

Minutes of the 3rd Meeting of the State Executive Committee held on 23rd December 2010 at 2:00 P.M 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. The Chief Secretary welcomed all the Members and took up the agenda for discussion.

Agenda Item No 1: Approval of the Minutes of the 2nd Meeting of the State Executive Committee

Resolution: The State Executive Committee approved the minutes of the 2nd meeting of the Committee.

Agenda Item No 2. Review of the action taken on the decisions of the 2nd 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 2nd meeting of the SEC	Suggestions of the SEC
<p><u>Personnel Deptt</u></p> <p>Filling up of the Posts of Joint CEO, and State Project Coordinator on full time basis</p>	<p>Personnel Department was requested to consider deputing required officers to ASDMA. However, if there is a shortage of officers to be placed on full time basis, the Department may place officers part time with additional charge.</p> <p>Action: Personnel Department</p>
<p><u>Home Department</u></p> <p>Creation of the State Disaster Response Force</p>	<p>Home Department informed that the creation of the SDRF has been approved by the Cabinet and the proposal is being moved to Finance Department. The Committee requested Home and Finance Department to expedite the matter.</p> <p>ADGP & Director Fire Services informed the Committee that Fire Services can have the SDRF in place within one year from the date of communication of sanction by the Home Department.</p> <p>Action : Home Deptt & Finance Deptt</p>

<p><u>Health Deptt</u></p> <p>1) Formulate a Training Action Plan for training doctors and paramedical staff in disaster management.</p> <p>2) Incorporate components of EHM in the in-service training of doctors, paramedics & nurses by Health Departmenten .</p>	<p>Health Deptt informed that a Training Action Plan is being prepared. The Committee requested Health Department to follow up the activities on a regular basis and to keep ASDMA informed of the same.</p> <p>Action: Health Department</p>
<p><u>Crisis Management Plan</u></p> <p>It was decided that a workshop on Preparation of Crisis Management Plans /SOPs should be conducted for all the concerned departments to help in the preparation of the CMP</p> <p>ASDMA has contacted DMDC, Dehradun which had been identified as the Resource Institute for conducting the workshop and dates from DMDC is awaited for holding the same.</p>	<p>The Committee requested ASDMA to follow up the matter</p> <p>Action: ASDMA</p>
<p><u>PWD (Roads & Bridges) & Home Deptt</u></p> <p>SEC had directed PWD and Home Department to submit the U/C and status report to Revenue & DM Department and ASDMA regarding the sanction of CRF fund for Bailey bridges and Communication equipment respectively.</p>	<p>PWD (Roads & Bridges) informed that the materials for the Bailey bridges are coming in now and will be available with the department before the next flood season. U/C regarding the same will be submitted shortly.</p> <p>Action: PWD (Roads & Bridges)</p> <p>Regarding the Communication equipment, the Committee requested Home Department to submit the status report and U/C to Revenue & Disaster Management department & ASDMA.</p> <p>Action: Home Department</p>

PWD Buildings

1) Submission of full compliance report concerning RVS and retrofitting works to DM Department

2) Assessment of the cost of retrofitting of those buildings which had been classified under Grade 3 in the RVS report

3) Conduct of RVS for other districts by PWD

1) PWD was requested to submit compliance.

Action: PWD (Buildings)

2) It was informed by ASDMA that PWD has been sending estimates of repair/ renovation/ retrofitting of some buildings (schools) and not of those for which RVS was conducted.

The SEC informed all concerned departments that retrofitting and other follow up action should be the works of the Administrative Departments. Disaster Management Department & ASDMA is responsible only for flagging the issues of concern and provide facilitation of technical help, if required.

The health of the buildings especially the lifeline structures is very crucial and all Administrative departments viz Home, Health & Education should take corrective action.

PWD informed the SEC that fund must be available with the administrative department as PWD does not have the required resources for meeting the expenses related to the retrofitting works. SEC advised PWD (Buildings) to move a Central demand for the retrofitting works.

Action: PWD (Buildings)

Fire Services informed that on the basis of the RVS report, they had requested PWD to conduct the non destructive test and the same was done by PWD. However, the report of the same has not been received. PWD was requested to expedite the same.

Action: PWD (Buildings)

3) PWD was requested to initiate action in this regard and submit compliance report

Action: PWD(Buildings).

<p><u>Education Deptt</u></p> <p>1) School Safety Plans</p> <p>ASDMA has prepared and submitted the School Safety guidelines to the Education Department as advised by the Additional Chief Secretary, Education Department. However, steps taken by Education Department in this regard is not known</p> <p>2) Unsafe Schools</p> <p>As regards Unsafe schools identified by GMC, ASDMA had requested Deputy Commissioner Kamrup Metro as Chairperson DDMA to use the powers given to him under section 30 (xxiii) and section 34 (k) of the National Disaster Management Act and submit action taken report to the Authority.</p>	<p>1) State Executive Committee advised the Education Department to accelerate the activities for issue of the guidelines for preparation of School Disaster Management Plans and submit status report to ASDMA.</p> <p>Action : Education Department</p> <p>2) GMC informed the SEC that some of the defaulting schools which had been identified by them have responded to the 'Notices' and taken corrective measures.</p> <p>The Committee suggested that if any of the schools do not comply, it is the primary responsibility of the Administrative Department (Education Department in this instant case) to immediately suspend permission for running the schools so that the lives of children are not at stake.</p> <p>Action: Education Department</p>
<p><u>GDD</u></p> <p>1)Unsafe Buildings & Schools</p> <p>GDD had submitted a report of some buildings and schools of Guwahati identified by GMC as "Unsafe" with a report of Action Taken in this regard</p> <p>2) The State Executive Committee was informed by GDD that Jagabandhu Apartments has been cleared for the Structural Safety by the Team of</p>	<p>1) GDD was advised to make such identification of 'Unsafe' buildings a routine work of the department and not a one time exercise.</p> <p>SEC further suggested that GDD should have a laid down protocol for identification of Unsafe buildings and for taking action in case of such violations which pose a threat to human lives.</p> <p>Action: GDD Department</p>

<p>Investigators.</p> <p>SEC had requested that the report of the same should be submitted to ASDMA but the same has not yet been submitted by GDD.</p>	<p>2) GDD was requested to submit the clearance report of Jagabandhu Apartment to ASDMA</p> <p>Action: GDD Department</p>
<p><u>UDD</u></p> <p>UDD to apprise on the status of the new building bye-laws for the entire State.</p>	<p>There was no representative of UDD in the meeting.</p> <p>However, ASDMA informed SEC that in earlier meetings UDD had informed that the building bye-laws were in completion stage.</p> <p>SEC requested UDD to submit status report to ASDMA in this regard.</p> <p>Action: UDD</p>
<p><u>Fire Services</u></p> <p>The SEC had 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>ADGP & Director, Fire Services informed that they have submitted the draft Assam Fire Service Act to the Home Department. The matter is now under examination with the Home Department.</p> <p>SEC requested the Home Department to examine the proposed amendments to the Assam Fire Service Act and accelerate the process.</p> <p>Action: Home Department</p>
<p><u>P&D Deptt</u></p> <p>P&D Department was requested to examine schemes/projects in the light of the disasters that Assam is vulnerable to and consider taking a certificate to the effect that the project/scheme will not cause any damage to the environment.</p> <p>In this regard, the OM issued by Ministry of Finance, Government of India could be the basis for further action by P&D Department.</p>	<p>P&D Department informed that they have already issued guidelines to the concerned Departments / Ministry for such self certification in June 2010.</p> <p>P&D Department was requested to submit a copy of the guidelines to ASDMA for records.</p> <p>Action: P&D Deptt</p>

Agenda Item No 3: Approval to the proposal for conducting a Status Survey of Hospital & School Buildings in Guwahati City & retrofitting solutions

Resolution: The State Executive Committee approved the proposal amounting to Rs 53,16,000/ for undertaking the proposed status survey of Hospitals and Schools in Guwahati city through Assam Engineering College, Guwahati.

The Health Department and Education Department who are the primary stakeholders in this proposed study also agreed on the need to have a status report on Hospitals and Schools in Guwahati city and the cost analysis for reducing the risk.

Agenda Item No 4. Approval to designate the Health Department as the nodal department for implementing the Project on "Integration of Emergency Help Line Numbers for a One Point Access to the Public"

Resolution: Since the one point Access Emergency Help Line will be through GVK-EMRI set up, Health Department was designated to act as the nodal department for implementing the project as per the Project Report already prepared.

SEC also recommended apprising the State Disaster Management Authority regarding decision of designating the Health Department as the nodal department for implementing the Project.

Agenda item No 5: Assam Institute of Disaster Management

The Director General of Civil Defence suggested that ASDMA may explore the possibility of setting up the AIDM at Central Training Institute (CTI) Panikheti, which can be upgraded as required for converting it into the AIDM. He made a reference to the notification of the Civil Defence Act, where Disaster Management is part of the responsibilities of Civil Defence.

Resolution: a) The State Executive Committee approved the decision of Setting up the Assam Institute of Disaster Management at Guwahati in principle and recommended the decision for consideration of the State Disaster Management Authority.

b) It also approved the recommendation of ASDMA to enter into an agreement with the Department of Disaster Management, Government of Uttarakhand for preparing a DPR for setting up the Assam Institute of Disaster Management.

c) The Committee advised ASDMA to keep the Civil Defence organization and training set up in purview while preparing the DPR for the AIDM.

SEC also requested Civil Defence to prepare a plan of training on Search & Rescue for volunteers, an exercise which can be independent of the proposal for setting up the AIDM.

d) The State Executive Committee also approved designating Shri S.P.Singh, IFS as OSD with ASDMA for setting up the Assam Institute of Disaster Management in addition to his substantive responsibilities with Forest Department.

Agenda Item No 6: National Database for Emergency Management (NDEM)

Resolution: The State Executive Committee approved in principle the proposal regarding collaborating with NRSC on the NDEM project and implementing it in the two districts (Kamrup & Kamrup Metro) on a pilot basis. It also recommended the proposal for approval of the State Disaster Management Authority.

Agenda Item No 7: Flood Early Warning System (Flews)

ASDMA apprised the State Executive Committee about the "Flood Early Warning System"(FLEWS) developed by NESAC which has been tried on a pilot basis for five districts viz. Lakhimpur, Dhemaji, Nalbari, Barpeta and Baska during the 2010 flood season and its effectiveness for the district as the administration can take proactive measures to reduce the losses.

Resolution: The Committee approved the proposal in principle and requested ASDMA to take necessary steps for further development and institutionalization of the "Flood Early Warning System"(FLEWS) covering the entire State. It also recommended the proposal for approval of State Disaster Management Authority.

Further SEC requested ASDMA to formally seek a proposal from NESAC for expansion of the FLEWS project to the entire State of Assam.

Agenda Item No 8: Incident Response System

ASDMA apprised the Committee about the introduction of the Incident Response System subsequent to the ICS project and GOIs request to GoA for Training and Institutionalization of the Incident Response System. Accordingly an Advisory Group had been notified which has met and discussed the broad framework (Road Map) for Institutionalization of IRS of which the Training Plan could be a part. The Group is of the view that for Institutionalization, IRS has to be accepted as the preferred disaster response system in the State.

Resolution: The State Executive Committee recommended the proposal to the State Disaster Management Authority for acceptance of the Incident Response System as the preferred disaster response system in the State and for its implementation.

Agenda item No 9: Approval for sanction of Rs. 500.00 Lakhs for the Assam State Disaster Management Authority

Resolution: The State Executive Committee approved for sanction and release of an amount of Rs. 500.00 lakh for ASDMA as budgeted under Head of Account 2245 Relief on account of Natural Calamities-8235 General and other Reserve Fund -III Calamity Relief Fund-80 General -800 OE-J-Assam State Disaster Management Authority in the budget of 2010-11.

Agenda item No 10: Approval to the estimate submitted by PWD Building for undertaking the interior works for office space of ASDMA

Resolution: The State Executive Committee approved the proposal amounting to Rs. 1,65,55,015/ (Rs. One Crore Sixty Five Lakh Fifty five Thousand and fifteen Only) submitted by PWD Building for undertaking the interior works for the office space for ASDMA to be located in the vacant building opposite the utility block at the entrance of the Secretariat to ASDMA.

Agenda Item No 11: Approval to the estimate for purchase of Computers and accessories for ASDMA/DDMA/RCDIRC

Resolution: The State Executive Committee reviewed the proposal for purchase of computers/accessories and advised ASDMA to go for competitive bidding for procuring the same.

Agenda Item No 12: Approval to the corrected expenditure statement of 2009-10 and subsequent break-up of the proposed outlay for 2010-11.

Resolution: The State Executive Committee accorded post facto approval of the corrected statement of expenditure for the year 2009-2010 which was erroneously shown as Rs. 9,45,530/ instead of Rs. 3, 61,000/ and the subsequent break up for the proposed outlay.

Agenda Item No 13: Approval to the expenditure incurred by ASDMA till date

Resolution: The State Executive Committee accorded approval for Rs. 2,17,15,456 as expenditure incurred by ASDMA till November 2010 (break up of expenditure statement is given below) out of credited amount of Rs. 2,44,00,000/-

EXPENDITURE STATEMENT OF ASDMA

Sl. No	Head	Expenditure
1	Salary	2811399
2	Travel Expenses	NIL
3	Response Fund	870253
4	Mitigation Fund	17074765
5	Building Construction	Nil

6	Equipments	156478
7	Rent, Rates & Taxes	Nil
8	Furniture & Furnishing	Nil
9	Office Expenses	802561
TOTAL		21715456

Agenda Item No 14: Approval to the re-appropriation of fund under different Head of Accounts

Resolution: The State Executive Committee accorded approval to the re-appropriation of fund under different heads of accounts for the year 2010-2011 (re-appropriation statement is placed below).

Re-appropriation of funds under different heads of account

Sl. No	Purpose(Items of Expenditure)	Original Out lay	Revised Outlay
1	Salary	1,15,00,000	78,11,399
2	Professional Fees	Nil	8,93,242
3	Travel Expenditure	5,00,000	5,00,000
4	Response Fund	25,00,000	27,49,823
5	Mitigation Fund	4,15,00,000	3,05,29,521
6	Building Construction	25,00,000	Nil
7	Rent, Rates, Taxes	7,00,000	Nil
8	Furniture & Furnishing	35,00,000	Nil
9	Interiors for ASDMA Office	Nil	1,65,55,015
10	Equipments	65,82,530	1,00,00,000
11	Office Expenses	47,56,470	45,00,000
12	Hospitality	Nil	5,00,000
TOTAL		7,40,39,000	7,40,39,000

Agenda Item No 15: Addendum to the Delegation of Administrative and Financial Powers of ASDMA

Resolution: The State Executive Committee approved the addendum to the already approved delegation of Administrative & Financial Powers of ASDMA under the Disaster Response & Disaster Mitigation Heads as placed below.

	Item	Authority	Extent of Power
Original	B-1 : Sanction of expenditure for activities under Disaster Response & Disaster Mitigation fund as per approved manual	State Executive Committee (SEC)	Full Power
Addendum	B-1(a) Sanction of expenditure	(Atul	Full powers

	up to Rs.5,00,000/ for activities under Disaster Response & Disaster Mitigation fund as per approved annual outlay and as approved by SEC	Chaturvedi), ASDMA	
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Agenda Item No 16: Approval to the Schemes submitted by Water Resource Department for Breach Closing Works

Resolution: The State Executive Committee decided to constitute the following Sub-Committee for examination of all the proposals to be sanctioned out of SDRF

- Chief Secretary – Chairperson
- Additional Chief Secretary, Water Resource- Member
- Principal Secretary, Revenue & DM- Member
- Principal Secretary, Finance- Member
- CEO, ASDMA – Member
- Commissioner & Secretary PWD (Roads & Bridges) - Member
- Secretary, Water Resource- Member

It was further decided that a separate meeting of this Sub-Committee will be called for examination of the proposals which can then be placed in the full meeting of the SEC for approval.

Agenda Item No 17: Other issues

1. Revamping of Fire Services:

Resolution: The State Executive Committee suggested that since the amount is large, perhaps Fire Services can phase it out so that the Home Department can arrange for funds.

2. Occupancy Certificate issued by GMC/GMDA to builders/owners

Resolution: The State Executive Committee advised Power Department to take up the matter with ASEB so that the electricity connection is given only after issuance of occupancy certificates by GMDA / GMC.

It was also decided that GMC / GMDA should take required steps to issue occupancy certificates on a regular basis including conducting a special drive for issuing pending occupancy certificates. GMC / GMDA was also requested to place the progress of issuing such certificates on regular basis to ASDMA & SEC.

3. Building permission granted by Gaon Panchayats


Resolution: The State Executive Committee agreed in principle that the building bye-laws that are being developed by the Urban Development Department for the Municipal areas should be taken to cover even the rural areas. There must be a single law applicable to every inch of the land and a designated authority for the different boundaries ie Urban/Municipal/Rural etc

The SEC also approved in principle the proposal to work out the modalities by which the entire State is covered by the building bye-laws as per the BIS codes and the implementation mechanism. ASDMA may take the lead in this regard and bring all stakeholders to a common platform.

4. Approval to the Proposal submitted by NIT, Silchar on Flood Damage Mitigation measures for Barak Valley

Resolution: The State Executive Committee approved the undertaking of the Project "Flood Damage Mitigation measures for Barak Valley" amounting to Rs 60.00 lakh by NIT Silchar, subject to the acceptance by Water Resource Department.

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

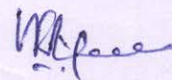

(Shri Naba Kumar Das)
Chief Secretary, Assam & Chairman
State Executive Committee

Memo No. RGR/DM/1/2009/326 (A)

Dated. 27/12/2010

Copy to:

1) All Members


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

List of Members present in the 3rd Meeting of the State Executive Committee-Assam held on 23rd December 2010 at 2:00 P.M. in the Conference Room of the Chief Secretary

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| 1. Shri N.K. Das | Chief Secretary, Government of Assam |
| 2. Shri P.P. Verma | Additional Chief Secretary, Health |
| 3. Shri V.K. Pipersenia | Principal Secretary, Revenue & DM Department |
| 4. Shri Sumeet Jerath | Principal Secretary, Power & Transport |
| 5. Shri Rajiv Bora | Principal Secretary, Personnel and AR & T |
| 6. Shri R.T. Jindal | Principal Secretary, Agriculture & APC |
| 7. Shri D.K. Bora | Addl. DGP and Director, AFSO |
| 8. Shri Atul Chaturvedi | Chief Executive Officer, ASDMA |
| 9. Shri Jishnu Baruah | Commissioner & Secretary, Home Department |
| 9. Shri L.C. Singhi | Commissioner & Secretary, Education Department |
| 10. Shri M.C. Boro | Commissioner & Special Secretary, PWD Roads |
| 11. Shri A.C. Bordoloi | Commissioner & Secretary, PWD Building and NH |
| 12. R. Kumar | ADG, Home Guards & Civil Defense |
| 13. Shri Anurag Goel | Commissioner, GMC |
| 14. Shri N.C. Das | Secretary, Water Resource Department |
| 15. Shri S.H. Mazumdar | Director, PC, P & RD |
| 16. Shri Ashutosh Agnihotri, | Deputy Commissioner, Kamrup, Metro |
| 17. Shri Moloy Bora | Joint Secretary, GDD |
| 18. Shri S.C. Saha | Deputy Secretary, GDD |
| 19. Shri A.K. Sengupta | OSD, Finance, EC-II |
| 20. Smti. Nandita Hazarika | Deputy Secretary & SPO, DRR |