

Minutes of the 4th Meeting of the State Executive Committee held on 29th April 2011 at 10:00 A.M. in the Conference Room of the of the Chief Secretary's office .

The list of the Members present is given at Annexure I

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

Agenda Item No 1: Confirmation of the Minutes of the 3rd Meeting of the State Executive Committee.

Resolution: The State Executive Committee confirmed the minutes of the 3rd meeting of the Committee held on 23rd December 2010

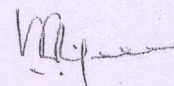
Agenda Item No 2: Review of the Action taken on the decisions of the 3rd Meeting of the State Executive Committee.

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 3rd meeting of the SEC	Suggestions of the SEC
<u>Personnel Department</u> Posting of officers as Joint CEO DM Wing (Additional Secretary level) and State Project Coordinator (Deputy Secretary level)	Personnel Department was requested to review and initiate action for posting of officers as Joint CEO, DM Wing (Addl Secretary level) and State Project Coordinator (Deputy Secretary level) at the earliest. Action: Personnel Department
<u>Home Department</u> 1) Creation of SDRF.	1) Home Department was requested to expedite the action for the creation of the posts and raising of the the battalions of the SDRF. SEC further advised Home Department that till such time that the regular SDRF is raised, Capacity building of existing personnel in Fire Services and Police should be taken up and the requirement of funds should be estimated and placed before Chairperson SEC Action: Home Department



<p>2) Amendments to the Assam Fire Service Act.</p>	<p>2) Home Deptt was asked to finalise the proposal urgently on the issue of amendments to the Assam Fire Service Act after obtaining comments from AR&T, Disaster Management Department, Guwahati Development Department and Urban Development Department. Action: Home Department</p>
<p><u>Health Deptt</u> Training Action Plan on Emergency Health Management</p>	<p>Additional Chief Secretary, Health Department informed SEC that Shri Prateek Hajela, Commissioner & Secretary, Health was entrusted to coordinate on the matter. SEC advised Health Department to prepare the training action plan and explore possibilities of resources from Finance Department. SEC further advised ASDMA to have a discussion with the nodal officer, Health Deptt and chart out the course of action. Action: Health Department & ASDMA</p>
<p><u>Crisis Management Plan / SOP</u> Preparation of Crisis Management Plans / SOPs for all concerned departments</p>	<p>ASDMA was asked to get the issue expedited. Action: ASDMA</p>
<p><u>PWD (Roads & Bridges) & Home Deptt</u> Submission of U/C against fund released under CRF for Bailey bridges and Communication equipment respectively.</p>	<p>SEC directed PWD (Roads & Bridges) & Home Deptt to submit status note to the Chief Secretary regarding purchase of Bailey bridges and Communication equipment immediately. Action: PWD (Roads & Bridges) & Home Deptt</p>



PWD / Departmental Buildings

1. The SEC had advised all concerned departments that retrofitting and other follow up action should be the works of the respective Administrative Departments.

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

2. Conduct of RVS for other districts and submission of compliance report to ASDMA

The Departments informed SEC that funds were not available in their budget for such works.

PWD informed SEC that for non-destructive testing the requirements of funds works out to approx 1.00 lakh per building and therefore the requirement for testing of buildings was huge- around Rs 10.00 crore approximately.

It further informed that the conduct of RVS for first level screening was not very meaningful and therefore for any assessment the method to be adopted will have to be a non destructive test.

SEC advised PWD Building to work out a proposal for central demand and submit the same to Chairperson, SEC.

Action: PWD (Buildings)

Education Deptt

- 1) School Safety Plans
- 2) Identification of Unsafe Schools and action taken for such Schools

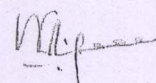
1) Education Department informed that instructions have been issued to Inspectors of Schools on the School Safety Plans.

SEC advised Education Department to submit status report to the Chairperson SEC in this regard.

Action: Education Department

2) Commissioner GMC informed that the remaining 5 Schools of the total identified unsafe schools which were defaulting have taken corrective measures

<p><u>GDD</u></p> <p>1) Unsafe Buildings & Schools</p> <p>2) Clearance report of Jagabandhu Apartments</p>	<p>1. GDD informed that proposals are being invited for conduct of safety audit for all high rise buildings of Guwahati, as soon as the election process is over.</p> <p>GDD further informed that safety audit for the Water Treatment Plants of Guwahati is being done by the Assam Engineering College.</p> <p>SEC requested GDD to submit a status report to Chairperson SEC in this regard.</p> <p>Action: GDD.</p> <p>2) Commissioner & Secretary, GDD reiterated that the clearance report of Jagabandhu Apartments has been received and the same will be submitted to ASDMA for records.</p> <p>Action: GDD.</p>
<p><u>UDD</u></p> <p>Preparation of building bye-laws for the entire State</p>	<p>The Principal Secretary, UDD informed SEC that the Building Bye Laws have already been drafted for the entire State but are pending clearance from the Legislative Department.</p> <p>He informed that the Legislative Department is of the view that preparation of Building Bye Laws is within the domain of the Development Authorities and not the State.</p> <p>SEC advised UDD to convene a meeting of the Secretary Legislative with Chairperson SEC to find out a solution to this issue.</p> <p>Action: UDD</p>
<p><u>P&D Deptt</u></p> <p>Issue of guidelines to the concerned Departments for self certification on new projects taken up by various departments</p> <p>P & D Department has circulated the OM issued by the Ministry of Finance, Government of India to various departments without contextualizing the guidelines.</p>	<p>SEC advised the P & D Department to contextualise the OM issued by the Ministry of Finance, Government of India and reissue to the concerned departments in Guideline form.</p> <p>Action: P&D Deptt</p>



<p><u>Status survey of Hospitals & Schools in Guwahati city</u></p> <p>SEC approved the proposal for undertaking the proposed status survey of Hospitals and Schools in Guwahati city through Assam Engineering College, Guwahati.</p> <p>The Health Department and Education Departments were requested to submit the list of Hospitals (both Public & Private) and Schools to ASDMA.</p>	<p>SEC advised Health & Education Department to submit the lists of Schools and Hospitals so that AEC can expedite the survey for which the Authority has already sanctioned and released funds to AEC.</p> <p>Action: Health & Education Deptt</p>
<p><u>Integration of Emergency Help Line Numbers for a One Point Access to the Public</u></p> <p>Health Department was designated as the nodal department for implementing the aforesaid Project by both the SEC & SDMA.</p>	<p>SEC advised that a meeting should be convened by Addl Chief Secretary, Health Department to expedite the implementation of Integration of Emergency Help Line Nos for a one point access to public.</p>
<p><u>Assam Institute of Disaster Management</u></p> <p>1. The Department of Disaster Management, Government of Uttarakhand was requested by ASDMA for preparing the DPR for the Proposed Assam Institute of Disaster Management to which they had agreed in principle</p> <p>2) Forest & Environment Department was directed by SEC to designate Shri S.P. Singh, IFS as OSD with ASDMA to facilitate setting up the Assam Institute of Disaster Management.</p>	<p>SEC advised Forest & Environment Department to expedite the designation of Shri S.P. Singh, IFS as OSD with ASDMA to facilitate setting up the Assam Institute of Disaster Management.</p> <p>Action: Forest Deptt</p>

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<p><u>Flood Early Warning System (Flews)</u></p> <p>The Chief Executive Officer, ASDMA informed that as approved in the 3rd SEC meeting the FLEWS project will be extended to Barak Valley this flood season for which NESAC was requested to submit proposal to the Authority.</p>	<p>SEC took note of the matter</p>
<p><u>Incident Response System</u></p> <p>The Chief Executive Officer, ASDMA informed that the proposal for accepting IRS as a preferred disaster response system was approved in the last SDMA meeting and Subsequently, a sensitization workshop on IRS was also held in February 2011.</p> <p>District Sensitization workshops in similar lines will be held once the election process will be over.</p>	<p>SEC took note of the matter</p>
<p><u>Civil Defence</u></p> <p>The Chief Executive Officer, ASDMA informed that Civil Defence has submitted an action plan for training of volunteers which will be supported by ASDMA under the 13th Finance Commission Capacity Building Fund. The same is being placed as a separate Agenda Item</p>	<p>SEC took note of the matter.</p>

Agenda Item No 3: Approval to the Perspective Plan for Capacity Building for Disaster Response under the Thirteenth Finance Commission Grant.

Resolution: The SEC approved the Perspective Plan for Capacity Building for disaster response enclosed as Annexure II to Agenda Item No.3.

W. P. Singh

Agenda Item No 4: Review on the Preparedness of the different departments for the Flood Season 2011

Resolution: The State Executive Committee took a review on Flood Preparedness of the concerned departments and directed that:

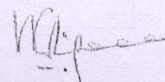
- 1) All departmental heads should take a review on 'Flood Preparedness' internally and submit the status note to ASDMA on the action points.
- 2) All Deputy Commissioners should be advised to have a rate contract for all items under GR before the onset of the floods.
- 3) Water Resource Department should submit a status note on the works regarding closure of breaches that had occurred during the last year.
- 4) PWD (Roads & Bridges) would submit a status note on the works regarding roads and bridges that were breached and damaged last year
- 5) Guwahati Development Department was directed to constitute a small working group to address the problem of floods in Guwahati city. The working group will be constituted with

CEO ASDMA	-	Chairperson
Commissioner & Secretary, GDD	-	Member Secretary
Commissioner GMC	-	Member
Deputy Commissioner, Kamrup Metro	-	Member
CEO, GMDA	-	Member

- 6) Shri G.D. Tripathi, Secretary, Home Department to review the status on integration of the SDR&IC (Control Room) and submit a report to Chairperson, SEC immediately.
- 7) A sub-committee for review of the flood situation in the State would be constituted and "Review Meetings" would be taken at the highest level by Chairperson SEC every Monday during the Flood season with the first meeting starting on 23rd May 2011.

Agenda Item No 5: Workshop on Disaster Scenario of the Northeast with a special emphasis on Floods & Earthquakes

Resolution: All departments viz Water Resource Department, Revenue Department, Agriculture, Irrigation, PWD (Buildings), PWD (Roads & Bridges), PWD (NH), P&RD, UDD, GDD, Police Housing, GMC, GMDA, Municipal Administration, Town & Country Planning, PHE etc were requested to participate (at the highest level) in the workshop which will be attended by the Vice Chairperson of NDMA Shri M Shashidhar Reddy.



Agenda Item No 6: Workshop on Emergency Health Management

Resolution: Shri Prateek Hajela, Commissioner & Secretary, Health Department was nominated as the nodal officer for the proposed workshop on Emergency Health Management by NDMA.

Agenda item No 7: Land for Assam Institute of Disaster Management

Resolution: SEC requested Revenue & Disaster Management Department to expedite the matter and hand over the land of the identified a plot of sixteen bigha at Baishista to ASDMA as already approved by Hon'ble Chief Minister, Assam in his capacity as Chairman, SDMA..

Agenda item No 8: Post Facto Approval to the sanction of the proposals for Breach closing works and Roads & Bridges under State Disaster Response Fund.

Resolution: The State Executive Committee approved Post Facto the schemes approved by the Sub Committee, details of which is given below:

Department	Amount	Remarks
Power Department	Rs 5,00,00,000/	Approved in the 1 st meeting of the sub committee (as enclosed at Annexure I)
Water Resource Department	Rs 26,66,43,500/	Approved in the 2 nd meeting of the sub committee(as enclosed in Annexure II)
PWD	Rs 15,25,83,200/	Approved in the 2 nd meeting of the sub committee(as enclosed in Annexure II)
Rehabilitation Grant Flood: Rs 4,13,15,500/ Storm: Rs 11,57,07,500/ Fire: Rs 24,26,800/	Rs 15,94,49,800/	Approved in the 3 rd meeting of the sub committee(as enclosed in Annexure III)
G.R.	Rs 7,82,67,227/	Approved in the 3 rd meeting of the sub committee(as enclosed in Annexure III)

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Ex Gratia	Rs 39,00,000/	Approved in the 3 rd meeting of the sub committee(as enclosed in Annexure III)
Water Resource Department	Rs 18,72,04,000/	Approved in the 3 rd meeting of the sub committee for 16 Nos of damaged dykes under WRD(as enclosed in Annexure III)
PWD	Rs 17,92,09,000/	Approved in the 3 rd meeting of the sub committee for 85 Nos of damaged roads & bridges under PWD(as enclosed in Annexure III)
Additional fund sanctioned for procurement of seeds in respect of Golaghat/ Sonitpur / Nalbari & Darrang	Rs 27,18,848/	Approved in the 3 rd meeting of the sub committee(as enclosed in Annexure III)

Agenda item No 9: Video Conferencing Facility at the State Disaster Response & Information Centre

Resolution: SEC approved the proposal amounting to 3,12,088/ (Rupees three lakh twelve thousand and eighty eight only) for installing the Video Conferencing system at the SDR&IC through NIC .

Agenda item No 10: Post Facto Approval for expenditure incurred under Response and Mitigation Fund of ASDMA

Resolution: SEC approved Post facto the expenditures incurred by ASDMA under Response and Mitigation Fund as detailed below:

SL. NO.	ACTIVITY	AMOUNT
RESPONSE FUND		
1	Transportation and ceremonial distribution of 50 nos of Inflatable Rubber Boats to different districts of Assam by IWT.	Rs. 4,73,900/-

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2	Visit of Inter Ministerial Central Team, led by Joint Secretary Ministry of Home Affairs, GOI, to Assam from 17-20 November 2010, for an on the spot assessment of flood damage for the year 2010.	Rs. 99,587/-
3	Refurbishment of the State Disaster Response and Information Centre, which is running on 365x24x7 basis on the ground floor of the Chief Minister's Block, by HOUSEFED	Rs 7,59,000/-
MITIGATION FUND		
1.	Exhibition on Disaster Management celebrating 4years of Government	Rs 1,06,952/-
2.	Training by IWT of 200 nos of crew from the existing IWT untrained staff for operation of the newly acquired Inflatable Rubber Boats and FRP Boats	Rs. 6,74,377/-
3.	Great Assam Shakeout (Mock Drills)	Rs 97,000/-
4	4 nos. of Training on School safety covering 200 school teachers	Rs. 3,79,200/-
5	Orientation Training Programme for Project Officers of ASDMA	Rs. 1,42,880/-

Agenda item No 11: Approval to the list of expenditures admissible under the Heads of ASDMA funds

Resolution: SEC approved the list of admissible items of expenditure against each H/A of ASDMA as detailed below:

SI No	Head	Admissible Items of Expenditure
1	Salary	Salary for all government employees posted substantially at ASDMA
		Remuneration for all contractual employees engaged by ASDMA
2	Professional Fee	Payment to Agency/Institute etc for any consultancy services
		Payment for procurement of services (including hiring of auditors) for specific task including outsourcing of support services for the Authority.

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		Printing
		Official Advertisements
		Housekeeping expenses
		Office expenses for districts
		Contingency Expenditure
		Rent, Rates & Taxes
		Any other Miscellaneous expenses
8	Building Construction	All expenditure related to Construction of New Office Building
		All expenditure related to Construction & Renovation of the Disaster Response & Information Centre at State/District/Circle level
9	Hospitality	All expenditure related to official entertainment (dinners, refreshments etc)
		Hotel accommodation of official guests/Resource Persons etc
		Travel expenditure of Resource Persons/official guests etc
10	Interior for ASDMA Office	All expenditure related to doing up the Office Space of ASDMA

Agenda Item No 12: Addendum to the Delegation of Administrative and Financial Powers of ASDMA

Resolution: SEC approved the addendums to the Delegation of Administrative and Financial Powers as listed below:

I. Addendum to the Original Delegation of Financial Power

Item	Items of Expenditure	Original Delegation of Powers	Addendum
Professional Fees	Payment for procurement of services (including hiring of auditors) for specific task including	C-2 : Chairperson SEC	Expenditure for Payment for procurement of services (including hiring of auditors) for specific task including outsourcing of support

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3	Travelling Expenses	TA/DA of government personnel holding substantial post at ASDMA
		TA/DA of personnel engaged by ASDMA
		TA/DA of government personnel holding "additional charge" at ASDMA
		TA/DA of personnel deployed in ASDMA but drawing salary from a different organization
4	Mitigation Fund	Expenditure related to " Awareness generation"
		Expenditure related to conduct of HRVA exercise.
		Expenditure related to the Preparation of State Disaster Management Plan/District Disaster Management Plan/ Departmental Plans/Contingency plans
		Expenditure related to Capacity building activities at State & District level
		Expenditure related to Conduct of Mock Drills
		Expenditure related to support of any projects/ studies for Disaster Preparedness & Mitigation.
5	Response Fund	Expenditure related to GIS mapping for Disaster Management.
		Remuneration for Control Room Personnel
		Purchase of Equipments related to response
6	Equipments	Strengthening of the Disaster Response & Information Centre at State/District/Circle level.
		All expenditure for purchase/repair/maintenance of IT related and office automation equipments
7	Office Expenditure	Hire charge of vehicles for ASDMA
		POL
		Stationeries / Computer Consumables
		Telephone bills
		Furniture & Furnishing


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	Housekeeping expenses	CEO, ASDMA	Full powers subject to approved budget provisions & approved rates by the SEC .
	Office expenses for districts	Chairperson State Executive Committee	Full powers subject to approved budget provisions.
	Contingency Expenditure	Chief Executive Officer, ASDMA	Full powers subject to approved budget provisions & approved rates by the SEC .
Hospitality	All expenditure related to official entertainment (dinners, refreshments etc)	Chief Executive Officer, ASDMA	Full powers subject to availability of budget provisions.
	Hotel accommodation of official guests/Resource Persons etc	Chief Executive Officer, ASDMA	Full powers subject to availability of budget provisions
	Travel expenditure of Resource Persons/official guests etc	Chief Executive Officer, ASDMA	Full powers subject to availability of budget provisions.
Interior for ASDMA office	All expenditure related to doing up the Office Space of ASDMA	Chairperson, State Executive Committee	Full powers subject to approved budget provisions & approved rates.

Agenda item No 13: Other Issues

1. Fire Provision measures in Stadiums

Resolution: SEC directed the Director of Sports to look into the report of the Fire Services regarding the non functioning of the fire fighting system installed in and around the T.R.Phookan Indoor Stadium inside the Nehru Stadium Complex . He was further directed to check, correct and submit a compliance report to Chairperson SEC on the matter.



9,74,35,551 /
 5,00,00,000 /-

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	outsourcing of support services for the Authority.		services for the Authority may be delegated to CEO,ASDMA subject to overall approval of the proposed budget outlay and rates by the SEC.
Response Fund	Remuneration for Control Room Personnel (Outsourcing)	C-2 : Chairperson SEC	Expenditure for payment of Remuneration of Control Room personnel through outsourcing may be delegated to CEO,ASDMA subject to overall approval of the proposed budget outlay and rates by the SEC.

II. New insertions to the Delegation of Financial Powers

Item	Items of Expenditure	Authority	Extent of Power
Professional Fees	Payment to Agency/Institute etc for any consultancy services	Chairperson, State Executive Committee	Full powers subject to approved budget provisions & approved rates by the SEC.
Response Fund	Strengthening of the Disaster Response & Information Centre at State/ District/ Circle level.	State Executive Committee	Full powers subject to approved budget provisions & approved rates.
Office Expenditure	Printing	CEO,ASDMA	Full powers subject to approved budget provisions & approved rates by the SEC .
	Official Advertisements	CEO,ASDMA	Full powers subject to approved budget provisions & approved rates by the SEC .

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