	8000	40000000	<ol style="list-style-type: none"> 1. Sensitisation of the Community at large. 2. Empowerment of VLMCCs 3. DRR skill enhancement of critical segments of the community i.e. community, students, teachers, PRIs, officials of various departments. 	5% of SDRF for Training and Capacity Building Fund
2	Refresher Training and Consolidation workshop on preparation of Village Land Use Plan (VLUP) and Village Disaster Management Plan (VLMP)	VLMCC Members, Circle level Govt. Department Officials	3000	2464 (two trainings in a month)	7392000	<ol style="list-style-type: none"> 1. Knowledge upgradation of VLMCC members / community about resource management at village level. 2. Situational awareness of VLMCCs/ community 	5% of SDRF for Training and Capacity Building Fund

						<p>y about their local resources and its judicial utilisation for greater cause.</p> <p>3. Increased understanding about conservation and protection issues at the level where it matters the most.</p>	
3	<p>Decentralised Emergency Management Exercise at Municipal Ward level for Celebration of four Impt. days (World Env. Day-5th June, Independence day 15th August, 13th October IDDR and 26th January Republic Day</p>	<p>Students, Teachers, Civil Society Organisation, PRIs, / departmental functionaries, WDMC members, volunteers etc.</p>	10000	1600	16000000	<p>1. Greater involvement of the at Risk community.</p> <p>2. Enhanced Local level preparedness.</p> <p>3. Capacity building at large for Students, Teachers, Civil Society Organisation, PRIs, / departmental functionaries etc.</p>	<p>5% of SDRF for Training and Capacity Building Fund</p>
4	<p>Experience sharing cum refresher workshop for WDMC Members</p>	<p>WDMC Members</p>	1000	1650	1650000	<p>1. WDMCs will be active in this process.</p> <p>2. Increased understanding about</p>	<p>5% of SDRF for Training and Capacity Building Fund</p>

						local issues and follow up. 3. Learning from each other amongst WDMCs	
5	Training and Capacity Building on S & R and First Aid to VLMCC and WDMC members (at least 5 members from each VLMCC & WDMC). 50 VLMCCs/ Revenue Circle & 50 WDMCs/per district during 2017	Volunteers/ VLMCC/ VDMC/WDMC Members	45000	528	23760000	1. Community level capacity building at large scale. 2. Creation of a pull of local resources for emergency response during emergency 3. Better and organised response during emergency	5% of SDRF for Training and Capacity Building Fund
6	Preparation and finalisation of Departmental DM Plans	Departmental Officers	0	0	0	Preparation of Departmental DM plans.	Non-financial activity
7	Panchayat level Mason Training on safe construction practices	Masons from Gaon Panchayats	50000	734	36700000	1. Skill upgradation of masons on safe construction practice 2. Creation of a Critical mass of skilled mason on safer building construction methods	5% of SDRF for Training and Capacity Building Fund
			Sub Total		125502000		
	State level						

	Activities						
8	Workshop on Preparation of resource inventories for flood prone villages	Field Officers, DPOs and two more persons from Forest, Agriculture etc.	100000	7	700000	<ol style="list-style-type: none"> 1. Mapping of resource inventories for flood prone villages 2. Reay to use information availability at Circle, District and State level for decision support and planning for disaster management. 	5% of SDRF for Training and Capacity Building Fund
9	Training on Hospital Safety, Mass Casualty Incident handling, planning, Activation of Hospital DM Emergency Management Plan etc.	Hospital Administrators, Superintendents, ICU Staff, Ward Boys, emergency staff, paramedics and Nurses	60000	128	7680000	<ol style="list-style-type: none"> 1. Hospitals would be familiar and prepared to handle Mass Casualty Incident. 2. Awareness about procedure for Activation of Hospital DM Emergency Management Plan 3. Organised response to emergency situation 	5% of SDRF for Training and Capacity Building Fund

10	Training on Trauma and emergency healthcare (RTA)	Traffic police, Enforcement agency personnel and police	150000	99	14850000	1. Skill enhancement of First responders i.e. Traffic police, Enforcement agency personnel and police.	5% of SDRF for Training and Capacity Building Fund
11	Training and capacity Building for DEOC and SEOC Information Assistants on EOC functioning, SOPs, reporting format, communication skills etc.	DEOC and SEOC Information Assistants	200000	15	3000000	1. Skill upgradation of DEOC and SEOC Information Assistants on EOC functioning, SOPs, reporting format. 2. Uniform reporting system	5% of SDRF for Training and Capacity Building Fund
12	Awareness Generation / Sensitisation Programme on Earthquake Safety	G + 4 and above apartments	10000	400	4000000	1. Community awareness about earthquake and fire safety in five districts besides Guwahati. 2. Increased preparedness of community living in high rise buildings.	5% of SDRF for Training and Capacity Building Fund
13	Workshop and meeting for operationalisation of Circle Disaster Management Committees		2500	154	385000	1. Active platform for discussion and planning for	5% of SDRF for Training and Capacity Building Fund

						disaster management at local level. 2. Decentralised planning and activities aligned with other stakeholder departments.	
			Sub Total		30615000		
Equipments :							
14	Boats		200000	180	36000000		10% of SDRF for Equipments
15	Mega Phone		3000	154	462000		
16	Raft		450000	10	4500000		
17	Digital Display Boards		150000	33	4950000		
18	Equipments for strengthening and operationalisation of new DEOCs		200000	19	3800000		
19	ND Test Equipments	Cachar, Dibrugarh, Jorhat and Sonitpur Districts	2500000	4	10000000		
20	Turn Table Lader		7000000	1	70000000		
21	Advanced Rescue Boat for SDRF		800000	10	8000000		
22	Computer aided Response System in SEOC	State EOC	3000000	1	3000000		

2 3	Construction of a pre fabricated unit for office use	ASDMA Office campus (1000 sq ft)			1000000		Fund under SDRF for strengthening of SEOC
2 4	AMC for 100 boats				2100000		10% of SDRF for Equipments
			Sub Total		143812000		
	Grand Total		299929000				