

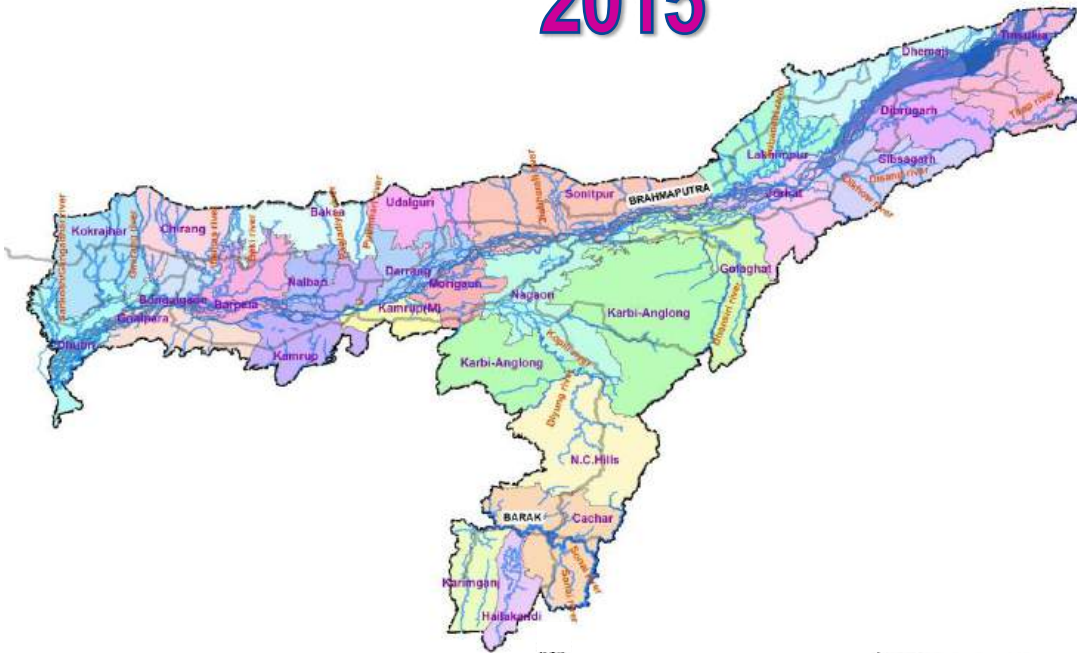


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ASSAM

DISASTER MANAGEMENT MANUAL

2015



REVENUE & DISASTER MANAGEMENT DEPARTMENT
GOVERNMENT OF ASSAM

**Assam
Disaster Management Manual
2015**



Tarun Gogoi

**Chief Minister, Assam
Guwahati**

FORE WORD

As mandated by the Disaster Management Act, 2005, the Government of Assam has adopted the Act with notification in the Official Gazette in the month of December, 2006. The State has also framed its Disaster Management Policy and Disaster Management Rules for providing the framework for the Disaster Management operations in the State.

Disaster Management falls within the roles and functions of the State Government. The "Assam Relief Manual" was prepared in 1976 to regulate preparedness and relief operation in the State mainly during flood. This manual is now revised in the light of the Disaster Management Act, 2005 to incorporate other hazards like earthquakes, flash floods, landslides, cyclones and other manmade disasters and to reflect the new approach embodied in the Disaster Management Act, 2005.

I am glad that Revenue & Disaster Management Department & Assam State Disaster Management Authority has taken up this initiative for bringing about a paradigm shift in disaster management approach and has detailed the roles and responsibilities of the various stakeholders in different phases of Disaster Management.

Date : 28/08/2015


(**TARUN GOGOI**)

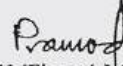
Government of Assam
Revenue & Disaster Management Department
Assam Secretariat (C), Dispur, Guwahati-6

NOTIFICATION

Dated Dispur the, 16th June, 2015

NO.RGR.454/2014/168 : The Government of Assam is pleased to replace Assam Relief Manual, 1976 by the Assam Disaster Management Manual, 2015 prepared in accordance with the provisions of the Disaster Management Act, 2005.

This Notification will come into effect from the date of its publication in the Official Gazette.



(P.K. Tiwari, IAS)

Commissioner & Secretary to the Govt. of Assam
Revenue & D.M. Department

Memo No. RGR.454/2014/168-A

Dated Dispur the, 16th June, 2015

Copy to:

1. The Principal Secretary, Home & Political Department
2. The Principal Secretary, Health & Family Welfare Department
3. The Principal Secretary, Finance Department
4. The Principal Secretary, Soil Conservation Department
5. The Commissioner & Secretary, Agriculture Department
6. The Commissioner & Secretary, A.H. & Veterinary Department
7. The Chief Executive Officer, ASDMA
8. The Commissioner & Secretary, Handloom & Textiles Department
9. The Commissioner & Secretary, Sericulture Department
10. The Commissioner & Secretary, Food & Civil supplies & Consumer Affairs Department
11. The Commissioner & Secretary, Panchayat & Rural Development
12. The Commissioner & Secretary, Power Department
13. The Commissioner & Spl. Secretary, P.W. (R & B) Department
14. The Commissioner & Spl. Secretary, water Resources Department
15. All Commissioners of Divisions
16. The Secretary, Water Resources Department
17. The Secretary, Irrigation Department
18. The Secretary, Public Health Engineering
19. All Deputy Commissioners
20. The Director of Land Records, Rupnagar, Guwahati
21. The Director of Land Requisition and Acquisition, Rupnagar, Guwahati
22. The Director of Printing & Stationery, Assam, Govt. Press, Bamunimaidan, Guwahati-21 for publication of the Manual in the next issue of Assam Gazette.
23. The Commissioner, Guwahati Municipal Corporation, Panbazar, Guwahati-1
24. The Chief Executive Officer, Guwahati Metropolitan development Authority (GMDA), Statfed Building, Bhangagarh, Guwahati-5.
25. The S.O. to Chief Secretary, Assam
26. All Sub-Divisional Officers(Civil).....
27. The P.S. to Addl. Chief Secretary to Chief Minister, Assam
28. The P.S. to Hon'ble Minister,
29. The P.S. to Addl. Chief Secretary, Revenue & D.M. Department
30. The P.S. to Commissioner & Secretary, Revenue & D.M. Department.

By order etc.,



Joint Secretary to the Govt. of Assam
Revenue & D.M. Department,
Dispur, Guwahati-6

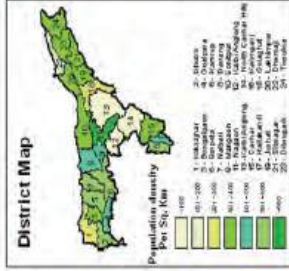
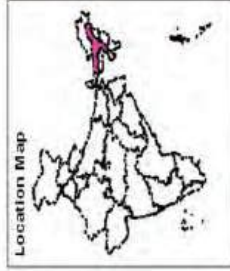
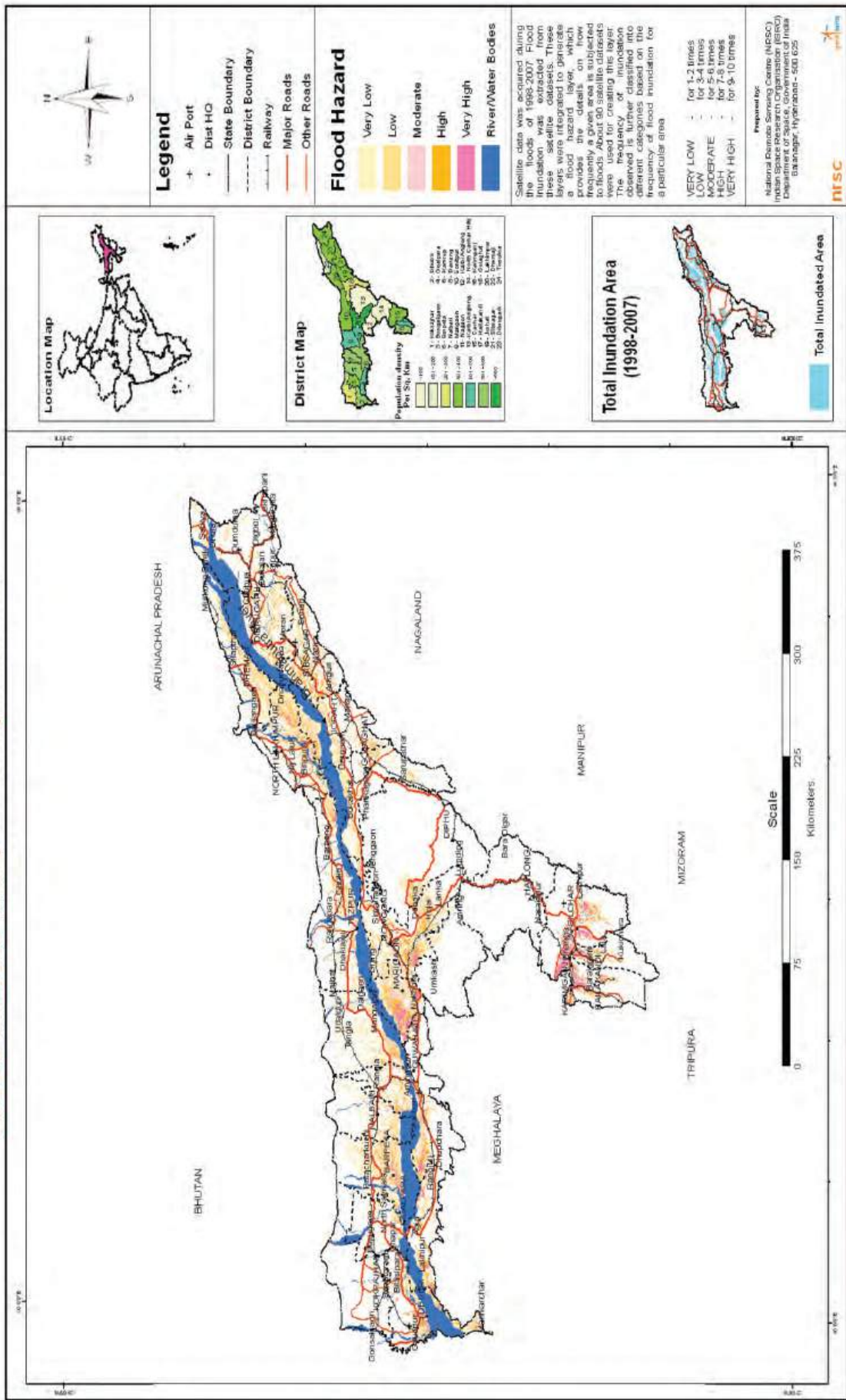
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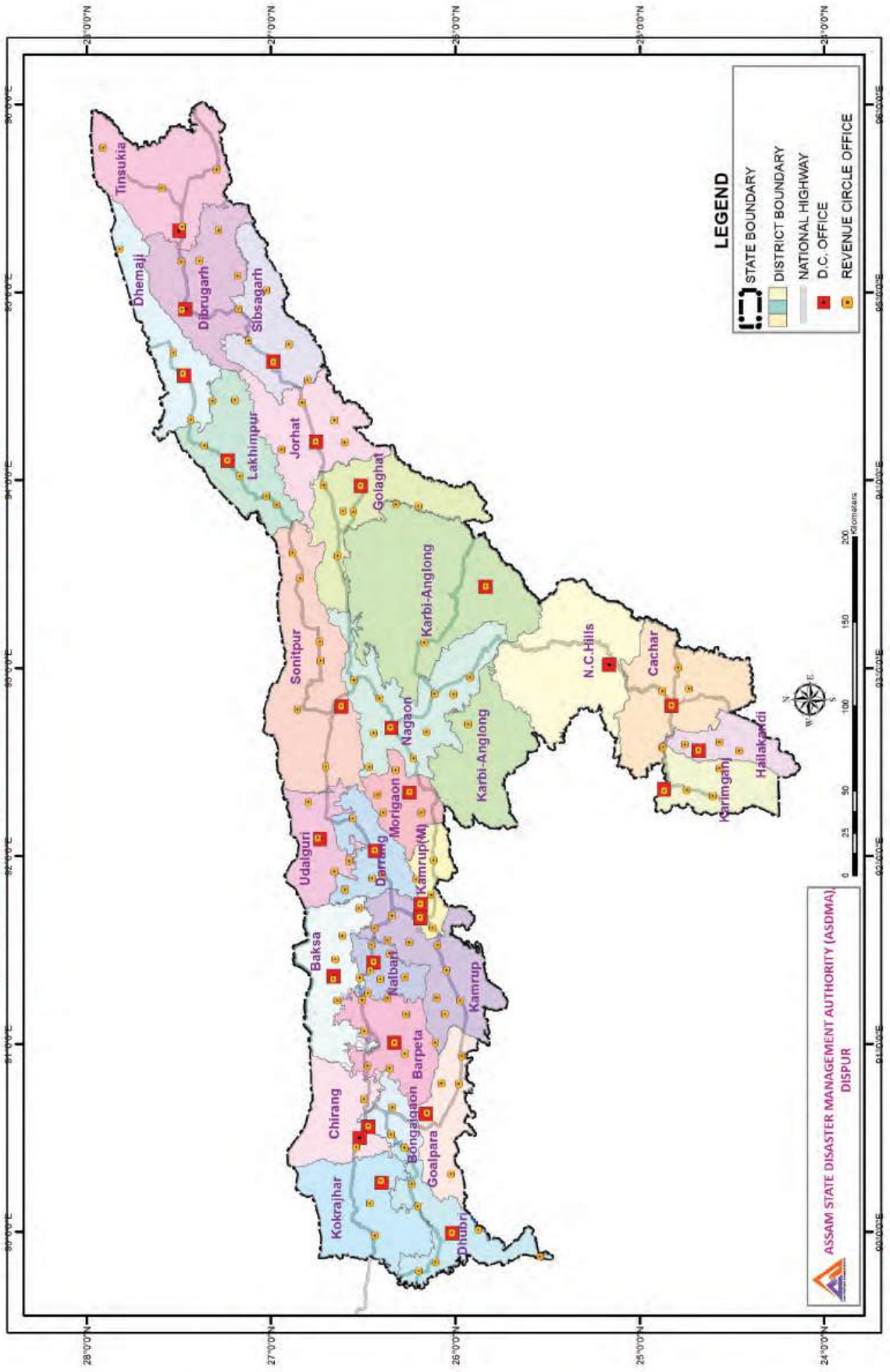
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FLOOD HAZARD MAP (1998-2007) ASSAM STATE



ADMINISTRATIVE MAP OF ASSAM



Abbreviations

ADB	Asian Development Bank
ADC	Additional Deputy Commissioner
ASDMA	AssamState Disaster Management Authority
ASDMP	AssamState Disaster Management Plan
ASEB	Assam State Electrical Board
ASTEC	Assam Science Technology and Environmental Council
BDO	Block Development Officer
BMTPC	Building Materials and Technology Promotion Council
CBOs	Community Based Organization
CBRNE	Chemical Biological Radiological Nuclear and High-Yield Explosive
CEO	Chief Executive Officer
CNG	Compressed Natural Gas
CO	Circle Officer
CSO	Civil Society Organizations
CWC	Central Water Commission
DC	Deputy Commissioner
DD F&CS	Deputy Director, Food & Civil Supply
DDMA	District Disaster Management Authority
DDMF	District Disaster Mitigation Fund
DDMP	District Disaster Management Plan
DEOC	District Emergency Operation Centre
DIPRO	District Information & Public Relation Officer
DM	Disaster Management
DOTs	Directly Observed Treatment, Short-Course
DPR	Detailed Project Report
DRDA	District Rural Development Agency
DRIC	Disaster Response & Information Centre
DRR	Disaster Risk Reduction
DTO	District Transport Officer
Dy. SP	Deputy Superintendent of Police
DYC-NYK	District Youth Coordinator -Nehru Yuva Kendra
EHS	Environmental Health Survey
EOC	Emergency Operations Centre
ESF	Emergency Support Functions
EWS	Early Warning Systems
FAO	Finance & Accounts Officer
FLEWS	Flood Early Warning Systems
FRERM	Flood and Riverbank Erosion Risk Management
GLOF	Glacial LakeOutburst Floods

GPS	Global Positioning System
GR	Gratuitous Relief
GSHAP	Global Seismic Hazard Assessment Programme
GSI	Geological Survey of India
HF	High Frequency
HRD	Human Resource Development
IAP	Incident Action Plan
IC	Incident Commander
ICDS	Integrated Child Development Services
IEC	Information Education and Communication
IMD	Indian Meteorological Department
IMO	Information & Media Officer
IPCC	International Panel on Climate Change
IRS	Incident Response System
IRT	Incident Response Team
ISRO	Indian Space Research Organization
IWT	Inland Water Transport Department
L & FS	Logistic & Finance Section
LDOF	Landslide Dam Outburst Floods
LNG	Liquefied Natural Gas
LO	Liaison Officer
MHA	Ministry of Home Affairs
NDMA	National Disaster Management Authority
NDMG	National Disaster Management Guidelines
NDRF	National Disaster Response Force
NDRF	National Disaster Response Force
NEIST	North-East Institute of Science and Technology
NESAC	North Eastern Space Applications Centre
NGOs	Non-Governmental Organizations
NIC	National Informatics Centre
NRSC	National Remote Sensing Centre
OS	Operation Section
PDNA	Post Disaster Damage and Needs Assessment
PDRRP	Post Disaster Recovery and Reconstruction Plan
PGA	Peak ground acceleration
PHC	Primary Health Centre
PHE	Public Health Engineering Department
PO	Project Officer
PRIs	Panchayati Raj Institutions
PS	Planning Section
PWD	Public Work Department
PWD Bld	Public Work Department, Building

PWD E	Public Work Department, Electrical
QRT	Quick Response Team
QRT	Quick Response Team
RO	Responsible Officer
SAARC	South Asian Association for Regional Cooperation
SDM & HO	Sub Divisional Medical & Health Officer
SDMF	State Disaster Mitigation Fund
SDMG	State Disaster Management Guidelines
SDO	Sub Divisional Officer
SDO (C)	Sub Divisional Officer (Civil)
SDRF	State Disaster Response Force
SDRF	State Disaster Response Fund
SDRF	State Disaster Response Force
SEC	State Executive Committee
SEOC	State Emergency Operation Centre
SIRD	State Institute of Rural Development
SITREP	Situation Report
SO	Safety Officer
SOP	Standard Operating Procedures
SPO	State Project Officer
SPO	Special Police Officer
SWAN	State Wide Area Network
TO	Treasury Officer
UDD	Urban Development Department
UNDP	United Nations Development Programme
UNICEF	United Nations Children's Fund
UNISDR	United Nations International Strategy for Disaster Reduction
VAF	Veterinary Field Assistant
VAS	Veterinary Assistant Surgeon
VHF	Very High Frequency
VSAT	Very Small Aperture Terminal
WRD	Water Resource Department

CHAPTER I

INTRODUCTION

- 1.1. Disaster Management which includes both Risk Management and Crisis Management falls within the roles and functions of the State Government. However, this holistic approach to Disaster Management came about only after the introduction of the Disaster Management Act, 2005. Till very recently, the widely practiced approach to Disaster Management was that of administering relief and rehabilitation. The Central Government had communicated certain guiding principles in 1883 in the form of a provisional code. Accordingly, a set of executive instructions were issued in 1959 and subsequently the “Assam Relief Manual” was prepared in 1976.
- 1.2. The 1976 Manual lays stress on emergency situations arising out of floods, as floods are recurrent phenomena. It also briefly deals with such situations arising out of other natural calamities and certain special calamities like international border disputes not amounting to war or acute economic distresses. This manual is now revised in the light of the Disaster Management Act 2005(Appendix I) to incorporate other hazards like Earthquakes, Flash floods, Landslides, Cyclones and other manmade disasters and to reflect the new approach embodied in Disaster Management Act 2005.
- 1.3. The duties and responsibilities of Deputy Commissioners have been specifically laid down and are flexible enough to allow them to operate according to exigencies of situations. The duties and responsibilities of the other district officers have been broadly laid down and will need to be supplemented by detailed instructions of the respective heads of department. The detailed instructions would be reviewed by them annually and re-issued if necessary.
- 1.4. This manual endeavours to cover as many aspects of the problem as could be envisaged to combat any emergency situation resulting from earthquakes, floods and other natural and man-made calamities. There may be certain unprecedented situations and gaps in knowledge. In these situations the officers concerned will act in the spirit of this manual, which is to ensure the state of preparedness, swift and co-ordinated action and proper maintenance of accounts.
- 1.5. Much of the work which is expected under the manual to be done every year could be rationalised if all districts and sub district level administrative units up to the Gram Panchayats and local authorities prepare a Disaster Management plan. Such a plan should take into account all local conditions, identify specific vulnerable areas, initiate necessary preparedness and mitigation measures, draw up capacity building plans, work out shelter sites, stockpile emergency provision of food, fodder, medicine, drinking water plan for deployment of personnel including utilization of the resources

of non-official agencies and work out budgetary provisions that would be required. It should be carefully studied by Commissioners, Heads of Departments and the required provisions for resources at the district or sub divisional levels arranged. The annual exercise would then be limited only to updating the disaster management plans and making detailed changes as might be warranted in the light of experience or changes expected in the situation.

- 1.6 The plan schemes of each department should be so devised that it addresses the disaster risk reduction issues (structural & non-structural) and minimizes damage that may be caused by different hazards.
- 1.7 This manual supersedes the earlier Assam Relief Manual 1976.

CHAPTER-II

DISASTER RISKS IN ASSAM

2.1 As per the Disaster Management Act 2005, disaster means a catastrophe, mishap, calamity or grave occurrence in any area arising from natural or man-made causes, or by accident or negligence which results in substantial loss of life or human suffering or damage to, and destruction of, property, or damage to, or degradation of, environment, and is of such a nature or magnitude as to be beyond the coping capacity of the community of the affected area.

2.2 MAJOR DISASTERS

2.2.1 EARTHQUAKES

Earthquakes are the most destructive of natural hazards. The impact of the event is most traumatic because it affects large areas, occurs all of a sudden and is unpredictable. They can cause large scale loss of life and property and disrupts essential services such as water supply, sewerage systems, communication and power, transport. It not only destroys cities, towns and villages but the aftermath leads to a destabilized economic and social structure of the affected region. Combined with this hazard is the vulnerability profile of towns and cities due to haphazard and uncontrolled growth. Huge urban population combined with poor quality and maintenance of infrastructure, low quality building materials, use of inferior technology and lower resilience of communities living particularly in high population density areas increases the risk of earthquakes in urban centers.

Assam lies in Zone V, one of the most seismically active regions of the world. This is the reason why earthquakes of very high intensities occur regularly in this region. Two great earthquakes, one that occurred on 12 June 1897 epicentered near Rongjuli in Assam (magnitude 8.7) and the other on 15 August 1950 epicentered at Tajo Bumin Arunachal Pradesh (magnitude 8.5) are regarded as among the most severe earthquakes in recent world history. Large scale devastations took place on both occasions. Besides, as many as 20 destructive earthquakes of magnitudes 6 to 7 in the Richter Scale have rocked this region during the past century. Scientific publications have warned that severe earthquakes are due anytime in the Himalayan Region.

2.2.2 FLOODS

Assam is one of the most flood prone states in India. The state faces acute flooding in the flood plains of the river Brahmaputra and Barak basins and other smaller river sub-basins. An extremely dynamic monsoon regime combined with unique physiographic setting of the

basins has been considered as the single most important cause for frequent occurrence of flood in the state.

The river Brahmaputra has a catchment area of 5, 80,000 sq. km in Tibet, Bhutan, India and Bangladesh and in terms of discharge is the third largest river in the world. The river flows for a length of 918 km in India of which 720 km is through the plains of Assam. It has about 20 major tributaries on its North bank and about 13 on its South Bank.

Assam also falls in the highest rainfall intensity zone in the country. The precipitation is mainly due to the South-West monsoon i.e., June to September. Average annual rainfall in the region is very high and ranges from 1750 mm in the plains to about 6400 mm in the hills. This huge volume of water rushes through the narrow bowl shaped valley of Assam to the Bay of Bengal ravaging the area as it flows through with floods and land erosion. Recurring floods on an average devastate about 20 per cent of the total area of the plains districts of the State of Assam and in the high flood years the devastation recorded is as high as 67 per cent.

2.2.3 RIVER EROSION

Riverbank erosion is a serious problem in Assam leading to massive displacement of people due to land loss which is engulfed by the river Brahmaputra year after year. When a river enters the flood plains, it shows a tendency to braid and develop a number of channels causing silting of the riverbed, change in its course and bank erosion. In the plains, a river shows a meandering tendency with meanders moving downstream causing erosion on concave and deposition on convex side and cut offs. This causes large-scale bank erosion. Thus, bank erosion and consequent loss of land and property is a constant phenomenon all along the course of a river. Total area eroded since 1954 till date is approximately 386476 hectares which means that about 7 per cent of the land in the state's 17 riverine districts has been lost due to river erosion in last 60 years.

2.2.4 LANDSLIDES / MUDSLIDES

The hilly tracts of the northeastern region are highly susceptible to slope instability due to immature and rugged topography, fragile rock conditions, high seismicity resulting from proximity to the plate margins, and high rainfall. Extensive anthropogenic interference as a part of the developmental activities is another significant factor that increases this hazard manifold time. Continued deforestation and demand for more and more agricultural land has also led to the destabilization of hill slopes which during the monsoons come down as landslides.

Assam's vulnerability to landslides is seen in the threat of landslides to housing and infrastructure, farms and fields, vast stretches of border roads and railway lines, hydro-electric and water supply installations, transmission line projects, and disruption of vital communications affecting essential supplies and causing acute economic distress.

Frequent obstructions caused due to movement of traffic by numerous landslides during the rainy season, sometimes for days together bring untold misery to the people inhabiting the villages and townships in landslide-prone hilly regions. In the recent past, the city of Guwahati witnessed a number of severe landslides in its hilly belts. This is mainly because of inadequate urban land-use patterns and planning. With the demand for land skyrocketing people opt to build houses in areas which are environmentally unstable and vulnerable to landslides.

2.2.5 STORMS & CYCLONES

Assam is also prone to severe seasonal storms and violent cyclones causing damage to property by destroying houses, damaging vital installations, uprooting huge trees, disrupting communication and transport systems and causing loss of lives in large numbers.

2.3 CLIMATE CHANGE AND GLOBAL WARMING

Climate change and global warming are impacting lives and livelihoods of people across the world. There are definite indications that climate change would increase the frequency and intensity of natural disasters like cyclones, floods and droughts in the coming years and these would cause changes in water reserves, agriculture, forestry, bio-diversity and human and animal health.

The effects of global warming on the Indian subcontinent vary from the submergence of low-lying islands and coastal lands to the melting of glaciers in the Indian Himalayas, threatening the volumetric flow rate of many of the most important rivers of India and South Asia. In India, such effects are projected to impact millions of lives. As a result of the change in climate the climate of India has become increasingly volatile over the past several decades; this trend is expected to continue.

Elevated carbon dioxide emissions from industries, factories, vehicles and others have contributed to greenhouse effect causing warmer weather that last long after the atmospheric shroud of dust and aerosols are cleared.

The consequences of such environmental changes include:

- a) decreased availability and quality of water
- b) an increased risk of floods and droughts in many regions
- c) increased incidence of water-borne diseases such as malaria, dengue and others
- d) increased damages and deaths caused by extreme weather events
- e) decreased agricultural productivity
- f) adverse effects on many ecological systems

2.4 MAN-MADE DISASTERS

Man-made disasters are of various kinds and with increasing pressure of a burgeoning population and negative effects of economic development. They range from threat to the

eco-system to the incidence of road accidents. Demands for better infrastructure often blindsides the authorities to threats they pose in the long run. It is widely believed that unplanned construction of roads, embankments and railway tracks have accentuated the severity of floods in several areas.

The state also has to take a keen view of the issues of maintaining agricultural land and soil productivity in the face of the problems of the use of chemical fertilizers and pesticides and the challenges posed by the use of chemicals in tea gardens and oil spills from pipelines.

Threats to social harmony of the state and recurrence of ethnic violence pose another major challenge that calls for immense collaborative effort to contain it. It is necessary to identify the root causes and triggers for mistrust among communities and devise context-specific strategies to build bridges.

CHAPTER III

ESSENTIALS OF DISASTER MANAGEMENT

3.1 Disaster is a function of risk process. It results from:

- (a) Combination of Hazards,
- (b) Conditions of vulnerability and
- (c) Insufficient capacity or measures to reduce the potential negative consequences of risk

Therefore Disaster Management (DM) involves a continuous and integrated process of planning, organizing, coordinating and implementing measures which are necessary or expedient for:

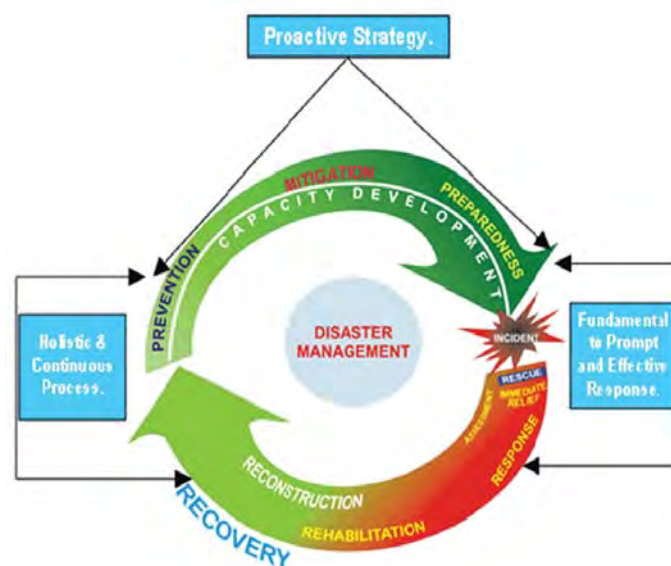
- (a) Prevention of danger or threat of any disaster.
- (b) Mitigation or reduction of risk of any disaster or its severity or consequences.
- (c) Capacity building including research and knowledge management.
- (d) Preparedness to deal with any disaster.
- (e) Prompt response to any threatening disaster situation or disaster.
- (f) Assessing the severity or magnitude of effects of any disaster.
- (g) Evacuation, rescue and relief.
- (h) Rehabilitation and reconstruction.

3.2. The objectives of Disaster Management are:

- (a) Promoting a culture of prevention, preparedness and resilience at all levels through knowledge, innovation and education.
- (b) Encouraging mitigation measures based on technology, traditional wisdom and environmental sustainability.
- (c) Mainstreaming disaster management into the developmental planning process by ensuring that different mitigation and preparedness activities are part of the regular development efforts and that plans at all levels from GaonPanchayats to the State level have a disaster management component.
- (d) Empowering communities to play a major role in disaster management through greater emphasis on community self-reliance, planning and decision making.

- (e) Establishing institutional and techno-legal frameworks to create an enabling regulatory environment and a compliance regime.
- (f) Ensuring efficient mechanism for identification, assessment, monitoring and mapping of disaster risks.
- (g) Strengthening the dissemination of early warning information through better coordination and use of technology as well as closely working with the media the dissemination of information.
- (h) Ensuring efficient response and relief with a caring approach towards the needs of the vulnerable sections of the society.
- (i) Undertaking reconstruction as an opportunity to build disaster resilient structures and habitat for ensuring a safer living.
- (j) Promoting a productive and proactive partnership with NGOs, CBOs, public and private sector, media and local community for disaster management.

3.3 Disaster Management Planning must adopt a comprehensive approach to ensure a balance between the various elements mentioned in the DM Act 2005.



Disaster Management Continuum

3.3.1 Planning for Disaster Management should entail in risk reduction, enhance resilience of systems and communities at risk, undertake effective response and recovery, streamline mitigation and prevention instruments in reconstruction and rehabilitation efforts, mainstream disaster risk reduction in development planning. The focus is therefore on five mission areas of Disaster Management.

Mission Area 1: Preparedness

Mission Areas 2 & 3: Prevention and Mitigation

Mission Areas 4 & 5: Response and Rehabilitation

These mission areas will serve the purpose to look into all the components of Disaster Management as specified in the National Disaster Management Act (Appendix I) and State Disaster Management Rules 2010 (Appendix II). The mission areas are not compartmentalized by any means as they remain highly interdependent and applicable to all hazards that are threat or have the potential to turn into a disaster in the State of Assam. Execution of the five mission areas is a subject focus of all administrative tiers of the Government departments, institutions/organizations/agencies and communities in the State. Stakeholders in Disaster Management will keep the focus directed on the mission and direct activities towards long term vulnerability reduction, integrate Disaster Risk Reduction measures in the development planning process and manage residual risk (untreated) across the State.

Key activities which fall within the mission area are broadly mentioned below:

3.3.1.1 Preparedness:

- ◆ Stakeholder consultation
- ◆ Emergency preparedness and 'All Hazards' response plan
- ◆ Unambiguous determination of Roles and Responsibilities
- ◆ Development of Standard Operating Procedures
- ◆ Mutual-aid Agreement
- ◆ Plan Testing
- ◆ Mock Drills/Table-top exercises/Simulation Exercises
- ◆ It is to be followed by evaluation of impact/compliance, so that the processes can be institutionalized
- ◆ Scenario planning
- ◆ Early Warning/Alert Systems
- ◆ Resource inventory and list of key contacts/specialists
- ◆ Evacuation Plan
- ◆ Training and Education

3.3.1.2 Prevention & Mitigation:

- ◆ Structural and non-structural measures
- ◆ Land use planning regulations/Zoning
- ◆ National Building Code/Indian Standard Code of Practice (BIS)
- ◆ General Development Control Regulations (GDCR)/Building byelaws
- ◆ Risk Transfer/Techno-financial regime

- ◆ Infrastructure strengthening
- ◆ Critical Infrastructure Protection
- ◆ Early Warning Systems (EWS)
- ◆ Education and training
- ◆ Relocation to safe places

3.3.1.3 Response:

- ◆ Emergency Declaration
- ◆ Emergency Response plan Activation
- ◆ Emergency Response Centre
- ◆ Communication Plan
- ◆ Issue of advisory, threat level, warning notification and delisting
- ◆ Resource Augmentation and Mobilization to cater response needs
- ◆ Liaison between agencies and between government authorities
- ◆ Evacuation to safer grounds
- ◆ Search & Rescue
- ◆ Temporary shoring of weak structures
- ◆ First-aid
- ◆ Medical assistance to the injured
- ◆ Rapid damage survey
- ◆ Provide immediate relief

3.3.1.4 Rehabilitation:

- ◆ Post-Disaster Needs Assessment (PDNA)
- ◆ Post Disaster Recovery and Reconstruction Plan (PDRRP)
- ◆ Temporary housing and provision of food/water and sanitation
- ◆ Restoration/Reconstruction of physical infrastructure and community services
- ◆ Psychosocial Care and Mental Health Services
- ◆ Public Information
- ◆ Counselling
- ◆ Socio-economic impact assessment
- ◆ Financial Package/Financial Assistance
- ◆ Community Rehabilitation
- ◆ Review of building byelaws and zoning/revision of development plan
- ◆ Reconstruction Programme- incorporate disaster risk reduction (DRR) concerns

The efforts of disaster mitigation and preparedness are to reduce the vulnerability of the population while at the same time increasing their capacity to cope and response. The aim is to minimize the negative effects of a hazard, so that it does not produce a major disaster.

CHAPTER IV

ADMINISTRATION OF DISASTER MANAGEMENT

4.1 ENACTMENT OF DISASTER MANAGEMENT ACT, 2005

The Disaster Management Act 2005 was adopted in the State of Assam vide Notification No. LGL/75/ dated 19th August, 2006. The Assam State Disaster Management Policy and the Assam State Disaster Management Rules 2010 were also subsequently framed.

4.2 INSTITUTIONAL FRAMEWORK UNDER DISASTER MANAGEMENT ACT

4.2.1 Assam State Disaster Management Authority

As per the provisions in Section 14 (1) & (2) of the National Disaster Management Act, 2005, the Government of Assam in the Revenue and Disaster Management Department created the Assam State Disaster Management Authority vide Notification No. RGR/DM/1/2007/2 dated 23.03.2007 to effectively manage the entire gamut of disaster management activities including policy making and effective implementation by subordinate authorities.

The Assam State Disaster Management Authority constituted under the chairmanship of the Chief Minister and other members are to ensure inter-ministerial coordination covering all aspects of disaster management. The State Authority shall have the responsibility for laying down policies and plans for disaster management in the State, recommend the provision of funds for mitigation and preparedness measures, review the development plans of different departments of the State and ensure that prevention and mitigation measures are integrated therein and issue necessary guidelines or directions as may be necessary. The composition of the State Authority is in Appendix I(a)

4.2.2 Powers & Functions of the State Authority

The detailed Powers and Functions of the State Authority may be seen in the Disaster Management Act 2005 in Appendix I. A gist of the same is given in the box below:

1. Subject to the provisions of this Act, State Authority shall have the responsibility for laying down policies and plans for disaster management in the State.
2. Without prejudice to the generality of provisions contained in sub-section (1), the State Authority may-
 - (a) Lay down the State Disaster Management Policy;
 - (b) Approve the State Plan in accordance with the guidelines laid down by the National Authority;

- (c) Approve the disaster management plans prepared by the departments of the Government of the State;
 - (d) Lay down guidelines to be followed by the departments of the Government of the State for the purposes of integration of measures for prevention of disasters and mitigation in their development plans and projects and provide necessary technical assistance thereof;
 - (e) Coordinate in the implementation of the State Plan;
 - (f) Recommend provision of funds for mitigation and preparedness measures;
3. The Chairperson of the State Authority shall, in the case of emergency, have power to exercise all or any of the powers of the State Authority but the exercise of such powers shall be subject to ex post facto ratification of the State Authority.

4.2.3 State Executive Committee (SEC)

The State Executive Committee (SEC) constituted under the chairmanship of the Chief Secretary to the Government of Assam will assist the State Authority in the performance of its function and coordinate action in accordance with the guidelines laid down by the State Authority and ensure the compliance of directions issued by the State Government under this Act. As mandated under Section 20 (1) & (2) of the Disaster Management Act 2005, the Government of Assam in the Revenue and Disaster Management Department has constituted the State Executive Committee. Government Notification is at Appendix I(b)

4.2.4 Powers & Functions of the State Executive Committee:

SEC will exercise its power and functions as given in the Disaster Management Act 2005 in Appendix I

4.2.5 District Disaster Management Authority (DDMA)

A District Disaster Management Authority (DDMA) has been constituted for every district in the State under the chairmanship of the Deputy Commissioner under Section 25 of the Disaster Management Act 2005. The DDMA shall act as the district planning; coordinating and implementing body for Disaster Management and take all measures for the purposes of Disaster Management in the district as per the guidelines laid down by the Assam State Disaster Management Authority (ASDMA).

The district authority will prepare the District Disaster Management Plans, review capabilities and preparedness measures, give directions to the concerned departments at the district level, organize and coordinate specialized training programmes for different level of officers, employees, voluntary rescue workers and take all such measures as may be appropriate for a holistic and pro-active approach to disaster management.

The composition of the DDMA is in Appendix I(c)

4.2.6 Powers and Functions of DDMA:

DDMA will exercise its powers and functions as given in the Disaster Management Act 2005, details of which are in Appendix I.

4.2.7 Local authorities:

The local authorities will include the Panchayati Raj Institutions, Municipalities, Urban local bodies and others.

Section 41 of DM ACT, 2005

The local authority will ensure that its officers and employees are trained for disaster management, resources relating to Disaster Management are so maintained as to be readily available for use in the event of any disaster situation; construction projects under it or within its jurisdiction conform to the standards and specifications laid down for prevention of disaster and mitigation; and carrying out relief, rehabilitation and reconstruction activities in the affected area in accordance with the State Plan and district plan.

4.2.8 Disaster Management Plans

As per the DM Act 2005, Section 40

- [a] There shall be a plan for disaster management for every department of the State.
- [b] The Plans shall be reviewed and updated annually.
Further,
- [c] The local authorities shall also prepare and send a copy of all their plans to the District Authority.
- [d] The District Authority shall send a copy of the District Plan to the State Authority, which shall forward it to the State Government.

4.2.9 State Police Forces and Fire & Emergency Services

The State Police forces and the Fire and Emergency Services are crucial immediate responders to disasters. The police forces are undergoing re-orientation training and Fire and Emergency Services are renamed and upgraded to acquire multi-hazard rescue capability. They shall work under the supervision of DDMA during Emergency Response for Search and Rescue Operations.

4.2.10 Civil Defence and Home Guards

The Civil Defence and Home Guards play an effective role in the field of Disaster Management. They are deployed for community preparedness and public awareness. A culture of voluntary reporting to duty stations in the event of any disasters will be promoted.

The facility of the Central Training Institute of Civil Defence & Home Guards shall be utilized to train State Disaster Response Force (SDRF) personnel and other stakeholders in emergency response.

4.2.11 State Disaster Response Force (SDRF)

The State has created response capabilities by raising a State Disaster Response Force (SDRF). NDRF battalions and their training institutions will assist in the capacity building of the SDRF. The SDRF shall function as a specialized force in Search & Rescue operations under overall supervision of the Fire & Emergency Services. SDRF personnel are placed under the Command of the Senior Station Officer, Fire & Emergency Service in various districts.

For any emergency, where response forces are required, DDMA can deploy SDRF personnel within their district. If additional forces are required, the concerned DDMA will request the neighbouring DDMA with intimation to the Director, Fire & Emergency services and the concerned Divisional Commissioner.

CHAPTER V

5.1 CHAPTER OF ACTIVITIES IN DIFFERENT MISSION AREAS OF DISASTER MANAGEMENT

Departments in the Government intervene in various phases/aspects of the DM continuum. There has been a call for paradigm shift in disaster management, focus from reactive to proactive measures i.e., from relief to prevention and mitigation of disasters. This section outlines functional aspects of the department to undertake DM activities. The items listed provide an initial point of reference and is not to be treated as an exhaustive/final output. It will evolve in respect to changing hazard profile, vulnerability across sectors as well as socio-economic profile of the state, efforts made towards risk reduction by the department/line agencies/community by and large. Taking into consideration the primary responsibilities, activities of select line departments are listed and detailed in this section.

5.2.1 Revenue & Disaster Management Department	
Preparedness	<ul style="list-style-type: none"> Supervise and Support ASDMA on all preparedness activities in the State Establish infrastructure and human resource support at Department level to undertake DM functions Check periodically the ‘state of readiness’ of all hazard risks/Conduct preparedness audits and direct actions Establish ‘monsoon forum’ in the state along with support of line departments Report annually to the State Executive Committee on the level of preparedness of the departments and administration units
Prevention & Mitigation	<ul style="list-style-type: none"> Establish State Disaster Mitigation/Hazard Mitigation Fund Review annually the mitigation and prevention measures taken by the department and line agencies Review annually the hazard risk and vulnerability assessments of the state and direct actions for the next year and set targets Reduce vulnerability in the rural areas Establish Early Warning Systems in the state for hazard risks Establish working relationship with warning agencies in the state and national levels

Alert & Warning Stage	<ul style="list-style-type: none"> • Establish protocols for the dissemination of warning information • Monitor continuously the field situation and determine activation/ deactivation of disaster response • Prepare situation reports and update SEC members and all line departments, administration units • Dispatch/preposition teams (quick response team, medical response team, search and rescue team, paramedics) in high risk prone areas which is under the influence of certain intensity of the hazard
Response	<ul style="list-style-type: none"> • Coordinate and manage response actions (incident/disaster) • Address the injured and minimize casualties, take immediate actions to reduce exposure to hazard condition • Deploy rapid damage assessment to gather field information • Take support from agencies equipped with disaster information systems to share satellite data and related analysis indicating the level of hazard or vulnerability or potential threat/risk • Conduct damage assessments and estimate relief needs • Distribute relief materials and direct restoration of basic services to the affected community/region • Direct agencies to set up temporary shelters for the affected population, ensure that the departments cater to minimum operating standards for distribution of relief • Coordinate with all possible stakeholders including the donors, NGOs, INGOs, Media, Private and Voluntary Sectors
Recovery & Rehabilitation	<ul style="list-style-type: none"> • Undertake complete restoration of basic services • Ensure supply of clean water, food, sanitation, medical supplies and clothing requirements • Ensure that adequate steps are taken to provide enclosed and habitable shelter. In case of a large scale disaster, undertake Technical Assistance studies to determine damage across all sectors to determine priority interventions and scaling of activities • Prepare detailed damage reports and determine the package for Rehabilitation and Reconstruction programme • Allocate funds for Relief and Rehabilitation programme • Coordinate the functions with agencies and institutions extending support (technical/financial/volunteer) • Document lessons learnt and share practices with institutions across the State

5.2.2 Health and Family Welfare Department

<p style="text-align: center;">Preparedness</p>	<ul style="list-style-type: none"> • Review district and state wide health emergency preparedness for hazard risks • Develop district and state wide health preparedness plan and disseminate the same. • Develop a roster of experts and establish networking of key hospitals across the state • Develop additional set of plan documents to address mass casualty care, model hospital contingency plan and related matters. • Ensure all health care units across the State have a functional DM Plan • Undertake hospital safety assessments and identify the shortcomings/ gaps to be addressed • Ensure that emergency supply stock cater to peak demand • Establish a base for field hospitals along with basic/support services • Impart skill and training to medical practitioners to function during disaster and post-disaster situations • Work towards developing a cadre of volunteers trained in basic first-aid • Impart skill and training for private medical practitioners/private sector hospitals/private pharmacy to function during disaster/post-disaster situation
<p style="text-align: center;">Prevention & Mitigation</p>	<ul style="list-style-type: none"> • Evaluate and undertake action measures towards prevention of water and vector borne diseases after severe rainfall/flood event • Evaluate all facilities to hazard risks, conduct state-wide vulnerability assessment of health infrastructure and define approach for mitigation and preparedness • Allocate budget for hazard mitigation of health facilities (<i>both, structural and non-structural measures</i>) • Create state of the art disease surveillance system to prevent outbreak • Create fail safe communication network among select medical facilities across the state • Establish necessary power back-up measures for primary and select secondary and tertiary tier of medical facilities
<p style="text-align: center;">Alert & Warning Stage</p>	<ul style="list-style-type: none"> • Assess current preparedness levels at sector level and initiate actions towards mobilization • Pre-stock supplies, redistribute/concentrate flow of supplies to disaster prone areas • During the outbreak of diseases undertake vaccination drive or initiate actions as per advice/established protocol

	<ul style="list-style-type: none"> • Protect the facilities in hazard prone areas and activate the building level emergency response plan • Arrange additional services such as back-up generators for the supply of electricity • Establish command and control, activation of the entire health system in the State (<i>as outlined in the State Contingency Plan</i>) • Activate communicate lines within the sector for coordination
Response	<ul style="list-style-type: none"> • Activate Health Sector Contingency Plan or District Wide Contingency Plan or a scale lower (depending on the scale of the event) • Set-up relief camps from District to PHC Level, Medical Colleges. • Assess the availability of medicine, ambulance services, equipment, instruments, medical experts, medical support staff and paramedics from time to time • Mobilize pre-determined teams (EMS Team) to address specific health care needs • Provide basic medical assistance to the injured and those in need of first-aid (pre-hospital care) • Prioritize patient management • Activate triage system as per the established protocol • Transport the severely sick and injured to main hospitals • Establish field hospitals if the need arise • Mobilize psycho-social stabilization team to the affected areas • Manage infectious-diseases during emergencies, and arrange for quarantine • Activate mass casualty plan if the need arise • Undertake steps towards networking among practitioners and hospital /health facilities • Ensure that emergency communication is functional at all times, including medical services (pharmacy, blood bank, paramedics, ambulance services)
Recovery & Rehabilitation	<ul style="list-style-type: none"> • Provide support in recovery operations • Carry out impact assessment on health infrastructure • Provide support to line departments in Recovery and Rehabilitation efforts of the communities • Provide expert counselling/psychosocial support to disaster survivors • Document actions taken by the department and incorporate lessons learnt in the sector plantment

5.2.3 Home Department

<p style="text-align: center;">Preparedness</p>	<ul style="list-style-type: none"> • Establish State Disaster Response Force and conduct regular training activities • Conduct scenario exercises/table-top exercises/full scale exercises to determine the state of preparedness of key response institutions and provide feedback for improvement • Ensure operational readiness of the key functional units within the Home Department • Strengthen the firefighting capability of the State and initiate back up Fire and Emergency Services with Paramedics Unit • Develop fail safe emergency communication plan and initiate measures to reach out to distant communities situated in high altitude or inaccessible areas
<p style="text-align: center;">Prevention & Mitigation</p>	<ul style="list-style-type: none"> • Ensure that all Response Forces/First Responders are housed in structurally safe buildings and are backed with adequate tools to stage full scale response • Undertake vulnerability assessment of all facilities and initiate mitigation actions
<p style="text-align: center;">Alert & Warning Stage</p>	<ul style="list-style-type: none"> • Maintain line of communication as per the protocol • Mobilize response teams to hazard prone locations based on the warning information • Coordinate with the State Disaster Information Centre (State EOC) • Facilitate evacuation orders, enforce/monitor process through Police
<p style="text-align: center;">Alert Response Stage</p>	<ul style="list-style-type: none"> • Dispatch response teams to the affected areas • Provide resource support to conduct Search & Rescue Operations • Maintain law and order at all times • Initiate further actions based on SITREP prepared by the State Disaster Information Centre • Relay information through emergency communication lines • Provide support to Fire & Emergency Services to undertake swift actions • Relay information to agencies at the State Level in case of external support
<p style="text-align: center;">Recovery & Rehabilitation</p>	<ul style="list-style-type: none"> • Provide security cover/arrangements for VIP visits • Assist administration in supply and distribution and in maintaining law and order in the State • Ensure smooth functioning of recovery and rehabilitation efforts • Assist in management of the dead

5.2.4 Public Works Department (Buildings)

Prevention & Mitigation	<ul style="list-style-type: none"> • Develop Department level preparedness plan • Identify core teams for technical/engineering support/decision making in disaster situations • Develop manuals and guidelines for safe construction practices • Conduct training of staff in latest advancements of engineering, demolition techniques, health monitoring of infrastructure assets, seismic strengthening and retrofitting of buildings, critical infrastructure protection, DM • Maintain inventory list of all key equipment and tools in the state that can be mobilised for response and recovery efforts • Integrate risk reduction as a component in design and construction practice of the department • Identify weak lifeline buildings and develop strategy for strengthening/retrofitting so as to minimize damage/disruption • Undertake vulnerability assessment of buildings and determine mitigation options • Establish mitigation funds within the department • Ensure/undertake checks that infrastructure remains in operational condition should disaster occur • Preposition emergency supplies and equipment/tools in high risk concentration areas • Undertake prevention/protection/structural rehabilitation/retrofitting measures of lifeline buildings • Provide regular capacity building/training to the staff to help them undertake vulnerability assessment of critical lifelines and develop mitigation options • Ensure that all design and construction in the department are in compliance to Indian Construction Codes of Practice (BIS) and National Building Code • Work towards Performance Based Seismic Design • Categorize structural performance/vulnerability assessment on the basis of the performance based design parameters • Establish 'Building Clinic' with adequate trained staff to advise on strengthening and retrofitting of lifeline buildings/infrastructure
Alert & Warning Stage	<ul style="list-style-type: none"> • Undertake emergency repairs/shoring measures • Secure tools and equipment in safe locations, pre-position if needed • Establish emergency communication network (inter/intra department)

Response	<ul style="list-style-type: none"> • Direct department engineering cadre for emergency response operations • Coordinate temporary repairs to buildings and related infrastructure • Undertake damage assessment of buildings and related infrastructure • Undertake emergency repair and shoring of buildings • Undertake construction of temporary structures and supporting structures to provide basic services to the affected population • Controlled demolition and shoring up of buildings which have turned hazardous due to severe damage/tilting/settlement
Recovery & Rehabilitation	<ul style="list-style-type: none"> • Participate in conduct of structural damage assessments • Guide urban authorities and line agencies on structural repair works and package development of repair/reconstruction scheme for housing and related social infrastructure • Undertake detailed damage assessment of buildings • Advise reconstruction/recovery of buildings and community infrastructure • Coordinate, monitor progress and prepare report- repair, reconstruction and strengthening/retrofitting of buildings • Prepare estimates and undertake repair/strengthening works • Provide technical guidance/guidelines for construction of new buildings • Supervise the civil work activities and ensure safe construction practices are streamlined during Recovery/Reconstruction phase
5.2.5 Public Works Department (Roads and Bridges)	
Preparedness	<ul style="list-style-type: none"> • Develop Department level preparedness plan • Identify core teams for technical/engineering support/decision making in disaster situations • Develop manuals and guidelines for safe construction practices • Conduct training for staff in latest advancements of engineering, demolition techniques, health monitoring of infrastructure assets, seismic strengthening and retrofitting, critical infrastructure protection, DM • Maintain inventory list of all key equipment and tools in the state that can be mobilized for response and recovery efforts
Prevention & Mitigation	<ul style="list-style-type: none"> • Integrate risk reduction as a component in design and construction practice of the department • Identify weak communication/infrastructure links and develop strategy to minimize disruption • Undertake vulnerability assessment of assets and determine mitigation options • Establish mitigation fund within the department • Ensure/undertake checks to ensure the infrastructure remains in operational condition should disaster occur

	<ul style="list-style-type: none"> • Preposition emergency supplies and equipment/tools in high risk concentration areas • Undertake prevention/protection/structural rehabilitation/retrofitting measures of critical infrastructure or connectivity links
Prevention & Mitigation	<ul style="list-style-type: none"> • Provide regular capacity building/training for staff to undertake vulnerability assessment of critical lifelines and develop mitigation options • Ensure that all design and construction in the departments are in compliance with the Indian Construction Codes of Practice (BIS) • Work towards Performance Based Seismic Design • Categorize structural performance/vulnerability assessment on the basis of the performance based design parameters
Alert & Warning Stage	<ul style="list-style-type: none"> • Undertake emergency repairs/shoring measures • Determine routes for mobilization of resources • Secure tools and equipment in safe locations and pre-position if needed • Establish emergency communication network (inter/intra department) • Direct department engineering cadre for emergency response operations • Provide equipment support for search and rescue • Coordinate the supply of goods and services • Undertake damage assessment of lifeline infrastructure • Coordinate temporary repairs to damaged infrastructure • Establish missing road-links
Response	<ul style="list-style-type: none"> • Clean and remove debris from communication infrastructure to ease flow of goods and emergency supplies • Undertake emergency repair of roads/communication and shoring of buildings • Create/Provide emergency access in areas which communication links are lost/damaged severely during the event • Undertake construction of temporary structures and supporting structures to provide basic services to the affected population • Removal of debris flow, conduct clearance operations and re-establishment of roads and bridges • Construction of emergency structures to control flood risk
Recovery & Rehabilitation	<ul style="list-style-type: none"> • Participate in conduction of structural damage assessments • Guide urban authorities and line agencies on structural repair works and package development of repair/reconstruction scheme for housing and social infrastructure • Undertake detailed damage assessment of critical infrastructure • Advise reconstruction/recovery of infrastructure

	<ul style="list-style-type: none"> • Coordinate, monitor progress and prepare report- repair, reconstruction and strengthening/retrofitting of infrastructure • Prepare estimates and undertake repair/strengthening works • Supervise the civil work activities and ensure safe construction practices are streamlined during Recovery/Reconstruction phase
5.2.6 Public Health & Engineering Department	
Preparedness	<ul style="list-style-type: none"> • Develop department wide disaster preparedness plan • Identify in advance emergency groundwater resources resistant to natural and man-made disasters that could replace damaged public and domestic drinking water supplies
Prevention & Mitigation	<ul style="list-style-type: none"> • Develop guidelines for consumption/purification of water during disaster • Ensure departmental/public awareness and encourage economic use of water • Train department engineers in D • Plan movement of staff to disaster affected areas, delegation of responsibilities • Restore plans for damaged facilities • Maintain emergency stock of supplies (pre-contract agreement with suppliers can be a add-on) • Undertake conditional assessment of existing infrastructure • Undertake risk assessment of the departmental facilities and cite recommendations • Protect/strengthen the supply network with alternative/complementary source • Undertake protection measures of distribution infrastructure (pumps, motors and the like)
Alert & Warning Stage	<ul style="list-style-type: none"> • On receipt of warning, make provisions for acquiring water supply tankers • Undertake chlorination programmes • Protect vital water supply infrastructure from contamination • Arrange for alternate energy sources should the electricity grids fail
Response	<ul style="list-style-type: none"> • Provide immediate safe drinking water supply in disaster affected areas • Provide immediate safe drinking water supply for conduct of response activities at hospitals, emergency shelters, schools designated as shelters, relief camps • Provide latrines/sanitary latrines in Relief Camps quickly • Provide hygienic measures to keep Relief Camps free from outbreak of epidemics/health hazards

Recovery & Rehabilitation	<ul style="list-style-type: none"> • Assist line departments and agencies in identification sources of potable water • Undertake swift actions to restore damages lines • Undertake regular checks to determine key potable parameters of the water supplied • Restore all service for pre-disaster phase and maintain check on vital quality including bacteriological parameters
5.2.7 Transport Department	
Preparedness	<ul style="list-style-type: none"> • Carry out conditional survey of all routes and determine risk spots and actions to be taken • Determine possible routes for evacuation for all settlements located in severe hazard prone areas of the state • Check availability of vehicle/resources for evacuation • Develop department wide preparedness plan • Prepare inventory of vehicles that can cater to evacuation, dispatch of response teams, or emergency supplies • Train drivers to operate in extraordinary times and difficult/missing routes, provide training in GPS enabled navigation system
Prevention & Mitigation	<ul style="list-style-type: none"> • Allocate resources for undertaking structural mitigation activities of the department facilities • Direct line departments to take actions on identified risk spots or vulnerable stretches and strengthen them if required
Alert & Warning Stage	<ul style="list-style-type: none"> • Make a quick assessment of population that requires evacuation or movement to safe locations/shelters • Control and restrict vehicular traffic to risk prone areas • Keep emergency vehicles on stand-by at pre-identified locations • Ensure sufficient supply of fuel and resources for departmental person to function/undertake activities
Response	<ul style="list-style-type: none"> • Facilitate movement of emergency personnel and equipment to the affected sites • Facilitate movement of emergency supplies; water, food and fuel • Facilitate movement of emergency medical supplies and first responders to affected sites • Move population to safe areas and back on clearance from the administration • Facilitate smooth movement of services in disaster affected areas, without causing disruption along regular routes • Maintain and operate round the clock connectivity to all areas

	<ul style="list-style-type: none"> Control and restrict vehicular traffic movement to disasteraffected areas
Recovery & Rehabilitation	<ul style="list-style-type: none"> Provide recovery support to line agencies Assess damage to transport infrastructure Coordinate in the reinstatement of transport services and infrastructure
5.2.8 Food and Civil Supplies Department	
Preparedness	<ul style="list-style-type: none"> Stock pile resources throughout the year for emergency needs Monitor the stock and undertake periodic checks of stored items (ensure quality and label ‘fit for human consumption’) Prepare department wide preparedness and operational plan for distribution of supplies to people
Prevention & Mitigation	<ul style="list-style-type: none"> Undertake mitigation and strengthening of all facilities and storage godowns across the State
Alert & Warning Stage	<ul style="list-style-type: none"> Keep updated on weather bulletins and warning related information Estimate the population at risk and those who would be needing support Identify mechanisms for safe transport of food items to the affected population (ensure quality and label ‘fit for human consumption’) Designate locations for pre-stock of supplies in relief camps
Response	<ul style="list-style-type: none"> Coordinate with local authorities and transport essential supplies to disaster affected areas and pre-determined locations (relief centres) Provide tailored food packets to people with special needs Mobilize air/land/inland water transport for supply to far off destinations or regions which are inaccessible
Recovery & Rehabilitation	<ul style="list-style-type: none"> Provide food supply to relief centres and kitchens till lifted off by the district/local administration Issue duplicate ration cards Maintain price of basic commodities in disaster affected areas Curb unfair practices

5.2.9 Information and Public Relations Department

<p style="text-align: center;">Preparedness</p>	<ul style="list-style-type: none"> • Undertake education and awareness programmes among masses, build societal awareness • Take steps towards enhancing department level preparedness to hazard risks in the state • Guide media houses in covering/reporting disaster through guidelines or through order • Coordinate with the Assam Telecom Circle to ensure communication support during Early Warning/disaster period
<p style="text-align: center;">Prevention & Mitigation</p>	<ul style="list-style-type: none"> • Step up departmental level activities focusing on mitigation • Check periodically the communication line to ensure connectivity at all times
<p style="text-align: center;">Alert & Warning Stage</p>	<ul style="list-style-type: none"> • Disseminate warnings to communities based on established warning protocols • Flash warning messages on radio and television networks • Gather authentic information about the situation in the field • Mobilize personnel to areas prone to disaster • Curb the spread of wrong information, rumours, non-scientific/non-verified forecasts
<p style="text-align: center;">Response</p>	<ul style="list-style-type: none"> • Coordinate a large scale response to disaster • Collect reliable information from the field • Remain as a focal point for release of official and updated information to the media and the public • Regularly share information on disaster and highlight actions undertaken or planned • Broadcast essential information through radio and television • Provide key information and messages through public loud speakers (in field) • Establish media information centre if necessary • Liaise with media agencies- print, electronic and online. • Coordinate with information centres • Undertake press briefings and provide official version • Provide regular updates to departments, key personnel/decision makers and public
<p style="text-align: center;">Recovery Rehabilitation</p>	<ul style="list-style-type: none"> • Provide support to recovery operations • Document recovery and rehabilitation efforts • Oversee efforts towards restoration activities undertaken by the Assam

	<p>Telecom Circle and service providers</p> <ul style="list-style-type: none"> • Document cases/lessons from the field and dissemination of findings
5.2.10 Social Welfare Department	
Preparedness	<ul style="list-style-type: none"> • Integrate DM concerns in the ongoing welfare development schemes in the State • Identify vulnerable population and social groups which require special attention during disaster • Undertake training of communities and build awareness of the local environment and associated hazard risks and community measures which can reduce vulnerability within their location, promote community based disaster risk management • Identifying/communicate resource management at local level/community level to assist themselves to meet immediate needs of water, food, clothing and shelter (promote self-help)
Prevention & Mitigation	<ul style="list-style-type: none"> • Develop social safety nets taking into consideration hazard risks in the region where the welfare schemes are under implementation
Alert & Warning Stage	<ul style="list-style-type: none"> • Identify evacuation points/centres for communities • Facilitate provision of services to meet people's needs in risk prone areas
Response	<ul style="list-style-type: none"> • Provide welfare services to disaster affected people • Ensure proper care of the uncared • Provide protection to the most vulnerable sections of the society • Facilitate the process of financial assistance
Recovery Rehabilitation	<ul style="list-style-type: none"> • Participate and involve in recovery efforts and community rehabilitation • Administer relief/financial assistance is made eligible to disaster affected individuals/communities • Create an environment which is conducive to the all-round development of children, women and physically challenged persons
5.2.11 Agriculture Department	
Preparedness	<ul style="list-style-type: none"> • Undertake skill upgradation of department staff and farmers • Prepare state wide preparedness plan to manage drought and hazards like floods, pest attacks and others • Generate awareness on hazards, weather monitoring and suggest actions

Prevention & Mitigation	<ul style="list-style-type: none"> • Drought Monitoring System • Pest and Disease Monitoring System • Provide information to undertake crop insurance • Identify storage houses/godowns for early harvest • Establish Early Warning mechanisms
Alert & Warning Stage	<ul style="list-style-type: none"> • Gather information related to warning of impending floods, droughts or pest attacks • Take necessary precautions, actions, including moving of farm equipment/tools to safe locations • In case of pest attacks, determine the source/disease and take measures for protection of standing crops • Advice harvesting if permissible, this will reduce losses which otherwise could be higher
Response	<ul style="list-style-type: none"> • Assessment of damage to crops • Estimation of recovery • Discuss with the farming community through agriculture extension cells and support conduction of cleaning operations (to avoid long term water-logging, salinity)
Recovery Rehabilitation	<ul style="list-style-type: none"> • Provide technical support to prevent further damages and help resume agriculture/farming operations and restore soil conditions • Provide support and material inputs/farm implements to assist in recovery • Quantify loss estimate due to the event and suggest remedial/prevention measures • Depending on the intensity of the damage, establish a programme for agriculture rehabilitation • Ensure farmers are connected to the market (restore agriculture produce market) • Equip farmers with knowledge to deal with drought risks/hydro-meteorological and climate related disasters • Plan for establishment of 'climate field schools'
5.2.12 Water Resources Department	
Preparedness	<ul style="list-style-type: none"> • Update the State and District wide contingency plan in consultation with the administration • Update embankment maintenance manual • Activate flood monitoring in all flood prone areas and capture information through flood bulletin • Establish coordination linkages with village teams for embankment strengthening and safety • Undertake mapping of vulnerable areas and risk spots

Prevention & Mitigation	<ul style="list-style-type: none"> • Undertake flood protection and erosion management measures • Construction/strengthening/maintenance of embankment • Undertake measures and direct action towards ensuring embankment safety • Undertake mitigation actions across the department following the design criteria mentioned in the guidelines for the preparation of DPR of Central Water Commission, Govt. of India. • Conduct pre-monsoon preparedness meeting in April every year to take stock of current status, discuss about critical areas, revisit protocols and operating procedures, check preparedness • Identify active channels causing erosion and take remedial measures
Alert & Warning Stage	<ul style="list-style-type: none"> • Associate with the IMD (to know the rainfall pattern and short term forecasts) and CWC (flood information, to know the flood level) • Maintain Flood Bulletin Chart in all stations. • Maintain Embankment Maintenance Manual • Watch flood protection work at all times, with support of locals • Observe and collect local data to determine flash floods
Response	<ul style="list-style-type: none"> • Translate department actions based on rainfall forecasts and flood information • Activate response plans on the basis of the flood bulletin • Ensure safety of embankments and take immediate protection measures to prevent breach • Undertake possible interventions to minimize further damage • Undertake emergency and long term flood protection works and repairment of embankments
5.2.13 Power Department	
Preparedness	<ul style="list-style-type: none"> • Undertake Disaster Management plan preparation for the department and guide support agencies in formulation of their plans • Undertake condition surveys of existing infrastructure and pin-point areas for intervention • Upgrade skill and training of staff in Disaster Management • Take up restoration plans of supply following an interruption across services/communication to all service agencies for preparedness measures and installation of back-up measures
Prevention & Mitigation	<ul style="list-style-type: none"> • Conduct vulnerability assessment of buildings and power infrastructure • Determine fragility of infrastructure to hazard risks and determine mitigation and non-structural mitigation actions • Establish mitigation fund and prioritize actions for risk reduction within the power sector

	<ul style="list-style-type: none"> Identify weak spots in allied/liked infrastructure or power dependent sectors and recommend actions
Alert & Warning Stage	<ul style="list-style-type: none"> On receipt of advisory, maintain vigil and undertake inspection works wherever necessary Undertake emergency repair works as and when necessary
Response	<ul style="list-style-type: none"> Undertake rapid assessment/inspection of damage to power infrastructure Undertake emergency repair of damage poles/equipment Dispatch quick response teams for restoration of power lines Address disruption to lifelines- water, sewerage services and transport routes in association with line agencies and arrange for alternate power supply arrangements at critical facilities Restore power supply to key lifeline/emergency services such as health care, decision support buildings, industries and other infrastructures
Recovery Rehabilitation	<ul style="list-style-type: none"> Undertake detail damage assessments of power infrastructures Take steps towards speedy repair and complete restoration of services Document lessons learnt and incorporate/update the Power Sector DM plan

5.2.14 Education Department

Preparedness	<ul style="list-style-type: none"> Develop a department wide plan in Disaster Management Ensure all schools/institutions within the department jurisdiction (Government and Private) have Building Level Emergency Response/ Preparedness Plan Undertake training of teachers in preparation of School Disaster Management Plan Undertake training of children and school staff in basic first-aid, select search and rescue methods. Organize rallies and education programmes to raise awareness Encourage volunteer participation in DM activities and conduct preparedness drills
Prevention & Mitigation	<ul style="list-style-type: none"> Undertake vulnerability assessments of education infrastructure and publish analysis/findings Identify structural and non-structural risk reduction/mitigation measures Develop State Level Mitigation Plans Work towards developing safety policies and safety rules that can be applicable to both Government and Private run institutions Ensure hazard resistant designs is an integral part of design and construction of new buildings/rooms or any expansion activity

Alert & Warning Stage	<ul style="list-style-type: none"> • Convey appropriate information to the administrative staff in the department and relay further information based on established protocols
Response	<ul style="list-style-type: none"> • Undertake rapid damage assessment of health facilities. Declare facilities fit for continuing operations • Notify continuation of activities or temporary closure till situation is normalized • Based on the notification/disaster declaration, provide necessary support for the functioning of schools as temporary shelters/relief distribution centres
Recovery & Rehabilitation	<ul style="list-style-type: none"> • Undertake detailed damage assessments of education infrastructure • Ensure DDR that concerns are considered in the design of new facilities/strengthening of existing facilities
5.2.15 Panchayat and Rural Development Department	
Preparedness	<ul style="list-style-type: none"> • Analyze type of hazard risks in the areas under the Panchayat • Form various committees among the youth for effective response • Organize drill practices to raise awareness and test local plans • Develop DM plans for the department • Undertake training and capacity building of staff, elected representatives and other officials • Promote the concept of village cluster DM plan
Prevention & Mitigation	<ul style="list-style-type: none"> • Ensure that all development schemes routed through the department or through various schemes directed for implementation, taking into consideration of DM requirements. • Undertake measures to strengthen the department buildings across the state
Alert & Warning Stage	<ul style="list-style-type: none"> • Coordinate with the officials to relay information and activate the plan (based on threat levels)
Response	<ul style="list-style-type: none"> • Coordinate support from line agencies to undertake response activities • Coordinate with line agencies/departments and ensure supply of relief materials
Recovery & Rehabilitation	<ul style="list-style-type: none"> • Ensure that beneficiaries receive the benefit of the rehabilitation and reconstruction schemes • Strengthen the capacity by involving people in Relief & Rehabilitation efforts.

5.2.16 Urban Development Department

<p style="text-align: center;">Preparedness</p>	<ul style="list-style-type: none"> • Direct the urban areas to prepare city wide disaster management plan for every city/town and detail ward level DM plan to meet any type of exigency • Provide training and capacity building to department staff in disaster management • Direct the local government to submit the DM Plan to UDD and ASDMA. ASDMA is to approve the DM Plan.
<p style="text-align: center;">Prevention & Mitigation</p>	<ul style="list-style-type: none"> • Support activities to undertake risk assessment of the city • Incorporate/integrate DM concerns or hazard resistant construction into process of: Land Use plan, Building Byelaws, General development control regulations, City Development Plan, Master Plan • Facilitate developing a robust response plan in urban areas • Prepare department specific hazard mitigation plan
<p style="text-align: center;">Alert & Warning Stage</p>	<ul style="list-style-type: none"> • Identify mechanisms for outreach of information to people residing in urban areas • Set up areas for the establishment of relief camps • Direct the local government to determine needs and take necessary measures for coordinated response • Direct local government to undertake quick assessment of ground situation and direct allied urban systems to remain alert/activated (shelter/medial response/law and order/communication/water supply and sanitation).
<p style="text-align: center;">Response</p>	<ul style="list-style-type: none"> • Undertake rapid assessments of damaged areas • Housing back people to homes that are determined safe • Work with line agencies for the removal of debris • Mobilize efforts for undertaking heavy urban search and rescue operations, medical care/mass casualty care • Make arrangements to shelter the needy and minimize failure of basic services
<p style="text-align: center;">Recovery & Rehabilitation</p>	<ul style="list-style-type: none"> • Restoration of basic services • Provision of temporary housing and implementation of Relief & Rehabilitation package for urban areas

5.2.17 Guwahati Development Department	
Preparedness	<p>Direct the Guwahati Municipal Corporation to prepare a city wide disaster management plan and detail ward level DM plan to meet any type of exigency</p> <ul style="list-style-type: none"> • Provide training and capacity building to department staff in disaster management
Prevention & Mitigation	<ul style="list-style-type: none"> • Support activities to undertake risk assessments in the city • Incorporate/integrate DM concerns or hazard resistant construction into process of: Land Use Plan, Building Byelaws, General development control regulations, City Development Plan, Master Plan • Facilitate developing a robust response plan in urban areas • Prepare a specific hazard mitigation plan
Alert & Warning Stage	<ul style="list-style-type: none"> • Identify mechanisms for outreach of information to people • Set up areas for establishing relief camps • Determine needs and take necessary measures for coordinated response • Undertake quick assessment of ground situation and direct allied urban systems to remain alert/activated (shelter/medical response/law and order/communication/water supply and sanitation).
Response	<ul style="list-style-type: none"> • Undertake rapid assessments of damage areas • Ensure housing back people to homes that are determined safe • Work with line agencies for removal of debris • Mobilize efforts for undertaking heavy urban search and rescue, medical care/mass casualty care • Make provisions to shelter the needy and minimize failure of basic services
Recovery Rehabilitation	<ul style="list-style-type: none"> • Restore basic services • Make provisions for temporary housing and implement Relief & Rehabilitation packages for urban areas
5.2.18 Finance Department	
Preparedness	<ul style="list-style-type: none"> • Garner Support towards making provisions for establishing State/District Disaster Mitigation Fund (SDMF/DDMF), State/District Response Fund (SDRF/DDRF)

Prevention & Mitigation	<ul style="list-style-type: none"> Establish State/District Disaster Mitigation Fund, State/District Disaster Response Fund and State/District Recovery and Reconstruction Fund. Direct development planning activities/schemes to incorporate or build-in safety nets/mitigation measures
Warning Stage	<ul style="list-style-type: none"> Pass information to key department officials. No action required.
Response	<ul style="list-style-type: none"> Determine preliminary allocation of funds to undertake relief efforts Mobilize resources
Recovery Rehabilitation	<ul style="list-style-type: none"> Review damage assessment studies Work out estimates for central/state assistance
5.2.19 Animal Husbandry & Veterinary Department	
Preparedness	<ul style="list-style-type: none"> Determine livestock population risk to various hazards Identify list of possible shelter points Maintain livestock update and list down essential supplies/equipment required in case of disaster Train staff to ensure/undertake quarantine requirements Plan response and recovery operations
Prevention & Mitigation	<ul style="list-style-type: none"> Encourage farmers for insurance of livestock Establish monitoring mechanism for disease control
Recovery & Rehabilitation	<ul style="list-style-type: none"> Identify shelter, fodder requirements, veterinary equipment In case of disease outbreak, follow necessary instruction and protocol identified by the department. Detection, diagnosis, assessment of risk and surveillance of the disease Vector Control, Quarantine Control
Response	<ul style="list-style-type: none"> Eradicate and control animal diseases Deploy team to do quick access of damage and identify requirement for relief/rescue, equipment and fodder Assessment of injured stock and undertake treatment measures Coordinate with wildlife department to take necessary measures and treatment of injured animals

Response	<ul style="list-style-type: none"> • Manage livestock population in emergency period, provide treatment to injured animals • Coordinate with agencies for supply and distribution of fodder and other materials • Draw assistance from the local government and line agencies to dispose of carcass in a scientific manner, disinfection of contaminated areas • Draw measures for protection and care of abandoned livestock • Establish infrastructure support, include cattle camps, feeding centres, veterinary aid centres
Recovery & Rehabilitation	<ul style="list-style-type: none"> • Ensure relief distribution and administer financial assistance • Undertake detail damage and loss assessment for the Sector, determine financial assistance • Continue giving veterinary advice till business returns to normal • Continue undertaking assessments of injured animal stock, coordinate disposal of carcass
5.2.20 District Sports Officer	
Preparedness	<ul style="list-style-type: none"> • Undertake DM plan preparation for department and guide support agencies in formulation of their plans • Undertake condition survey of existing sports infrastructures • Skill up gradation and training of staff and volunteers in DM • Prepare an inventory of volunteers with their specialization and contact details • Prepare a list of facilities that can be used as relief shelters
Prevention & Mitigation	<ul style="list-style-type: none"> • Conduct vulnerability assessment of sports infrastructure • Determine fragility of infrastructure to hazard risks and determine structural and non-structural mitigation actions • Establish mitigation fund and prioritize actions for risk reduction within the sports infrastructures • Undertake necessary rectification measures for ensuring safety of the users of these facilities
Alert & Warning Stage	<ul style="list-style-type: none"> • On receipt of advisory, maintain vigil and undertake inspection works wherever necessary • Undertake necessary steps to mobilize volunteers if necessary
Response	<ul style="list-style-type: none"> • Undertake rapid assessment/inspection of damage to sports infrastructure • Undertake emergency repair of damage infrastructure and equipment • Dispatch quick response teams of volunteers in coordination of DDMA

Prevention & Mitigation	<ul style="list-style-type: none"> • Undertake detail damage assessment of sports infrastructure • Take steps towards speedy repair and complete restoration of services • Document the roles of volunteers in response work
5.2.21 Soil Conservation Department	
Preparedness	<ul style="list-style-type: none"> • Undertake DM plan preparation for department and guide support agencies in formulation of their plans • Undertake condition survey of existing bunds, channels, water bodies, erosion prone areas, periphery bunds, graded bunds, drainage channels, water bodies that come under its jurisdiction and identify areas for intervention • Take short term, medium term and long-time preventive measures • Help DDMA to identify the vulnerable areas, infrastructures and incorporate the same into DDMP
Prevention & Mitigation	<ul style="list-style-type: none"> • Conduct vulnerability assessments relating to soil erosion hazard of infrastructure it built or look after. • Establish mitigation fund and prioritize actions for risk reduction • Ensure timely completion of works undertaken before flood season
Alert & Warning Stage	<ul style="list-style-type: none"> • On receipt of advisory, maintain vigil and undertake inspection works wherever necessary • Undertake emergency repaired works if necessary
Response	<ul style="list-style-type: none"> • Undertake rapid assessment/inspection of damage to the infrastructure • Undertake emergency repair of damage infrastructure like water bodies, bunds, agricultural channels and others
Prevention & Mitigation	<ul style="list-style-type: none"> • Undertake detail damage assessment • Take steps towards speedy repair and complete restoration of infrastructure • Process proposals through the DDMA to the Government for consideration under SDRF
5.2.22 Irrigation Department	
Preparedness	<ul style="list-style-type: none"> • Undertake DM plan preparation for department and guide support agencies in formulation of their plans • Prepare Preparedness plan for manage drought & drought like situation • Undertake condition survey of existing bunds, irrigation channel & drains that come under its jurisdiction and identify areas for intervention • Take short term, medium term and long-time preventive measures

Preparedness	<ul style="list-style-type: none"> • Help DDMA to identify the vulnerable areas, infrastructures and to incorporate in DDMP • Develop State and District wise preparedness plan towards protection of irrigation of Irrigation Assets and providing water supply in drought. • Identify vulnerable points of irrigation structure like Head Works, Aqueduct, Cross Drainage including canals embankments and canal system. • Undertake monitoring of regular vigilance of I/S and duty of field staff and Head Work/other important vulnerable structures • Stabilize coordination linkage with W.U.A's
Prevention & Mitigation	<ul style="list-style-type: none"> • Conduct vulnerability assessments relating to flood/drought/ erosion hazard of infrastructure it built or look after. • Establish mitigation fund and prioritize actions for risk reduction • Ensure timely completion of works undertaken before flood season • Undertake flood protection management measures at vulnerable structures/canals systems • Maintain canal embankments/guide bunds/affix bunds including canal structures • Conduct pre monsoon preparedness meeting in April every year to take stock of the current status of irrigation projects, discuss critical areas, revisit protocol operating producers, preparedness, checks and others • Gather information related to warning of impending floods/droughts based on hydrological and meteorological information • Identify drought like areas for necessary steps towards irrigation supply in areas covered under irrigation
Alert & Warning Stage	<ul style="list-style-type: none"> • On receipt of advisory, maintain vigil and undertake inspection works wherever necessary • Undertake emergency measures to provide water to vulnerable agricultural areas
Response	<ul style="list-style-type: none"> • Undertake rapid assessment/inspection of damage to the infrastructure during flood/erosion • Undertake emergency repair of damage infrastructure like irrigation drainage, agricultural channels and others • Coordinate with Agriculture department during drought and drought like situation • Translate information based on rainfall forecast and weather forecast • Activate response plan based on rainfall/weather forecast to combat flood/drought like situation

	<ul style="list-style-type: none"> • Take immediate protection measures to prevent damage to structure/ canal systems • Take steps to supply water to field on drought like situations
Recovery & Rehabilitation	<ul style="list-style-type: none"> • Undertake detail damage assessments • Take steps towards speedy repair and complete restoration of infrastructure • Process proposals through the DDMA to the Government for consideration under SDRF • Undertake possible intervention to minimize further damage • Undertake emergency measures

CHAPTER-VI

DISASTER RESPONSE

6.1 As per the DM Act 2005 (**Appendix I**) and the Assam DM Rules 2010 (**Appendix II**), Disaster Management arrangements in the state are based upon partnerships between National, State, District and Local Authority. This partnership recognizes each Level of Disaster Management arrangements. Levels of disasters have already been categorized and disseminated as L0, L1, L2 and L3, based on the ability of various authorities to deal with them.

L0	L0 denotes normal times which are expected to be utilized for close monitoring, documentation, prevention, mitigation and preparatory activities. This is the planning stage where plans at all levels from community to the State shall be put in place. Training on search and rescue, rehearsals, evaluation and inventory updating for response activities will be carried out during this time.
L1	L1 specifies disasters that can be managed at the district level, however, the state and centre will remain in readiness to provide assistance if needed.
L2	L2 specifies disaster situations that may require assistance and active participation of the state, and mobilization of resources at the state level.
L3	L3 disaster situations arise from large scale disasters where districts and the state may not have the capacity to respond adequately and require assistance from the central government for reinstating the state and district machinery.

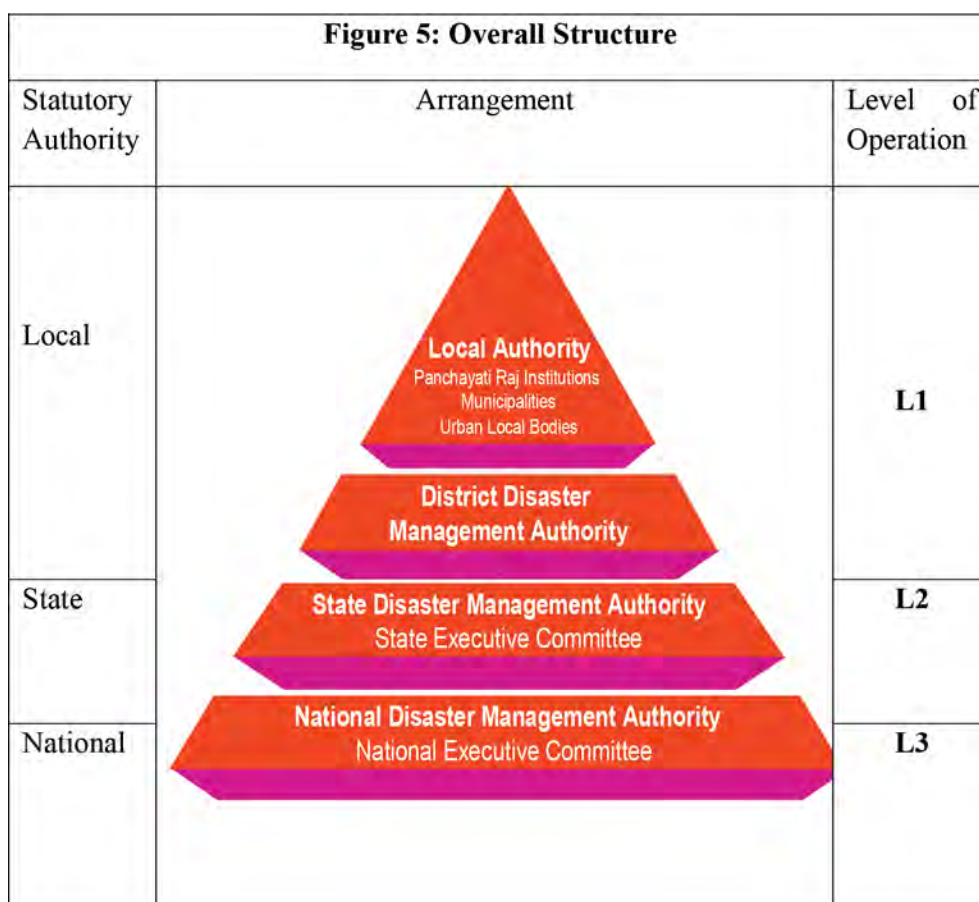
Natural disasters and other severe incidents have shown the importance of emergency response in order to save lives, minimize damages and ensure continuity of societal functions as well as business operations of the State. Emergency response is not limited to single organizations of the national or state level government; however it is increasingly recognized to make this function multi-organizational and liaise with business/industry and non-governmental organizations. Community participation (established through Community Based Disaster Risk Management activities) in the development of response plans and implementation of the same is essential.

Response activities are sequence of required actions including conduct of search and rescue, mobilization of emergency equipment and services and undertake operations to keep population and assets from harm's way. Response requires immediate activation of functions,

high level planning, knowledge of the nature of hazards/disaster (sudden onset, slow onset, escalating incident), interpretation of warning, gathering of structured information, mobilization/ deployment of resources and demonstration of coordination skills while undertaking operations. The framework for response and conduct of response operations is in accordance with the DM Act 2005 and Assam DM Rules 2010. ASDMA shall ensure coordination and monitor the implementation of response actions.

The partnership across authorities is to work collaboratively and ensure coordination and planning at all times, information sharing and resource mobilization that are necessary for DM. In any response situation, initial efforts would always be taken by the District Administration. However, when District is overwhelmed in any situation, the support necessarily has to come from the State and National Level. Responsible Officer (RO) within the jurisdiction control will trigger the activation for various level of disaster.

Disaster Management arrangement in Assam is based on a four tiered structure and recognizes all four levels (L0, L1, L2 and L3), including the support mechanism from the National Level.



Structure is to be established across the state of Assam (Local/District/State) along with creation of support structures such as Emergency Operations Centre, State Disaster Response Force (SDRF) among others, so as to conduct operations for each Level of DM arrangements

6.2 Incident Response System (IRS) :

The Guidelines on the Incident Response System (IRS) are issued by the National Disaster Management Authority (NDMA) under Section 6 of the DMA Act, 2005 for effective, efficient and comprehensive management of disasters in India. The vision is to minimize loss of life and property by strengthening and standardizing the disaster response mechanism in the country.

Though India has been successfully managing disasters in the past, there are still a number of shortcomings which need to be addressed. The response today has to be far more comprehensive, effective, swift and well planned based on a well-conceived response mechanism.

The Incident Response System (IRS) is an effective mechanism for reducing the scope for ad-hoc measures in response. It incorporates all the tasks that may be performed during DM irrespective of their level of complexity. It envisages a composite team with various Sections to attend to all the possible response requirements. The IRS identifies and designates officers to perform various duties and get them trained in their respective roles. IRS is a flexible system and all the Sections, Branches and Units need not be activated at the same time. Various Sections, Branches and Units need to be activated only as and when they are required.

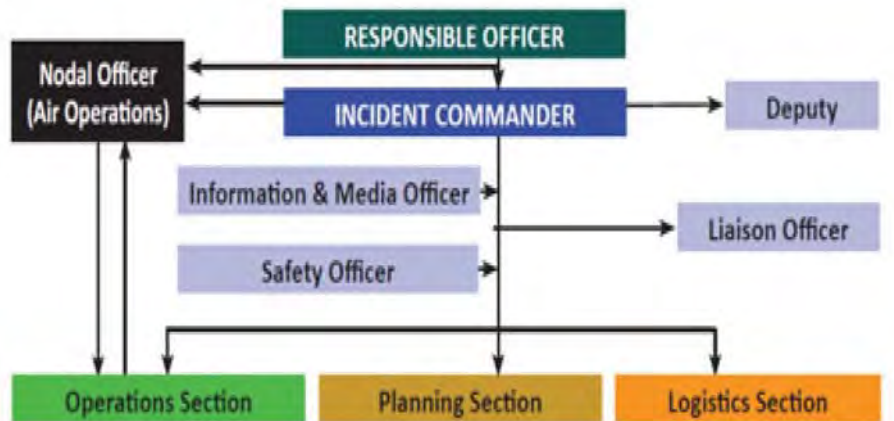
6.2.1 Role of Circle Officers in Response:

Revenue Circle Officers will lead response within the Revenue Circle. They will maintain communication and information sharing arrangement with all the field level officials of different departments and oversee their preparedness for acting on the Standard Operating Protocol for different disasters. It will be the responsibility of the Circle Officer to keep DDMA informed of all the developments in the Revenue Circle area and coordinate the response activities.

Circle Officer will always keep an updated copy of the Circle Disaster Management Plan and the District Disaster Management Plan and Resource inventories including Flood hazard map prepared by ASDMA for ready reference for response.

6.2.2 IRS Organization:

The IRS organization functions through Incident Response Teams (IRTs) in the field. In line with our administrative structure and DM Act 2005, Responsible Officers (ROs) have been designated at the State and District level as overall in charge of the incident response management. The RO may however delegate responsibilities to the Incident Commander (IC), who in turn will manage the incident through IRTs. The IRTs will be pre-designated at all levels; State, District, Sub-Division and Revenue Circle. On receipt of Early Warning, the Responsible Officer will activate them. In case a disaster occurs without any warning, the local IRT will respond and contact Responsible Officer for further support, if required. The IRS has two main components; a) Command Staff and b) General Staff as shown in this Fig.



Command Staff :

The Command Staff comprises of an Incident Commander (IC), an Information & Media Officer (IMO), a Safety Officer (SO) and a Liaison Officer (LO). The main function of the Command Staff is to assist the Incident Commander in the discharge of his functions.

General Staff:

The General Staff has three components viz: Operations Section, Planning Section and Logistics & Finance Section.

Operations Section (OS):

The OS is responsible for directing the required tactical actions to meet incident objectives. Management of disaster may not immediately require activation of Branch, Division and Group. Expansion of the OS depends on the enormity of the situation and number of different types and kinds of functional Groups required in the response management.

Planning Section (PS):

The PS is responsible for collection, evaluation and display of incident information, maintaining and tracking resources, preparing the Incident Action Plan (IAP) as given in Appendix III and other necessary incident related documentation. They will assess the requirement of additional resources, propose from where it can be mobilized and keep IC informed. This Section also prepares the demobilization plan.

Logistics & Finance Section (L&FS):

The L&FS is responsible for providing facilities, services, materials, equipment and other resources in support of the incident response. The Section Chief participates in development and implementation of the IAP, activates and supervises Branches and Units of the section. In order to ensure prompt and smooth procurement and supply of resources as per financial rules, the Finance Branch has been included in the LS.

6.2.3 State Level Incident Response Team

In pursuance of the Incident Response System (IRS) Guideline issued by the National Disaster Management Authority (NDMA), State level Incident Response team is to be constituted and the detailed Notification and Roles & Responsibilities is given in Appendix IV

Chief Secretary as Responsible Officer of the State Level IRT will decide if State level Incident Response Team (IRT) needs to be activated in the event of occurrence of any emergency/disaster.

In case of any disaster that requires activation of State level Incident Response Teams (IRT), office premises of Assam State Disaster Management Authority (ASDMA) will be converted into State Emergency Operation Centre (SEOC) and all the IRT members will operate from this SEOC.

General Staff (Operation Section Chief, Planning Section Chief & Logistic Section Chief) of State level Incident Response Team will activate their respective sections (as per the organizational structure of IRS) if required directing them to function from SEOC.

6.2.4 District Level Incident Response team

In pursuance of the Incident Response System (IRS) Guideline issued by the National Disaster Management Authority (NDMA), District level Incident Response team is to be constituted and the detailed Notification and Roles & Responsibilities is given in Appendix V

The Deputy Commissioner as responsible Officer of the District level incident Response team will decide on activating the District level Incident Response Team (IRT) depending of the magnitude of an emergency. In case of any disaster, that requires activation of District level Incident Response Teams (IRT), office premises of Deputy Commissioner will be converted into District Emergency Operation Centre (DEOC) and all the IRT members will operate from this DEOC.

General Staff (Operation Section Chief, Planning Section Chief & Logistic Section Chief) of the District level Incident Response Team will activate their respective sections (as per the organizational structure of IRS) if required.

Operation Section Chief will activate Strike Teams depending on the nature of the emergency i.e., Fire & Emergency Services in case of Fire, SDRF in case the emergency needs Search & Rescue Operations and others. All information will flow upward to Incident Commander from respective sections through the Section Chief.

Activation of full IRT or partial activation will depend on the magnitude of the emergency and that will be decided by the Deputy Commissioner as Responsible Officer. In case, one person is designated to look after two different functions in the IRT, he or she will discharge the two functions separately. Incident Commander will pass on the information to the Responsible Officer who in turn will pass the information to the Government at the State HQ.

6.4 Assistance from Government of India/National Disaster Response Force (NDRF) for Emergency Response: National Disaster Response Force

- a) Requisition of NDRF is to be made for L2 & L3 disaster only
- b) Requisitioning Authority for NDRF are:
 - ◆ Principal Secretary, Disaster Management/Relief Commissioners
 - ◆ CEO, ASDMA
 - ◆ Deputy Commissioners
- a) Requisition may be sent to: MHA/NDMA/HQ DG NDRF/NDRF Bn in the prescribed format at Appendix VI.
- b) Law & Order and safety of the NDRF responders will have to be ensured by district administrations.
- c) For demobilization after an operation, clearance from local authority is required.

Air Force:

In case Assistance is required from Air Force, Air Force may be approached by the District Administration for assistance in the following Coordinates. Prescribed format for requisitioning the services is given at Appendix VII.

However, for requisitioning the support from the Government of India/NDRF the following procedure may be noted:

- a) District Authorities will have to provide specific information on the kind of assistance required i.e., rescue, dropping relief materials and numbers of flights required.
- b) In case of relief operation, good relief have to be provided by the district administration, including logistics to air base and depute a representative.
- c) For Air Transport of personnel, details of the passengers are to be mentioned in advance. However, in case of airlift of marooned personnel the procedure may be completed in flight.
- d) In case of request for recce flight to assess the situation in a disaster from State or District administration mission can be undertaken first and HQ EAC be given the full details at the earliest.

6.5 Mobilization of resources for response from adjacent districts:

In the event of requirement of resources including SDRF personnel from one or more districts to respond to a disaster, DDMA will request the concerned DDMA or DDMA with intimation to the concerned Divisional Commissioner & State level Heads of the concerned departments/agencies. Divisional Commissioners will coordinate the mobilization of resources from one district to another within his jurisdiction and issue necessary direction for demobilization of the same after the disaster is over or some other district or districts are affected severely.

CHAPTER VII

FLOOD MANAGEMENT

7.1. Management of flood in Assam

Flood Management Guidelines prepared by NDMA emphasizes on the measures for preparedness, prevention, mitigation in pre flood stage and on prompt and effective response, relief and recovery during and post flood stages. Emphasis of the State Government has so far been on structural measures of Flood Management requiring huge investments and long gestation period. Some of these are:

- a) Embankments and bunds
- b) Dams, reservoirs and other water storages
- c) Channel improvement
- d) De-silting and dredging of rivers
- e) Drainage improvement
- f) Diversion of flood waters
- g) Catchment area treatment and afforestation
- h) Anti-erosion works.

However, with the paradigm shift in disaster management, the Government now gives equal emphasis on preparedness and mitigation activities (both structural and non-structural) which are very effective in reducing loss of lives and property.

7.2. Measures for management of flood:

All districts will conduct the flood preparedness meeting by 15th February and take stock of the preparedness level of all departments as per the indicative list of the tasks and responsibilities for different departments in the Chapter V.

- c) Water Resources department needs to undertake GIS mapping of all the embankments and flood protection measures, clearly indicating the vulnerable points and the points in immediate need of repair/reinforcement, and integrate the spatial data with the non-spatial data. It will ensure that all breach closing and protection works of the immediate nature are completed before the onset of monsoon. They will also contact the North East Space Application Centre (NESAC) for satellite maps of embankments and dykes to cross check the openings and unclosed breaches every year before 1st February.
- d) It must be acknowledged that flood management is not effective without the participation of the local people. They will have to be involved by sharing complete information about the status of embankments and flood protection structures and likely threat and evacuation plan in case of situations turn hostile. One of the major

areas of concern has been human settlements cropping up in the courses of natural waterways. The department will have to have complete data on all such human settlements and identify alternative locations nearby to shift them in case of high floods. The long term strategy, of course, will be to clear the river courses from such encroachments.

- e) A Flood Control Room will be made operational by the districts w.e.f. 15th May to 15th October. This Control Room will be functional in the District Emergency Operations Centre premises with either dedicated manpower deployed through a roster of duties or vertical staffing for flood management during flood season in DEOC facility. The effectiveness of the Control Room hinges on information coming from the field level functionaries. The water Resources Department will, therefore, develop a credible communication plan and ensure prompt flow of information to the Control Room.
- f) From 15th May till the end of the flood season a Control Room will be set up at the headquarters of the Water Resources Department at Guwahati. All information regarding the flood situation will be received and disseminated to the concerned district authorities (EOCs) from the control room on a daily basis.
- g) Flood situation in the state aggravates at times because of the release of water from the reservoirs of dams within the state as well as in the neighbouring states. Water Resources department must have an information sharing protocol with the authorities concerned to ensure that prior warning to the people may be given and appropriate steps taken to help them.
- h) Gratuitous Relief (GR) and financial assistance under SDRF and State Government norms are to be provided to the flood-affected people during floods. It is imperative that the necessary arrangements for their procurement are made in advance. The Deputy Commissioners should fix the rates of various items well in advance needed to be provided to the affected people during floods, ensure sufficient stock of food grains; cattle feed and the like and have a transportation plan in place. To avoid last-minute scramble for boats available in the district, they should have an inventory of boats and involve the owners of the boats in planning.
- a) The Central Water Commission at Guwahati will send to the Control Room of the Water Resources Department and the State Emergency Operations Centre (SEOC), the water levels of the River Brahmaputra and Barak twice daily from 15th May to 15th October. The flood data will be communicated at 0800 hours and 1900 hours daily to the Control Room of the Water Resources Department at Guwahati and SEOC through email or fax. Any alarming forecast will be forwarded to the Districts immediately from SEOC and the Control Room of the Water Resources Department at Guwahati.
- b) The forecasts will also be directly sent to the D.Cs/S.D.Os (Civil) in respect of the district/sub division where they have set up station.

- c) The Executive Engineer of the Water Resources Department will send to the Control Room of the Water Resources Department at Guwahati and the deputy Commissioner/ Sub Divisional Officer (Civil)
- ◆ Daily information regarding the water levels at different stations of the rivers Brahmaputra and Barak and their tributaries ;
 - ◆ Crossing of danger levels by any river and
 - ◆ Indirect information regarding damages/breaches in embankments/dykes/erosion
- d) The Water Resources department will publish from its Control Room at Guwahati a flood bulletin twice daily and circulate the same to the concerned authorities.
- e) Every district will send a daily Flood Report in the prescribed format to the State HQ during the flood season (15th May to 15th October) as given in Appendix VIII. The report should reach SEOC everyday by 12 noon for compilation and onward submission to the State level officials and the Government of India.
- f) Deputy Commissioner will within the scales prescribed provide Gratuitous Relief (GR) in cash or kind to the deserving affected people.
- g) Deputy Commissioner will arrange proper distribution of relief material received as donation among the deserving affected people.
- h) Relief camps will have to be set up for the flood affected people. Detailed guidelines for keeping records in this regard are in Appendix XI to XIV
- h) Deputy Commissioner will arrange shelter/places for evacuation purposes pre identified and described in DM Plan if required.
- a) Assessment of the loss of lives and property by floods is an important activity that require meticulous planning. It is often observed that there are long delays in the assessment work and there is little role clarity about the personnel to be engaged in the exercise. Other departments are under impression that it is a job to be done by the District Administration and do not involve themselves with the task with due earnest.
- b) It must be noted that the damage assessment is a collaborative effort and has to be done in a time-bound manner, as soon as possible after the waters recede. People who have lost their kith and kin, houses, cattle, agriculture produce, and other properties need to be provided immediate help and the State Government has to approach the Central Government to supplement the resources to help them.

Every Department shall, therefore, have a well-articulated plan of action for damage assessment and a time-frame to have the information at the state level within 15 days of the situation becoming suitable for the assessment works. The information should be shared with the District Administration for compilation and the consolidated District level damage assessment report is to be submitted to the Revenue & Disaster Management department.

- c) The proposal for repair/restoration of infrastructure works should be based strictly on the Damage Assessment Reports and DDMA should recommend only those works that are in immediate need of repairment. The infrastructure related proposals for funding under the State Disaster Response Fund should be submitted latest by 15th of October as per the proscribed procedure.
- d) Rehabilitation of the severely affected people need not be confined to the financial assistance under SDRF. There are several schemes with the Government that can be diverted for their assistance. It is essential is that the Deputy Commissioner has a plan of action in place for rehabilitation with clear description of the schematic provisions to be leveraged in specific situations, keeping the schematic norms in mind.
- e) It is equally important to have the bank account of all the people in the flood-prone zones opened, so that financial assistances can be routed to their bank accounts.
- f) Prevention of the spread of diseases in the immediate aftermath of floods is an important challenge. Special attention will have to be paid to the disposal of dead bodies and carcasses of animals, treatment of water and rigorous health check-up.

7.3 Flood Early Warning System



The North East Space Application Centre under the Flood Early Warning System (FLEWS) will issue flood alerts to the SEOC and designated officials of ASDMA, Water Resource Department and others. The SEOC at ASDMA in turn will notify the concerned district Deputy Commissioner and other concerned officials of the said district through Phones/ Fax/SMS alerts and other forms of communication.

7.4 Response on receipt of flood warning:

The concerned officials will take necessary measures as per the Standard Operating Procedure (SOP) given in Appendix XXXIV

7.5 Roles and Responsibilities of different district agencies/line departments for Flood Management

7.5.1 Deputy Commissioner/DDMA	
Pre Flood	<p>1) Convene meetings of the DDMA for flood preparedness of which the first meeting is to be held by the 15th of February to advise on the following in aspect of the district headquarters/ subdivision</p> <ul style="list-style-type: none"> Maximum number of relief centres likely to be set up Facilities to be available at each centre Maximum likely number of relief parties The manner in which individuals and voluntary organizations are to be associated with the relief teams The manner in which Panchayats will be associated with relief operations. List of protection works to be completed by the 30th of April by the Water Resource department/ Panchayats. Labour-oriented works likely to be taken up by P&RD, P.W.D, Irrigation, Forest, Agriculture and others Issues relating to flood affected areas to be tackled by P.W.D, W.R. and the Irrigation Department before the onset of monsoons; and Adequacy or otherwise of the preparations made by the various authorities concerned for dealing with the floods as required <p>2) Take up steps for implementation by the various authorities as per the recommendations of DDMA meeting on flood preparedness. By 30th April, the DC as Chairperson DDMA will:</p> <ul style="list-style-type: none"> Divide the district into compact zones each comprising a group of villages falling under both 'very vulnerable' and 'vulnerable' areas as classified in DDMP and each such zone shall be serially numbered. Select responsible officers not below the rank of Circle Officer who have thorough idea of the geographical terrain and other local conditions of the respective zone, to be designated as Relief Officer (RO) for placing him in charge of each zone and shouldering such duties and responsibilities as may be assigned to him Select sites for evacuation centres and relief centres in safe areas. The site for sheltering livestock may be decided in consultation

with the district A. H. & Veterinary officer. In selecting sites, preference shall be given to high lands, schools, market places and places not likely to be inundated.

Make a rough estimate of requirements:

- ✓ Controlled commodities like rice, *atta*, and controlled cloth and other non-controlled essential commodities like edible oil, salt, kerosene, free sugar, gur, pulses, potatoes, baby food, wheat bran and similar items and intimate the Deputy Director or any other officers of Civil Supplies in the district for necessary arrangement.
- ✓ Petrol for vehicles requisitioned from the public; engine driven mar-boats, launches and arrange with depots or agencies of the IOC for ensuring supply as and when required during floods and intimate such arrangements to the district officers of the concerning departments.
- ✓ Operational cost of the boats for carrying out Search & Rescue and evacuation operation may be incurred from the GR funds.

3) Prepare

A sub-division wise list of officers and staff available for deployment of relief duty as and when called for;

A list of jeeps, buses, trucks and other vehicles for requisition in case of necessity, in consultation with the D.T.O;

A list of boats/mar-boats/bailey bridges as shall be available from P.W.D. and the Inland Water Transport Department.

A list of boats, private and public, other than those included in the list prepared under (iii) above, which can be requisitioned in case of necessity.

4) The Deputy Commissioner will undertake a joint inspection by the 10th of May along with the E.E., WR department and S.P., as a precautionary measure against breaches in embankments, bunds, drains, nullahs and other flood protection works, to see if necessary repairs and the like have been done and that they are in good condition.

<p>During Flood</p>	<ol style="list-style-type: none"> 1) DDMA will conduct weekly meeting to review flood management during the flood season 2) On receipt of flood warning D.C will: Take action as per Standard Operating Procedure (SOP) prepared by the State Send relief officers along with other staff to the respective zones; Request SP to send Police party and install temporary wireless stations if required Direct Station Officer, Fire & Emergency Services to place State Disaster Response Force (SDRF) personnel along with rescue boats if required. Seek suggestion from the WR department for evacuating people from vulnerable places 3) On occurrence of Flood the DC will: Visit the places of occurrence Ascertain the nature and extent of flood Make prompt operational decisions Assess requirement of men and materials for relief operations Call for coordinated aid Ensure that services are arranged and materials are mobilized according to the needs Supervise arrangement in Evacuation centres and Relief Camps Arrange to collect donation in cash and kind from local branches of Red Cross, UNICEF etc. & contribution from the Voluntary Organizations Requisition as and when necessary the services of the officers of various departments, Urban Local bodies and Zilla Parishads for undertaking relief works Call for Non-Officials/Volunteers/NYK, Civil Defence, Red Cross Volunteers or members of other voluntary organizations, if circumstances so warrant, to associate for such works as may be considered suitable for Secure assistance from the Army/NDRF or other Central Government Response agencies when arrangement made by civil authorities prove to be inadequate D.C will make arrangements for constructing shelter in Relief Camps if required and will arrange in the Relief Camps sanitation and maintenance of clean lines and water
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	<p>supply through the P.H.E.DC will, within the scales prescribed by the State, grant gratuitous relief in cash and kind to the deserving affected people. Gratuitous relief will be distributed through responsible Government officers. Details of the GR issued are to be displayed in a notice board in the Relief Camp for public information and maintenance of transparency</p> <p>DC will arrange proper distribution of relief articles received as donation in kind among the deserving affected people through the official and non-official agencies</p> <p>DC will arrange for taking care of the infirm, destitute, orphans, children and expectant/nursing mothers in the relief centres through the assistance of the distribution social welfare officer Supply of cooked food should generally be discouraged.</p> <p>DC will arrange supply of cooked food in evacuation centres/relief camps only in unavoidable cases. Where so supplied, the quantity should as far as possible be at the scales prescribed by the State</p>
<p>Post Flood</p>	<ol style="list-style-type: none"> 1) DC will collect agricultural statistics from the revenue staff and the district agricultural officer about areas under crops actually affected by flood, damage to crops and the number of cultivators involved 2) Immediately after the flood water recedes, a report on losses and damages of each district is to be submitted to the Government in the Revenue & Disaster Management Department in the form as given in Appendix X 3) Make: <ul style="list-style-type: none"> ✓ Assessment of the requirement and arrangement for distribution through the Agriculture department i) Seeds and seedlings as grants-in-aid and ii) Agricultural loans in cash and kind such as seeds, seedlings, manures, agricultural equipment and ✓ Grant rehabilitation loans for construction repairment of houses in deserving cases among the affected people 4) Provide in case of persons who are uprooted by erosion, alternative lands for homestead or cultivation as the case may be and also arrange for distribution among them, if necessary,

agricultural grant and loans. Endeavor should however, be made to provide alternative land near about their original villages.

Contraction & closure of relief:

While it is necessary to provide all kinds of relief required, it is equally essential that strict economy is exercised so that resources of the state do not get strained unduly. Generally, full pictures as to the duration of relief measures will emerge as soon as the waters have subsided. DC will judge for how long the relief operation is to be continued and when contraction/closures of operation is needed. In declaring closures of relief operation he will take the approval of the divisional commissioner and inform all concerned.

The following factors should weigh in declaration of contraction/ closure of relief operation.

The actual point at which relief operation can safely be closed down will depend on the severity of the crop failure.

Where there has been a serious failure of *Ahu* crop it will usually be necessary to continue relief measures till the next Rabi crop is reaped and where there is a failure of *Bao* crop relief should usually be continued till such time as DC in consultation with the Commissioner may decide. In other cases, relief measures should not normally be allowed to continue longer than the situation demands.

The process of gradual closure of works should normally begin as soon as the demand for field employment sets in. Also, the physical condition of the people and the extent to which private employment is available and wages earned thereby

5) DC will submit a comprehensive report immediately after the closure of the flood relief operations in the district to the Government in the Revenue and Disaster Management Department through the Commissioner of Division

Submit details of the loses and damages in the prescribed formats for submission of request of assistance to Government of India, if required

Every concerned line department will prepare and submit plans and estimates regarding damaged infrastructure for consideration under SDRF as per the procedures laid down

7.5.2 Water Resource Department

Post Flood	<p>The Executive Engineer, Water Resources will visit the generally flood affected areas and shall:</p> <ol style="list-style-type: none"> 1) By the 31st of December <ol style="list-style-type: none"> a) Classify the different areas and localities of district on the basis of the flood hazard atlas b) Re-prepare/update the map if there be any change in classification of areas shown in the map. c) Forward by the 31st of January the list of areas classified along with the re-prepared/updated map to the DCs and SDOs and other district level officers d) Suggest D.C. for undertaking village work on: <ul style="list-style-type: none"> Digging link drains and other drains to prevent water congestion in localized depressions and Construction of bunds or repairment of bunds to protect agricultural lands against flood; Prepare detailed plans and estimates for works as may be required by DC and render necessary technical assistance to DC in execution of works. 2) By the 30th of April <ol style="list-style-type: none"> a) Prepare a tentative list of flood control personnel for flood fighting, patrolling on embankments, dykes and other flood protection structures; b) Arrange and store in suitable places: <ul style="list-style-type: none"> Materials for erecting temporary sheds at the work sites Other materials for protection from danger by floods to flood control structures; c) Keep all departmental vehicles, boats and launches in fit-for-operation condition; d) Ensure that the embankments, dykes and other structures are in good condition; e) Complete short term emergent flood protection measures in areas, such as drains, closure of breaches, construction of retirement bunds, anti-erosion measures and others 3) By the 10th of May, accompany DC along with SP for a joint verification of vulnerable areas
During Flood	<p>The Executive Engineer, Water Resources will:</p> <ol style="list-style-type: none"> 1) Follow the Flood Warning System

	<p>2) As soon as the river is within one metre of the danger level start vigorous patrolling at the reach of the embankments/dykes and other flood protection structures; and;</p> <p>3) Keep close touch with DC</p> <p>On occurrence of flood, the EE shall</p> <p>1) Examine the physical conditions of the embankments/dykes and ensure that leakages, seepages if any are promptly attended to;</p> <p>2) Take protective measures without loss of time in case of any signs of breach;</p> <p>3) Assist DC in the flood operation by sparing personnel equipment, vehicles, boats and launches as available.</p>
<p>Post Flood</p>	<p>As soon as flood water recedes, the Executive Engineer, Water Resources shall:</p> <p>(i) Suggest DC in order of priority, the works to be taken up on test relief which may include the following: Digging link drains and other drains to drain outstanding flood water Construction and repairment to ring and other <i>abadi</i> protection bunds; and Repairment to and deepening of existing drainages to eliminate possibility of future floods</p> <p>(ii) Prepare plans and estimates of those items of work as may be required</p> <p>(iii) Render technical assistance, as necessary to DC in execution of works.</p> <p>2) Finalize and start labour-oriented departmental works for test relief in consultation with DC. This may include the following: Repairs to damaged embankments/dykes, other flood protection structures out of their own funds and render technical assistance to P&RD and Agriculture department to undertake similar works involving embankment and bunds; Minor flood protection works; Works already provided for in the approved schemes for these areas.</p> <p>3) Restore tools, equipment, vehicles and other stores;</p> <p>4) Collect materials, vehicles lent to DC; and</p> <p>5) Repair/replace damaged tools/equipment</p>

	6) Prepare plan and estimates for repairing damaged structures/embankments and place it before the DDMA for onward submission to the Government for necessary approval for State Disaster Response Funds (SDRF).
7.5.3 Agriculture Department	
Pre Flood	<p>The District Agricultural officer shall:</p> <ol style="list-style-type: none"> 1) Undertake extension measures relating to the latest result of research available from the Assam Agricultural University or from other sources on already released varieties including flood tolerant varieties and other cultural practise for agriculture in the generally flood affected areas; 2) Advice the dates after which seed transplantation should not be undertaken; and 3) Advise on the suitable cropping patterns 4) By the 30th of April the district Agricultural officer will visit the generally flood affected areas and Make an assessment along with the Revenue staff of the acreage under crops and number of cultivators likely to be affected in each of the areas; Prepare a block-wise agricultural map showing areas under different crops in the generally flood affected areas and forward a copy each to the Deputy Commissioner, the Zonal Joint Director of Agriculture and the Director of Agriculture; Assess requirement of and assist DC in arranging for seeds, seedlings and manures for grants; and agricultural loans in cash and kind (seeds, seedling, manures, agricultural implements bullocks) Assess requirement and arrangement for pesticides for protection of crops after floods and tools and plants relief works. 5) Make arrangements for raising seedling in specific government agriculture farms/nurseries. If the quantity to be raised in the government farms/nurseries is not enough, the balance should be raised by arrangement with cultivators
During Flood	<p>On receipt of flood warning the district Agricultural Officer (AO) shall:</p> <ol style="list-style-type: none"> 1. Alert all the subordinate officers and field staff

	<ol style="list-style-type: none"> 2. Check stock of seeds, manures implements and make arrangements for raising seedlings and 3. Draw up a tentative programme for relief works On occurrence of floods, he will keep in constant touch with DC and will shall: <ol style="list-style-type: none"> 1. Immediately collect agricultural statistics along with Revenue staff about acreage under crops affected by flood, damage to crops, and number of cultivators involved 2. Arrange distribution of agricultural inputs in consultation with DC3 <ol style="list-style-type: none"> (i) render technical guidance to the needy cultivators for salvage and protection of surviving crops and raising of such varieties of crops as may be suitable during the season or in the next cropping season (ii) Arrange for spraying of pesticides, where necessary; and (iii) Approach the Soil Conservation Department for removal of excessive sand deposits in agricultural fields which cannot be removed by an individual farmer's efforts4. <p>AO shall constantly visit the flood affected areas to ensure effectiveness of agricultural relief and rehabilitation measures</p>
Post Flood	<p>After the flood relief operation AO shall:</p> <ol style="list-style-type: none"> 1) Restore the tools and plants 2) Repair the damaged tools and plants 3) Dispose of undistributed seeds and manures which cannot be kept for use beyond a particular crop season
7.5.4 District Elementary Education Officer/ Inspector of Schools	
Pre Flood	<p>The Inspector of Schools(IS) shall by the 30th of April:</p> <ol style="list-style-type: none"> 1. Prepare a list of Government and aided schools in the very vulnerable and vulnerable areas showing particulars of buildings <i>i.e.</i>, location, accommodation in square meters in respect of each school and forward a copy of the list to DC/SDO 2. Prepare a list of teachers and other staff who may be available from each schools for flood relief work if so required by the DC/SDO and forward a copy of the list to DC/SDO

	<p>3. Collect a list of suitable N.C.C cadets / Scouts/ NSS volunteers from the District Sports Office who shall be available for flood relief work if required by DC/SDO and forward a copy of the list to DC/SDO</p>
During Flood	<p>1. On receipt of flood warning, the IS shall alert the teachers/ staff/NCC cadets/Scouts/NSS volunteers as per the list prepared to be ready to move for flood relief duties as soon as requisitioned by DC/SDO</p> <p>2. (i) Order closure of a school, the building of which has been requisitioned by the DC/SDO for utilising as evacuation/ relief centre;</p> <p>(ii) Order for closure of any school in the flood affected areas if necessary up to 15 days. The IS shall take the approval of the Director of Secondary Education if closure of a school beyond this period is considered necessary.</p> <p>3. Visit the flood affected areas and assess if any educational concession/assistance is required to be given to the flood affected students/ institutions. If so, draw up scheme on priority basis and submit to government in Education Department through DC/ SDO for sanction and allotment of funds. <i>Duties of the Director of Elementary Education & Director, Secondary Education</i></p> <p>The Director of Elementary/Secondary Education shall:</p> <p>1) Issue standing directions to all school authorities in the State to lend the services of school teachers and other staff if and when required by the DC/SDO for flood and other relief duties</p> <p>2) Request the District Sports Officer to issue standing instructions to the NCC units for deployment of NCC cadets when requested by the Inspector of Schools to assist DC in Flood relief operation</p> <p>3) Request all colleges to lend the services of the college teachers and staff when required by DC/SDO for flood relief duties</p>
Post Flood	<p>Submit details of damaged infrastructures</p>

7.5.5 Joint Director, Health Services

Pre Flood	<p>The Jt. Director (JD), Health Services will visit generally flood affected areas by the 30th of April</p> <ol style="list-style-type: none">1) Prepare: a list of hospitals, Primary Health Centres, dispensaries and others institutions located in these areas a list of doctors and paramedical staff already available in each of the areas and the number of additional hands against each category that may be required in each of the areas in case of acute floods a list of doctors paramedical staff of different category who can be withdrawn from their places of works and their services utilized for relief work;2) Ensure that adequate stocks of medicines, vaccines and disinfectants likely to be necessary are kept at the district and subdivision head-quarters;3) Keep ready in the district/subdivision head-quarters materials for Augmenting the hospital beds by at least 10 in case of necessity; and Opening one dispensary camp for each of the very vulnerable areas;4) Arrange for mobilizing at short notice two medical relief teams at the district headquarters in order to rush them for relief works;5) Prepare a detailed plan for utilizing the doctors and other voluntary organizations in the district during floods if so required, and6) Take measures for prevention of epidemic and arrange for necessary vaccinations of the people in these areas.7) Ensure that ambulances and boat clinics are operational.8) The Director Health Services shall arrange before the 30th of April. Awareness Programmes for the general public in the very vulnerable and vulnerable flood affected areas on health education measures which are to be implemented prior to the flood season, through specially prepared mass media, like posters, pamphlets, filmstrips and cinema shows; Print adequate numbers of health education materials and send them to the Joint Director, Health Services at the
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	<p>District Headquarters before the 15th of April for distribution</p> <p>Ensure that the Principal of the medical keep ready medical teams, each consisting of about 10 doctors, paramedics and supporting staff so that the teams can be rushed to the flood affected areas at short notice. The teams should be equipped to move with their own medicines, tents, food items cooking utensils lanternsand other necessities so that they can function as self-contained units without depending on other agencies</p> <p>9) Refresher’s course for doctors and paramedical personnel covering such aspects as medical care and prevention of epidemics during natural calamities will be arranged by the Director Health Services with emphasis on special problems on care and prevention during and after floods. The course may consist of: First-aid course by demonstration and practice; Prevention of epidemics lectures and practical demonstrations in application of insecticides and disinfectants and disposal of dead bodies and Emergency sanitation-lectures and demonstration on purification of water, disposal of sewage, construction of temporary latrines, maintenance of cleanliness</p>
<p>During Flood</p>	<p>On receipt of flood warning, the Joint Director (JD), Health shall:</p> <ol style="list-style-type: none"> 1) Alert the doctors and para-medical staff 2) Inform DC/SP for arranging transport for staff and ambulance services to be available at the short notice, if departmental vehicles are not available; 3) Check personnel, equipment and medical stores <p>On occurrence of floods JD shall:</p> <ol style="list-style-type: none"> 1) Maintain close touch with DC 2) Immediately visit the flood affected areas along with one medical team 3) Start measure for health relief at a Primary Health Centre /dispensary/sub-centre, if such an institution is located conveniently in the flood affected area 4) Make immediate arrangements to open dispensary camps in the affected areas if the existing health institutions cannot cover the areas 5) Decide immediately whether isolation of certain patients is necessary and desirable and if so, construct temporary

	<p>isolation daybeds in the primary health centre/dispensary/ sub centre/ dispensary camp as may be convenient. JD shall also post the required additional staff for maintaining the isolation wards</p> <p>6) Decide whether isolation of certain patients is necessary and if so establish temporary hospital facilities in the nearest PHCs/hospitals. Additionally, JD shall post required staff for maintaining the hospital facilities and arrange transport for the patients to the hospital.</p> <p>7) (i) Decide the extent of health measures to be taken and work out whether additional medical relief teams are required. If so, he will mobilize staff within his district and deploy them. If staff are not sufficient JD shall request the Director of Health Service for additional aid</p> <p>(ii) Entertain for short period additional paramedical and Grade IV staff, as may be absolutely necessary;</p> <p>8) Utilize the services of Red Cross and other voluntary organizations, as may be forthcoming in rendering relief in the flood affected areas</p> <p>9) Arrange other relief measures like disinfection of water sources, vaccination, health education from the nearest PHC with the help of staff attached to those institutions 10) Frequently visit the flood affected areas and ensure effectiveness of health measures.</p>
<p>Post Flood</p>	<p>After the floods, JD shall:</p> <ol style="list-style-type: none"> 1) Restore equipment and stores; and 2) Repair/replace damaged equipment; and 3) Arrange for disposal of unutilized medicines and disinfectants 4) Prepare plan and estimates for repairing damaged structures and place it before DDMA for onward submission to the Government for necessary approval for State Disaster Response Funds (SDRF)
<p>7.5.6 Sub-Divisional Officer/Sectional officer IWT</p>	
<p>Pre Flood</p>	<p>The Subdivision Officer/Sectional Officer, Inland Water Transport shall visit the generally flood affected areas by the 30th of April and shall:</p> <ol style="list-style-type: none"> (1) Keep all vessels and boats fit for operation.

	<p>(2) Periodically arrange training for technical personnel and arrange tools and spare parts in IWT workshop and other stores for maintenances and repairment of boats.</p> <p>(3) Prepare an estimate POL consumption per hour and total carrying capacity available of relief boats and other vessels and inform the DC</p>
During Flood	<p>On receipt of flood warning the SDO/SO IWT shall maintain close touch with DC and:</p> <p>(1) Alert his subordinates to keep themselves ready for floods;</p> <p>(2) Finalize the arrangement for deployment of relief boats and other vessels with necessary tools and plants and other stores;</p> <p>(3) Draw up tentative programs for carrying out duties; and in consultation with DC/SDO (Civil) impose restrictions on the plying of boats on the river during high flood situation to ensure public safety.</p> <p>(4) Take up with EE, IWT Guwahati for arranging additional vessels, stores and spares, if necessary. On occurrence of floods, he will take action as follows:</p> <p>(1) Place relief boats and other vessels, as directed by DC to the flood affected areas and start relief operations;</p> <p>(2) Arrange, purchase and transport POL for vessels from the agencies as arranged by DC; and</p> <p>(3) Undertake constant tours to the affected areas and ensure adequacy of the arrangements made</p>
Post Flood	<p>Post flood relief operations: , he will</p> <p>1) Restore relief boats, other vessels, equipment and stores and</p> <p>2) Take steps for the repairment to of damaged boats/vessels owned by IWT as well as the district administrations.</p>
7.5.7 Executive Engineer, Irrigation Department	
Pre Flood	<p>Executive Engineer, Irrigation shall visit all irrigation works in his jurisdiction with special emphasis to the vulnerable areas and he will by the 30th of April:</p> <p>1) Check and ensure that canals and other structures for of irrigation in these areas are in good condition</p>

	<ol style="list-style-type: none"> 2) Check against unauthorized construction likely to damage any structures of irrigation department 3) Assess requirements and arrangement of tools and plants and other stores 4) Keep vehicles, tractors and bull-dozers under the division in good, running condition 5) For relief work in vulnerable areas <ul style="list-style-type: none"> ◆ Prepare tentative list of works; and coordinate with other department i.e., WR/P&RD/Agriculture to carry out necessary works without which the existing irrigation infrastructures may be damaged by flood. ◆ Check provisions already made in approved schemes for these areas.
During Flood	<p>On receipt of flood warning, the EE, Irrigation shall:</p> <ol style="list-style-type: none"> 1) Keep close touch with the DC; 2) Alert staff; and 3) Check <ul style="list-style-type: none"> ◆ Tools and plants, store, ◆ Vehicles, trucks, bull-dozer, <p>On occurrence of floods, the EE shall:</p> <ol style="list-style-type: none"> 1) Visit the irrigation works in flood affected areas; 2) Lend the DC materials (if available) for temporary relief camps, vehicles if required; 3) Assess requirements and deploy staff to::Suggest DC for undertaking irrigation works, on test relief and render technical assistance as necessary; and <ul style="list-style-type: none"> ◆ Take safety measures for the protection of irrigation canals and other irrigation works. 4) Frequently visit the flood affected areas and ensure measures for safety of irrigation structures; and 5) For test relief: <ul style="list-style-type: none"> ◆ Finalize list and start works; ◆ Take up labour intensive items for approved plan schemes in the areas by engaging flood affected people.
Post Flood	<p>After the flood operation, EE shall:</p> <ol style="list-style-type: none"> 1) Restore tools, plants and stores 2) Repair/replace damage tools and plants; and 3) Collect materials, vehicles, lent to Deputy Commissioners

	<p>4) Prepare plan and estimates for repairing damaged structures and place it before DDMA for onward submission to the Government for necessary approval for State Disaster Response Funds (SDRF).</p>
Pre Flood	<p>The Executive Engineer PWD (Roads) will visit the generally flood affected areas within jurisdiction, and shall by the 30th of April:</p> <p>(1) Ensure that:</p> <ul style="list-style-type: none"> ◆ The road-side debris/materials are stacked in proper places so that they are not washed away during floods; ◆ The passage of all cross drainage works (bridges and culverts) are clear and free from obstructions to allow easy flow of the flood water; ◆ The Existing protective works, as exist in culverts and bridges and road approaches flanking such structure will have been repaired as necessary; ◆ The bailey bridges, single boats, engine driven mar-boats, bull dozers, road rollers trucks and other vehicles of the division are in good running condition; ◆ Materials for constructing temporary bridges and camps for PWD workers are available in stock according to the limit prescribed by the Chief Engineer, PWD ◆ Soundings are taken as necessary for structure, situated below the water level in April, and necessary drawings prepared for subsequent reference during floods. <p>2) Assess stocks of CI sheet, tarpaulins and other materials as are generally used for tents and temporary huts in relief camps, which may be available for lending to the DC if required,</p> <p>3) Assess and prepare list of staff of different categories for duties and make necessary arrangements</p> <p>4) Arrange reserve stock of tools and plants and other stores at scales prescribed by the chief Engineer, PWD</p>
During Flood	<p>On receipt of flood warning the EE shall:</p> <p>1) Under emergent conditions keep constant and continuous contacts with the concerned Deputy Commissioners/Civil Sub Divisional Officers</p> <p>2) Alert his subordinate for floods</p>

	<p>3) Draw up tentative programmes of the measures to be taken.</p> <p>And also:</p> <p>1) Immediately visit the flood affected areas</p> <p>2) Assess requirements and deploy staff for: Keep round the clock vigil of the roads and bridges, threatened by floods; Restore communication within the shortest time possible in all the National Highways, state roads and district roads in consultation with the superintending engineer. In case of village roads at least pedestrian traffic has to be restored; Keep proper vigil that no unauthorized cuts are made in PWD roads for draining out of flood water; and Take measures for the preservation of PWD buildings and other works in the flood affected area and prevent encroachments on Government lands under his charge.</p> <p>3) Report the submergence of roads to the Deputy Commissioner, Superintending Engineer, Chief Engineer and Secretary, PWD immediately after the occurrence indicating concisely the location and extent of submergence, the fact of closure of traffic;</p> <p>4) Report the nature and extent of damage during flood even where there is no subsidence or after subsidence of flood water, as the case may be and if the traffic is closed as a result thereof;</p> <p>5) Press into service baily bridges and vehicles, (as available) for rescue operations and transhipment of marooned people livestock and others as may be required by the DC</p> <p>6) Render technical assistance as may be required by the DC in constructing temporary huts in relief camps and in other test relief works, such as repairs to damaged village roads, culverts, bridges and new village roads.</p>
Post Flood	<p>1) Restore tools and plants;</p> <p>2) Repair/replace damaged tools and plants;</p> <p>3) Collect the items lent to DC for creating temporary structures in relief camps;</p> <p>4) Take steps to repair damaged roads, culverts, bridges, buildings and other structures borne in the books of PWD;</p> <p>5) Report DC, SE, CE and Secretary, PWD soon after</p>

	<p>restoration of communication and also intimate the expenditure/liability incurred thereof;</p> <p>6) Prepare detailed estimate which should also include the expenditure/liability incurred for restoration of traffic, the cost appraisal for the restoration of the road surface/ structures to the original condition and submit together with the statement in the proforma to the SE for onward transmission by the latter to higher authorities in PWD for obtaining sanction and arrangement of funds</p> <p>7) Prepare plan and estimates for immediate restoration of damaged infrastructures and place it before DDMA for forwarding it to the Government (for SDRF).</p>
7.5.9 Executive Engineer, PHE	
Pre flood	<p>The Executive Engineer, Public Health Engineering shall visit the generally flood affected areas by the 30th of April, and:</p> <p>1) Assess measures likely to be required for safe water supply in the areas;</p> <p>2) Prepare: A list engineering personnel of different categories already available in the nearest PHE division and the number of additional hands that may be required in each area in case of heavy floods; A list of engineering personnel of different categories who, in case of necessity can be withdrawn from their places of work and utilised for relief work;</p> <p>(3) Arrange for mobilizing at short notice two PHE teams at the district headquarters to rush them for relief work;</p> <p>(4) Ensure adequate stocks of: Equipment and materials for sinking tube well, ring well, pit/sanitary latrines in the relief camps and other places in the flood affected areas; and Camp materials and other stores for workers and keep them in appropriate places. Preposition the water purifier mounted vehicle used for providing packaged drinking water in vulnerable locations in the State.</p> <p>(5) Keep the departmental vehicles in good running condition.</p>
During Flood	<p>On receipt of flood warning, EE shall:</p> <p>1) Alert subordinate officers and staff regarding floods;</p>

	<ol style="list-style-type: none"> 2) Check vehicles, equipment, stores and 3) Draw up tentative programmes for action. <p>On occurrence of floods, EE shall:</p> <ol style="list-style-type: none"> 1) Keep close touch with the DC; 2) Visit the flood affected areas immediately with one PHE team and start measures for water supply and pit/sanitary latrines 3) Assess extent of water supply measures required and deploy necessary staff. If the staff available in the district are not sufficient to cope with the situation, arrange through CPHE additional staff; and 4) Constantly visit the flood affected areas and ensure adequate safe water supply measures and sanitation in the relief camps.
Post Flood	<p>After the flood relief operation, EE shall:</p> <ol style="list-style-type: none"> 1) Restore tools and equipment, stores, etc. and 2) Repair/replace damaged tools and equipment 3) SDRF proposals for damaged water supply pipelines and infrastructures
7.5.10 Superintendent of Police	
Pre Flood	<p>The Superintendent Police (SP) will visit the generally flood affected areas and he will by the 15th of May:</p> <ol style="list-style-type: none"> 1) Prepare a list indicating the number of Police personnel, Civil Defence and Home guards likely to be deployed in addition to the Police personnel in the existing Police stations and out posts in each such area for purposes like Law & Order, Rescue & Evacuation. The list regarding the Civil Defence and Home guards shall be prepared in consultation with the Commandant, Civil Defence and Home Guards of the district. SP shall indicate the requirement of Civil Defence and Home Guard through the District Magistrate; 2) Keep the Police vehicles and equipment, in good working condition; 3) Prepare a tentative list of vehicles likely to be required for requisition for patrolling rescue operation, evacuation of affected people live-stock, transport of relief workers and carrying relief articles; 4) Arrange for required number of police wireless sets to be

	kept in readiness for temporary installation in the affected area; and5) Stock the required equipment and stores
During Flood	<p>On receipt of the flood warning, SP shall:</p> <ol style="list-style-type: none"> 1) Alert/ready the Police personnel for relief operations; 2) Collect intelligence reports about incidences of crime following the flood and take effective measures to prevent and investigate such crimes; 3) Assist in rescue operations and evacuation or transfer of affected people to relief camps or safer places through providing security to the rescuers (SDRF/NDRF) 4) Help strayed persons to re-establish contact with members of their families or relations; 5) Take care of salvaging property including live-stock of the affected people; 6) Postpolice guards at vital installations and arranging guard for relief materials at the relief camps; 7) Render assistance in restoration of means of communications (police wireless will be commissioned if necessary) 8) Arrange special patrol on lines of communications, along with relief materials when carried; 9) Arrange required number of vehicles in addition to the available police vehicles, by requisition or otherwise; and 10) Undertake constant tours to be able to bring in effective police measures. 11) Disseminate information through Police Radio Communication if required.
After Flood	<p>After the flood relief operation SP shall:</p> <ol style="list-style-type: none"> 1) Restore vehicles, equipment and camp materials and 2) Repair/replace damaged equipment
7.5.11 District Animal Husbandry & Veterinary Officer	
Pre Flood	<p>District Animal Husbandry and Veterinary Officer will visit the generally flood affected areas and he will by the 30th of April</p> <ol style="list-style-type: none"> 1) Assess requirements of veterinary measures to be taken in the areas and arrange Veterinary Assistant Surgeons(VAS), Veterinary Field Assistant(VFA) and other staff; Equipment, medicines,

	<p>vaccines and disinfectants Materials for installing first aid centres and camp dispensaries.</p> <p>Suitable high places for sheltering live-stock from flood affected areas.</p> <p>Mobilize at short notice two or more veterinary teams (each team normally comprising one VAS and five VFA) at the district headquarters for relief work in case of an emergency.</p> <p>Keep prescribed scales of all essential equipment, medicines, vaccines, disinfectants in every hospital dispensary, first aid centre in the areas to be readily available for relief.</p> <p>Fodder like hay and green grass from live-stock fodder farms or from the other sources</p> <p>Measures for prevention combating a situation like wide-spread disease in epidemic form among animals.</p> <p>2) Assist the Deputy Commissioner in arranging with local traders for supplying animal feed at reasonable price if required during the floods</p> <p>3) Prepare a veterinary map for these areas showing veterinary hospitals, dispensaries, first aid centres, AI. Sub-centres and cattle population covered by each of these institutions and forward a copy each to DC and Director of Animal Husbandry and Veterinary.</p> <p><u>Training in Veterinary relief measures</u></p> <p>The Director of Veterinary shall organize:</p> <p>1) By arrangement with the veterinary college short duration training course in veterinary medical care and prevention of epidemic among animals for staff of the V. & AH. Department; and</p> <p>2) Awareness programmes for general public in these areas on veterinary measures to be implemented prior to flood season through posters, pamphlets and film strips.</p>
During Flood	<p>DAH & VO on receipt of flood warning shall:</p> <p>1) Alert the subordinate officers and field staff;</p> <p>2) Check and arrange personnel stores, equipment, vehicles and</p> <p>3) Draw up tentative programme of relief work;</p> <p>On occurrence of floods DAH & VO shall:</p> <p>1) Keep close touch with DC.;</p>

	<ol style="list-style-type: none"> 2) Visit the flood affected areas immediately with a veterinary relief team and start relief measures; 3) Arrange with the help of DC shifting of live-stock to suitable high places; 4) Assess extent of veterinary services required and deploy necessary staff. If the staff available for relief work in the district are not sufficient then arrangement for drafting of additional staff from outside the district through the Director of Animal Husbandry and Veterinary shall be made; 5) Open first aid centres and dispensary camps if the existing first aid centres, dispensaries and hospitals are not sufficient; 6) (i) Assist the public in taking preventive measures against any epidemic among live-stock and take measures to vaccinate all susceptible livestock against such diseases 7) Arrange and distribute feed and fodder for the animals as directed by the DC; and 8) Constantly visit the flood affected areas and ensure effectiveness of the measures
Post Flood	<p>After the flood DAH & VO shall:</p> <ol style="list-style-type: none"> 1) Restore equipment and stores; 2) Repair or replace damaged equipment; 3) Arrange for the disposal of balance medicines or replenish stock of medicine and stores; and 4) Take steps for repair of damaged veterinary buildings 5) SDRF proposals be prepared, if any
7.5.12 Deputy Director, Food & Civil Supplies	
Pre Flood	<p>The Deputy Director of Supply or any other officer of procurement and distribution of civil supplies in the district will by the 30th of April:</p> <ol style="list-style-type: none"> 1. Arrange for the procurement of controlled commodities like rice and maintain a reserve stock of the required quantities of these items in specified places, with the government agencies to be released during the floods on a requisition from the DC. The reserve stock will not be released for any other purpose without the specific approval of DC.; 2. Hold discussions with representatives of the Chamber of Commerce, local traders and co-operatives and ensure

	<p>that adequate stock of other non-controlled essential commodities like edible oil, salt, kerosene, free sugar, gur, pulses, and potatoes. Baby food, wheat bran and the like are maintained by them so that they can also be made available at reasonable prices to DCs for relief works.</p> <ol style="list-style-type: none"> 3. Arrange through the Director of supply for procurement of the controlled and essential non-controlled and essential non-controlled items, which cannot be locally procured from within the district. 4. Intimate DC the names of the agencies and the quantity of reserve stock available with each; 5. Keep certain quantities of reserve stock by arrangement with the approved dealers of GCI sheets to be made available at reasonable rates to be made flood affected people ; and 6. Arrange with the Food Corporation of India, the Assam State Co-operative Marketing and Consumers' Federation Limited and the wholesale Co-operative Societies for lifting by DC from each of these agencies not exceeding 500 quintals each of <i>atta</i> and rice, as necessary, without prior allotment of the Government of India or the Director of Supply. Such lifting of <i>atta</i> or rice will be adjusted against the quota of the next month or regularised by obtaining formal allotment
During Flood	<p>The D.D.S. or the officer –in-charge of civil supplies shall:</p> <ol style="list-style-type: none"> 1. Ensure adequate supply position of essential commodities, particularly the controlled commodities not only in the affected areas but also in the other areas of the district; 2. Keep constant vigil by the supply staff so that the traders do not take advantage of the situation create any condition of artificial scarcity and inflate the price of the commodities. Any tendency towards hoarding and profiteering should be dealt with sternly; 3. Take steps on priority basis for arranging additional supplies from within or outside the district, if the reserve stock of the controlled commodities is not enough for relief due to widespread floods; 4. Cause retail outlets to be opened, where necessary, in the affected areas as may be directed by the DC

	<p>5. Deploy staff for relief in the affected areas; and 6. Seek at once the assistance of DC in case of difficulty regarding transport of essential commodities:</p> <p>If it is due to shortage of wagons, to move government for taking up with the railway authorities at the appropriate level for placing of sufficient number of wagons; and</p> <p>For taking up with the Assam State Transport Corporation, Inland Water Transport Organisation and other transport agencies for giving priority in transporting essential commodities in the flood affected areas. If the fleet of these organizations is not sufficient to cope with the situation, the vehicles, boats and motor launches. requisitioned by DC for relief may also be utilized.</p>
Post Flood	<p>D.D.S. or the officer in-charge shall:</p> <ol style="list-style-type: none"> 1) Obtain the particulars from the government agencies regarding the quantity of each of the commodities released from the reserve or other stock for relief and submit a complete return within one month from the date of expiry of the emergency to DC and to the Director of Supply 2) Allow with the approval of DC the balance of the reserve stock, with different government agencies to be utilised for general purposes as soon as the flood relief is over.
7.5.13 District Social Welfare Officer	
Pre Flood	<p>The District Social Welfare Officer (SWO) will visit generally flood affected areas under jurisdiction and shall by the 30th of April:</p> <ol style="list-style-type: none"> (1) Make arrangements for Mobile units of maternity and child welfare centres likely to be necessary in the affected areas <p>Draw up nutrition programmes for children below 6 years and expectant/nursing mothers in the flood prone areas through the Anganwadi Centres; Provide community education (material support and activities) on promoting early initiation and exclusive breastfeeding and timely quality complementary feeding for young children and also special nutritional needs of pregnant and lactating mothers ,hand washing ,safe water,hygiene and sanitation.</p> <p>Make arrangements for taking care in the relief centres of orphans, old, infirm and the destitute; and</p>

	<ol style="list-style-type: none"> 2) Make a list and the facilities of voluntary social welfare organisations and AnganwadiCentres located in the district which may be associated, in case of necessity, in relief operation and a list of personnel for rendering services in the relief centres. 3) Keep vehicles in good running condition.
During Flood	<p>On receipt of flood warning SWO shall:</p> <ol style="list-style-type: none"> 1) Keep constant touch with DC; and2) Alert personnel about floods <p>On occurrence of floods, SWO shall:</p> <ol style="list-style-type: none"> 1) See that orphans, old, infirm and destitute accommodated in the relief/evacuation centre are properly taken care of ; 2) Requisition the services of the voluntary social welfare organizations for rendering assistance as and when necessary; 3) Organize running of kitchen, if required by DC for the persons mentioned in (1) above: 4) Shift the destitute, where necessary to the destitute homes; and 5) Ensure optimal infant and young child feeding practices i.e.,protect, support and promote early initiation of breast feeding within 1 hour of birth and exclusive breastfeeding of infant s for six months, counsel on safe, adequate and acceptable complementary food for childrenwith continued breastfeeding for 2 years and above. 6) Donate milk powder, packaged infant food substitute or milk substitute is not recommended for children under 2 years of age as clearly stipulated in the IMS (Infant Milk Substitute Act) 7) Ensure appropriate management of moderate to acute malnutritionof children and supplementary feeding for vulnerable groups including pregnant and lactating women according to identified needs. 8) Support and coordinate with NRHM for vitamin supplementation and deworming (12-59 months) with the help of Anganwadi workers. 9) In coordination with the Health department support identification of severely acute malnourished children and refer them to health facilities/nutrition rehabilitation centre. 10) Ensure the intake of iodized saltamong women and children.

7.5.14 Irrigation Department

Pre Flood:

The Executive Engineer, Irrigation shall pursue joint verification with the Mechanical/Electrical counterparts of Irrigation Project/schemes that falls under the jurisdiction of the Nodal Division and shall:

(1) By 31st December

- a) Identify the vulnerable points of irrigation structures like head works, aqueducts, cross drainage, canal embankments and canal system, intake LIC/DTW points and the like.
- b) Map vulnerable structures and canal systems including vulnerability of mechanical/electrical structures.
- c) Forward by the 31st of January, the prepared maps showing vulnerabilities to DCs and SDOs and other district level officers.
- d) Suggest DC for undertaking works on
Repairing vulnerable structures of the project.
Closing branches of canal embankments, raising and strengthening of embankments to protect agricultural lands against flood.
Assess the position of pumps/motors including electrical transformers and statuses of electrical connections
Prepare a detailed plan and estimate of works as may be required by DC and render necessary technical assistance to DC in execution of the works.

(1) By 30th April

- a) Prepare a tentative list of Irrigation personal for round the clock patrolling of Irrigation structures and canal system.
- b) The Addl. CE(I)SEs along with the concerned EE shall visit the generally flood affected area under command of each scheme and ensure that the canal embankments, irrigation pump motors, electrical equipment are in good condition/require immediate measures to protect irrigation assets identified as vulnerable from joint verification.
- c) Complete short term emergent flood protective measures of electrical/mechanical pump houses, from impending danger from bank erosion.

By 30th May

- a) Accompany DC along with SP for joint verification of vulnerable areas

	b) Identify drought prone areas under command of irrigation projects
During Flood	<p>The Executive Engineer shall:</p> <ol style="list-style-type: none"> 1. Follow the Flood Warning System/message at the upstream release of water from the dam etc. of international country like Bhutan for headwork protection at Major/Medium project Head Work located at National/International boundary 2. Keep constant vigil of on canal systems and round the clock monitoring duty of important canal structures like Head Works 3. Keep open the Head Work gates during occurrence of flood of a devastating nature 4. Keep in touch with DC and take action during unprecedented floods that caused danger/damage to structures and inform higher departmental officials immediately
Post Flood	<p>As soon as flood water recedes, the EE Irrigation shall:</p> <ol style="list-style-type: none"> 1. Prepare plans and estimates for these items of work that may be required for irrigation supply to field after receding of flood. 2. Finalize and start labour oriented work for test relief in consultation with DC which includes the following: Repair to damage canal embankments, afflux bunds, guide bunds, bund protection work out of their own funds and render technical assistance to P&RD to undertake works involving canal embankments and bunds 3. Prepare plan and estimates for repairing damaged structures embankments/pump houses/intake points and place those before DDMA for onward submission to the Government for necessary approval of the State Disaster Response Fund (SDRF)

7.6 RESPONSE PLAN FOR FLOODS

Sl. No.	TASK	RESPONSIBILITY
1	<p>Early Warning received from the North East Space Application Centre (NESAC)/IMD/CWC and other sources will be disseminated to the following State level officials through SMS:</p> <p>Minister Revenue and Disaster Management Chief Secretary Addl. Chief Secretary - Revenue & DM Secy-Revenue & DM CEO-ASDMA Secretary -WR Dept., Secretary -Home Dept, Commissioner & Spl. Secy PWD(Roads) CM Office and SPO-ASDMA</p>	State Emergency Operation Centre
2	<p>Information will also be disseminated to the following designated contacts through SMS/Phone of the concerned district:</p> <p>Concerned Deputy Commissioner, ADC-Disaster Management/CEO-DDMA, SDO (Civil) in case of civil Sub Division, Concerned Revenue Circle Officers & Project Officer, ASDMA posted in the districts.</p> <p>Maps and other information received from NESAC will also be forwarded to DC, SDO (Civil), PO-ASDMA & NIC over e-mail</p>	State Emergency Operation Centre
3	<p>Sub Committee of SEC for Flood Review shall meet if the situation so demands to review the flood situation in the State under the Chairmanship of the Chief Secretary.</p>	ASDMA will be the Secretariat to conduct such meetings
4	<p>SEC may direct CEO ASDMA to requisition NDRF/ Army/Air Force if required</p>	CEO, ASDMA
5	<p>After specific time period (12/24 or 48 hrs. as per the FLEWS) of Flood Warning issued by NESAC, Project Manager/Project Officer Response of ASDMA will monitor the situation and keep CEO, ASDMA informed about the development.</p>	PM, Response/PO Response

Response at District level		
6	<p>On receipt of Flood Warning, DDMA will pass the information for taking necessary measures to:</p> <ul style="list-style-type: none"> The concerned SDO(Civil) Revenue Circle Officer Suptd. of Police Executive Engineer WR Dept. Executive Engineer, PWD(Roads) Station Officer-Fire Service Station and I/C of State Disaster Response Force (SDRF)/National Disaster Response Force (NDRF) if stationed in the district. Deputy Director, F&C Supplies Jt. Director Health Services District Veterinary Officer to take necessary measures so that if necessary assistance can be provided in short notice to the affected areas DIPRO, if requires to give public announcement for evacuating people from vulnerable areas 	<p>Deputy Commissioner (DC) will direct Addl. DC or CEO, DDMA</p>
7	<p>SP will instruct Senior Station officer, Fire and Emergency Services/SDRF to assist the Circle Officer in rescue, evacuation and relocation processes</p>	<p>Superintendent of Police (SP)</p>
8	<p>Senior Station officer, Fire and Emergency Services will mobilize teams of SDRF and boats available in their custody and coordinate with DDMA/Circle Officer for response.</p>	<p>Snr. Station officer, Fire and Emergency Services</p>
9	<p>Executive Engineer, WR Dept. shall mobilize man material to strengthen weak embankment, keep constant vigil on Water Levels & and take necessary temporary measures to avert any breaches in embankments.</p>	<p>Executive Engineer, WR Dept.</p>
10	<p>Take adequate measures to ensure that the road communication is not disrupted; repair any breaches on roads for evacuation and supply of relief to the affected people.</p>	<p>Executive Engineer, PWD (Roads)</p>
11	<p>Jt. Director Health Services on receipt of information will initiate to mobilize medical response team, ambulances and alert all government hospitals in the area</p>	<p>Jt. Director Health Services</p>

Response at District level		
	likely to be affected. JD shall also direct SDMHO and I/C PHC of the concerned area to form a team of doctors equipped with necessary medical equipment and move to the affected places or Relief Camp/centre as required by the Circle Officer.	
12	Take periodic report of the situation and instruct Circle Officers, Jt. Director Health Services, Executive Engineers of PWD(Roads),PHE, WR, Irrigation, Police, Fire & Emergency Services to take necessary measures as required for dealing with the situation	Deputy Commissioner
13	Deputy Commissioner will also inform State HQ about the prevailing situation and actions taken.	Deputy Commissioner
Response at Revenue Circle level		
14	On receipt of warning, mobilize the Lot Mondal, GaonBurah, SDRF and other agencies and resources available under Circle Officer's jurisdiction	Circle Officers (COs) of the concerned Revenue Circle
15	Go to the specific location immediately and inform the villagers on the probability of any flood event and ask them to take necessary precautionary measures	Lot Manadaland GaonBurah
16	In case of probability of high intensity flood, evacuation of people from vulnerable areas to pre-identified safe locations and preposition of quick Response Team/ SDRF/NDRF/Police Force/Sand Bags/ Boats/ Tarpaulin/Tents)	Circle Officers (COs) of the concerned Revenue Circle
17	Keep DC/SDO (Civil) informed on an hourly basis about the situation on the ground level and may request additional resources of man, material and machines if required from DC or SDO (Civil)	Circle Officers (COs) of the concerned Rev. Circle
18	Inform: Block Development Officer (BDO), so that BDO can inform PRI representatives for appropriate action- GP Secretary and GP President for appropriate action	Circle Officers (COs) of the concerned Revenue Circle
19	Open Relief Camps if required and give requisition for GR to DC	Revenue Circle Officer
19	Arrange for distribution of Relief	Revenue Circle Officer

CHAPTER VIII

EARTHQUAKE MANAGEMENT

Earthquakes are one of the most destructive of natural hazards. The impact of the event is most traumatic because it affects large areas, occurs all of a sudden and is unpredictable. They can cause large scale loss of life and property and disrupt essential services such as water supply, sewerage systems, communication, power and transport. They not only destroy villages, towns and cities but the aftermath leads to destabilization of the economic and social structure of the nation.

According to the latest Seismic map of India, the entire North-East region is one of the seismically most active regions of the world. The entire Himalayan Region is considered to be vulnerable to high intensity earthquakes of a magnitude sometimes exceeding 8.0 on the Richter scale. Amongst the most severe earthquakes in the world are the two great earthquakes which occurred on the 12th of June 1897 near Rongjuli, Assam (magnitude 8.7) and on the 15th of August 1950 at Tajobum, Arunachal Pradesh (magnitude 8.7). As many as 20 destructive earthquakes of magnitudes 6 to 7 have rocked this region during the past century. Scientific publications have warned that very severe earthquakes are likely to occur anytime in the Himalayan Region that could adversely affect the lives of several million people in the region.

Combined with this hazard is the vulnerability profile of the towns and cities where the growth is haphazard and uncontrolled. Huge urban population combined with poor quality and ill-maintained infrastructure, low quality building stock, and lower resilience of the high-density society increases the risks to earthquakes in the urban centres. Moreover, urban infrastructures often designed and constructed without satisfying minimum safety standards.

8.1 Critical Areas of Concern for the Management of Earthquakes in Assam

The terrain and natural features of the Brahmaputra Valley make the earthquakes in this region different from earthquakes in other parts of the country and world because of the secondary disasters that are triggered by the earthquakes in this region. Hence, preparedness and mitigation activities for earthquakes in Assam also need to include preparedness and mitigation activities for landslides and floods in vulnerable areas.

Further, if the growth of urbanization, change in housing typology and spread of habitation areas to vulnerable places like slopes and water bodies and increase of big infrastructures are considered, occurrence of major earthquakes in present times will cause devastating damages in the State.

8.2 The Approach to Management of Earthquakes

The Approach to Management of Earthquakes in Assam envisages the institutionalization of initiatives and activities based on scientific strategies, covering pre-earthquake components of prevention and early warning indicators or precursors, mitigation and preparedness, as well as post-earthquake components of emergency response, rehabilitation and recovery. The objective of all activities related to the management of earthquakes is to involve the local communities so that they are better informed and prepared to face such disasters in the future, with minimal loss of lives and damage to property, assets and infrastructure. A Risk Management framework which places local communities at the center helps to interface them with decision makers and provides the opportunity for continuous and effective feedback between the community at risk and other stakeholders that can immensely help better management efforts. The essential feature of this Risk Management framework is to view earthquake management issues in a more holistic and integrated manner by identifying, analyzing, evaluating and finally, effectively treating the risks. These steps can be implemented through a consultative and participatory process by involving the key stakeholders and can be monitored and reviewed concurrently at the various stages of implementation.

The earthquake management framework imposes the additional responsibility on professionals to improve their skills and expertise to contribute to capacity development, and to cooperate with other stakeholders in ensuring seismic safety. Specialists particularly scientists, engineers, architects and planners need to be closely involved in various earthquake management initiatives at all levels.

In addition to the above framework, the causation of secondary hazards places severe additional burdens on the Government Departments and the administration. Serious thought needs to be given to the management of landslides and floods that could be triggered by a severe earthquake in the region. The severity of these secondary hazards could depend on the time of the year when a major earthquake occurs. If it is during the peak flood season when the Brahmaputra is in spate, the secondary hazards could be extremely devastating than if it happens to occur during the dry season.

Individuals and Government functionaries have an important role to play in observing and reporting changes in the environment that are closely linked with varied precursors of earthquakes. Timely reporting, collating and analyzing observations and changes can enable the communities and the Government to take timely decisions in reducing loss of lives and property.

8.3 Roles & Responsibilities of different agencies/line departments

The Roles

8.3.1 Deputy Commissioner/DDMA	
Pre Earthquake	<ol style="list-style-type: none"> 1. DDMA shall prepare District Disaster Management Plan including Response Plan for Earthquakes and update it every year. 2. The DC on behalf of DDMA shall undertake all preparedness and mitigation measures as laid down in the NDMA guidelines on Earthquake Management 3. DC/DDMA shall involve different agencies to undertake vulnerability assessment and conduct safety audit of schools, hospitals and other life line public buildings 4. Based on the assessment shall direct the concerned agency to undertake adequate retrofitting measures to ensure safety of the vulnerable buildings. 5. If necessary the provisions of National Disaster Management Act 2005 may be invoked to ensure safety of the unsafe premises by barring entry of people into these places and issuing order to evacuate occupants from the vulnerable buildings. 6. Awareness programmes on earthquake safety measures should be taken up by DDMA on a large scale. 7. Capacity building programmes for Masons, Junior Engineers and Engineers on Earthquake Resistant Construction Practices, Doctors/ Paramedics/Nurses on Mass Casualty Management to be organized for increasing the capacity of the stakeholders so that the risk is reduced. 8. Earthquake drills will be conducted regularly by DDMA for testing the preparedness to respond
During Earthquake	<ol style="list-style-type: none"> 1. Activate the District level Incident Response Team and the District Emergency Operation Centre (DEOC). 2. Direct responses to the emergency as per the Response Plan 3. Mobilize SDRF and if necessary requisition NDRF and the Army to conduct Search & Rescue operations if required. 4. Direct activation of all Hospitals Emergency Management Plan 5. Send incident briefing to State HQ/SEOC regularly 6. Open relief camps and shelter places as required 7. Provide GR to the affected population
Post-Earthquake	<ol style="list-style-type: none"> 1. Conduct damage assessments through the Circle Officers/ Committee constituted for the purpose and submit details of the damage to Government.

	<ol style="list-style-type: none"> 2. Undertake rehabilitation work for the affected population 3. Submit proposal for recovery and reconstruction to the Government under SDRF.
8.3.2 PWD(Building)/PWD(Roads)	
Pre Earthquake	<ol style="list-style-type: none"> 1. Identify core teams for technical/engineering support/decision making in disaster situations 2. Develop manuals and guidelines for safe construction practices 3. Conduct training of staff in latest advancements of engineering, demolition techniques, health monitoring of infrastructure assets, seismic strengthening and retrofitting of buildings, critical infrastructure protection, DM 4. Maintain inventory lists of all key equipment and tools in the state that can be mobilised for response and recovery efforts 5. Integrate risk reduction as a component in design and construction practice of the department 6. Identify weak lifeline buildings/roads and bridges and develop strategy for strengthening/retrofitting so as to minimize damage/disruption 7. Undertake vulnerability assessment of buildings/roads and bridges and determine mitigation options 8. Undertake checks to ensure infrastructure/roads and bridges remain in operational condition, should disaster occur 9. Preposition emergency supplies and equipment/tools in high risk concentration areas 10. Undertake prevention/protection/structural rehabilitation measures retrofitting measures of lifeline buildings/ roads and bridges 11. Ensure that all design and construction in the department are in compliance with the Indian Construction Codes of Practice (BIS) and the National Building Code 12. Work towards Performance Based Seismic Designs 13. Preposition baily bridge and road clearance equipment in vulnerable places. 14. PWD (R) to identify roads that may be blocked by secondary disaster like landslides to ensure that communication not disrupted.
During Earthquake	<ol style="list-style-type: none"> 1. PWD (B) to provide assistance to DDMA in opening shelter places. 2. PWD (R) to restore road communication. 3. Mobilize resources for debris clearance operation. 4. Direct department engineering cadre for emergency response operations 5. Coordinate temporary repairs to buildings and related infrastructure

	<ol style="list-style-type: none"> 6. Undertake damage assessment of buildings/roads and bridges and related infrastructure 7. Undertake emergency repair and shoring of buildings/roads and bridges 8. Undertake construction of temporary structures and supporting structures to provide basic services to the affected population 9. Ensure controlled demolition and shoring up of buildings which have turned hazardous due to severe damage/tilting/settlement and the like
Post Earthquake	<ol style="list-style-type: none"> 1. Participate in conduct of structural damage assessments 2. Guide urban authorities and line agencies on structural repair works and package development of repair/reconstruction scheme for housing and related social infrastructure 3. Undertake detailed damage assessment of buildings/roads and bridges 4. Advise reconstruction/recovery of buildings and community infrastructure 5. Coordinate, monitor progress and prepare report- repair, reconstruction and strengthening/retrofitting of buildings 6. Prepare estimates and undertake repair/strengthening works 7. Provide technical guidance/guidelines for construction of new buildings 8. Supervise the civil work activities and ensure safe construction practices are streamlined during Recovery/Reconstruction phase
8.3.3 Health Engineering	
Pre Earthquake	<ol style="list-style-type: none"> 1. Undertake conditional assessment of existing infrastructures 2. Undertake risk assessment of the department facilities and cite recommendations 3. Protect/strengthen the supply network with alternative/complementary source 4. Undertake protection measures for the distribution of infrastructure (pumps, motors) 5. Identify in advance emergency groundwater resources resistant to natural and man-made disasters that could replace damaged public and domestic drinking water supplies 6. Train department engineers in DM 7. Plan the movement of staff to disaster affected areas and delegate responsibilities 8. Ensure restoration plans for damaged facilities 9. Maintain emergency stock of supplies (pre-contract agreement with suppliers can be an add-on)

During Earthquake	<ol style="list-style-type: none"> 1. Provide immediate safe drinking water supply in disaster affected areas 2. Provide immediate safe drinking water supply for conduct of response activities at hospitals, emergency shelters, schools designated as shelters and relief camps.
Post Earthquake	<ol style="list-style-type: none"> 1. Help in the conduction of damage assessments 2. Help in the management of shelter places and relief camps 3. Submit proposals for recovery and reconstruction to the Government 4. Undertake swift actions to restore damages lines

8.3.4 Health Department

Pre Earthquake	<ol style="list-style-type: none"> 1. Prepare medical response plan and ensure preparation of Hospital Contingency Plans 2. Retrofit or secure structural safety of Operation Theatre/Blood Bank/ICU 3. Conduct Hospital Mock drills 4. Undertake hospital safety assessment and identify shortcomings/gaps to be addressed 5. Ensure emergency supply stock cater to peak demand 6. Establish base for field hospitals along with basis/support services 7. Impart skills and training to medical practitioners to function in disaster situations/post-disaster situations 8. Work towards developing a cadre of volunteers trained in basic first-aid 9. Impart skills and training for private medical practitioners/private sector hospitals/private pharmacy to function during disaster/post-disaster situation 10. Conduct training of doctors, nurses and paramedics in trauma management and emergency response.
During Earthquake	<ol style="list-style-type: none"> 1. Activate medical response plan and Hospital Contingency Plans 2. Designate triage area in field as well at the hospital premises for prioritizing patient management 3. Activate Mobile Medical Response team 4. Set up field hospital if required 5. Provide basic medical assistance to the injured and who are in need of first-aid (pre-hospital care) 6. Provide medical assistance to the relief camp inmates
Post Earthquake	<ol style="list-style-type: none"> 1. Activate health surveillance systems to track down epidemic outbreak

	<ol style="list-style-type: none"> 2. Conduct health camps 3. Provide support in recovery operations 4. Carry out impact assessment on health infrastructure 5. Provide support to line departments in recovery and rehabilitation efforts of communities 6. Provide support of experts for counselling of disaster victims, psychosocial support
8.3.5 Urban Local Bodies	
Pre Earthquake	<ol style="list-style-type: none"> 1. Support activities to undertake risk assessment of the city 2. Incorporate/integrate DM concerns or hazard resistant constructions into process of: Land Use plan, Building byelaws, General development control regulations, City Development Plan, Master Plan 3. Facilitate developing a robust response plan in urban areas 4. Ensure enforcement of building byelaws and other regulation
During Earthquake	<ol style="list-style-type: none"> 1. Undertake rapid assessment of damage areas 2. Ensure housing back people to homes that are determined safe 3. Work with line agency for removal of debris 4. Mobilize efforts for undertaking heavy urban search and rescue, medical care/mass casualty care 5. Make provisions for sheltering the needy and minimize failure of basic services
Post Earthquake	<ol style="list-style-type: none"> 1. Help in the conduct of damage assessments 2. Help in the management of shelter places and relief camps 3. Submit proposal for recovery and reconstruction to the Government 4. Restore basic services 5. Ensure provisions for temporary housing and implementation of R&R package for urban areas
8.3.6 Home Department	
Pre Earthquake	<ol style="list-style-type: none"> 1. Establish State Disaster Response Force and conduct regular of training activities 2. Conduct scenario exercises/table-top exercises/full scale exercises to determine the state of preparedness of key response institutions and provide feedback for improvement 3. Ensure operational readiness of the key units functional (Police, Fire & Emergency Services) within the Home Department 4. Develop fail safe emergency communication plan and initiate measures to reach out to distant communities situated in high altitude or inaccessible areas

	<ul style="list-style-type: none"> 5. Prepare a response plan 6. Prepare a Traffic Management Plan 7. Undertake vulnerability assessment of all facilities and initiate mitigation actions
During Earthquake	<ul style="list-style-type: none"> 1. Dispatch response teams to the affected areas 2. Provide resource support to conduct Search & Rescue Operations 3. Maintain law and order at all times 4. Initiate further actions based on SITREP prepared by the State Disaster Information Centre 5. Relay information through emergency communication lines 6. Provide support to Fire & Emergency Services to undertake swift actions
Post Earthquake	<ul style="list-style-type: none"> 1. Provide security cover/arrangements for VIP visits 2. Assist the administration in supply and distribution and in maintaining law and order in the State 3. Ensure smooth functioning of recovery and rehabilitation efforts 4. Assist in management of the dead

8.4 RESPONSE PLAN FOR EARTHQUAKES

The Response to Earthquakes where the level of disaster is L2 or L3 will require the response mechanism to be in line with the Incident Response System which is detailed in Chapter VI section 6.2. As per the IRS guideline, the Incident Response team will be activated and the Response Plan for the first 72 hours is given below.

(FIRST 72 HOURS)

Sl. No.	TASK	RESPONSIBILITY
Time Frame: 0-24 Hours		
1	<p>Report the occurrence of earthquake with details regarding magnitude, epicentre and related details from agencies like IMD, NEIST and other sources.</p> <p>If large scale damages are likely to occur, SEOC to inform all concerned officers of IRT.</p>	SEOC
2	<p>If it is a L2/L3 disaster, the State level Incident Response team (IRT) shall be activated immediately without any formal notice and the team to assemble at the ASDMA Office which</p>	State level IRT/District level IRT

	will function as the SEOC. Simultaneously in the districts the District level IRT will be activated and shall meet at the Conference Room of the DC's office which will now function as the DEOC.	
3	IRT to be activated by a responsible officer. Scale of activation of IRT shall be decided by the RO/IC in SEOC.	Responsible Officer
4	All nodal officers of the line departments will man the desks both at the SEOC and DEOC levels with their departmental response plans and resource inventories	All line departments
5	Information from the affected sites shall be collected for briefing the IRT and chalking out strategy for response	Incident Commander/ Planning Section Chief
6	In case of communication link failures, alternate communication linkages with the districts shall be established through satellite phones, HF/VHF sets, HAM Radios and VSATs.	Communication unit, ASDMA and Police communication
7	Activate Operations Section of IRS for Emergency Response Operation	Incident Commander and Operation Section Chief
8	Responding agencies shall mobilize their resources for responding to the event. They are to send their resources to the Staging Area which will be activated by the Staging Manager. Record of entry of the resources and their deployment shall be maintained.	All Responding Departments and Staging Area Manager
9	Mobilize SAR Teams and search & rescue equipment and machinery to affected areas	Operations Section Chief both at State and District level in consultation with Director F&ES (State) and Senior Station Fire Officer (District), NDRF (if stationed nearby)
10	Mobilize Medical First Response Teams to	State: Director, Health &

	affected areas	Family Welfare, Superintendent Medical College District: Superintendent Medical College/ Civil Hospitals/Joint Director Health Services
11	Set up field hospitals near the affected areas and arrange to shift injured persons to field Hospitals	Director, Health & family Welfare (State)/ Superintendent Medical College or Civil Hospitals/Joint Director Health Services (District)
12	Health Institutions (Government and Private Hospitals) to be activated for receiving patients.	Director, Health & family Welfare (State)/ Superintendent Medical College or Civil Hospitals/Joint Director Health Services (District)
13	Make suitable transportation arrangements for the mobilization of quick response teams to the affected areas	Transport Branch under Operation Section
14	Provide security in the affected areas and maintain the law and order situation	Police
15	Request for the services of NDRF and Armed forces, if required through designated representative	Incident Commander
16	Assess the conditions of road, rail and air communication link for quick mobilization of Emergency Teams and resources to affected areas and take follow up actions	Planning Section Chief
17	Information and Publicity to establish media management / information cell for public information, guidance and rumour control	Information Officer
18	Mobilize relief materials i.e., tents, food materials, water, essential medicines, blankets and other	All concerned departments

	itemsto the affected districts and Revenue Circles	
19	Arrange to shift evacuated persons to temporary shelters and ensure provision of food, water facilities, blankets and storage of relief materials	Revenue Circle Officer
20	Arrange road, rail and air transport at State / District headquarters for dispatch of relief materials to the affected areas	Transport branch under Operations Section
21	Establish relief coordination centres at the airport, railway station and other important placesfor the arrival of Search & Rescue and Medical Teams coming for humanitarian aid	Logistics Section
Time Frame: 0-48 Hours		
22	Arrange information centre at shelter site for maintaining records of victims and to provide guidance to relatives, NGOs and others	Information Officer
23	Arrange for complaints regarding missing persons and initiate search in shelters, hospitals and police records	Team under Information Officer
24	Arrange for quick assessments of safe buildings for residents to enter	Assessment teams from PWD (B)/Engineering Colleges and others
25	Arrange for receiving humanitarian aid teams	Logistics Section
26	Arrange for disposal of dead bodies	Municipalities
Time Frame: 0-72 Hours		
27	Arrange for disposal of unidentified and unclaimed dead bodies	Police/Magistrates/ Municipalities
28	Activate short and interim relief measures	Relief Branch

CHAPTER IX

LANDSLIDE MANAGEMENT

Landslides are sudden, short-lived geomorphic events that involve a rapid-to-slow descent of soil or rock in sloping terrains. It can also be caused by excessive precipitation or human activities, such as deforestation or development that disturb the natural slope stability. Landslides are caused when the stability of a slope changes from a stable to an unstable condition. A change in the stability of a slope can be caused by a number of factors, acting together or alone.

The hilly tracts of the northeastern region of India are highly susceptible to slope instability due to the immature and rugged topography, fragile rock conditions, high seismicity resulting from proximity to the plate margins, and high rainfall. Extensive anthropogenic interference as part of developmental activities is another significant factor that increases this hazard manifold.

Assam's vulnerability to landslides is seen in the threat of landslides to housing and infrastructure, farms and fields, vast stretches of border roads and railway lines, hydro-electric and water supply installations, transmission line projects, and may also cut off vital communications affecting essential supplies and causing acute economic distress.

The frequent obstructions caused to the movement of traffic by numerous landslides during the rainy season, sometimes for days together bring untold misery to the people inhabiting the villages and townships in the landslide-prone hilly regions.

1.3 Landslide Management

The State Government emphasizes the importance of preventive, mitigation and preparedness aspects to stabilize or mitigate the risks posed by landslide hazards.

The most important role in this process is played by the local Government machinery. Once information is received about the probability of landslide occurrence within its jurisdiction, it initiates steps to warn the communities living in the area about the risks involved and tries to convince landowners/dwellers to shift to safer places. Moreover, further development is avoided in such high risk zones.

Restoration of road communication in such situations require pre identification of alternative roads and prepositioning of bailey bridges and other debris clearance machineries by PWD(Roads) in closest possible locations by PWD(Roads)/DDMA

1.4 Landslide Remediation Practices

A comprehensive risk management strategy requires systematic approach in planning and implementation. It includes two main categories, i.e., pre-disaster prevention strategies and

post-disaster management. Pre-disaster strategies include assessment of the hazard, risk analysis through the documentation of existing events, hazard zonation mapping and the application of modern techniques that can help in preventing the activation of dangerous processes. Comprehensive hazard zonation aims at preventing settlements and infrastructural elements from being located in the vulnerable areas and also prescribing, to some extent, the appropriate treatment measures required at vulnerable locations.

In Assam, most landslides occur during the monsoon barring a few, which are caused by earthquakes. Pore-water pressure plays a major role in initiating landslide events. There are also instances where toe erosion by rivers or nullahs and scouring of the hill slopes due to high velocity discharge of streams descending from the crown of the landslide gives rise to debris flows/landslides. Hence, surface and sub-surface water management on the slopes or in the catchments is the most effective remediation measure for controlling many landslides. Management of surface runoff and sub-surface water is done through the construction of drainage networks. Sub-surface drainage management is hardly practiced in our country for the stabilization of landslides. This aspect of prevention calls for immediate attention and agencies like the BRO, Public Works Department (PWDs) and others engaged in slope stabilization activities need to be equipped with modern technologies for the construction of sub-surface drainage networks.

1.5 Early Warning signs for Landslides

An early warning system includes awareness generation and the involvement of local communities as a vital component of an early warning system. If properly trained and adequately motivated, local communities can observe changes in key indicators, which act as early warning signs. The following are some key observable indicators that can provide premonitions of an impending slope failure:

- (a) Rainfall monitoring
- (b) Surface and sub-surface slope movements
- (c) Slope subsidence
- (d) Slope heave, development and widening of cracks
- (e) Tilting of trees and poles
- (f) Sudden oozing out of water or drying of water springs
- (g) Sub slope piping, under slope erosion
- (h) Sudden boulder falls
- (i) Cracking of building floors
- (j) Any other such events often providing irrefutable evidence of unsatisfactory slope behavior

Randomly picked isolated observations of this kind do not convey much but when all such evidence is collected, analyzed, and connected with other inputs, early warning alerts become possible.

9.4.1 Deputy Commissioner/DDMA	
Pre Landslide	<ol style="list-style-type: none"> 1 DDMA shall undertake the task for identifying landslide prone areas through concerned department/technical agencies 2 Undertake appropriate preventive and mitigation measures to minimise risk. 3 Make the concerned community aware of the impending risk and sensitize them on landslide safety measures. 4 Constitute and train local teams for sensitization, capacity building, response and coordination with authorities 5 DDMP shall be updated each year with recent/up-to-date resource inventories. 6 If necessary Deputy Commissioner as Chairperson DDMA shall invoke the provisions of the National Disaster Management Act 2005 to avert probable disasters 7 DDMA shall monitor the development activities in the hills and enforce due laws to ensure safe development 8 DDMA shall restrict settlement in the forest areas and hills through the Forest Department officials 9 DC/DDMA shall take measures in coordination with PWD to remove dangerous stones from hilly slopes with population
During Landslide	<ol style="list-style-type: none"> 1. DC/DDMA shall undertake response measures as per IRS principles 2. Mobilize SDRF and if necessary requisition NDRF and Army to conduct Search & Rescue operations in the event of any landslide if required. 3. Send incident briefing to State HQ/SEOC 4. Open relief camps and shelter places if required 5. Provide GR to the affected population if required
Post Landslide	<ol style="list-style-type: none"> 1. Conduct damage assessments through the Circle Officer/ Committee constituted for the purpose & submit details of the damage to Government. 2. Undertake rehabilitation work for the affected population 3. Submit proposal for recovery & reconstruction to the Government

Sl. No.	TASK	RESPONSIBILITY
1.	Report of the Incidence: Report the occurrence of Landslide to CS, Addl. CS (R&DM), CEO – ASDMA and Heads of all line departments.	DDMA/ DEOC/SEOC
2	Collect details and establish communication link, if required	Communication Unit ASDMA/Police Communication
3	Search & Rescue Operation/Evacuation: Removal of trapped and injured persons from buildings/ debris at the landslide site. Evacuation of the People affected from the damaged structures.	NDRF/SDRF/ Home Guard & Civil Defence
4	Emergency Medical Services& Public Health: Mass casualty management, emergency trauma life support & pre-hospital care	Comm. & Secy (Health & FW)/Jt. Director Health & FW
5	Provide Transport facility: Provide Transport facility to emergency responders and support coordinating agencies	State transport Dept./ DTO
6	Traffic control: Assure access/control and re-entry of the emergency response operation people	SP Traffic/ DSP Traffic
7	Debris Clearance: Identification, removal and disposal of debris, rubble and other material for proper performance of emergency response	SDRF/Municipal Board and Council
8	Restoration of essential services: Water Supply, Electricity	Comm. & Secy., PHE/ Secy (Power)/ hairman ASEB
9	Set up Relief Camps, if necessary	Concerned Revenue Circle Officer
10	Ensure proper distribution of Relief	Concerned Revenue Circle Officer
11	Damage assessment: Conduct ground survey to determine scope of the damage, casualties and the status of the key facilities	Concerned Revenue Circle Officer
12	Resource mobilization (volunteer support)	Director Sainik Welfare/ DYC- NYK/Civil Defence
13	Reporting: Preparation of the Situation Report of the incidence for appraisal of Chief Secy. /Addl. Chief Secy (Rev. & DM Dept.)/CEO, ASDMA	DDMA

CHAPTER X

STORMS AND CYCLONES

Assam is situated in the north eastern direction of Bangladesh (60% of the area) which is highly prone to cyclone/winds. Due to the location aspect, districts like Dhubri, Gaolpara, Hailakandi, Cachar and Karbi Anglong are more prone to cyclone/winds. Districts namely Kokrajhar, Bongaigaon, Kamrup, Barpeta, Nalbari, Darrang, Sonitpur, Nagaon, Marigaon, Lakhimpur, Dhemaji, Sibsagar, Jorhat, Golaghat, Dibrugarh, Tinsukia and Karbi Anglong are likely to experience wind speed of 50 m/s whereas districts like Hailakandi, Karimganj and Cachar has wind speed of more than 55m/s and are more vulnerable to cyclonic storms. Occasional cyclones do occur in western Assam and their severity is more during monsoon. According to BMTPC cyclone zonation, north-west districts of Assam lying in zone of high damage where wind speed can reach up-to 47 m/s. District very close to Bangladesh are in very high damage zone due to close proximity of Bay of Bengal (which is a cyclone basin). In this zone wind speed can reach up-to 55 m/s, can resultant into large scale damage.

The IMD Cyclone e-Atlas track records for the period 1968-2008 shows two cyclone events passing through the State. According to the Lutheran World Federation/Department for World Service India Program (ACT/LWS India) 2003, a short but devastating storm with torrential rains did occur in areas of Dhubri, Dhemaji, and Sonitpur districts of Assam on the 22nd of April 2003, Mancachar Sub Division of Dhubri district situated in the western corner of Assam were affected by this event. Almost 48 people were killed and 1,500 persons were injured in this event. There was also a record of similar event on 23rd December, 2010. During this event, Karbi Anglong, Cachar and Hailakandi were affected by severe winds.

10.1 Roles & Responsibilities of various agencies/line departments:

10.1.1 Deputy Commissioner/DDMA	
Pre Storm (before 1 st March of every year)	<ol style="list-style-type: none">1. DDMA will conduct adequate awareness programmes on storm safety measures.2. Before the storm season, instruct ASEB/Forest to trim the branches and remove dead trees/ branches3. Liase with the Power Department to check the condition of the transmission lines/poles4. DDMA shall check the safe operational procedures followed by the boats plying through IWT/Private ferries5. Randomly check of all vessels during lean season for compliance of safety norms6. DDMA shall coordinate with IWT and ensure that the QRTs are equipped and trained

During Storm	<ol style="list-style-type: none"> 1. On receipt of warning of impending storm, DDMA shall disseminate the warnings to all concerned 2. Activate the DEOC for undertaking response operations 3. Impose restrictions on the movement of boats if required 4. Mobilize SDRF and if necessary requisition NDRF and Army to conduct Search & Rescue operation in the event of any accident 5. Instruct PWD (Roads), Forest and Electricity department for road clearances, debris clearance- falling trees and restoration of power respectively 6. Send incident briefing to State HQ/SEOC regularly 7. Open relief camps and shelter places if required 8. Provide GR to the affected population if required
Post storm	<ol style="list-style-type: none"> 1. Conduct damage assessments through the Circle Officers/ Committee constituted for the purpose and submit details of the damages to the Government. 2. Undertake rehabilitation work for the affected population 3. Submit RG proposal for recovery and reconstruction to the Government
10.1.2 IWT	
Pre Storm	<ol style="list-style-type: none"> 1. Designate Ghat Managers. 2. Establish control room in linkage with the Ghat Managers 3. Disseminate daily weather report received from IMD to the Ghat Managers 4. Check the safety of the boats and availability of life buoy and life jackets in the boats 5. Equip and train QRTs
During Storm	<ol style="list-style-type: none"> 1. Restrict movement of the boats, if required 2. Keep Rescue vessels and QRTs in readiness to respond and send immediately in case of boat capsizing 3. Coordinate with DDMA for response activities
Post Storm	<ol style="list-style-type: none"> 1. Review events for taking necessary corrective measures
10.1.3 Fire & Emergency Services /SDRF	
Pre storm	<ol style="list-style-type: none"> 1. Prepare response plan and update resources inventories 2. Prepare logistic plan for the responders 3. Coordinate with DDMA for any storm warnings
During Storm	<ol style="list-style-type: none"> 1. Mobilize and deploy team with deep divers for operation in case of boat capsizing 2. Set up own communication networks 3. Carry out rescue operation for trapped victims, if required.

CHAPTER XI

Manmade Disasters

In addition to natural disasters, the State is susceptible to various man-made disasters. Economic development has brought along the problem of air, water and sound pollution and the challenges are going to accentuate only in the absence of effective and innovative innovations, not only in the realm of impact-minimization, but also in the choice of developmental model to be pursued. The state is a no stranger to the negative effects of faulty developmental planning. The flash floods of 2014 in Goalpara district demonstrated the devastating consequences of construction of railway line without proper thought having been given to the natural drainage system. And this is definitely not an isolated case.

The state has a large number of tea gardens that use chemicals as fertilizers and pesticides. The effect of the use of these chemicals on the soil health and water quality in is yet to be analysed in toto. The state also has a striving oil industry and frequent incidents of oil spill are reported from the pipelines. Besides, the areas around the oil wells have adversely impacted large tracts of agricultural land.

Large scale incidence of malaria, Japanese encephalitis, dengue, cholera, gastroenteritis etc., which take a heavy toll of human lives or cause large scale casualties, often assume disastrous proportions. In addition to this, we are faced with the problems of major road accidents, stampede at important places and on auspicious occasions, frequent fire incidents because of short circuit or improper wiring and connections etc. All these issues need to be studied carefully to find effective solutions and remedial measures.

The numerous industrial accidents involving Hazardous Chemicals (HAZCHEM), which have occurred in the recent past, provide important learning lessons. The growth of chemical industries has led to an increase in the risk of occurrence of incidents associated with hazardous chemicals (HAZCHEM). A chemical industry that incorporates the best principles of safety can largely prevent such incidents. Common causes for chemical accidents are deficiencies in safety management systems and human errors, or they may occur as a consequence of natural calamities or sabotage activities. Chemical accidents result in fire, explosion and/or toxic release. The nature of chemical agents and their concentration during exposure ultimately decides the toxicity and damaging effects on living organisms in the form of symptoms and signs like irreversible pain, suffering, and death

Meteorological conditions such as wind speed, wind direction, height of inversion layer, stability class and others also play an important role by affecting the dispersion pattern of toxic gas clouds. Chemical disasters, though low in frequency, have the potential to cause significant immediate or long-term damage.

Various extremist groups have been perpetrating large scale violence and mayhem by killing and kidnapping innocent people as well as planting bomb and explosive devises in crowd places. Kidnapping and killing by extremists have also given rise of more serious and large scale conflict in several instances in different parts of the State.

The State of Assam with its peculiar topography has a unique demographical composition and ethnic clashes amongst communities have been witnessed in recent times. Certain parts of the State witnessed frequent ethnic violence in the last decades and large scale deployment of armed forces and relief and rehabilitation measures were required in such incidents.

As in case of natural disasters, the departments concerned will have to take action to prevent, mitigate and respond to various forms of man-made disasters. It is not possible within the scope of this manual to describe specific steps to be taken in respect of different kinds of disasters. One thing that can be said with certainty is that each of the departments and where more than one department is involved, all of them, will have to develop Standard Operating Protocols to deal with disasters, specifying the role and responsibility of the officials at different levels and resources required.

Secondly, the departments must bear a serious look at the regulatory regime in place to prevent such disasters and ensure the effectiveness of the enforcement mechanism.

Thirdly, awareness-generation among the masses likely to be affected needs to be done in a more efficacious manner to ensure their participation in preventing or mitigating the threat. Departments and agencies concerned should recognize them as an important stake-holder.

Lastly, long-term investment in creating appropriate infrastructure is required and should form part of the departmental DM plans. For instance, road accidents can be reduced substantially by creating awareness, but to have a holistic solution it will require infusion of innovative technology to monitor the traffic on the roads.

পঞ্জীকৃত নম্বৰ - ৭৬৮/৯৭

Registered No. - 768/97

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THE ASSAM GAZETTE

অসাধাৰণ

EXTRAORDINARY

প্ৰাপ্ত কৰ্তৃত্বৰ দ্বাৰা প্ৰকাশিত

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GOVERNMENT OF ASSAM

ORDERS BY THE GOVERNOR

LEGISLATIVE DEPARTMENT : : LEGISLATIVE BRANCH

NOTIFICATION

The 19th August, 2006

No.LGL.75/2002/115. - The following Act published in the India Gazette are hereby republished for general information.

CENTRAL ACT NO. 53 OF 2005

THE DISASTER MANAGEMENT ACT, 2005

(As passes by the House of Parliament)

AN
ACT

to provide for the effective management of disasters and for matters connected therewith or incidental thereto.

be it enacted by Parliament in the Fifty-sixth Year of the Republic of India as follows :-

CHAPTER I

Preliminary

1. (1) This Act may be called the Disaster Management Act, 2005.

(2) It extends to the whole of India.

(3) It shall come into force on such dated as the Central Government may, by notification in the Official gazette appoint; and different dates may be appointed for different provisions of this Act and for different States, and any reference to commencement in any provision of this Act in relation to any State shall be construed as a reference to the commencement of that provision in that State.

Short title,
extent and
commence-
ment.

Definitions.

2. In this Act, unless the context otherwise requires,—

- (a) "affected area" means an area or part of the country affected by a disaster;
- (b) "capacity-building" includes—
- (i) identification of existing resources and resources to be acquired or created;
 - (ii) acquiring or creating resources identified under sub-clause (i);
 - (iii) organisation and training of personnel and coordination of such training for effective management of disasters;
- (c) "Central Government" means the Ministry or Department of the Government of India having administrative control of disaster management;
- (d) "disaster" means a catastrophe, mishap, calamity or grave occurrence in any area, arising from natural or man made causes, or by accident or negligence which results in substantial loss of life or human suffering or damage to, and destruction of, property, or damage to, or degradation of, environment, and is of such a nature or magnitude as to be beyond the coping capacity of the community of the affected area;
- (e) "disaster management" means a continuous and integrated process of planning, organising, coordinating and implementing measures which are necessary or expedient for—
- (i) prevention of danger or threat of any disaster;
 - (ii) mitigation or reduction of risk of any disaster or its severity or consequences;
 - (iii) capacity-building;
 - (iv) preparedness to deal with any disaster;
 - (v) prompt response to any threatening disaster situation or disaster;
 - (vi) assessing the severity or magnitude of effects of any disaster;
 - (vii) evacuation, rescue and relief;
 - (viii) rehabilitation and reconstruction;
- (f) "District Authority" means the District Disaster Management Authority constituted under sub-section (1) of section 25;
- (g) "District Plan" means the plan for disaster management for the district prepared under section 31;
- (h) "local authority" includes panchayati raj institutions, municipalities, a district board, cantonment board, town planning authority or Zila Parishad or any other body or authority, by whatever name called, for the time being invested by law, for rendering essential services or, with the control and management of civic services, within a specified local area;
- (i) "mitigation" means measures aimed at reducing the risk, impact or effects of a disaster or threatening disaster situation;
- (j) "National Authority" means the National Disaster Management Authority established under sub-section (1) of section 3;
- (k) "National Executive Committee" means the Executive Committee of the National Authority constituted under sub-section (1) of section 8;
- (l) "National Plan" means the plan for disaster management for the whole of the country prepared under section 11;

(m) "preparedness" means the state of readiness to deal with a threatening disaster situation or disaster and the effects thereof;

(n) "prescribed" means prescribed by rules made under this Act;

(o) "reconstruction" means construction or restoration of any property after a disaster;

(p) "resources" includes manpower, services, materials and provisions;

(q) "State Authority" means the State Disaster Management Authority established under sub-section (1) of section 14 and includes the Disaster Management Authority for the Union territory constituted under that section;

(r) "State Executive Committee" means the Executive Committee of a State Authority constituted under sub-section (1) of section 20;

(s) "State Government" means the Department of Government of the State having administrative control of disaster management and includes Administrator of the Union territory appointed by the President under article 239 of the Constitution;

(t) "State Plan" means the plan for disaster management for the whole of the State prepared under section 23.

CHAPTER II

THE NATIONAL DISASTER MANAGEMENT AUTHORITY

3. (1) With effect from such date as the Central Government may, by notification in the Official Gazette appoint in this behalf, there shall be established for the purposes of this Act, an authority to be known as the National Disaster Management Authority.

Establishment of National Disaster Management Authority.

(2) The National Authority shall consist of the Chairperson and such number of other members, not exceeding nine, as may be prescribed by the Central Government and, unless the rules otherwise provide, the National Authority shall consist of the following:—

(a) the Prime Minister of India, who shall be the Chairperson of the National Authority, *ex officio*;

(b) other members, not exceeding nine, to be nominated by the Chairperson of the National Authority.

(3) The Chairperson of the National Authority may designate one of the members nominated under clause (b) of sub-section (2) to be the Vice-Chairperson of the National Authority.

(4) The term of office and conditions of service of members of the National Authority shall be such as may be prescribed.

4. (1) The National Authority shall meet as and when necessary and at such time and place as the Chairperson of the National Authority may think fit.

Meetings of National Authority.

(2) The Chairperson of the National Authority shall preside over the meetings of the National Authority.

(3) If for any reason the Chairperson of the National Authority is unable to attend any meeting of the National Authority, the Vice-Chairperson of the National Authority shall preside over the meeting.

5. The Central Government shall provide the National Authority with such officers, consultants and employees, as it considers necessary for carrying out the functions of the National Authority.

Appointment of officers and other employees of the National Authority.

Powers and functions of National Authority.

6. (1) Subject to the provisions of this Act, the National Authority shall have the responsibility for laying down the policies, plans and guidelines for disaster management for ensuring timely and effective response to disaster.

(2) Without prejudice to generality of the provisions contained in sub-section (1), the National Authority may —

(a) lay down policies on disaster management;

(b) approve the National Plan;

(c) approve plans prepared by the Ministries or Departments of the Government of India in accordance with the National Plan;

(d) lay down guidelines to be followed by the State Authorities in drawing up the State Plan;

(e) lay down guidelines to be followed by the different Ministries or Departments of the Government of India for the purpose of integrating the measures for prevention of disaster or the mitigation of its effects in their development plans and projects;

(f) coordinate the enforcement and implementation of the policy and plan for disaster management;

(g) recommend provision of funds for the purpose of mitigation;

(h) provide such support to other countries affected by major disasters as may be determined by the Central Government;

(i) take such other measures for the prevention of disaster, or the mitigation, or preparedness and capacity building for dealing with the threatening disaster situation or disaster as it may consider necessary;

(j) lay down broad policies and guidelines for the functioning of the National Institute of Disaster Management.

(3) The Chairperson of the National Authority shall, in the case of emergency, have power to exercise all or any of the powers of the National Authority but exercise of such powers shall be subject to *ex post facto* ratification by the National Authority.

Constitution of advisory committee by National Authority.

7. (1) The National Authority may constitute an advisory committee consisting of experts in the field of disaster management and having practical experience of disaster management at the national, State or district level to make recommendations on different aspects of disaster management.

(2) The members of the advisory committee shall be paid such allowances as may be prescribed by the Central Government in consultation with the National Authority.

Constitution of National Executive Committee.

8. (1) The Central Government shall, immediately after issue of notification under sub-section (1) of section 3, constitute a National Executive Committee to assist the National Authority in the performance of its functions under this Act.

(2) The National Executive Committee shall consist of the following members, namely:—

(a) the Secretary to the Government of India in charge of the Ministry or Department of the Central Government having administrative control of the disaster management, who shall be Chairperson, *ex officio*;

(b) the Secretaries to the Government of India in the Ministries or Departments having administrative control of the agriculture, atomic energy, defence, drinking water supply, environment and forests, finance (expenditure), health, power, rural development, science and technology, space, telecommunication, urban development,

water resources and the Chief of the Integrated Defence Staff of the Chiefs of Staff Committee, *ex officio*.

(3) The Chairperson of the National Executive Committee may invite any other officer of the Central Government or a State Government for taking part in any meeting of the National Executive Committee and shall exercise such powers and perform such functions as may be prescribed by the Central Government in consultation with the National Authority.

(4) The procedure to be followed by the National Executive Committee in exercise of its powers and discharge of its functions shall be such as may be prescribed by the Central Government.

9. (1) The National Executive Committee may, as and when it considers necessary, constitute one or more sub-committees, for the efficient discharge of its functions.

Constitution of sub-committees.

(2) The National Executive Committee shall, from amongst its members, appoint the Chairperson of the sub-committee referred to in sub-section (1).

(3) Any person associated as an expert with any sub-committee may be paid such allowances as may be prescribed by the Central Government.

10. (1) The National Executive Committee shall assist the National Authority in the discharge of its functions and have the responsibility for implementing the policies and plans of the National Authority and ensure the compliance of directions issued by the Central Government for the purpose of disaster management in the country.

Powers and functions of National Executive Committee.

(2) Without prejudice to the generality of the provisions contained in sub-section (1), the National Executive Committee may—

(a) act as the coordinating and monitoring body for disaster management;

(b) prepare the National Plan to be approved by the National Authority;

(c) coordinate and monitor the implementation of the National Policy;

(d) lay down guidelines for preparing disaster management plans by different Ministries or Departments of the Government of India and the State Authorities;

(e) provide necessary technical assistance to the State Governments and the State Authorities for preparing their disaster management plans in accordance with the guidelines laid down by the National Authority;

(f) monitor the implementation of the National Plan and the plans prepared by the Ministries or Departments of the Government of India;

(g) monitor the implementation of the guidelines laid down by the National Authority for integrating of measures for prevention of disasters and mitigation by the Ministries or Departments in their development plans and projects;

(h) monitor, coordinate and give directions regarding the mitigation and preparedness measures to be taken by different Ministries or Departments and agencies of the Government;

(i) evaluate the preparedness at all governmental levels for the purpose of responding to any threatening disaster situation or disaster and give directions, where necessary, for enhancing such preparedness;

(j) plan and coordinate specialised training programme for disaster management for different levels of officers, employees and voluntary rescue workers;

(k) coordinate response in the event of any threatening disaster situation or disaster;

(l) lay down guidelines for, or give directions to, the concerned Ministries or Departments of the Government of India, the State Governments and the

State Authorities regarding measures to be taken by them in response to any threatening disaster situation or disaster;

(m) require any department or agency of the Government to make available to the National Authority or State Authorities such men or material resources as are available with it for the purposes of emergency response, rescue and relief;

(n) advise, assist and coordinate the activities of the Ministries or Departments of the Government of India, State Authorities, statutory bodies, other governmental or non-governmental organisations and others engaged in disaster management;

(o) provide necessary technical assistance or give advice to the State Authorities and District Authorities for carrying out their functions under this Act;

(p) promote general education and awareness in relation to disaster management; and

(q) perform such other functions as the National Authority may require it to perform.

National Plan.

11. (1) There shall be drawn up a plan for disaster management for the whole of the country to be called the National Plan.

(2) The National Plan shall be prepared by the National Executive Committee having regard to the National Policy and in consultation with the State Governments and expert bodies or organisations in the field of disaster management to be approved by the National Authority.

(3) The National Plan shall include —

(a) measures to be taken for the prevention of disasters, or the mitigation of their effects;

(b) measures to be taken for the integration of mitigation measures in the development plans;

(c) measures to be taken for preparedness and capacity building to effectively respond to any threatening disaster situations or disaster;

(d) roles and responsibilities of different Ministries or Departments of the Government of India in respect of measures specified in clauses (a), (b) and (c).

(4) The National Plan shall be reviewed and updated annually.

(5) Appropriate provisions shall be made by the Central Government for financing the measures to be carried out under the National Plan.

(6) Copies of the National Plan referred to in sub-sections (2) and (4) shall be made available to the Ministries or Departments of the Government of India and such Ministries or Departments shall draw up their own plans in accordance with the National Plan.

Guidelines for minimum standards of relief.

12. The National Authority shall recommend guidelines for the minimum standards of relief to be provided to persons affected by disaster, which shall include,—

(i) the minimum requirements to be provided in the relief camps in relation to shelter, food, drinking water, medical cover and sanitation;

(ii) the special provisions to be made for widows and orphans;

(iii) *ex gratia* assistance on account of loss of life as also assistance on account of damage to houses and for restoration of means of livelihood;

(iv) such other relief as may be necessary.

Relief in loan repayment, etc.

13. The National Authority may, in cases of disasters of severe magnitude, recommend relief in repayment of loans or for grant of fresh loans to the persons affected by disaster on such concessional terms as may be appropriate.

CHAPTER III
STATE DISASTER MANAGEMENT AUTHORITIES

14. (1) Every State Government shall, as soon as may be after the issue of the notification under sub-section (1) of section 3, by notification in the Official Gazette, establish a State Disaster Management Authority for the State with such name as may be specified in the notification of the State Government.

Establishment of State Disaster Management Authority.

(2) A State Authority shall consist of the Chairperson and such number of other members, not exceeding nine, as may be prescribed by the State Government and, unless the rules otherwise provide, the State Authority shall consist of the following members, namely:—

- (a) the Chief Minister of the State, who shall be Chairperson, *ex officio*;
- (b) other members, not exceeding eight, to be nominated by the Chairperson of the State Authority;
- (c) the Chairperson of the State Executive Committee, *ex officio*.

(3) The Chairperson of the State Authority may designate one of the members nominated under clause (b) of sub-section (2) to be the Vice-Chairperson of the State Authority.

(4) The Chairperson of the State Executive Committee shall be the Chief Executive Officer of the State Authority, *ex officio*:

Provided that in the case of a Union territory having Legislative Assembly, except the Union territory of Delhi, the Chief Minister shall be the Chairperson of the Authority established under this section and in case of other Union territories, the Lieutenant Governor or the Administrator shall be the Chairperson of that Authority:

Provided further that the Lieutenant Governor of the Union territory of Delhi shall be the Chairperson and the Chief Minister thereof shall be the Vice-Chairperson of the State Authority.

(5) The term of office and conditions of service of members of the State Authority shall be such as may be prescribed.

15. (1) The State Authority shall meet as and when necessary and at such time and place as the Chairperson of the State Authority may think fit.

Meetings of the State Authority.

(2) The Chairperson of the State Authority shall preside over the meetings of the State Authority.

(3) If for any reason, the Chairperson of the State Authority is unable to attend the meeting of the State Authority, the Vice-Chairperson of the State Authority shall preside at the meeting.

16. The State Government shall provide the State Authority with such officers, consultants and employees, as it considers necessary, for carrying out the functions of the State Authority.

Appointment of officers and other employees of State Authority.

17. (1) A State Authority may, as and when it considers necessary, constitute an advisory committee, consisting of experts in the field of disaster management and having practical experience of disaster management to make recommendations on different aspects of disaster management.

Constitution of advisory committee by the State Authority.

(2) The members of the advisory committee shall be paid such allowances as may be prescribed by the State Government.

Powers and functions of State Authority.

18. (1) Subject to the provisions of this Act, a State Authority shall have the responsibility for laying down policies and plans for disaster management in the State.

(2) Without prejudice to the generality of provisions contained in sub-section (1), the State Authority may —

(a) lay down the State disaster management policy;

(b) approve the State Plan in accordance with the guidelines laid down by the National Authority;

(c) approve the disaster management plans prepared by the departments of the Government of the State;

(d) lay down guidelines to be followed by the departments of the Government of the State for the purposes of integration of measures for prevention of disasters and mitigation in their development plans and projects and provide necessary technical assistance therefor;

(e) coordinate the implementation of the State Plan;

(f) recommend provision of funds for mitigation and preparedness measures;

(g) review the development plans of the different departments of the State and ensure that prevention and mitigation measures are integrated therein;

(h) review the measures being taken for mitigation, capacity building and preparedness by the departments of the Government of the State and issue such guidelines as may be necessary.

(3) The Chairperson of the State Authority shall, in the case of emergency, have power to exercise all or any of the powers of the State Authority but the exercise of such powers shall be subject to *ex post facto* ratification of the State Authority.

Guidelines for minimum standard of relief by State Authority.

19. The State Authority shall lay down detailed guidelines for providing standards of relief to persons affected by disaster in the State:

Provided that such standards shall in no case be less than the minimum standards in the guidelines laid down by the National Authority in this regard.

Constitution of State Executive Committee.

20. (1) The State Government shall, immediately after issue of notification under sub-section (1) of section 14, constitute a State Executive Committee to assist the State Authority in the performance of its functions and to coordinate action in accordance with the guidelines laid down by the State Authority and ensure the compliance of directions issued by the State Government under this Act.

(2) The State Executive Committee shall consist of the following members, namely:—

(a) the Chief Secretary to the State Government, who shall be Chairperson, *ex officio*,

(b) four Secretaries to the Government of the State of such departments as the State Government may think fit, *ex officio*.

(3) The Chairperson of the State Executive Committee shall exercise such powers and perform such functions as may be prescribed by the State Government and such other powers and functions as may be delegated to him by the State Authority.

(4) The procedure to be followed by the State Executive Committee in exercise of its powers and discharge of its functions shall be such as may be prescribed by the State Government.

21. (1) The State Executive Committee may, as and when it considers necessary, constitute one or more sub-committees, for efficient discharge of its functions.

Constitution of sub-committees by State Executive Committee

(2) The State Executive Committee shall, from amongst its members, appoint the Chairperson of the sub-committee referred to in sub-section (1).

(3) Any person associated as an expert with any sub-committee may be paid such allowances as may be prescribed by the State Government.

22. (1) The State Executive Committee shall have the responsibility for implementing the National Plan and State Plan and act as the coordinating and monitoring body for management of disaster in the State.

Functions of the State Executive Committee.

(2) Without prejudice to the generality of the provisions of sub-section (1), the State Executive Committee may—

(a) coordinate and monitor the implementation of the National Policy, the National Plan and the State Plan;

(b) examine the vulnerability of different parts of the State to different forms of disasters and specify measures to be taken for their prevention or mitigation;

(c) lay down guidelines for preparation of disaster management plans by the departments of the Government of the State and the District Authorities;

(d) monitor the implementation of disaster management plans prepared by the departments of the Government of the State and District Authorities;

(e) monitor the implementation of the guidelines laid down by the State Authority for integrating of measures for prevention of disasters and mitigation by the departments in their development plans and projects;

(f) evaluate preparedness at all governmental or non-governmental levels to respond to any threatening disaster situation or disaster and give directions, where necessary, for enhancing such preparedness;

(g) coordinate response in the event of any threatening disaster situation or disaster;

(h) give directions to any Department of the Government of the State or any other authority or body in the State regarding actions to be taken in response to any threatening disaster situation or disaster;

(i) promote general education, awareness and community training in regard to the forms of disasters to which different parts of the State are vulnerable and the measures that may be taken by such community to prevent the disaster, mitigate and respond to such disaster;

(j) advise, assist and coordinate the activities of the Departments of the Government of the State, District Authorities, statutory bodies and other governmental and non-governmental organisations engaged in disaster management;

(k) provide necessary technical assistance or give advice to District Authorities and local authorities for carrying out their functions effectively;

(l) advise the State Government regarding all financial matters in relation to disaster management;

(m) examine the construction, in any local area in the State and, if it is of the opinion that the standards laid for such construction for the prevention of disaster is not being or has not been followed, may direct the District Authority or the local authority, as the case may be, to take such action as may be necessary to secure compliance of such standards;

(n) provide information to the National Authority relating to different aspects of disaster management;

(o) lay down, review and update State level response plans and guidelines and ensure that the district level plans are prepared, reviewed and updated;

(p) ensure that communication systems are in order and the disaster management drills are carried out periodically;

(q) perform such other functions as may be assigned to it by the State Authority or as it may consider necessary.

State Plan.

23. (1) There shall be a plan for disaster management for every State to be called the State Disaster Management Plan.

(2) The State Plan shall be prepared by the State Executive Committee having regard to the guidelines laid down by the National Authority and after such consultation with local authorities, district authorities and the people's representatives as the State Executive Committee may deem fit.

(3) The State Plan prepared by the State Executive Committee under sub-section (2) shall be approved by the State Authority.

(4) The State Plan shall include,—

(a) the vulnerability of different parts of the State to different forms of disasters;

(b) the measures to be adopted for prevention and mitigation of disasters;

(c) the manner in which the mitigation measures shall be integrated with the development plans and projects;

(d) the capacity-building and preparedness measures to be taken;

(e) the roles and responsibilities of each Department of the Government of the State in relation to the measures specified in clauses (b), (c) and (d) above;

(f) the roles and responsibilities of different Departments of the Government of the State in responding to any threatening disaster situation or disaster.

(5) The State Plan shall be reviewed and updated annually.

(6) Appropriate provisions shall be made by the State Government for financing for the measures to be carried out under the State Plan.

(7) Copies of the State Plan referred to in sub-sections (2) and (5) shall be made available to the Departments of the Government of the State and such Departments shall draw up their own plans in accordance with the State Plan.

Powers and functions of State Executive Committee in the event of threatening disaster situation.

24. For the purpose of, assisting and protecting the community affected by disaster or providing relief to such community or, preventing or combating disruption or dealing with the effects of any threatening disaster situation, the State Executive Committee may—

(a) control and restrict, vehicular traffic to, from or within, the vulnerable or affected area;

(b) control and restrict the entry of any person into, his movement within and departure from, a vulnerable or affected area;

(c) remove debris, conduct search and carry out rescue operations;

(d) provide shelter, food, drinking water, essential provisions, healthcare and services in accordance with the standards laid down by the National Authority and State Authority;

(e) give direction to the concerned Department of the Government of the State, any District Authority or other authority, within the local limits of the State to take such measure or steps for rescue, evacuation or providing immediate relief saving lives or property, as may be necessary in its opinion;

(f) require any department of the Government of the State or any other body or authority or person in charge of any relevant resources to make available the resources for the purposes of emergency response, rescue and relief;

(g) require experts and consultants in the field of disasters to provide advice and assistance for rescue and relief;

(h) procure exclusive or preferential use of amenities from any authority or person as and when required;

(i) construct temporary bridges or other necessary structures and demolish unsafe structures which may be hazardous to public;

(j) ensure that non-governmental organisations carry out their activities in an equitable and non-discriminatory manner;

(k) disseminate information to public to deal with any threatening disaster situation or disaster;

(l) take such steps as the Central Government or the State Government may direct in this regard or take such other steps as are required or warranted by the form of any threatening disaster situation or disaster.

CHAPTER IV

DISTRICT DISASTER MANAGEMENT AUTHORITY

25. (1) Every State Government shall, as soon as may be after issue of notification under sub-section (1) of section 14, by notification in the Official Gazette, establish a District Disaster Management Authority for every district in the State with such name as may be specified in that notification.

Constitution of District Disaster Management Authority.

(2) The District Authority shall consist of the Chairperson and such number of other members, not exceeding seven, as may be prescribed by the State Government, and unless the rules otherwise provide, it shall consist of the following, namely:—

(a) the Collector or District Magistrate or Deputy Commissioner, as the case may be, of the district who shall be Chairperson, *ex officio*;

(b) the elected representative of the local authority who shall be the co-Chairperson, *ex officio*;

Provided that in the Tribal Areas, as referred to in the Sixth Schedule to the Constitution, the Chief Executive Member of the district council of autonomous district, shall be the co-Chairperson, *ex officio*;

(c) the Chief Executive Officer of the District Authority, *ex officio*;

(d) the Superintendent of Police, *ex officio*;

(e) the Chief Medical Officer of the district, *ex officio*;

(f) not exceeding two other district level officers, to be appointed by the State Government.

(3) In any district where zila parishad exists, the Chairperson thereof shall be the co-Chairperson of the District Authority.

(4) The State Government shall appoint an officer not below the rank of Additional Collector or Additional District Magistrate or Additional Deputy Commissioner, as the case may be, of the district to be the Chief Executive Officer of the District Authority to exercise such powers and perform such functions as may be prescribed by the State Government and such other powers and functions as may be delegated to him by the District Authority.

26. (1) The Chairperson of the District Authority shall, in addition to presiding over the meetings of the District Authority, exercise and discharge such powers and functions of the District Authority as the District Authority may delegate to him.

Powers of Chairperson of District Authority.

(2) The Chairperson of the District Authority shall, in the case of an emergency, have power to exercise all or any of the powers of the District Authority but the exercise of such powers shall be subject to *ex post facto* ratification of the District Authority.

(3) The District Authority or the Chairperson of the District Authority may, by general or special order, in writing, delegate such of its or his powers and functions, under sub-section (1) or (2), as the case may be, to the Chief Executive Officer of the District Authority, subject to such conditions and limitations, if any, as it or he deems fit.

Meetings.

27. The District Authority shall meet as and when necessary and at such time and place as the Chairperson may think fit.

Constitution of advisory committees and other committees.

28. (1) The District Authority may, as and when it considers necessary, constitute one or more advisory committees and other committees for the efficient discharge of its functions.

(2) The District Authority shall, from amongst its members, appoint the Chairperson of the Committee referred to in sub-section (1).

(3) Any person associated as an expert with any committee or sub-committee constituted under sub-section (1) may be paid such allowances as may be prescribed by the State Government.

Appointment of officers and other employees of District Authority.

29. The State Government shall provide the District Authority with such officers, consultants and other employees as it considers necessary for carrying out the functions of District Authority.

Powers and functions of District Authority.

30. (1) The District Authority shall act as the district planning, coordinating and implementing body for disaster management and take all measures for the purposes of disaster management in the district in accordance with the guidelines laid down by the National Authority and the State Authority.

(2) Without prejudice to the generality of the provisions of sub-section (1), the District Authority may—

(i) prepare a disaster management plan including district response plan for the district;

(ii) coordinate and monitor the implementation of the National Policy, State Policy, National Plan, State Plan and District Plan;

(iii) ensure that the areas in the district vulnerable to disasters are identified and measures for the prevention of disasters and the mitigation of its effects are undertaken by the departments of the Government at the district level as well as by the local authorities;

(iv) ensure that the guidelines for prevention of disasters, mitigation of its effects, preparedness and response measures as laid down by the National Authority and the State Authority are followed by all departments of the Government at the district level and the local authorities in the district;

(v) give directions to different authorities at the district level and local authorities to take such other measures for the prevention or mitigation of disasters as may be necessary;

(vi) lay down guidelines for prevention of disaster management plans by the department of the Government at the districts level and local authorities in the district;

(vii) monitor the implementation of disaster management plans prepared by the Departments of the Government at the district level;

(viii) lay down guidelines to be followed by the Departments of the Government at the district level for purposes of integration of measures for prevention of disasters and mitigation in their development plans and projects and provide necessary technical assistance therefor;

(ix) monitor the implementation of measures referred to in clause (viii);

(x) review the state of capabilities for responding to any disaster or threatening disaster situation in the district and give directions to the relevant departments or authorities at the district level for their upgradation as may be necessary;

(xi) review the preparedness measures and give directions to the concerned departments at the district level or other concerned authorities where necessary for bringing the preparedness measures to the levels required for responding effectively to any disaster or threatening disaster situation;

(xii) organise and coordinate specialised training programmes for different levels of officers, employees and voluntary rescue workers in the district;

(xiii) facilitate community training and awareness programmes for prevention of disaster or mitigation with the support of local authorities, governmental and non-governmental organisations;

(xiv) set up, maintain, review and upgrade the mechanism for early warnings and dissemination of proper information to public;

(xv) prepare, review and update district level response plan and guidelines;

(xvi) coordinate response to any threatening disaster situation or disaster;

(xvii) ensure that the Departments of the Government at the district level and the local authorities prepare their response plans in accordance with the district response plan;

(xviii) lay down guidelines for, or give direction to, the concerned Department of the Government at the district level or any other authorities within the local limits of the district to take measures to respond effectively to any threatening disaster situation or disaster;

(xix) advise, assist and coordinate the activities of the Departments of the Government at the district level, statutory bodies and other governmental and non-governmental organisations in the district engaged in the disaster management;

(xx) coordinate with, and give guidelines to, local authorities in the district to ensure that measures for the prevention or mitigation of threatening disaster situation or disaster in the district are carried out promptly and effectively;

(xxi) provide necessary technical assistance or give advise to the local authorities in the district for carrying out their functions;

(xxii) review development plans prepared by the Departments of the Government at the district level, statutory authorities or local authorities with a view to make necessary provisions therein for prevention of disaster or mitigation;

(xxiii) examine the construction in any area in the district and, if it is of the opinion that the standards for the prevention of disaster or mitigation laid down for such construction is not being or has not been followed, may direct the concerned authority to take such action as may be necessary to secure compliance of such standards;

(xxiv) identify buildings and places which could, in the event of any threatening disaster situation or disaster, be used as relief centers or camps and make arrangements for water supply and sanitation in such buildings or places;

(xxv) establish stockpiles of relief and rescue materials or ensure preparedness to make such materials available at a short notice;

(xxvi) provide information to the State Authority relating to different aspects of disaster management;

(xxvii) encourage the involvement of non-governmental organisations and voluntary social-welfare institutions working at the grassroots level in the district for disaster management;

(xxviii) ensure communication systems are in order, and disaster management drills are carried out periodically;

(xxix) perform such other functions as the State Government or State Authority may assign to it or as it deems necessary for disaster management in the District.

District Plan.

31. (1) There shall be a plan for disaster management for every district of the State.

(2) The District Plan shall be prepared by the District Authority, after consultation with the local authorities and having regard to the National Plan and the State Plan, to be approved by the State Authority.

(3) The District Plan shall include—

(a) the areas in the district vulnerable to different forms of disasters;

(b) the measures to be taken, for prevention and mitigation of disaster, by the Departments of the Government at the district level and local authorities in the district;

(c) the capacity-building and preparedness measures required to be taken by the Departments of the Government at the district level and the local authorities in the district to respond to any threatening disaster situation or disaster;

(d) the response plans and procedures, in the event of a disaster, providing for—

(i) allocation of responsibilities to the Departments of the Government at the district level and the local authorities in the district;

(ii) prompt response to disaster and relief thereof;

(iii) procurement of essential resources;

(iv) establishment of communication links; and

(v) the dissemination of information to the public;

(e) such other matters as may be required by the State Authority.

(4) The District Plan shall be reviewed and updated annually.

(5) The copies of the District Plan referred to in sub-sections (2) and (4) shall be made available to the Departments of the Government in the district.

(6) The District Authority shall send a copy of the District Plan to the State Authority which shall forward it to the State Government.

(7) The District Authority shall, review from time to time, the implementation of the Plan and issue such instructions to different departments of the Government in the district as it may deem necessary for the implementation thereof.

Plans by different authorities at district level and their implementation.

32. Every office of the Government of India and of the State Government at the district level and the local authorities shall, subject to the supervision of the District Authority, —

(a) prepare a disaster management plan setting out the following, namely:—

(i) provisions for prevention and mitigation measures as provided for in the District Plan and as is assigned to the department or agency concerned;

(ii) provisions for taking measures relating to capacity-building and preparedness as laid down in the District Plan;

(iii) the response plans and procedures, in the event of, any threatening disaster situation or disaster;

(b) coordinate the preparation and the implementation of its plan with those of the other organisations at the district level including local authority, communities and other stakeholders;

(c) regularly review and update the plan; and

(d) submit a copy of its disaster management plan, and of any amendment thereto, to the District Authority.

33. The District Authority may by order require any officer or any Department at the district level or any local authority to take such measures for the prevention or mitigation of disaster, or to effectively respond to it, as may be necessary, and such officer or department shall be bound to carry out such order.

Requisition by the District Authority.

34. For the purpose of assisting, protecting or providing relief to the community, in response to any threatening disaster situation or disaster, the District Authority may—

Powers and functions of District Authority in the event of any threatening disaster situation or disaster.

(a) give directions for the release and use of resources available with any Department of the Government and the local authority in the district;

(b) control and restrict vehicular traffic to, from and within, the vulnerable or affected area;

(c) control and restrict the entry of any person into, his movement within and departure from, a vulnerable or affected area;

(d) remove debris, conduct search and carry out rescue operations;

(e) provide shelter, food, drinking water and essential provisions, healthcare and services;

(f) establish emergency communication systems in the affected area;

(g) make arrangements for the disposal of the unclaimed dead bodies;

(h) recommend to any Department of the Government of the State or any authority or body under that Government at the district level to take such measures as are necessary in its opinion;

(i) require experts and consultants in the relevant fields to advise and assist as it may deem necessary;

(j) procure exclusive or preferential use of amenities from any authority or person;

(k) construct temporary bridges or other necessary structures and demolish structures which may be hazardous to public or aggravate the effects of the disaster;

(l) ensure that the non-governmental organisations carry out their activities in an equitable and non-discriminatory manner;

(m) take such other steps as may be required or warranted to be taken in such a situation.

CHAPTER V

MEASURES BY THE GOVERNMENT FOR DISASTER MANAGEMENT

Central Government to take measures.

35. (1) Subject to the provisions of this Act, the Central Government shall take all such measures as it deems necessary or expedient for the purpose of disaster management.

(2) In particular and without prejudice to the generality of the provisions of sub-section (1), the measures which the Central Government may take under that sub-section include measures with respect to all or any of the following matters, namely:—

(a) coordination of actions of the Ministries or Departments of the Government of India, State Governments, National Authority, State Authorities, governmental and non-governmental organisations in relation to disaster management;

(b) ensure the integration of measures for prevention of disasters and mitigation by Ministries or Departments of the Government of India into their development plans and projects;

(c) ensure appropriate allocation of funds for prevention of disaster, mitigation, capacity-building and preparedness by the Ministries or Departments of the Government of India;

(d) ensure that the Ministries or Departments of the Government of India take necessary measures for preparedness to promptly and effectively respond to any threatening disaster situation or disaster;

(e) cooperation and assistance to State Governments, as requested by them or otherwise deemed appropriate by it;

(f) deployment of naval, military and air forces, other armed forces of the Union or any other civilian personnel as may be required for the purposes of this Act;

(g) coordination with the United Nations agencies, international organisations and governments of foreign countries for the purposes of this Act;

(h) establish institutions for research, training, and developmental programmes in the field of disaster management;

(i) such other matters as it deems necessary or expedient for the purpose of securing effective implementation of the provisions of this Act.

(3) The Central Government may extend such support to other countries affected by major disaster as it may deem appropriate.

Responsibilities of Ministries or Departments of Government of India.

36. It shall be the responsibility of every Ministry or Department of the Government of India to —

(a) take measures necessary for prevention of disasters, mitigation, preparedness and capacity-building in accordance with the guidelines laid down by the National Authority;

(b) integrate into its development plans and projects, the measures for prevention or mitigation of disasters in accordance with the guidelines laid down by the National Authority;

(c) respond effectively and promptly to any threatening disaster situation or disaster in accordance with the guidelines of the National Authority or the directions of the National Executive Committee in this behalf;

(d) review the enactments administered by it, its policies, rules and regulations, with a view to incorporate therein the provisions necessary for prevention of disasters, mitigation or preparedness;

(e) allocate funds for measures for prevention of disaster, mitigation, capacity-building and preparedness;

(f) provide assistance to the National Authority and State Governments for—

(i) drawing up mitigation, preparedness and response plans, capacity-building, data collection and identification and training of personnel in relation to disaster management;

(ii) carrying out rescue and relief operations in the affected area;

(iii) assessing the damage from any disaster;

(iv) carrying out rehabilitation and reconstruction;

(g) make available its resources to the National Executive Committee or a State Executive Committee for the purposes of responding promptly and effectively to any threatening disaster situation or disaster, including measures for—

(i) providing emergency communication in a vulnerable or affected area;

(ii) transporting personnel and relief goods to and from the affected area;

(iii) providing evacuation, rescue, temporary shelter or other immediate relief;

(iv) setting up temporary bridges, jetties and landing places;

(v) providing, drinking water, essential provisions, healthcare, and services in an affected area;

(h) take such other actions as it may consider necessary for disaster management.

37. (1) Every Ministry or Department of the Government of India shall—

(a) prepare a disaster management plan specifying the following particulars, namely:—

(i) the measures to be taken by it for prevention and mitigation of disasters in accordance with the National Plan;

(ii) the specifications regarding integration of mitigation measures in its development plans in accordance with the guidelines of the National Authority and the National Executive Committee;

(iii) its roles and responsibilities in relation to preparedness and capacity-building to deal with any threatening disaster situation or disaster;

(iv) its roles and responsibilities in regard to promptly and effectively responding to any threatening disaster situation or disaster;

(v) the present status of its preparedness to perform the roles and responsibilities specified in sub-clauses (iii) and (iv);

(vi) the measures required to be taken in order to enable it to perform its responsibilities specified in sub-clauses (iii) and (iv);

(b) review and update annually the plan referred to in clause (a);

(c) forward a copy of the plan referred to in clause (a) or clause (b), as the case may be, to the Central Government which Government shall forward a copy thereof to the National Authority for its approval.

(2) Every Ministry or Department of the Government of India shall—

(a) make, while preparing disaster management plan under clause (a) of sub-section (1), provisions for financing the activities specified therein;

Disaster management plans of Ministries or Departments of Government of India.

(b) furnish a status report regarding the implementation of the plan referred to in clause (a) of sub-section (1) to the National Authority, as and when required by it.

State
Government
to take
measures.

38. (1) Subject to the provisions of this Act, each State Government shall take all measures specified in the guidelines laid down by the National Authority and such further measures as it deems necessary or expedient, for the purpose of disaster management.

(2) The measures which the State Government may take under sub-section (1) include measures with respect to all or any of the following matters, namely:—

(a) coordination of actions of different departments of the Government of the State, the State Authority, District Authorities, local authority and other non-governmental organisations;

(b) cooperation and assistance in the disaster management to the National Authority and National Executive Committee, the State Authority and the State Executive Committee, and the District Authorities;

(c) cooperation with, and assistance to, the Ministries or Departments of the Government of India in disaster management, as requested by them or otherwise deemed appropriate by it;

(d) allocation of funds for measures for prevention of disaster, mitigation, capacity-building and preparedness by the departments of the Government of the State in accordance with the provisions of the State Plan and the District Plans;

(e) ensure that the integration of measures for prevention of disaster or mitigation by the departments of the Government of the State in their development plans and projects;

(f) integrate in the State development plan, measures to reduce or mitigate the vulnerability of different parts of the State to different disasters;

(g) ensure the preparation of disaster management plans by different departments of the State in accordance with the guidelines laid down by the National Authority and the State Authority;

(h) establishment of adequate warning systems up to the level of vulnerable communities;

(i) ensure that different departments of the Government of the State and the District Authorities take appropriate preparedness measures;

(j) ensure that in a threatening disaster situation or disaster, the resources of different departments of the Government of the State are made available to the National Executive Committee or the State Executive Committee or the District Authorities, as the case may be, for the purposes of effective response, rescue and relief in any threatening disaster situation or disaster;

(k) provide rehabilitation and reconstruction assistance to the victims of any disaster; and

(l) such other matters as it deems necessary or expedient for the purpose of securing effective implementation of provisions of this Act.

Responsibilities
of
departments
of the State
Government.

39. It shall be the responsibility of every department of the Government of a State to—

(a) take measures necessary for prevention of disasters, mitigation, preparedness and capacity-building in accordance with the guidelines laid down by the National Authority and the State Authority;

(b) integrate into its development plans and projects, the measures for prevention of disaster and mitigation;

(c) allocate funds for prevention of disaster, mitigation, capacity-building and preparedness;

(d) respond effectively and promptly to any threatening disaster situation or disaster in accordance with the State Plan, and in accordance with the guidelines or directions of the National Executive Committee and the State Executive Committee;

(e) review the enactments administered by it, its policies, rules and regulations with a view to incorporate therein the provisions necessary for prevention of disasters, mitigation or preparedness;

(f) provide assistance, as required, by the National Executive Committee, the State Executive Committee and District Authorities, for—

(i) drawing up mitigation, preparedness and response plans, capacity-building, data collection and identification and training of personnel in relation to disaster management;

(ii) assessing the damage from any disaster;

(iii) carrying out rehabilitation and reconstruction;

(g) make provision for resources in consultation with the State Authority for the implementation of the District Plan by its authorities at the district level;

(h) make available its resources to the National Executive Committee or the State Executive Committee or the District Authorities for the purposes of responding promptly and effectively to any disaster in the State, including measures for—

(i) providing emergency communication with a vulnerable or affected area;

(ii) transporting personnel and relief goods to and from the affected area;

(iii) providing evacuation, rescue, temporary shelter or other immediate relief;

(iv) carrying out evacuation of persons or live-stock from an area of any threatening disaster situation or disaster;

(v) setting up temporary bridges, jetties and landing places;

(vi) providing drinking water, essential provisions, healthcare and services in an affected area;

(i) such other actions as may be necessary for disaster management.

40. (1) Every department of the State Government, in conformity with the guidelines laid down by the State Authority, shall—

(a) prepare a disaster management plan which shall lay down the following :—

(i) the types of disasters to which different parts of the State are vulnerable;

(ii) integration of strategies for the prevention of disaster or the mitigation of its effects or both with the development plans and programmes by the department;

(iii) the roles and responsibilities of the department of the State in the event of any threatening disaster situation or disaster and emergency support function it is required to perform;

(iv) present status of its preparedness to perform such roles or responsibilities or emergency support function under sub-clause (iii);

(v) the capacity-building and preparedness measures proposed to be put into effect in order to enable the Ministries or Departments of the Government of India to discharge their responsibilities under section 37;

Disaster management plan of departments of State.

(b) annually review and update the plan referred to in clause (a); and

(c) furnish a copy of the plan referred to in clause (a) or clause (b), as the case may be, to the State Authority.

(2) Every department of the State Government, while preparing the plan under sub-section (1), shall make provisions for financing the activities specified therein.

(3) Every department of the State Government shall furnish an implementation status report to the State Executive Committee regarding the implementation of the disaster management plan referred to in sub-section (1).

CHAPTER VI

LOCAL AUTHORITIES

Functions of
the local
authority.

41. (1) Subject to the directions of the District Authority, a local authority shall –

(a) ensure that its officers and employees are trained for disaster management;

(b) ensure that resources relating to disaster management are so maintained as to be readily available for use in the event of any threatening disaster situation or disaster;

(c) ensure all construction projects under it or within its jurisdiction conform to the standards and specifications laid down for prevention of disasters and mitigation by the National Authority, State Authority and the District Authority;

(d) carry out relief, rehabilitation and reconstruction activities in the affected area in accordance with the State Plan and the District Plan.

(2) The local authority may take such other measures as may be necessary for the disaster management.

CHAPTER VII

NATIONAL INSTITUTE OF DISASTER MANAGEMENT

National
Institute of
Disaster
Management.

42. (1) With effect from such date as the Central Government may, by notification in the Official Gazette appoint in this behalf, there shall be constituted an institute to be called the National Institute of Disaster Management.

(2) The National Institute of Disaster Management shall consist of such number of members as may be prescribed by the Central Government.

(3) The term of office of, and vacancies among, members of the National Institute of Disaster Management and manner of filling such vacancies shall be such as may be prescribed.

(4) There shall be a governing body of the National Institute of Disaster Management which shall be constituted by the Central Government from amongst the members of the National Institute of Disaster Management in such manner as may be prescribed.

(5) The governing body of the National Institute of Disaster Management shall exercise such powers and discharge such functions as may be prescribed by regulations.

(6) The procedure to be followed in exercise of its powers and discharge of its functions by the governing body, and the term of office of, and the manner of filling vacancies among the members of the governing body, shall be such as may be prescribed by regulations.

(7) Until the regulations are made under this section, the Central Government may make such regulations; and any regulation so made may be altered or rescinded by the National Institute of Disaster Management in exercise of its powers.

(8) Subject to the provisions of this Act, the National Institute of Disaster Management shall function within the broad policies and guidelines laid down by the National Authority and be responsible for planning and promoting training and research in the area of disaster

management, documentation and development of national level information base relating to disaster management policies, prevention mechanisms and mitigation measures.

(9) Without prejudice to the generality of the provisions contained in sub-section (8), the National Institute, for the discharge of its functions, may —

(a) develop training modules, undertake research and documentation in disaster management and organise training programmes;

(b) formulate and implement a comprehensive human resource development plan covering all aspects of disaster management;

(c) provide assistance in national level policy formulation;

(d) provide required assistance to the training and research institutes for development of training and research programmes for stakeholders including Government functionaries and undertake training of faculty members of the State level training institutes;

(e) provide assistance to the State Governments and State training institutes in the formulation of State level policies, strategies, disaster management framework and any other assistance as may be required by the State Governments or State training institutes for capacity-building of stakeholders, Government including its functionaries, civil society members, corporate sector and people's elected representatives;

(f) develop educational materials for disaster management including academic and professional courses;

(g) promote awareness among stakeholders including college or school teachers and students, technical personnel and others associated with multi-hazard mitigation, preparedness and response measures;

(h) undertake, organise and facilitate study courses, conferences, lectures, seminars within and outside the country to promote the aforesaid objects;

(i) undertake and provide for publication of journals, research papers and books and establish and maintain libraries in furtherance of the aforesaid objects;

(j) do all such other lawful things as are conducive or incidental to the attainment of the above objects; and

(k) undertake any other function as may be assigned to it by the Central Government.

43. The Central Government shall provide the National Institute of Disaster Management with such officers, consultants and other employees, as it considers necessary, for carrying out its functions.

Officers and other employees of the National Institute.

CHAPTER VIII

NATIONAL DISASTER RESPONSE FORCE

44. (1) There shall be constituted a National Disaster Response Force for the purpose of specialist response to a threatening disaster situation or disaster.

National Disaster Response Force.

(2) Subject to the provisions of this Act, the Force shall be constituted in such manner and, the conditions of service of the members of the Force, including disciplinary provisions therefor, be such as may be prescribed.

45. The general superintendence, direction and control of the Force shall be vested and exercised by the National Authority and the command and supervision of the Force shall vest in an officer to be appointed by the Central Government as the Director General of the National Disaster Response Force.

Control, direction, etc.

CHAPTER IX

FINANCE, ACCOUNTS AND AUDIT

National
Disaster
Response
Fund.

46. (1) The Central Government may, by notification in the Official Gazette, constitute a fund to be called the National Disaster Response Fund for meeting any threatening disaster situation or disaster and there shall be credited thereto —

(a) an amount which the Central Government may, after due appropriation made by Parliament by law in this behalf provide;

(b) any grants that may be made by any person or institution for the purpose of disaster management.

(2) The National Disaster Response Fund shall be made available to the National Executive Committee to be applied towards meeting the expenses for emergency response, relief and rehabilitation in accordance with the guidelines laid down by the Central Government in consultation with the National Authority.

National
Disaster
Mitigation
Fund.

47. (1) The Central Government may, by notification in the Official Gazette, constitute a Fund to be called the National Disaster Mitigation Fund for projects exclusively for the purpose of mitigation and there shall be credited thereto such amount which the Central Government may, after due appropriation made by Parliament by law in this behalf, provide.

(2) The National Disaster Mitigation Fund shall be applied by the National Authority.

Establishment
of funds by
State
Government.

48. (1) The State Government shall, immediately after notifications issued for constituting the State Authority and the District Authorities, establish for the purposes of this Act the following funds, namely:—

(a) the fund to be called the State Disaster Response Fund;

(b) the fund to be called the District Disaster Response Fund;

(c) the fund to be called the State Disaster Mitigation Fund;

(d) the fund to be called the District Disaster Mitigation Fund.

(2) The State Government shall ensure that the funds established—

(i) under clause (a) of sub-section (1) is available to the State Executive Committee;

(ii) under sub-clause (c) of sub-section (1) is available to the State Authority;

(iii) under clauses (b) and (d) of sub-section (1) are available to the District Authority.

Allocation of
funds by
Ministries and
Departments.

49. (1) Every Ministry or Department of the Government of India shall make provisions, in its annual budget, for funds for the purposes of carrying out the activities and programmes set out in its disaster management plan.

(2) The provisions of sub-section (1) shall, *mutatis mutandis*, apply to departments of the Government of the State.

Emergency
procurement
and account-
ing.

50. Where by reason of any threatening disaster situation or disaster, the National Authority or the State Authority or the District Authority is satisfied that immediate procurement of provisions or materials or the immediate application of resources are necessary for rescue or relief,—

(a) it may authorise the concerned department or authority to make the emergency procurement and in such case, the standard procedure requiring inviting of tenders shall be deemed to be waived;

(b) a certificate about utilisation of provisions or materials by the controlling officer authorised by the National Authority, State Authority or District Authority, as the case may be, shall be deemed to be a valid document or voucher for the purpose of accounting of emergency, procurement of such provisions or materials.

CHAPTER X
OFFENCES AND PENALTIES

51. Whoever, without reasonable cause —

(a) obstructs any officer or employee of the Central Government or the State Government, or a person authorised by the National Authority or State Authority or District Authority in the discharge of his functions under this Act; or

Punishment for obstruction, etc.

(b) refuses to comply with any direction given by or on behalf of the Central Government or the State Government or the National Executive Committee or the State Executive Committee or the District Authority under this Act,

shall on conviction be punishable with imprisonment for a term which may extend to one year or with fine, or with both, and if such obstruction or refusal to comply with directions results in loss of lives or imminent danger thereof, shall on conviction be punishable with imprisonment for a term which may extend to two years.

52. Whoever knowingly makes a claim which he knows or has reason to believe to be false for obtaining any relief, assistance, repair, reconstruction or other benefits consequent to disaster from any officer of the Central Government, the State Government, the National Authority, the State Authority or the District Authority, shall, on conviction be punishable with imprisonment for a term which may extend to two years, and also with fine.

Punishment for false claim.

53. Whoever, being entrusted with any money or materials, or otherwise being, in custody of, or dominion over, any money or goods, meant for providing relief in any threatening disaster situation or disaster, misappropriates or appropriates for his own use or disposes of such money or materials or any part thereof or wilfully compels any other person so to do, shall on conviction be punishable with imprisonment for a term which may extend to two years, and also with fine.

Punishment for misappropriation of money or materials, etc.

54. Whoever makes or circulates a false alarm or warning as to disaster or its severity or magnitude, leading to panic, shall on conviction, be punishable with imprisonment which may extend to one year or with fine.

Punishment for false warning.

55. (1) Where an offence under this Act has been committed by any Department of the Government, the head of the Department shall be deemed to be guilty of the offence and shall be liable to be proceeded against and punished accordingly unless he proves that the offence was committed without his knowledge or that he exercised all due diligence to prevent the commission of such offence.

Offences by Departments of the Government.

(2) Notwithstanding anything contained in sub-section (1), where an offence under this Act has been committed by a Department of the Government and it is proved that the offence has been committed with the consent or connivance of, or is attributable to any neglect on the part of, any officer, other than the head of the Department, such officer shall be deemed to be guilty of that offence and shall be liable to be proceeded against and punished accordingly.

56. Any officer, on whom any duty has been imposed by or under this Act and who ceases or refuses to perform or withdraws himself from the duties of his office shall, unless he has obtained the express written permission of his official superior or has other lawful excuse for so doing, be punishable with imprisonment for a term which may extend to one year or with fine.

Failure of officer in duty or his connivance at the contravention of the provisions of this Act.

57. If any person contravenes any order made under section 65, he shall be punishable with imprisonment for a term which may extend to one year or with fine or with both.

Penalty for contravention of any order regarding requisitioning.

Offence by companies.

58. (1) Where an offence under this Act has been committed by a company or body corporate, every person who at the time the offence was committed, was in charge of, and was responsible to, the company, for the conduct of the business of the company, as well as the company, shall be deemed to be guilty of the contravention and shall be liable to be proceeded against and punished accordingly:

Provided that nothing in this sub-section shall render any such person liable to any punishment provided in this Act, if he proves that the offence was committed without his knowledge or that he exercised due diligence to prevent the commission of such offence.

(2) Notwithstanding anything contained in sub-section (1), where an offence under this Act has been committed by a company, and it is proved that the offence was committed with the consent or connivance of or is attributable to any neglect on the part of any director, manager, secretary or other officer of the company, such director, manager, secretary or other officer shall also, be deemed to be guilty of that offence and shall be liable to be proceeded against and punished accordingly.

Explanation.—For the purpose of this section —

(a) "company" means any body corporate and includes a firm or other association of individuals; and

(b) "director", in relation to a firm, means a partner in the firm.

Previous sanction for prosecution.

59. No prosecution for offences punishable under sections 55 and 56 shall be instituted except with the previous sanction of the Central Government or the State Government, as the case may be, or of any officer authorised in this behalf, by general or special order, by such Government.

Cognizance of offences.

60. No court shall take cognizance of an offence under this Act except on a complaint made by—

(a) the National Authority, the State Authority, the Central Government, the State Government, the District Authority or any other authority or officer authorised in this behalf by that Authority or Government, as the case may be; or

(b) any person who has given notice of not less than thirty days in the manner prescribed, of the alleged offence and his intention to make a complaint to the National Authority, the State Authority, the Central Government, the State Government, the District Authority or any other authority or officer authorised as aforesaid."

CHAPTER XI

MISCELLANEOUS

Prohibition against discrimination.

61. While providing compensation and relief to the victims of disaster, there shall be no discrimination on the ground of sex, caste, community, descent or religion.

Power to issue direction by Central Government.

62. Notwithstanding anything contained in any other law for the time being in force, it shall be lawful for the Central Government to issue direction in writing to the Ministries or Departments of the Government of India, or the National Executive Committee or the State Government, State Authority, State Executive Committee, statutory bodies or any of its officers or employees, as the case may be, to facilitate or assist in the disaster management and such Ministry or Department or Government or Authority, Executive Committee, statutory body, officer or employee shall be bound to comply with such direction.

Powers to be made available for rescue operations.

63. Any officer or authority of the Union or a State, when requested by the National Executive Committee, any State Executive Committee or District Authority or any person authorised by such Committee or Authority in this behalf, shall make available to that Committee or authority or person, such officers and employees as requested for, to perform any of the functions in connection with the prevention of disaster or mitigation or rescue or relief work.

64. Subject to the provisions of this Act, if it appears to the National Executive Committee, State Executive Committee or the District Authority, as the case may be, that provisions of any rule, regulation, notification, guideline, instruction, order, scheme or bye-laws, as the case may be, are required to be made or amended for the purposes of prevention of disasters or the mitigation thereof, it may require the amendment of such rules, regulation, notification, guidelines, instruction, order, scheme or bye-laws, as the case may be, for that purpose, and the appropriate department or authority shall take necessary action to comply with the requirements.

Making or amending rules, etc., in certain circumstances.

65. (1) If it appears to the National Executive Committee, State Executive Committee or District Authority or any officer as may be authorised by it in this behalf that—

Power of requisition of resources, provisions, vehicles, etc., for rescue operations, etc.

(a) any resources with any authority or person are needed for the purpose of prompt response;

(b) any premises are needed or likely to be needed for the purpose of rescue operations; or

(c) any vehicle is needed or is likely to be needed for the purposes of transport of resources from disaster affected areas or transport of resources to the affected area or transport in connection with rescue, rehabilitation or reconstruction,

such authority may, by order in writing, requisition such resources or premises or such vehicle, as the case may be, and may make such further orders as may appear to it to be necessary or expedient in connection with the requisitioning.

(2) Whenever any resource, premises or vehicle is requisitioned under sub-section (1), the period of such requisition shall not extend beyond the period for which such resource, premises or vehicle is required for any of the purposes mentioned in that sub-section.

(3) In this section,—

(a) "resources" includes men and material resources;

(b) "services" includes facilities;

(c) "premises" means any land, building or part of a building and includes a hut, shed or other structure or any part thereof;

(d) "vehicle" means any vehicle used or capable of being used for the purpose of transport, whether propelled by mechanical power or otherwise.

66. (1) Whenever any Committee, Authority or officer referred to in sub-section (1) of section 65, in pursuance of that section requisitions any premises, there shall be paid to the persons interested compensation the amount of which shall be determined by taking into consideration the following, namely:—

Payment of compensation.

(i) the rent payable in respect of the premises, or if no rent is so payable, the rent payable for similar premises in the locality;

(ii) if as consequence of the requisition of the premises the person interested is compelled to change his residence or place of business, the reasonable expenses (if any) incidental to such change:

Provided that where any person interested being aggrieved by the amount of compensation so determined makes an application within the thirty days to the Central Government or the State Government, as the case may be, for referring the matter to an arbitrator, the amount of compensation to be paid shall be such as the arbitrator appointed in this behalf by the Central Government or the State Government, as the case may be, may determine:

Provided further that where there is any dispute as to the title to receive the compensation or as to the apportionment of the amount of compensation, it shall be referred by the Central Government or the State Government, as the case may be, to an arbitrator appointed in this behalf by the Central Government or the State Government, as the case may be, for determination, and shall be determined in accordance with the decision of such arbitrator.

Explanation.—In this sub-section, the expression “person interested” means the person who was in actual possession of the premises requisitioned under section 64 immediately before the requisition, or where no person was in such actual possession, the owner of such premises.

(2) Whenever any Committee, Authority or officer, referred to in sub-section (1) of section 65 in pursuance of that section requisitions any vehicle, there shall be paid to the owner thereof compensation the amount of which shall be determined by the Central Government or the State Government, as the case may be, on the basis of the fares or rates prevailing in the locality for the hire of such vehicle:

Provided that where the owner of such vehicle being aggrieved by the amount of compensation so determined makes an application within the prescribed time to the Central Government or the State Government, as the case may be, for referring the matter to an arbitrator, the amount of compensation to be paid shall be such as the arbitrator appointed in this behalf by the Central Government or the State Government, as the case may be, may determine:

Provided further that where immediately before the requisitioning the vehicle or vessel was by virtue of a hire purchase agreement in the possession of a person other than the owner, the amount determined under this sub-section as the total compensation payable in respect of the requisition shall be apportioned between that person and the owner in such manner as they may agree upon, and in default of agreement, in such manner as an arbitrator appointed by the Central Government or the State Government, as the case may be, in this behalf may decide.

Direction to media for communication of warnings, etc.

67. The National Authority, the State Authority, or a District Authority may recommend to the Government to give direction to any authority or person in control of any audio or audio-visual media or such other means of communication as may be available to carry any warning or advisories regarding any threatening disaster situation or disaster, and the said means of communication and media as designated shall comply with such direction.

Authentication of orders or decisions.

68. Every order or decision of the National Authority or the National Executive Committee, the State Authority, or the State Executive Committee or the District Authority, shall be authenticated by such officers of the National Authority or the National Executive Committee or, the State Executive Committee, or the District Authority, as may be authorised by it in this behalf.

Delegation of powers.

69. The National Executive Committee, State Executive Committee, as the case may be, by general or special order in writing, may delegate to the Chairperson or any other member or to any officer, subject to such conditions and limitations, if any, as may be specified in the order, such of its powers and functions under this Act as it may deem necessary.

Annual report.

70. (1) The National Authority shall prepare once every year, in such form and at such time as may be prescribed, an annual report giving a true and full account of its activities during the previous year and copies thereof shall be forwarded to the Central Government and that Government shall cause the same to be laid before both Houses of Parliament within one month of its receipt.

(2) The State Authority shall prepare once in every year, in such form and at such time as may be prescribed, an annual report giving a true and full account of its activities during the previous year and copies thereof shall be forwarded to the State Government and that Government shall cause the same to be laid before each House of the State Legislature where it consists of two Houses, or where such Legislature consists of one House, before that House.

71. No court (except the Supreme Court or a High Court) shall have jurisdiction to entertain any suit or proceeding in respect of anything done, action taken, orders made, direction, instruction or guidelines issued by the Central Government, National Authority, State Government, State Authority or District Authority in pursuance of any power conferred by, or in relation to its functions, by this Act.

Bar of jurisdiction of court.

72. The provisions of this Act, shall have effect, notwithstanding anything inconsistent therewith contained in any other law for the time being in force or in any instrument having effect by virtue of any law other than this Act.

Action to have overriding effect.

73. No suit or prosecution or other proceeding shall lie in any court against the Central Government or the National Authority or the State Government or the State Authority or the District Authority or local authority or any officer or employee of the Central Government or the National Authority or the State Government or the State Authority or the District Authority or local authority or any person working for on behalf of such Government or authority in respect of any work done or purported to have been done or intended to be done in good faith by such authority or Government or such officer or employee or such person under the provisions of this Act or the rules or regulations made thereunder.

Action taken in good faith.

74. Officers and employees of the Central Government, National Authority, National Executive Committee, State Government, State Authority, State Executive Committee or District Authority shall be immune from legal process in regard to any warning in respect of any impending disaster communicated or disseminated by them in their official capacity or any action taken or direction issued by them in pursuance of such communication or dissemination.

Immunity from legal process.

75. (1) The Central Government may, by notification in the Official Gazette, make rules for carrying out the purposes of this Act.

Power of Central Government to make rules.

(2) In particular, and without prejudice to the generality of the foregoing power, such rules may provide for all or any of the following matters, namely :—

(a) the composition and number of the members of the National Authority under sub-section (2), and the term of-office and conditions of service of members of the National Authority under sub-section (4), of section 3;

(b) the allowances to be paid to the members of the advisory committee under sub-section (2) of section 7;

(c) the powers and functions of the Chairperson of the National Executive Committee under sub-section (3) of section 8 and the procedure to be followed by the National Executive Committee in exercise of its powers and discharge of its functions under sub-section (4) of section 8;

(d) allowances to be paid to the persons associated with the sub-committee constituted by the National Executive Committee under sub-section (3) of section 9;

(e) the number of members of the National Institute of Disaster Management under sub-section (2), the term of the office and vacancies among members and the manner of filling such vacancies under sub-section (3) and the manner of constituting the Governing Body of the National Institute of Disaster Management under sub-section (4) of section 42;

(f) the manner of constitution of the Force, the conditions of service of the members of the Force, including disciplinary provisions under sub-section (2) of section 44;

(g) the manner in which notice of the offence and of the intention to make a complaint to the National Authority, the State Authority, the Central Government, the State Government or the other authority or officer under clause (b) of section 60;

(h) the form in which and the time within which annual report is to be prepared under section 70;

(i) any other matter which is to be, or may be, prescribed, or in respect of which provision is to be made by rules.

Power to make regulations.

76. (1) The National Institute of Disaster Management, with the previous approval of the Central Government may, by notification in the Official Gazette, make regulations consistent with this Act and the rules made thereunder to carry out the purposes of this Act.

(2) In particular, and without prejudice to the generality of the foregoing power, such regulations may provide for all or any of the following matters, namely:—

(a) powers and functions to be exercised and discharged by the governing body;

(b) procedure to be followed by the governing body in exercise of the powers and discharge of its functions;

(c) any other matter for which under this Act provision may be made by the regulations.

Rules and regulations to be laid before Parliament.

77. Every rule made by the Central Government and every regulation made by the National Institute of Disaster Management under this Act shall be laid, as soon as may be after it is made, before each House of Parliament, while it is in session, for a total period of thirty days which may be comprised of one session or in two or more successive sessions, and if, before the expiry of the session immediately following the session or the successive sessions aforesaid, both Houses agree in making any modification in the rule or regulation or both Houses agree that the rule or regulation should not be made, the rule or regulation shall thereafter have effect only in such modified form or be of no effect, as the case may be; so, however, that any such modification or annulment shall be without prejudice to the validity of anything previously done under that rule or regulation.

Power of State Government to make rules.

78. (1) The State Government may, by notification in the Official Gazette, make rules to carry out the provisions of this Act.

(2) In particular, and without prejudice to the generality of the foregoing power, such rules may provide for all or any of the following matters, namely:—

(a) the composition and number of the members of the State Authority under sub-section (2), and the term of office and conditions of service of the members of the State Authority under sub-section (5), of section 14;

(b) the allowances to be paid to the members of the advisory committee under sub-section (2) of section 17;

(c) the powers and functions of the Chairperson of the State Executive Committee under sub-section (3), and the procedure to be followed by the State Executive Committee in exercise of its powers and discharge of its functions under sub-section (4) of section 20;

(d) allowances to be paid to the persons associated with the sub-committee constituted by the State Executive Committee under sub-section (3) of section 21;

(e) the composition and the number of members of the District Authority under sub-section (2), and the powers and functions to be exercised and discharged by the Chief Executive Officer of the District Authority under sub-section (3) of section 25;

(f) allowances payable to the persons associated with any committee constituted by the District Authority as experts under sub-section (3) of section 28;

(g) any other matter which is to be, or may be, prescribed, or in respect of which provision is to be made by rules.

(3) Every rule made by the State Government under this Act shall be laid, as soon as may be after it is made, before each House of the State Legislature where it consists of two Houses, or where such Legislature consists of one House before that House.

79. (1) If any difficulty arises in giving effect to the provisions of this Act, the Central Government or the State Government, as the case may be, by notification in the Official Gazette, make order not inconsistent with the provisions of this Act as may appear to it to be necessary or expedient for the removal of the difficulty:

Power to
remove
difficulties

Provided that no such order shall be made after the expiration of two years from the commencement of this Act.

(2) Every order made under this section shall be laid, as soon as may be after it is made, before each House of Parliament or the Legislature, as the case may be.

MD. A. HAQUE,
Secretary to the Govt. of Assam,
Legislative Department, Dispur.

GOVERNMENT OF ASSAM
REVENUE & DISASTER MANAGEMENT DEPARTMENT
DISPUR: GUWAHATI

ORDERS BY THE GOVERNOR OF ASSAM


NOTIFICATION

Dated 23rd March 2007

No RGR/DM/1/2007/2: As per provision of Section 14(2) of National Disaster Management Act 2005, the Governor of Assam is pleased to constitute the **State Disaster Management Authority** as follows:

- | | |
|---|------------------|
| 1. Chief Minister, Assam | Chairperson |
| 2. Minister for Revenue & Disaster Management, Assam | Vice Chairperson |
| 3. Chief Secretary, Assam | Member |
| 4. Director General of Police | Member |
| 5. Commissioner & Secretary, Home & Political Department | Member |
| 6. Commissioner & Secretary, Health & Family Welfare Department | Member |
| 7. Col B.D. Borgohain, Renowned Social Worker | Member |
| 8. Shri Hem Bhai, Secy Santi Sadhana Ashram & Social Worker | Member |
| 9. Principal Secretary, Agriculture/ APC | Member |
| 10. Principal Secretary, Revenue & Disaster Management Department | Member-Secretary |

The Committee will discharge all functions as laid down in the National Disaster Management Act 2005.


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

Memo No RGR/DM/1/2007/2-A

Dated 23rd March 2007

Copy forwarded to-

1. All Additional Chief Secretaries to the Government of Assam
 2. All Principal secretaries to the Government of Assam
 3. All Commissioners & Secretaries to the Government of Assam
 4. All commissioners of Divisions, Assam
 5. The Staff Officer to Chief Secretary, Assam, Dispur
 6. The Principal Private Secretary to the Chief Minister, Assam, Dispur
 7. All Departments of Assam Secretariat
 8. All Heads of Departments
 9. All Deputy Commissioners/Sub-Divisional Officers
 10. The Secretary to His Excellency, the Governor of Assam, Guwahati-4
 11. The Private Secretary to all Ministers/Miaisters of State, Dispur
 12. The Superintendent of Assam Government Press, Bamunimaidam, Guwahati-21.
- He is requested to publish this notification in the next issue of the Assam Gazette and submit 200 copies to the undersigned.

By order etc


(S.R. Islam)

Deputy Secretary to the Govt. of Assam
Revenue & Disaster Management Department.

GOVERNMENT OF ASSAM
REVENUE & DISASTER MANAGEMENT DEPARTMENT
DISPUR: GUWAHATI

ORDERS BY THE GOVERNOR OF ASSAM

NOTIFICATION

No RGR/DM/6/2008/65

Dated 24/7/08

As per provisions of Section 20(1) of the National Disaster Management Act, 2005, the Governor of Assam is pleased to constitute the State Executive Committee as follows:

- | | |
|---|-------------------|
| 1. Chief Secretary, Assam | Chairperson |
| 2. Principal Secretary, Home & Political Department | Member |
| 3. Principal Secretary, Finance Department | Member |
| 4. Principal Secretary, Health & Family Welfare
Department | Member |
| 5. Principal Secretary, Agriculture cum APC | Member |
| 6. Principal Secretary, Revenue & Disaster
Management Department | Member- Secretary |

Besides the above, the Additional Chief Secretary (Works), Additional Chief Secretary (Food & Civil Supplies), Additional Chief Secretary (Planning & Development), Director General of Police, Director General of Home Guards and Civil Defence, Commissioner & Secretary, Power, Commissioner & Secretary, Panchayat & Rural Development, Commissioner & Secretary Sports & Youth Welfare Secretary, Food & Civil Supplies, Commissioner & Secretary, PWD, Commissioner & Secretary, PHE, Commissioner & Secretary, Irrigation and Secretary, Water Resources will be special invitees to the meetings of the State Executive Committee.

The Committee shall discharge all functions as laid down in the National Disaster Management Act, 2005.



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

Memo No RGR/DM/6/2008/ 65-A

Dated 24/7/08

Copy forwarded to-

1. All Additional Chief Secretaries to the Government of Assam
2. All Principal secretaries to the Government of Assam
3. All Commissioners & Secretaries to the Government of Assam
4. All commissioners of Divisions, Assam
5. The Staff Officer to Chief Secretary, Assam,
6. The Private Secretary to the Chief Minister, Assam
7. All Departments of Assam Secretariat
8. All Heads of Departments
9. All Deputy Commissioners/Sub-Divisional Officers
10. The Secretary to the Governor of Assam
11. Private Secretary to all Ministers
12. The Superintendent of Assam Government Press, Bamunimaidan, Guwahati. He is requested to publish this notification in the next issue of the Assam Gazette and submit 200 copies to the undersigned.

By order's etc

(S.R.Islam)

Joint Secretary to the Govt. of Assam
Revenue & Disaster Management Department

GOVERNMENT OF ASSAM
REVENUE & DISASTER MANAGEMENT DEPARTMENT
DISPUR: GUWAHATI

ORDERS BY THE GOVERNOR OF ASSAM

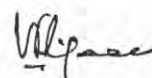
NOTIFICATION

No RGR/DM/6/2008/67 Dated 24th July 2008 : As per provisions of Section 25(1) of the National Disaster Management Act, 2005, the Governor of Assam is pleased to constitute the District Disaster Management Authority for district of Assam as follows:

- | | |
|--|------------------|
| 1. The Deputy Commissioner | Chairperson |
| 2. Chairperson, Zilla Parishad | Co - Chairperson |
| 3. Chief Executive Officer of the District Authority
(to be nominated by the Deputy Commissioner) | Member Secretary |
| 4. Superintendent of Police | Member |
| 5. Chief Medical Officer | Member |
| 6. Executive Engineer, PWD | Member |
| 7. Executive Engineer, Water Resources | Member |

Besides the above, the Heads of all departments concerned with the management of disasters in the district such as Civil Defence, Food & Civil Supplies, Agriculture, Panchayat & Rural Development, Power, Irrigation, and Sports & Youth Welfare will be special invitees to all meeting of the District Disaster Management Authority.

The Committee will discharge all functions as laid down in the National Disaster Management Act, 2005.

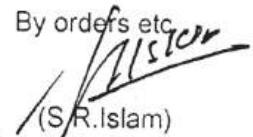


(V.K.Pipersenia)
Principal Secretary,
Revenue & Disaster Management Department

Copy forwarded to-

1. All Additional Chief Secretaries to the Government of Assam
2. All Principal secretaries to the Government of Assam
3. All Commissioners & Secretaries to the Government of Assam
4. All commissioners of Divisions, Assam
5. The Staff Officer to Chief Secretary, Assam,
6. The Private Secretary to the Chief Minister, Assam
7. All Departments of Assam Secretariat
8. All Heads of Departments
9. All Deputy Commissioners/Sub-Divisional Officers
10. The Secretary to the Governor of Assam
11. Private Secretary to all Ministers
12. The Superintendent of Assam Government Press, Bamunimaidan, Guwahati-21. He is requested to publish this notification in the next issue of the Assam Gazette and submit 200 copies to the undersigned.

By orders etc



(S.R. Islam)

Joint Secretary to the Govt. of Assam
Revenue & Disaster Management Department.

পঞ্জীভুক্ত নম্বৰ - ৭৬৮/৯৭

Registered No. 768/97



THE ASSAM GAZETTE

অসাধাৰণ

EXTRA ORDINARY

প্ৰাপ্ত কৰ্তৃত্বৰ দ্বাৰা প্ৰকাশিত

PUBLISHED BY AUTHORITY

নং 359 দিশপুৰ, বৃহস্পতিবাৰ, 9 ডিচেম্বৰ, 2010, 18 আঘোণ, 1932 (শক)
No. 359 Dispur, Thursday, 9th December, 2010, 18th Agrahayana, 1932 (S.E.)

GOVERNMENT OF ASSAM
ORDERS BY THE GOVERNOR
REVENUE AND DISASTER MANAGEMENT DEPARTMENT
NOTIFICATION

The 8th December, 2010

No. RGR/ASDMA/7/2010/60. - In Exercise of the powers conferred by sub-section (1) of Section 78 of The Disaster Management Act, 2005 (Central Act No. 53 of 2005) the Governor of Assam is hereby pleased to make the following Rules, namely :-

Short Title and
Commencement.

1. (1) These rules may be called *The Assam Disaster Management Rules, 2010*.
- (2) They shall come into force from the date of their publication in the Official Gazette.

Definitions

2. In these rules, unless the context otherwise requires,-
 - (a) "Act" means the Disaster Management Act, 2005 (Central Act No 53 of 2005) ;
 - (b) "State Authority" means the Assam State Disaster Management Authority established under sub-section (1) of Section -14 ;
 - (c) "State Executive Committee" means the Executive Committee of a State Authority constituted under sub-section (1) of Section-20 ;
 - (d) "Advisory Committee" means the advisory committee constituted under sub-section (1) of Section -17 ;
 - (e) "Member" means a member of the State Authority.
 - (f) "Section" means Section of the Act.

- (g) Words and expressions used herein and not defined but defined in the Act shall have the meanings respectively assigned to them in the Act.

The State
Disaster
Management
Authority.

- 3. (1) Composition:** The State Disaster Management Authority shall consist of the Chief Minister, Assam as the Chairperson and such other members as may be notified by the State Government from time to time as per provisions of the Disaster Management Act, 2005.

The State Government or the Chairperson of the State Disaster Management Authority may invite any expert or any officer of the State or Central Government to the meetings of the State Disaster Management Authority as per necessity. The State Government or the Chairperson of the State Disaster Management Authority may also notify certain officials as the special invitees to all meetings of the State Disaster Management Authority.

- (2) **The terms of office:** A person nominated as a member of the State authority, other than ex-officio members shall hold office for a term of five years from the date of assumption of office or until 65 years of age, whichever is earlier.
- (3) **Disqualification:** No person shall be a member of the State authority who
- (a) is declared to be of unsound mind by a competent court;
 - (b) becomes incapable of acting as a member;
 - (c) is or has been convicted of an offence, which in the opinion of the State Government involves moral turpitude;
 - (d) is or has been removed or dismissed from the service of the Government or a body corporate owned or controlled by the Government.
- (4) **Resignation:** Any member may resign from his office by giving a notice in writing under his hand to that effect to the Chairperson of the State Authority and such resignation shall take effect from the date, on which such notice is accepted by the Chairperson of the State Authority.
- (5) **Vacancies:** Where a vacancy occurs in the office of a member of the State authority by reason of resignation, disqualification, death or otherwise, the vacancy may be filled up by fresh nomination.
- (6) **The Meetings of the State Authority –**
- (a) The State Authority shall meet at least every quarter at such time and place as the Chairperson of the State Authority may think fit.
 - (b) The Chairperson of the State Authority shall preside over the meetings of the State Authority.
 - (c) If for any reason, the Chairperson of the State Authority is unable to attend the meeting of the State / Authority, the Vice Chairperson of the State Authority shall preside over the same.

- (7) **Powers and Functions of State Authority** – The powers and functions of the State Authority will be as defined under Section -18(1) (2) & (3).
- (8) **Provision of Officers, Consultants and Employees** .- The State Government shall provide the State Authority with such officers, consultants and employees, as it considers necessary, for carrying out the functions of the State Authority. These officers, consultants and employees may be engaged on deputation from other government departments or on contract or any other mode approved by the State Government.
- (9) **Constitution of Advisory Committee** –
- (1) The State Authority may, as and when it considers necessary, constitute an Advisory Committee, consisting of experts in the field of disaster management to make recommendations on different aspects of disaster management.
- (2) The members of the Advisory Committee shall be paid traveling and daily allowances at such rates as may be decided by the State Disaster Management Authority. In the absence of any specific provision by the Authority, the rates applicable to the State Government employees will be followed.
- (10) **Provision of Relief** - The State Authority shall lay down detailed guidelines by updating suitably and modifying the existing provisions of the Assam Relief Manual for providing standards of relief to persons affected by disasters. However, such standards shall in no case be less than the minimum standards stipulated in the guidelines laid down by the National Authority in this regard.

The State
Executive
Committee.

4. (1) **Composition:-** The State shall constitute a State Executive Committee to assist the State Authority in the performance of its functions and to coordinate action in accordance with the guidelines laid down by the State Authority and ensure the compliance of directions issued by the State Government under these Rules.

The State Executive shall consist of the Chief Secretary, Assam as the Chairperson and such other members as may be notified by the State Government from time to time as per provisions of the Disaster Management Act 2005.

The State Government or the Chairperson of the State Executive Committee may invite any expert or any officer of the State or Central Government to the meetings of the State Executive Committee as per necessity.

The State Government or the Chairperson of the State Executive Committee may also notify certain officials as the special invitees to all meetings of the State Executive Committee.

(2) **Functions of the State Executive Committee.** - The powers and functions of the State Executive Committee will be as defined under Section-22 (1) & (2) of the Disaster Management Act, 2005

(3) **Powers & Functions of the Chairperson of the State Executive Committee –**

(a) The Chairperson of the State Executive Committee may, as and when required, in the implementation of the directions of the State Government seek guidance from the State Authority as to the modalities of such implementation.

(b) The Chairperson of the State Executive Committee shall, in case of emergency, have the power to exercise all or any of the powers of the State Executive Committee but exercise of such powers shall be subject to ratification of the State Executive Committee :

(4) **Procedure to be followed by the State Executive Authority**

(a) The Chairperson shall preside over the meetings of the State Executive Committee.

Provided that in the case of his inability to preside over any meeting of the State Executive Committee, he shall nominate one of the members of the State Executive Committee to preside over the meeting.

(b) The Chairperson of the State Executive Committee may nominate one or more officers:-

- To assist him in the performance of his functions as Chairperson of the State Executive Committee;
- To maintain proper records relating to the meetings of the State Executive Committee;
- To take follow up action to ensure that the decisions taken in the meetings of the State Executive Committee are implemented in time; and
- To perform such other functions as the Chairperson may direct.

(c) The Chairperson shall decide the day, time and place of a meeting of the State Executive Committee.

(d) The State Executive Committee shall meet as often as necessary but at least once every quarter.

(e) The State Executive Committee shall give notice of its meeting and circulate its agenda at least three days in advance, unless there is an emergency situation on the occurrence of a major disaster or a situation of such a threatening disaster, when the State Executive Committee shall meet at the earliest to ensure smooth and efficient response.

(f) The State Authority may invite any member of the State Executive Committee

whenever required to assist it in the discharge of its functions.

(h) The State Executive Committee shall forward the minutes of every meeting to the State Authority.

(5) Constitution of Sub-Committees:-

(a) The State Executive Committee may, as and when it considers necessary, constitute one or more sub-committees, for efficient discharge of its functions.

(b) The State Executive Committee shall appoint from amongst its members the Chairperson of the sub-committee referred to in sub-section (1) :

(c) Any non official associated as an expert with any sub-committee constituted under sub-section (1) of Section-10 shall be paid travelling and daily allowances as are admissible to non-officials attending the meetings of committees set up by the State Government.

(6) Powers and Functions of State Executive Committee in the Event of Threatening Disaster Situations:-

The powers and functions of the State Executive Committee in such a situation will be as defined under Section 24 of the Disaster Management Act, 2005.

- State Plan. 5. (1) There shall be a plan for disaster management for the State to be called State Disaster Management Plan.
- (2) The State Plan shall be prepared by the State Executive Committee having regard to the guidelines laid down by the National Authority and after such consultation with the various government departments, local authorities, district authorities and the peoples representative as the State Executive Committee may deem fit.
- (3) The State Plan prepared by the State Executive Committee under sub-section (2) shall be approved by the State Authority.
- (4) The State Plan shall include-
- (a) the vulnerability of different parts of the State to different forms of disaster;
 - (b) the measures to be adopted for the prevention and mitigation of disasters;
 - (c) the manner in which the mitigation measures shall be integrated with the development plans and projects;
 - (d) the capacity building and the preparedness measures to be taken;
 - (e) the roles and responsibilities of each departments of the Government of the State in relation to the measures specified in clauses (b),(c) and (d) above;

- (f) the roles and responsibilities of different departments of the Government of the State in responding to any threatening disaster situation or disaster ;
 - (g) the roles and responsibilities of community based organisations, international and national non government organisations in certain activities of capacity building, response and relief as may be visualized in the State Plan.
- (5) The State Plan shall be reviewed and updated annually.
- (6) Appropriate provisions shall be made by the State Government for financing of mitigation and response measures to be carried out under the State Plan.
- (7) Copies of the State Plan referred to in sub-sections (2) to (5) shall be made available to all the departments of the government of the State and other stake holders and they shall take necessary measures to perform their responsibilities as stipulated in the State Plan.

District Disaster
Management
Authority

6. (1) **Composition** :- The State Government shall constitute a District Disaster Management Authority in each district which shall consist of the Deputy Commissioner as the Chairperson and such other members as may be notified by the State Government from time to time as per provisions of the Act.

The State Government, the State Executive Committee or the Chairperson of the District Disaster Management Authority may invite any expert or any officer of the State or Central Government to the meetings of the District Disaster Management Authority as per necessity.

The State Government, the State Executive Committee or the Chairperson of the District Disaster Management Authority may also notify certain officials as special invitees to all meetings of the State Disaster Management Authority.

- (2) **Powers and Functions Of District Authority** - The powers and functions of the District Authority may be such as defined under Section-30 (1) & (2) of the Act.

(3) **Powers of Chairperson of District Authority** –

- (1) The Chairperson of the District Authority, shall in addition to presiding over the meetings of the District Authority, exercise and discharge such powers and functions of the District Authority as the District Authority may delegate to him.
- (2) The Chairperson of the District Authority shall, in the case of an emergency, have power to exercise all or any of the powers of the District Authority but the exercise of such powers shall be subject to ex post facto ratification of the District Authority.

(3) The District Authority or the Chairperson of the District Authority may, by general or special order, in writing, delegate such of its or his powers and functions, under sub-section (1) or (2), as the case may be, to the Chief Executive Officer of the District Authority, subject to such conditions and limitations, if any, as it or he deems fit.

(4) **Meetings.** - The District Authority shall meet as and when necessary and but at least once in every three months at such time and place as the Chairperson may think fit.

(5) Constitution of Advisory Committees and Other Committees. –

(1) The District Authority may, as and when it considers necessary, constitute one or more Advisory Committees and other Committees for the efficient discharge of its functions.

(2) The District Authority shall, from amongst its members, appoint the Chairperson of the Committee referred to in sub-section (1).

(3) Any non official associated as an expert with any committee or subcommittee constituted under sub-section (1) may be paid such allowances as permissible under the existing Rules.

(6) **Appointment of Officers and Other Employees of District Authority.**- The State Government shall provide the District Authority with such officers, consultants and other employees as it considers necessary for carrying out the functions of District Authority. These officers, consultants and employees may be engaged on deputation from other government departments, on contract or any other mode approved by the State Government.

(7) **Powers and functions of District Authority in the event of any Threatening Disaster Situation or Disaster:** The powers and functions of the District Authority in such a situation will be as defined under Section 34 of the Disaster Management Act, 2005

- District Plan.** 7. (1) There shall be a plan for disaster management for every district of the State. The District Plan shall be prepared by the District Authority, after consultation with the local authorities, line department offices at the district level and having regard to the National Plan and the State Plan and be approved by the State Authority.
- (2) The District Plan shall include-
- (a) a hazard assessment and vulnerability analysis of the areas in the district vulnerable to different forms of disasters;
 - (b) the measures to be taken, for prevention and mitigation of disaster, by the Departments of the Government at the district level and local authorities in the district;

- (c) the capacity-building and preparedness measures required to be taken by the Departments of the Government at the district level and the local authorities in the district to respond to any threatening disaster situation or disaster;
- (d) the Emergency Support Functions and Standard Operating Procedures of all government departments, in the event of a disaster, providing for-
 - (i) allocation of responsibilities to the Departments of the Government at the district level and the local authorities in the district;
 - (ii) prompt response to disaster and relief thereof;
 - (iii) procurement of essential resources;
 - (iv) establishment of communication links; and
 - (v) the dissemination of information to the public.

(3) The District Plan shall be reviewed and updated annually.

(4) The copies of the District Plan referred to in sub-sections (2) and (4) shall be made available to the Departments of the Government in the district.

(5) The District Authority shall send a copy of the District Plan to the State Authority which shall forward it to the State Government for approval.

(6) The District Authority shall, review from time to time, the implementation of the Plan and issue such instructions to different departments of the Government in the district as it may deem necessary for the implementation thereof.

Plans by
different
Authorities
at district
level and
their imple-
mentation.

8. Every office of the Government of India and of the State Government at the district level and of the local authorities shall, under the supervision of the District Authority, -

- (a) prepare a disaster management plan setting out the following, namely:-
 - (i) provisions for taking prevention and mitigation measures as provided for in the District Plan and as is assigned to the department or agency concerned;
 - (ii) provisions for taking measures relating to capacity-building and preparedness;
 - (iii) the response plans and procedures, in the event of, any threatening disaster situation or disaster;
- (b) coordinate the preparation and the implementation of its plan with those of the other organisations at the district level including local authority, communities and other stakeholders;
- (c) regularly review and update the plan including Emergency Support Functions and Standard Operation Procedures;
- (d) submit a copy of its disaster management plan and any subsequent amendment thereto, to the District Authority.

Requisition by
the District
Authority.

9. The District Authority may by order require any officer or any Department at the district level or any local authority to take such measures for the prevention or

mitigation of disaster or to effectively respond to it, as may be necessary, and such officer or department shall be bound to carry out such order.

Annual Report 10. (1) The State Authority for information of the Government shall prepare its annual report which shall contain a full account of the activities of the State Authority and all works undertaken during the year. This report and the audited accounts of the Authority shall be placed before the Annual General Meeting of the Authority which shall be convened every year and not more than 15 months shall elapse between two successive annual general meetings.. The annual report shall be certified by the Chief Executive Officer and the Secretary/Convener and a copy each of the balance sheet and of the auditor's report certified by the auditor.

Notice of alleged offence and intention to make a complaint

11. A notice under Clause (b) of Section 60 of the Act by a person, of the alleged offence and his intention to make a complaint shall be delivered to, or left at, the office of one of the following ;

(a) in the case of the State Government, the Secretary in charge of the concerned department in the government ;

(b) in the case of the State Authority, the Chief Executive Officer of the State Authority.

(c) in the case of the District Authority, the Chief Executive Officer of the State Authority.

Particulars to be furnished alongwith the notice.

12. The Notice referred to in Rule-11 shall contain the following information, namely:-

(a) name and address, including telephone number, if any, of the person giving the notice of his intention to make the complaint of an alleged offence;

(b) name and address, including telephone number, if any, of the person against whom the complaint is intended to be made;

(c) statement of complaint describing the alleged offence;

(d) statement indicating therein that no notice of the alleged offence and his intention to make a complaint has been delivered to, or left at, the office of any other Government or Authority.

V. K. PIPERSENIA,

Principal Secretary to the Government of Assam,
Revenue and Disaster Management Department,
Dispur.

Incident Name:

Date/Time Initiated:

Date:

Time:

3. Summary of Current Actions:

A. Actions Already Taken:

B. Actions to be taken

C. Difficulties if any in response (including mobilization of resources & manpower):

**GOVERNMENT OF ASSAM
REVENUE AND DISASTER MANAGEMENT DEPARTMENT
DISPUR :: ASSAM**

NOTIFICATION

No. RGR/ASDMA/08/ 2014/ 01

Dated 20th May 2014

Government of Assam has accepted Incident Response System (IRS) as the preferred disaster response system in the State. For implementation of the same the State level Incident Response Team (IRT) is hereby notified as follows-

- | | |
|--|--|
| 1. Responsible Officer: | Chief Secretary to the Govt. of Assam |
| 2. Incident Commander: | Senior most Secretary, Revenue & DM Dept. |
| 3. Nodal Officer (Air Operation): | Senior most Secretary, Transport Dept. |
| 4. Deputy Incident Commander: | Comm. & Secretary, Revenue & DM Dept. |
| 5. Safety Officer: | Director General of Police (DGP), Assam |
| 6. Liaison Officer: | Chief Executive Officer, Assam State Disaster Management Authority (ASDMA) |
| 7. Information & Media Officer: | Director of Information and Public Relation |
| 8. Operation Section Chief: | Senior most Secretary, Home Dept. |
| a. Staging Area Manager: | Commissioner & Spl. Secretary, PWD (Road) |
| b. Rescue & Response Branch: | |
| i. Natural Disasters: | Director, Fire & Emergency Service |
| ii. Epidemic & Health Hazard: | Director, Health & Family Welfare |
| iii. Manmade Disasters: | Addl. DGP, Law and Order |
| c. Transport Branch (Road, Rail, Water & Air Unit): | Commissioner, Transport |
| 9. Planning Section Chief: | Chief Executive Officer (CEO), Assam State Disaster Management Authority (ASDMA) |
| a. Situation Unit: | Project Manager (Response & Recovery), ASDMA |
| b. Resource Unit: | Project Officer (Response & Recovery), ASDMA |
| c. Documentation Unit: | Project Officer (Awareness), ASDMA |
| d. Demobilization Unit: | Administrative Officer, ASDMA |
| 10. Logistic Section Chief: | Senior most Secretary, Food & Civil Supply Dept. |
| a. Service Branch: | Commissioner & Secretary, Health & FW Dept. |
| i. Communication Unit: | S.P., Assam Police Radio Organization (APRO) |
| ii. Medical Unit: | Director, Health & FW Dept. |
| iii. Food Unit: | Director, Food & Civil Supply Dept. |
| b. Support Branch: | Commissioner & Spl. Secretary, PWD (Building) |
| i. Resource Provisioning Unit: | Chief Engineer, PWD (Road) |
| ii. Facilities Unit: | Chief Engineer, PWD (Building) |
| iii. Ground Support: | Chief Engineer, PHE |
| c. Finance Branch: | Commissioner & Secretary, Finance (ECII) Dept. |
| i. Time Unit: | Deputy Secretary, Finance Dept. |
| ii. Compensation/ Claim Unit: | Deputy Secretary, Finance Dept. |
| iii. Procurement Unit: | Director, Finance Dept. |
| iv. Cost Unit: | Director, Finance Dept. |

The State Level Incident Response Team (IRT) will be activated by the Responsible Officer in the event of occurrence of any major emergencies/ disasters.

This will come into force with effect from the date of publication of this notification.


(Shri Jitesh Khesla)

Chief Secretary to Government of Assam
Dispur, Guwahati-06

ROLES & RESPONSIBILITIES OF VARIOUS INCIDENT RESPONSE TEAM MEMBERS		
SL. NO.	POSITION	RESPONSIBILITIES
COMMAND STAFF		
1	RESPONSIBLE OFFICER	<p>The roles & responsibilities of RO are follows.</p> <ul style="list-style-type: none"> i) Monitor operation from the State Emergency Operation Centre (SEOC)/ District Emergency Operation Centre (DEOC) ii) Give directions to any department or authority regarding actions to be taken iii) RO will ensure that active participation of all departments in response iv) Incident Commander will brief him about the situation & response time to time
2	INCIDENT COMMANDER	<ul style="list-style-type: none"> • Obtain information on: <ul style="list-style-type: none"> a) Situation status like number of people and the area affected etc. b) Availability and procurement of resources c) Requirement of facilities like ICP, Staging Area, Incident Base, Camp, Relief Camp etc. d) Availability and requirements of Communication system e) Future weather behaviour from IMD and f) Any other information required for response from all available sources and analyse the situation • Determine incident objectives and strategies based on the available information and resources • Establish immediate priorities, including search & rescue and relief distribution strategies • Assess requirements for maintenance of law and order, traffic etc. if any at the incident site, and make arrangements with help of the local police • Brief higher authorities ,i.e. Responsible Officer about the situation as per IRS incident briefing and request for additional resources, if required • Establish Incident Command Post (ICP) at a suitable place, from where the response will be coordinated. • Ensure that the Incident Action Plan(IAP) is prepared • Ensure that planning meetings are held at regular intervals. The meetings will draw out an implementation strategy and IAP for effective incident response. Ensure that all Sections or Units are working as per IAP • Ensure that adequate safety measures for responders and affected communities are in place • Ensure proper coordination between all Sections of the IRT, agencies working in the response activities and make sure that all conflicts are resolved • Consider requirement of resources, equipment which are not available in the functional jurisdiction, discuss with Planning Section Chief and Logistic Section Chief and inform Responsible Officer regarding any procurement • Approve the deployment of volunteers and such other personnel and ensure that they follow the chain of command • Authorise release of information to the media • Ensure that the record of resources mobilised from outside is maintained so that prompt payment can be made for hired resource • Ensure that Incident Status Summary (ISS) is completed and forwarded to the Responsible Officer • Recommend demobilisation of the Incident Response Team, when appropriate • Perform any other duties that may be required for the management of the incident

		<ul style="list-style-type: none"> • Perform such other duties as assigned by RO
3	INFORMATION & MEDIA OFFICER	<ul style="list-style-type: none"> • Prepare and release information about the incident to the media agencies and others with the approval of IC • Monitor and review various media reports regarding the incident that may be useful of incident planning • Organise Incident Action plan (IAP) meetings as directed by the IC or when required • Coordinate with IMD to collect weather information and disseminate it to all concerned • Maintain record of various activities performed • Jot down decisions taken and directions issued in case of sudden disasters when the IRT has not been fully activated and hand it over to the Planning Section on its activation for incorporation in the Incident Action Plan • Perform such other duties as assigned by IC
4	LIAISON OFFICER	<ul style="list-style-type: none"> • Maintain a list of concerned line departments, agencies (CBOs, NGOs, etc.) and their representatives at various locations • Carry out liaison with all line dept. & concerned agencies including NDRF and Armed Forces • Monitor Operations to identify current or potential inter-agency problems • Participate in planning meetings and provide information of response by participating agencies • Keep the IC informed about arrivals of all the Government and Non-Government agencies • Maintain record of various activities performed
5	SAFETY OFFICER	<ul style="list-style-type: none"> • Recommend measures for assuring safety of responders and to assess or anticipate hazardous and unsafe situations • Ask for assistants and assign responsibilities as required • Participate in planning meetings for preparation of IAP • Obtain details of accidents that have occurred within the incident area if required or as directed by IC and inform the appropriate authorities • Review and approve the Site Safety Plan, as and when required
GENERAL STAFF		
6	OPERATIONS SECTION CHIEF	<ul style="list-style-type: none"> • Manage all field operations for the accomplishment of the incident objectives • Ensure the overall safety of personnel involved in the OS and the affected communities • Deploy, activate, expand and supervise organisational elements • Assign appropriate personnel, keeping their capabilities for the task in mind and maintain On Duty Officers list • Brief the personnel in OS at the beginning of each operational period • Prepare Section Operational Plan in accordance with the IAP; if required • Determine the need for additional resources and place demands accordingly and ensure their arrival • Consult the IC from time-to-time and keep him fully briefed

	STAGING AREA MANAGER	<ul style="list-style-type: none"> • Establish the SA with proper layout, maintain it in an orderly condition and ensure that there is no obstruction to the incoming and outgoing vehicles, resources etc. • Organise storage and despatch of resources received and despatch it as per IAP • Report all receipts and despatches to OSC and maintain their records • Manage all activities of the SA • Ensure that communications are established with the ICP and other required locations e.g. different SAs, Incident Base, Camp, Relief Camp etc. • Utilise all perishable supplies expeditiously • Request maintenance and repair of equipment at SA • Demobilise SA in accordance with the Demobilisation Plan
7	PLANNING SECTION CHIEF	<ul style="list-style-type: none"> • Ensure that decisions taken and directions issued in case of sudden disasters when the PS has not been activated are obtained from the IMO (Command Staff) and incorporated in the IAP • Ensure collection, evaluation, and dissemination of information about the incidents including weather, environment toxicity, availability of resources etc. from concerned departments and other sources. • Coordinate by assessing the current situation, predicting probable course of the incident and preparing alternative strategies for the Operations by preparing the IAP. • The major steps for preparing IAP are as follows; <ul style="list-style-type: none"> a. Initial information and assessment of the damage and threat; b. Assessment of resources required; c. <u>Formation of incident objectives and conducting strategy meetings;</u> d. Operations briefing; e. Implementation of IAP; f. Review of the IAP; and g. Formulation of incident objectives for the next operational period, if required • Ensure that Incident Status Summary is filled and incorporated in the IAP • Plan to activate and deactivate IRS organisational positions as appropriate, in consultation with the IC and OSC • Determine the need for any specialised resources for the incident management • Provide periodic projections on incident potential • Report to the IC of any significant changes that take place in the incident status; • Compile and display incident status summary at the ICP
8	LOGISTIC SECTION CHIEF	<ul style="list-style-type: none"> • Coordinate with the activated Section Chiefs. • Provide logistic support to all incident response effort including the establishment of Staging Area, Incident Base, Camp, Relief Camp, Helipad etc. • Participate in the development and implementation of the Incident Action Plan (IAP). • Keep Responsible Officer (RO) and Incident Commander(IC) informed on related financial issues. • Ensure that Organisational Assignment List is circulated among the Branch Directors and others responders of his Section. • Request for sanction of Impress Fund, if required. • Supervise the activated Units under his Section. • Ensure the safety of the personal of his Section. • Assign work location and preliminary work tasks to Section Personnel. • Ensure that a plan is developed to meet the logistic requirement of the Incident

		<p>Action Plan (IAP).</p> <ul style="list-style-type: none"> • Anticipate over all logistic requirements for relief Operations and prepare accordingly. • Constantly review the Communication plan, Medical Plan and traffic plan to meet the changing requirements of the situation. • Assess the requirement of additional resources and take steps for their procurement in consultation with the RO and IC. • Provide logistic support for the victims as approved by the RO and IC. • Ensure release of resources in conformity with the number of victims. • Ensure that the hiring of the requisitioned resources is properly documented and paid by the Finance Branch. • Assign appropriate personal keeping their capabilities for the tasks to be carried out and maintain on duty officer list . • Ensure that cost analysis of the total response activities is prepared. • Ensure that record of various activities performed by member of Branches and unites are collected and maintained in the Unit Log
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**GOVERNMENT OF ASSAM
REVENUE AND DISASTER MANAGEMENT DEPARTMENT
DISPUR :: ASSAM**

NOTIFICATION

No. RGR/ASDMA/08/ 2014/ 02


Dated 20th May 2014

Government of Assam has accepted Incident Response System (IRS) as the preferred disaster response system in the State. For implementation of the same the District level Incident Response Team (IRT) is hereby notified as follows-

- | | |
|--|--|
| 1. Responsible Officer: | Deputy Commissioner |
| 2. Incident Commander: | Chief Executive Officer (CEO), District Disaster Management Authority (DDMA) |
| 3. Deputy Incident Commander: | Branch Officer, Disaster Management (DM) Branch |
| 4. Safety Officer: | Addl. Deputy Commissioner, Law and Order |
| 5. Liaison Officer: | Project Officer, District Disaster Management Authority (DDMA) |
| 6. Information & Media Officer: | District Information and Public Relation Officer (DIPR) |
| 7. Operation Section Chief: | Superintendent of Police (SP) |
| a. Staging Area Manager: | District Transport Officer (DTO) |
| b. Rescue & Response Branch: | |
| i. Natural Disasters: | Sr. Station Officer, Fire & Emergency Service |
| ii. Epidemic & Health Hazard: | Joint Director, Health & Family Welfare |
| iii. Manmade Disasters: | Superintendent of Police |
| c. Transport Branch (Road, Rail, Water & Air Unit): | District Transport Officer (DTO) |
| 8. Planning Section Chief: | Addl. Deputy Commissioner, Development |
| a. Situation Unit: | Project Officer, DDMA |
| b. Resource Unit: | Project Officer, DDMA |
| c. Documentation Unit: | Field Officer, DDMA |
| d. Demobilization Unit: | Field Officer/ Technical Officer, DDMA |
| 9. Logistic Section Chief: | Addl. Deputy Commissioner, Nazarat |
| a. Service Branch: | EAC, Nazarat. |
| i. Communication Unit: | In-charge, APRO |
| ii. Medical Unit: | CM & HO, Health & FW Dept. |
| iii. Food Unit: | Deputy Director, Food & Civil Supply Dept. |
| b. Support Branch: | SDO, Sadar |
| i. Resource Provisioning Unit: | Executive Engineer, PWD (Road) |
| ii. Facilities Unit: | Executive Engineer, PWD (Building) |
| iii. Ground Support: | Executive Engineer, PHE |
| c. Finance Branch: | SDO, Sadar/ EAC Rank Officer |
| i. Time Unit: | Nazir |
| ii. Compensation/ Claim Unit: | Branch Officer, Relief Branch |
| iii. Procurement Unit: | Finance & Accounts Officer (FAO) |
| iv. Cost Unit: | Treasury Officer |

The District Level Incident Response Team (IRT) will be activated by the Responsible Officer in the event of occurrence of any major emergencies/ disasters.

This will come into force with effect from the date of publication of this notification.


 (Shri Jitesh Khosla)
 Chief Secretary to Government of Assam
 Dispur, Guwahati-06

Format for Requisition of Assistance from Govt. of India/NDRF

To,

National Disaster Response Force (NDRF)

Sir,

You are requested to send a team of National Disaster Response Force (NDRF) in the following location/ locations.

Type of Incident			
Name of the District		Name of the Revenue Circle	
Place of Incident			
Nearest Police Station			
Nearest Fire Station/ SDRF			
Contact Persons			
Phone/Mobile			

Principal Secy., DM/
CEO, ASDMA/
Deputy Commissioner, _____ Dist.

Copy to:

1. _____, Ministry of Home Affairs (MHA), GOI
2. _____, National Disaster Management Authority (NDMA), New Delhi
3. _____, DG, HQ. NDRF
4. _____, Chief Executive Officer, ASDMA, Dispur

Principal Secy., DM/
CEO, ASDMA/
Deputy Commissioner, _____ Dist.

Format for Requisition of Assistance from Air Force

To,

_____ Air Force Station

Sir,

You are requested to provide air support in the following location/ locations.

Type of Incident			
Name of the District		Name of the Revenue Circle	
Event Location/ Helipad		Coordinates	_____ N _____ E
Type of Air Support Requested	Rescue Mission		
	Food Dropping		
	Other purpose		
Officers to be accompanied	Name:		
	Designation:		
Point of Contact (authorised person to coordinate)	Name:		
	Phone/Mobile:		

Deputy Commissioner
_____ District

Copy to:

1. _____, AOC, Eastern Air Command (EAC), Shillong
2. _____, Chief Executive Officer, ASDMA, Dispur
3. _____, Secretary, Home Dept.

Deputy Commissioner
_____ District

DAILY FLOOD REPORT**DISTRICT:****DATE:**

		During last 24 hours		
1	I. No. of Revenue Circles Affected.			
	II. Name of Revenue Circles Affected.			
2	I. No. of Villages Affected. (Circle wise)			
3	Total Area Affected (Circle wise)	Hects.		
		Dist. Total:	Hects.	
4	Total Crop Area Affected (Circle wise)	Hects.		
		Dist. Total:	Hects.	
5	Total Population affected. (Circle wise)			
		Dist. Total:		
6	No. of Relief Camps. (Circle wise)			
		Dist. Total:		
7	No. of Inmates in Relief Camps.			
		Dist. Total:		
8	Human Lives lost. (Circle wise)			
		Dist. Total:		
9	Animals affected in this wave of Flood.	Big Animal	Small Animal	Poultry

	(Circle wise)	Lost /Washed away:		
		<ul style="list-style-type: none"> • Big Animal • Small Animal • Poultry 		
10	Cattle camps opened (Circle wise)			
		Dist. Total:		
11	House Damaged (Circle wise)	Fully	Partially	
		Dist. Total:		
12	Infrastructure Damaged			
	A. Embankment			
	B. Road			
	C. Bridge			
	D. Other(School buildings/Health Centers)			
13	Rescue operations carried out	Agency	Boat deployed/ Helicopter used	Persons Evacuated
14	Medical Team deployed			
15	G.R. Distributed.			

Signature of Designated ADC

State Executive Committee approved procedure for Submission of SDRF proposals (approved by resolution of SEC to the agenda item no 20 of 8th SEC meeting)

Revenue & Disaster Management Department will only accept proposals from the departments and not from Deputy Commissioners directly. Further, the proposals must be submitted with the following TEMPLATES.

TEMPLATE FOR SUBMISSION OF SDRF PROPOSALS

(To be routed through the concerned department)

To be filled up the concerned Deputy Commissioner's Office

1. Basic Information

Sl No.	Name of District	Name of the Revenue Circle to which the proposal relates	Name of Village affected

2. Event Information

Date of occurrence of event (Proposal has to submitted within one month of the date of the event) Format (dd/mm/yyyy)	Whether the damage was reported to the State Disaster Response & Information Centre(State Control Room) in the Damage Assessment Report from the District(Yes/No) <i>If YES, A copy of the report is to be enclosed</i>	Name of the team of Officers that inspected the site to access the damage	Photograph of the damage (Digital with Date) to be submitted (Yes/No)

Signature of Deputy Commissioner concerned

To be filled by concerned State Government Department

Sl No	Name of Deptt	Certificate from the Deptt. That it has exhausted its provision under the budget for regular maintainance & repair (Yes/No)	Name of Scheme	Amount (in Rs.)	Whether Countersigned by DC (Yes/No)	Whether Placed for Consideration of the DDMA	Whether Approved by DDMA	Whether Admissible under SDRF Guidelines (Yes/No)

3. Scheme Submitted

Signature of senior most
Secretary of the State Department
Concerned

NB:

1. If the Scheme is above Rs 5.00 Crore, the `scheme is to be submitted only after approval of TAC.
2. * As per revised guidelines dated 16th Jan 2012, for assistance under State infrastructure that States shall first use its provision under the budget for regular maintainance and repair.

Extent of damage due to natural calamities

Nature & period of natural calamity:

Sl No	Item	Details
1.	Name of the affected district	
2.	Total number Circle & names and number of affected circles	
3.	Number of Villages affected	
4.	Population affected (in Lakh)	
5	Total Land Area affected (in lakh hac)	
6	Cropped Area affected(in lakh ha)	
	i) Total cropped area affected(in lakh ha)	
	ii) Estimated loss to crops (Rs in lakh)	
	iii) Area where cropped damage was more than 50%	
7	Houses damaged:-	
	(a)No of houses damaged(Landslide & Floods)	
	(i) Fully damaged pucca houses	
	(ii) Fully damaged kutcha houses	
	(iii) Severely damaged pucca houses	
	(iv) Severely damaged kutcha houses	
	(v) Partially damaged houses (pucca+kutcha)	
	(vi) No of huts damaged	
	(b) Estimated value of damage to houses (Rs in lakh)	
8.	No of human lives lost	
9	No of persons with grievous injuries	
10	No of persons with minor injuries	
11.	Animals lost	
	(a) No of big animals lost	
	(b) No of small animals lost	
	(c) No of poultry (birds) lost	

12.	Damage to Public properties:- (c) In physical terms (sector wise details should be given- eg length of State Roads damaged, length of District Roads damaged, length of Village roads damaged, No of bridges damaged, No of culverts damaged, No of school buildings damaged etc.	
	(b)Estimated value of the damage to public properties	
13.	Estimated total damage to houses, crops and public properties (excluding GR)	
	GR	
	Cattle	
	Others (excluding GR)	
	TOTAL	

Master Register for Relief Camp

Part A: Profile of the Camp Population :

Name of Village _____

Name of Mouza _____

Name of Police Station _____

Sl. No.	Name of the Head of family with father's / husbands name	Age	Sex	Name of other family members	Age	Sex	Total members			Date of entry in Relief Camp	Date of leaving of the Camp	Remarks
							Adult	Minor	Total			
1	2	3	4	5	6	7	8	9	10	11	12	13

Part B: Details of Relief / Aid

Details of Relief Items Distributed

Date	Articles	Scale for Adult/Minor	Quantity Issued	Name of Recipient	Signature of Recipient	Signature of Distributing Officer
1	2	3	4	5	6	7

Appendix –XII

Register for Generator Set.

Date	Name of Operator	Duty hours		Time when generator of started	Time when generator was stopped	Signature of Operator	Signature of Supervisor	Qty. of POL received	Remark
		From	To						
1	2	3	4	5	6	7	8	9	10

Appendix –XIII

Stock Register for Food Items

Receipt							Issue							
Date & Time of Receipt	Article	Quantity	Received from	Name of receiving Officer	Name & Signature of the person who delivered the items	Signature of the receiving Officer	Date & Time of issue	Article	Quantity	Issue to whom (Name & Designation)	Name & Signature of the	Signature of the	Name of the	Signature of the issuer

Appendix –XIV

Doctors & Paramedical Staff duty register

Date	Name of the Doctor	Duty Hours		Name of the Nurses/Paramedical staff	Duty		Remarks	Signature of the Doctor or duty
		From	To		From	To		
1	2	3	4	5	6	7	8	9

GRATUITOUS RELIEF**[A] SCALES OF GRATUITOUS RELIEF**

SL. NO.	NAME OF ITEM	SCALE OF G.R. (per head per day)		REMARKS
1	(a) Food-grains etc. (cooked or otherwise)	Adult	600 gms.	12 yrs. & below
		Minor	400 gms.	
	(b) Pulses		100 gms.	
	(c) Salt		30 gms.	
	(d) Mustard oil		30 ml.	
	(e) Chira	Adult	600 gms.	12 yrs. & below
		Minor	400 gms.	
(f) Gur		100 gms.		
2	Cash doles	Adult	Rs.60.00	Only those families, who have no food reserves or whose food reserves have been wiped out in a calamity and who have no other immediate means of support and are not housed in Relief Camps and cannot be provided with food-grains etc. as mentioned under Sl.1 above due to unavoidable circumstances are only entitled *Item No.1(e) of the Revised SDRF Guidelines may be referred to
		Minor	Rs.45.00	
3	Assistance for loss of clothing & utensils (per family)	Clothing	Rs.1,800.00	Families, whose houses have been washed away / fully damaged / severely inundated for more than a week and who have suffered loss of clothing / utensils / household goods, are only entitled. *Item No.1(d) of the Revised SDRF Guidelines may be referred to
		Utensils/household goods	Rs.2,000.00	
4	Supply of fodder for livestock	(a) Buffalo	05 kg.	
		(b) Cow	04 kg.	
		(c) Sheep	01 kg.	
		(d) Goat	01 kg.	
		(e) Horse	05 kg.	
5	Provision of fodder / feed concentrate in Cattle Camps per day	Large animals	Rs.70.00	*Item No.6(ii) of the Revised SDRF Guidelines may be referred to
		Small animals	Rs.35.00	

*As per revised list of items and norms of assistance from SDRF & NDRF, MHA letter No.32-7/2014-NDM- dated 8th April 2015

No. 32-7/2014-NDM-I
 Government of India
 Ministry of Home Affairs
 (Disaster Management Division)

'C' Wing, 3rd Floor, NDCC- II,
 Jai Singh Road, New Delhi-110001,
 Dated the 8th April 2015

To

1. Chief Secretaries of all States
2. The Relief Commissioners / Secretaries, Department of Disaster Management of all States

Subject: - Items and Norms of assistance from the State Disaster Response Fund (SDRF) and the National Disaster Response Fund (NDRF) for the period 2015 -- 2020.

Sir/ Madam,

I am directed to state that based on consideration of the recommendations of Fourteenth Finance Commission (FFC) on financing of expenditure on immediate relief during natural disasters for the period 2015--2020 and the report of the Expert Group set up by this Ministry, the Government of India has revised the items and norms for assistance from SDRF/ NDRF. The approved list of items and norms for assistance from SDRF / NDRF in the wake of identified natural disasters is **Annexed**. The revised norms will be effective from 1st April 2015. However, the farmers affected by hailstorms in different parts of the country during February/ March 2015 will also be given assistance under the new norms.

2. The revised items and norms can also be downloaded from website of Disaster Management Division of Ministry of Home Affairs i.e. www.ndmindia.nic.in.

3. As the first charge on SDRF should be on a disaster of severe nature, there has been a requirement to adjust balance amount of SDRF whenever NDRF amount is released. This procedure stands revised as follows:-

50% of SDRF balance, as on 31st March of the preceding financial year, will be adjusted while releasing the assistance from NDRF for the first disaster in a financial year. In case the same State faces another severe disaster during the same year, no adjustment will be made while releasing NDRF assistance.

4. A copy of the communication alongwith their enclosure is also being sent to the Accountants Generals of the States for necessary action.

5. This supersedes this Ministry's earlier letters on this subject, the last being No.32-3/2013-NDM-I dated the 28th November, 2013 and No. 32-3/2013 NDM-I dated 5th March 2014.

Yours faithfully,



(Goutam Ghosh)

Deputy Secretary to the Govt. of India

Telefax: 23438123

Encl: As above.

Copy for information and necessary follow up action to:-

1. Accountants General of all State Governments.
2. Comptroller & Auditor General (CAG), New Delhi.
3. Controller General of Accounts (CGA), New Delhi.
4. Resident Commissioners of all State Governments.

Copy to: -

1. Ministry of Finance, Department of Expenditure [Shri Vivck Joshi, JS (FCD)], North Block, New Delhi.
2. Ministry of Agriculture [Joint Secretary (DM)], Krishi Bhawan, New Delhi.
3. Member Secretary, National Disaster Management Authority, NDMA Bhawan, Safdurjung Enclave, New Delhi.
4. All concerned Central Ministries/ Departments / Organizations.
5. PMO / Cabinet Secretariat.
6. PS to HM/ PS to MOS (R)
7. Sr. PPS to Home Secretary/ Addl. Secretary (F)/ Joint Secretary (DM)/ NIC.

REVISED LIST OF ITEMS AND NORMS OF ASSISTANCE FROM STATE DISASTER RESPONSE FUNDS (SDRF) AND NATIONAL DISASTER RESPONSE FUND (NDRF)

(Period 2015-20, MHA Letter No. 32-7/2014-NDM-I Dated 8th April 2015)

Sl. No.	Items	NORMS OF ASSISTANCE
1	2	3
1.	Gratuitous Relief	
	a) Ex-Gratia payment to families of deceased persons.	Rs.4.00 lakh per deceased person including those involved in relief operations or associated in preparedness activities, subject to certification regarding cause of death from appropriate authority.
	b) Ex-Gratia payment for loss of a limb or eye(s).	Rs. 59100/- per person, when the disability is between 40% and 60%. Rs. 2.00 lakh per person, when the disability is more than 60%. Subject to certification by a doctor from a hospital or dispensary of Government, regarding extent and cause of disability.
	c) Grievous injury requiring hospitalization	Rs. 12,700/- per person requiring hospitalization for more than a week. Rs. 4,300/- per person requiring hospitalization for less than a week.
	d) Clothing and utensils/ house-hold goods for families whose houses have been washed away/ fully damaged/severely inundated for more than two days due to a natural calamity.	Rs.1,800/- per family, for loss of clothing. Rs.2,000/- per family, for loss of utensils/ household goods.
	e) Gratuitous relief for families whose livelihood is seriously affected.	Rs. 60/- per adult and Rs. 45/- per child, not housed in relief camps. State Govt. will certify that identified beneficiaries are not housed in relief camps. Further State Government will provide the basis and process for arriving at such beneficiaries district-wise. Period for providing gratuitous relief will be as per assessment of the State Executive Committee (SEC) and the Central Team (in case of NDRF). The default period of assistance will upto to 30 days, which may be extended upto 60 days in the first instance, if required, and subsequently upto 90 days in case of drought/ pest attack. Depending on the ground situation, the State Executive Committee can extend the time period beyond the prescribed limit subject to that expenditure on this account should not exceed 25% of SDRF allocation for the year.
2.	SEARCH & RESCUE OPERATIONS	
	(a) Cost of search and rescue measures/ evacuation of people affected/ likely to be affected	As per actual cost incurred, assessed by SEC and recommended by the Central Team (in case of NDRF).

		- By the time the Central Team visits the affected area, these activities are already over. Therefore, the State Level Committee and the Central Team can recommend actual/near-actual costs.
	(b) Hiring of boats for carrying immediate relief and saving lives.	As per actual cost incurred, assessed by SEC and recommended by the Central Team (in case of NDRF). The quantum of assistance will be limited to the actual expenditure incurred on hiring boats and essential equipment required for rescuing stranded people and thereby saving human lives during a notified natural calamity.
3	RELIEF MEASURES	
	a) Provision for temporary accommodation, food, clothing, medical care, etc. for people affected/ evacuated and sheltered in relief camps.	As per assessment of need by SEC and recommendation of the Central Team (in case of NDRF), for a period up to 30 days. The SEC would need to specify the number of camps, their duration and the number of persons in camps. In case of continuation of a calamity like drought, or widespread devastation caused by earthquake or flood etc., this period may be extended to 60 days, and upto 90 days in cases of severe drought. Depending on the ground situation, the State Executive Committee can extend the time period beyond the prescribed limit subject to that expenditure on this account should not exceed 25% of SDRF allocation for the year. Medical care may be provided from National Rural Health Mission (NRHM).
	b) Air dropping of essential supplies	As per actual, based on assessment of need by SEC and recommendation of the Central Team (in case of NDRF). - The quantum of assistance will be limited to actual amount raised in the bills by the Ministry of Defence for airdropping of essential supplies and rescue operations only.
	c) Provision of emergency supply of drinking water in rural areas and urban areas	As per actual cost, based on assessment of need by SEC and recommended by the Central Team (in case of NDRF), up to 30 days and may be extended upto 90 days in case of drought. Depending on the ground situation, the State Executive Committee can extend the time period beyond the prescribed limit subject to that expenditure on this account should not exceed 25% of SDRF allocation for the year.
4.	CLEARANCE OF AFFECTED AREAS	
	a) Clearance of debris in public areas.	As per actual cost within 30 days from the date of start of the work based on assessment of need by SEC for the assistance to be provided under SDRF and as per assessment of the Central team for assistance to be provided under NDRF.
	b) Draining off flood water in affected areas	As per actual cost within 30 days from the date of start of the work based on assessment of need by SEC for the assistance to be provided under SDRF and as per assessment of the Central team (in case of NDRF).
	c) Disposal of dead bodies/ Carcasses	As per actuals, based on assessment of need by SEC and

		recommendation of the Central Team (in case of NDRF).
5	AGRICULTURE	
(i)	<i>Assistance farmers having landholding upto 2 ha</i>	
A.	Assistance for land and other loss	
	a). De-silting of agricultural land (where thickness of sand/ silt deposit is more than 3", to be certified by the competent authority of the State Government.)	Rs. 12,200/- per hectare for each item. (Subject to the condition that no other assistance/ subsidy has been availed of by/ is eligible to the beneficiary under any other Government Scheme)
	b) Removal of debris on agricultural land in hilly areas	
	c) De-silting/ Restoration/ Repair of fish farms	
	d) Loss of substantial portion of land caused by landslide, avalanche, change of course of rivers.	Rs. 37,500/- per hectare to only those small and marginal farmers whose ownership of the land is legitimate as per the revenue records.
B.	Input subsidy (where crop loss is 33% and above)	
	a) For agriculture crops, horticulture crops and annual plantation crops	Rs. 6,800/- per ha. in rainfed areas and restricted to sown areas. Rs. 13,500/- per ha. in assured irrigated areas, subject to minimum assistance not less than Rs.1000 and restricted to sown areas.
	b) Perennial crops	Rs. 18,000/- ha. for all types of perennial crops subject to minimum assistance not less than Rs. 2000/- and restricted to sown areas.
	c) Sericulture	Rs. 4,800/- per ha. for Eri, Mulberry, Tussar Rs. 6,000/- per ha. for Muga.
(ii)	<i>Input subsidy to farmers having more than 2 Ha of landholding</i>	Rs. 6,800/- per hectare in rainfed areas and restricted to sown areas. Rs.13,500/- per hectare for areas under assured irrigation and restricted to sown areas. Rs. 18,000/- per hectare for all types of perennial crops and restricted to sown areas. Assistance may be provided where crop loss is 33% and above, subject to a ceiling of 2 ha. per farmer.
6	ANIMAL HUSBANDRY ASSISTANCE TO SMALL AND MARGINAL FARMERS	
	i) Replacement of milch animals, draught animals or animals used for haulage.	<i>Milch animals -</i> Rs. 30,000/- Buffalo/ cow/ camel/ yak/ Mithun etc. Rs. 3,000/- Sheep/ Goat/ Pig <i>Draught animals -</i> Rs. 25000/- Camel/ horse/ bullock, etc. Rs. 16,000/- Calf/ Donkey/ Pony/ Mule The assistance may be restricted for the actual loss of economically productive animals and will be subject to a

		(This assistance will not be provided if the beneficiary is eligible or has availed of any subsidy/ assistance, for the instant calamity, under any other Government Scheme, except the one time subsidy provided under the Scheme of Department of Animal; Husbandry, Dairying and Fisheries, Ministry of Agriculture.)
8	HANDICRAFTS/HANDLOOM ASSISTANCE TO ARTISANS	
	i) For replacement of damaged tools/ equipment	Rs. 4,100 per artisan for equipments. - Subject to certification by the competent authority designated by the Government about damage and its replacement.
	ii) For loss of raw material/ goods in process/ finished goods	Rs. 4,100 per artisan for raw material. - Subject to certification by Competent Authority designated by the State Government about loss and its replacement.
9	HOUSING	
	a) Fully damaged/ destroyed houses	
	i) Pucca house	
	ii) Kutch House	Rs. 95,100/- per house, in plain areas.
	b) Severely damaged houses	
	i) Pucca House	Rs. 1,01,900/- per house, in hilly areas including Integrated Action Plan (IAP) districts.
	ii) Kutch House	
	(c) Partially Damaged Houses –	
	(i) Pucca (other than huts) where the damage is at least 15 %	Rs. 5,200/- per house
	(ii) Kutch (other than huts) where the damage is at least 15 %	Rs. 3,200/- per house
	d) Damaged / destroyed huts:	Rs. 4,100/- per hut, <i>(Hut means temporary, make shift unit, inferior to Kutch house, made of thatch, mud, plastic sheets etc. traditionally recognized as hut by the State/ District authorities.)</i> <i>Note: -The damaged house should be an authorized construction duly certified by the Competent Authority of the State Government.</i>
	e) Cattle shed attached with house	Rs. 2,100/- per shed.
10	INFRASTRUCTURE	
	<i>Repair/restoration (of immediate nature) of damaged infrastructure:</i> <i>(1) Roads & bridges (2) Drinking Water Supply Works, (3) Irrigation, (4) Power (only limited to immediate restoration of electricity supply in the affected areas), (5) Schools, (6) Primary Health Centres, (7) Community assets owned by Panchayat.</i>	<i>Activities of immediate nature :</i> Illustrative lists of activities which may be considered as works of an immediate nature are given in the enclosed Appendix. <i>Assessment of requirements :</i> Based on assessment of need, as per States' costs/ rates/

	<p>Sectors such as Telecommunication and Power (except immediate restoration of power supply), which generate their own revenues, and also undertake immediate repair/ restoration works from their own funds/ resources, are excluded.</p>	<p>schedules for repair, by SFC and recommendation of the Central Team (in case of NDRF).</p> <ul style="list-style-type: none"> - As regards repair of roads, due consideration shall be given to Norms for Maintenance of Roads in India, 2001, as amended from time to time, for repairs of roads affected by heavy rains/floods, cyclone, landslide, sand dunes, etc. to restore traffic. For reference these norms are <ul style="list-style-type: none"> • Normal and Urban areas: upto 15% of the total of Ordinary Repair (OR) and Periodical Repair (PR). • Hills: upto 20% of total of OR and PR. - In case of repair of roads, assistance will be given based on the notified Ordinary Repair (OR) and Periodical Renewal (PR) of the State. In case OR & PR rate is not available, then assistance will be provided @ Rs 1 lakh/km for State Highway and Major District Road and @ Rs. 0.60 lakh/km for rural roads. The condition of "State shall first use its provision under the budget for regular maintenance and repair" will no longer be required, in view of the difficulties in monitoring such stipulation, though it is a desirable goal for all the States. - In case of repairs of Bridges and Irrigation works, assistance will be given as per the schedule of rates notified by the concerned States. Assistance for micro irrigation scheme will be provided @ Rs. 1.5 lakh per damaged scheme. Assistance for restoration of damaged medium and large irrigation projects will also be given for the embankment portions, on par with the case of similar rural roads, subject to the stipulation that no duplication would be done with any ongoing schemes. - Regarding repairs of damaged drinking water schemes, the eligible damaged drinking water structures will be eligible for assistance @ Rs. 1.5 lakh/ damaged structure. - Regarding repair of damaged primary and secondary schools, primary health centres, Anganwadi and community assets owned by the Panchayats, assistance will be given @ Rs 2 lakh/damaged structure. - Regarding repair of damaged power sector, assistance will be given to damaged conductors, poles and transformers upto the level of 11 kV. The rate of assistance will be @ Rs. 4000/poles, Rs 0.50 lakh per km of damaged conductor and Rs. 1.00 lakh per damaged distribution transformer.
11	<p>Procurement of essential search, rescue and evacuation equipments including communication equipments, etc. for response to disaster.</p>	<ul style="list-style-type: none"> - Expenditure is to be incurred from SDRF only (and not from NDRF), as assessed by the State Executive Committee (SEC). - The total expenditure on this item should not exceed 10 % of the annual allocation of the SDRF.

2.	Capacity Building	<ul style="list-style-type: none"> - Expenditure is to be incurred from SDRF only (and not from NDRF), as assessed by the State Executive Committee (SEC). - The total expenditure on this item should not exceed 5% of the annual allocation of the SDRF.
13.	State specific disasters within the local context in the State, which are not included in the notified list of disasters eligible for assistance from SDRF/ NDRF, can be met from SDRF within the limit of 10% of the annual funds allocation of the SDRF.	<ul style="list-style-type: none"> - Expenditure is to be incurred from SDRF only (and not from NDRF), as assessed by the State Executive Committee (SEC). - The norm for various items will be the same as applicable to other notified natural disasters, as listed above. or - In these cases, the scale of relief assistance against each item for 'local disaster' should not exceed the norms of SDRF. - The flexibility is to be applicable only after the State has formally listed the disasters for inclusion and notified transparent norms and guidelines with a clear procedure for identification of the beneficiaries for disaster relief for such local disasters', with the approval of SEC.

Note:- (i) The State Governments are to take utmost care and ensure that all individual beneficiary-oriented assistance is necessary/ mandatory disbursed through the bank account (viz; Jan Dhan Yojana etc.) of the beneficiary.

(ii) The scale of relief assistance against each items for all disasters including 'local disaster' should not exceed the norms of SDRF/ NDRF. Any amount spent by the State for such disasters over and above the ceiling would be borne out of the resources of the State Government and not from SDRF.

Illustrative list of activities identified as of an immediate nature.

1. Drinking Water Supply :

- i) Repair of damaged platforms of hand pumps/ring wells/ spring-tapped chambers/public stand posts, cisterns.
- ii) Restoration of damaged stand posts including replacement of damaged pipe lengths with new pipe lengths, cleaning of clear water reservoir (to make it leak proof).
- iii) Repair of damaged pumping machines, leaking overhead reservoirs and water pumps including damaged intake – structure, approach gantries/jetties.

2. Roads

- i) Filling up of breaches and potholes, use of pipe for creating waterways, repair and stone pitching of embankments.
- ii) Repair of breached culverts.
- iii) Providing diversions to the damaged/washed out portions of bridges to restore immediate connectivity.
- iv) Temporary repair of approaches to bridges/ embankments of bridges., repair of damaged railing bridges, repair of causeways to restore immediate connectivity, granular sub base, over damaged stretch of roads to restore traffic.

3. Irrigation :

- i) Immediate repair of damaged canal structures and earthen/masonry works of tanks and small reservoirs with the use of cement, sand bags and stones.
- ii) Repair of weak areas such as piping or rat holes in dam walls/ embankments.
- iii) Removal of vegetative material/building material/debris from canal and drainage system.
- iv) Repair of embankments of minor, medium and major irrigation projects.

4. Health :

Repair of damaged approach roads, buildings and electrical lines of PHCs/ community Health Centres.

5. Community assets of Panchayat

- a) Repair of village internal roads.
- b) Removal of debris from drainage/ sewerage lines,
- c) Repair of internal water supply lines.
- d) Repair of street lights.
- e) Temporary repair of primary schools, Panchayat ghars, community halls, *anganwadi*, etc.

6. Power: Poles/ conductors and transformers upto 11 kv.

7. The assistance will be considered as per the merit towards the following activities:

	Items/ Particulars	Norms of assistance will be adopted for immediate repair
i)	Damaged primary school building	Up to Rs. 1.50 lakh/ unit
	Higher secondary/ middle/ college and other educational institutions buildings	Not covered
ii)	Primary Health Centre	Upto Rs. 1.50 lakh/ unit
iii)	Electric poles and wires etc.	Normative cost (Upto Rs.4000 per pole and Rs. 0.50 lakh per km)
iv)	Panchayat Ghar/ Anganwadi/ Mahila Mondal/ Yuva Kendra/ Community Hall	Upto 2.00 lakh/ unit
v)	State Highways/ Major District road	Rs. 1.00 lakh/ km *
vi)	Rural road/ bridge	Rs. 0.60 lakh/km *
vii)	Drinking water scheme	Upto 1.50 lakh/ unit
viii)	Irrigation Sector: Minor irrigation schemes/ Canal	Upto Rs. 1.50 lakh/ scheme
	Major irrigation scheme	Not covered
	Flood control and anti Erosion Protection work	Not covered
ix)	Hydro Power Project/ HT Distribution systems/ Transformers and sub stations	Not covered
x)	High Tension Lines (above 11 kv)	Not covered
xi)	State Govt Buildings viz. departmental/ office building, departmental/ residential quarters, religious structures, patwarikhana, Court premises, play ground, forest bungalow property and animal/ bird sanctuary etc.	Not covered
xii)	Long terms/ Permanent Restoration work incentive	Not covered
xiii)	Any new work of long term nature	Not covered
xiv)	Distribution of commodities	Not covered. (However, there is a provision for assistance as GR to families in dire need of assistance after a disasters).
xv)	Procurement of equipments/ machineries under NDRF	Not covered
xvi)	National Highways	Not covered (Since GOI born entire expenditure towards restoration works activities)
xvii)	Fodder seed to augment fodder production	Not covered

* If OR & PR rates are not provided by the State.

GOVERNMENT OF ASSAM
FINANCE(ESTABLISHMENT-B)DEPARTMENT
DISPUR,GUWAHATI-6.

ORDER BY THE GOVERNORS

NOTIFICATION

Dated Dispur the 6th January, 2015.

No.FEB.360/2014/1(B/S): In continuation of this Department' notification No. FEB.330/2014/1(B/S) dtd.6-12-2014 and in pursuance of clause(3) of Article 166 of the Constitution of India and all powers enabling in this behalf, the Governor of Assam is pleased to direct that the following further amendment shall be made in Schedule -III of the Delegation of Financial Power Rules,1999.

Schedule-III Specific powers delegated to all Deputy Commissioners.

Sl.No.	Nature of power	Authority	Extent of power	General Condition
1	2	3	4	5
1	Sanction of Rehabilitation Grant to all those whose dwelling houses are partially burnt/damaged whether due to acts of extremist/terrorist/miscreants or during communal/ethnic/group clashes irrespective of the nature of rights/title over land.	All Deputy Commissioners	R.22,000.00	1. Provided budget provision is available. 2. On the basis of the report submitted by DC/SP of the district

The above order will take effect from the date of issue of this notification.

Sd/-Dr. R. Kota,IAS
Commissioner & Secretary to the Govt. of Assam
Finance Department

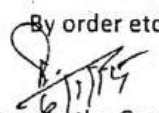
Memo No. FEB.360/2014/1(B/S)-A

Dated Dispur the 6th January, 2015.

Copy to:

1. The Accountant General, Assam, Maidamgaon, Beltola, Guwahati-29.
2. All Administrative Department/Heads of Department
3. All Senior F.A./F.A/Sr.F&AO/F&AO/TO
4. All Deputy Commissioners
5. The Deputy Director of Printing, Assam Govt. Press, Bamunimaidan, Guwahati-21 for publication in the next issue of Assam Gazette
6. E-Governance Unit of Finance Department.

By order etc.


Under Secretary to the Govt. of Assam
Finance (Establishment-B) Department

GOVERNMENT OF ASSAM
REVENUE & DISASTER MANAGEMENT DEPARTMENT
RELIEF & REHABILITATION BRANCH

No.RR.33/2014/71

Dated Dispur, the 26th December / 2014.**NOTIFICATION**

In continuation of this Department's Notification No.RR.33/2014/66 dated 15th November, 2014, the Governor of Assam is pleased to revise the quantum of relief in respect of persons, whose dwelling houses are partially burnt / damaged whether due to acts of extremist / terrorist / miscreants or during communal violence / ethnic violence / group clash.

Nature of Incident	Quantum of relief
Rehabilitation grant to all those whose dwelling houses are partially burnt / damaged whether due to acts of extremist / terrorist / miscreants or during communal / ethnic / group clashes irrespective of the nature of rights / title over land.	Rs.22,000.00

This notification shall come into force with effect from 15th November, 2014.

The revised rates shall be applicable in respect of the incidents, which may occur in the State as on or after 15-11-2014 in super session of the previous notifications in this regard. The incidents prior to 15th November, 2014 will be governed by the O.M. / notifications relevant to the period concerned.

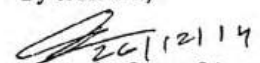
Sd/-
(P.K. Tiwari, IAS)
Commissioner & Secretary,
Revenue & D.M. Department

Memo No.RR.33/2014/71-A

Dated Dispur, the 26th December / 2014.**Copy to:-**

1. All Additional Chief Secretaries to the Govt. of Assam, Dispur.
2. All Principal Secretaries / Commissioner & Secretaries / Commissioner & Special Secretaries / Secretaries to the Govt. of Assam, Dispur.
3. The Chief Electoral Officer, Assam.
4. All Commissioners of Divisions.
5. All Principal Secretaries to the Autonomous Councils.
6. All Deputy Commissioners / Sub-Divisional Officers.
7. The S.O. to Chief Secretary to the Govt. of Assam, Dispur.
8. The P.P.S. to the Chief Minister, Assam, Dispur.
9. The P.S. to Ministers / Ministers of State.
10. The P.S. to the Commissioner & Secretary to the Governor of Assam, Dispur.
11. All Administrative Departments.
12. The Superintendent, Assam Government Press, Guwahati-21 for publication in the next issue of the Assam Gazette and supply of 500 spare copies to this Department by Special messenger.

By order etc.,


Deputy Secretary to the Govt. of Assam,
Revenue (R & R) & D.M. Department
Dispur:Guwahati-6

GOVERNMENT OF ASSAM
FINANCE (ESTABLISHMENT-B) DEPARTMENT
DISPUR, GUWAHATI-6.

ORDERS BY THE GOVERNOR.

NOTIFICATION.

Dated Dispur 6th December, 2014.

No. FEB.330/2014/1(B/S) :- In supersession of all earlier orders and in pursuance of Clause (3) of Article 166 of the Constitution of India and all powers enabling in this behalf, the Governor of Assam is pleased to direct that the following further amendment shall be made in Schedule- III of the Delegation of Financial Power Rules, 1999.

Schedule-III Specific powers delegated to all Deputy Commissioners

Sl. NO.	Nature of power	Authority	Extent of power	General condition
1	2	3	4	5
1.	Sanction of ex-gratia grant to the Next of Kin of person killed and whose (the person killed) age is 18 years or above 1)by the extremist/terrorist/ miscreant(when as per the report of Police, the killing id not a result of private dispute. 2) during communal/ ethnic/ group clashes 3)due to the firing of security forces(if the person killed is innocent as per report of Deputy Commissioner/ Superintendent of Police etc.)	All Deputy Commissioners	Rs.5,00,000.00	a) Provided that Budget provision is available. b) On the basis of Report submitted by the DC/SP of the district
2.	Sanction of Ex-gratia grant to the Next of Kin of persons killed land whose (the person killed) age is below 18 years 1)by the extremist/terrorist/ miscreant (when as per the report of Police ,the killing is not a result of private dispute) .2) during communal/ ethnic/ group clashes 3)due to the firing of security forces(if the person killed is innocent as per report of Deputy Commissioner/ Superintendent of Police etc.)	All Deputy Commissioners	Rs.3,00,000.00	a) Provided that Budget provision is available. 3. On the basis of Report submitted by the DC/SP of the district.

Sl. NO.	Nature of power	Authority	Extent of power	General condition
1	2	3	4	5
3	Sanction of Ex-gratia to Next Kin of person killed due to accident in public places or in public carriers(other than killed by extremist / terrorist// miscreants and due to the firing of security forces)	All Deputy Commissioners	Rs.2,00,000.00	a) Provided that Budget provision is available. b) On the basis of Report submitted by the DC/SP of the district
4	Sanction of Ex-gratia to the Next of kin of persons kidnapped/abducted by terrorist/extremist/ miscreants and whose age is 18 years or above	All Deputy Commissioners	Rs.5,00,000.00	a) Provided that Budget provision is available. b) On the basis of Report submitted by the DC/SP of the district
5	Sanction of Ex-gratia to the Next of Kin of persons kidnapped/abducted by terrorist/extremist/miscreant and whose age is below 18 years .	All Deputy Commissioners	Rs. 3,00,000.00	a) Provided that Budget provision is available. b) On the basis of Report submitted by the DC/SP of the district.
6	Sanction Financial Assistance to those who sustain simple injury: 1) due to the act of terrorist/extremist/miscreant(when as per the report of Police, the injury is not a result of private dispute) 2) during communal/ethnic /group clash 3) due to firing of security forces(if the injured person is innocent)	All Deputy Commissioner	Rs.20,000.00	a) Provided that Budget provision is available. b) On the basis of Report submitted by the DC/SP of the district
7	Sanction of financial assistance to the those who sustain grievous injury 1) Due to the act of terrorist/extremist/ miscreants(when as per the report of Police, injury is not a result of private dispute) 2) during communal/ethnic/ group clash 3) due to the firing of security forces(if the injured person innocent)	All Deputy Commissioner	Rs. 1,00,000.00	a) Provided that Budget provision is available. b) On the basis of Report submitted by the DC/SP of the district

8	Sanction of financial assistance to persons who become permanently invalid: 1) due to the act of terrorist/extremist/miscreant(when as per the report of Police, the injury is not a result of private dispute 2) during communal/ethnic/ group clash 3) due to the firing of security forces(if the permanently invalid person is innocent)	All Deputy Commissioner	Rs.3,00,000.00	a) Provided that Budget provision is available. On the basis of b) Report submitted by the DC/SP of the district
9	Rehabilitation grant to all those whose dwelling houses are fully burnt/damaged whether due to acts of extremist/terrorist/miscreants or during communal/ethnic/group clashes irrespective of the nature of rights/title over land	All Deputy Commissioner	Rs.50,000.00	a) Provided that Budget provision is available. b) On the basis of Report submitted by the DC/SP of the district

The above order will take effect from the date of issue of this Notification.

Sd/-Dr. Ravi Kota, IAS
Commissioner & Secy. to the Govt. of Assam
Finance Department.

Memo No. FEB.330/2014/1(B/S)-A

Dated Dispur, the 6th December , 2014

Copy to:-

1. The Accountant General, Assam, Maidamgaon, Beltola, Guwahati-29
2. Administrative Department.
3. All Heads of Department
4. All. Sr. FA/, FA /Sr. F & AO/ F & A.O / T.O
5. All Deputy Commissioners
6. The Deputy Director of Printing, Assam Govt. Press, Bamunimaidan, Guwahati-21 for publication in the next issue of the Assam Gazette.

By order etc.,


Under Secretary to the Govt. of Assam
Finance(Estt.B) Department

GOVERNMENT OF ASSAM
REVENUE & DISASTER MANAGEMENT DEPARTMENT
RELIEF & REHABILITATION BRANCH

No.RR.33/2014/66

Dated Dispur, the 15th November / 2014.**NOTIFICATION**

The Governor of Assam is pleased to revise the quantum of relief in respect of persons, who were killed / injured due to extremist violence / terrorist violence / acts of miscreant / communal violence / ethnic violence / group clash / firing of security forces / accident etc., who were kidnapped / abducted by extremist/ terrorist / miscreants and whose dwelling houses are fully burnt / damaged whether due to acts of extremist / terrorist / miscreants or during communal violence / ethnic violence / group clash.

This notification shall come into force with immediate effect.

The revised rates shall be applicable in respect of the incidents, which may occur in the State as on or after the date of issue of the notification in super session of the previous notifications in this regard. The incidents prior to 15th November, 2014 will be governed by the O.M. / notifications relevant to the period concerned.

Sl. No.	Nature of Incident	Quantum of relief
1.	Ex-gratia grant to the NOK of persons killed and whose (the person killed) age is 18 years or above—	Rs. 5,00,000.00
	1. by extremist / terrorist / miscreants (when as per the report of Police, the killing is not a result of private dispute)	
	2. during communal / ethnic / group clashes	
	3. due to the firing of security forces (if the person killed is innocent as per report of Deputy Commissioner / Superintendent of Police etc.)	
2.	Ex-gratia grant to the NOK of persons killed and whose (the person killed) age is below 18 years –	Rs.3,00,000.00
	1. by extremist / terrorist / miscreants (when as per the report of Police, the killing is not a result of private dispute)	
	2. during communal / ethnic / group clash	
	3. due to the firing of security forces (if the person killed is innocent as per report of Deputy Commissioner / Superintendent of Police etc.)	
3.	Ex gratia to the NOK of person killed due to accident in public places or in public carriers (other than killed by extremist / terrorist / miscreants and due to the firing of security forces)	Rs.2,00,000.00
4.	Ex gratia to the NOK of persons kidnapped / abducted by terrorist / extremists / miscreants and whose age is 18 years or above.	Rs. 5,00,000.00
5.	Ex gratia to the NOK of persons kidnapped / abducted by terrorist / extremists / miscreants and whose age is below 18 years.	Rs.3,00,000.00
6.	Financial assistance to those who sustain simple injury	Rs.20,000.00
	1. due to the act of terrorist / extremists / miscreants (when as per the report of Police, the injury is not a result of private dispute)	
	2. during communal / ethnic / group clash	
	3. due to the firing of security forces (if the injured person is innocent)	

Sl. No.	Nature of Incident	Quantum of relief
7.	Financial assistance to those who sustain grievous injury - 1. due to the act of terrorist / extremists / miscreants (when as per the report of Police, the injury is not a result of private dispute) 2. during communal / ethnic / group clash 3. due to the firing of security forces (if the injured person is innocent)	Rs.1,00,000.00
8.	Financial assistance to persons who become permanently invalid – 1. due to the act of terrorist / extremists / miscreants (when as per the report of Police, the injury is not a result of private dispute) 2. during communal / ethnic / group clash 3. due to the firing of security forces (if the permanently invalid person is innocent)	Rs.3,00,000.00
9.	Rehabilitation grant to all those whose dwelling houses are fully burnt / damaged whether due to acts of extremist / terrorist / miscreants or during communal / ethnic / group clashes irrespective of the nature of rights / title over land.	Rs.50,000.00

Sd/-

(S. C. Das, IAS)
Additional Chief Secretary,
Revenue & D.M. Department

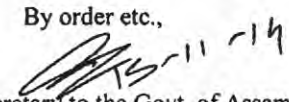
Memo No.RR.33/2014/66-A

Dated Dispur, the 15th November / 2014.

Copy to:-

1. All Additional Chief Secretaries to the Govt. of Assam, Dispur.
2. All Principal Secretaries / Commissioner & Secretaries / Commissioner & Special Secretaries / Secretaries to the Govt. of Assam, Dispur.
3. The Chief Electoral Officer, Assam.
4. All Commissioners of Divisions.
5. All Principal Secretaries to the Autonomous Councils.
6. All Deputy Commissioners / Sub-Divisional Officers.
7. The S.O. to Chief Secretary to the Govt. of Assam, Dispur.
8. The P.P.S. to the Chief Minister, Assam, Dispur.
9. The P.S. to Ministers / Ministers of State.
10. The P.S. to the Commissioner & Secretary to the Governor of Assam, Dispur.
11. All Administrative Departments.
12. The Superintendent, Assam Government Press, Guwahati-21 for publication in the next issue of the Assam Gazette and supply of 500 spare copies to this Department by Special messenger.

By order etc.,


Deputy Secretary to the Govt. of Assam,
Revenue (R & R) & D.M. Department
Dispur:Guwahati-6

GOVERNMENT OF ASSAM
FINANCE (ESTABLISHMENT-B) DEPARTMENT
DISPUR, GUWAHATI-6

ORDERS BY THE GOVERNOR

NOTIFICATION

Dated Dispur the 9th May, 2014.

No.FEB.181/2014/1(B/S) : In pursuance of Clause (3) of Article 166 of the Constitution of India and all powers enabling in this behalf, the Governor of Assam is pleased to direct that the following further amendment shall be made in Schedule - III of the Delegation of Financial Power Rules, 1999.

Schedule - III Specific powers delegated to Deputy Commissioners, Kokrajhar and Baksa.

This delegation shall be valid up to 31-7-2014

Sl. No.	Nature of power	Authority	Extent of power	General condition
1	Sanction of ex-gratia grant to the next of kind of the persons killed in the recent violence in the Kokrajhar and Baksa districts.	Deputy Commissioner Kokrajhar and Baksa district.	Upto Rs. 5.00 lakh in each case.	a) Provided that Budget provision is available b) On the basis of report furnished by D.C. & S.P. of the districts.
2	Sanction of financial assistance to those who sustained injuries in the recent violence in the Kokrajhar and Baksa districts.	-do-	a) Rs.50,000/- each for grievously injured persons. b) Rs.10,000/- each to the simple injured persons.	a) Provided that Budget provision is available b) On the basis of report furnished by D.C. & S.P. of the districts.
3	Sanction of Rehabilitation Grant to those whose houses have been fully burnt/damaged in the recent violence in the Kokrajhar and Baksa district.	-do-	a) Rs.22,000/- per family as cash. b) Rs.2,000/- per family as clothing grant. c) Rs.2,000/- per family for utensils. d) 3 bundles of GCI sheets per family (-0.63mm X 800 X 2135 mm) to be obtained from SAIL.	a) Provided that Budget provision is available b) On the basis of report furnished by D.C. & S.P. of the districts.

Contd...2/-

GOVERNMENT OF ASSAM
FINANCE (BUDGET) DEPARTMENT
DISPUR

U. O. No. BB.1184/2014/01 (B/S)

Dated Dispur the 9th April, 2014OFFICE MEMORANDUM

The Governor of Assam is pleased to exempt the payment of ex-gratia grants to the next-of-kin of the victims of extremist violence from the purview of ceiling until further orders.

Additional Chief Secretary to the Govt. of Assam
Finance (Budget) Department

Memo U. O. No. BB.1184/2014/01 (B/S)-A

Dated Dispur the 9th April, 2014**Copy to:**

1. The Chief Secretary, Assam.
 2. The Chairman, Assam Administrative Tribunal, Guwahati- 781001.
 3. All Additional Chief Secretaries to the Govt. of Assam.
 4. All Principal Secretaries to the Govt. of Assam.
 5. All Commissioner & Secretaries to the Govt. of Assam.
 6. All Secretaries to the Govt. of Assam.
- } They are requested to communicate the information to all DDOs under their control.
7. The Principal Secretary, Assam Legislative Assembly, Dispur
 8. The Commissioner & Secretary to the Governor of Assam.
 9. The Accountant General (A & E), Assam, Maidamgaon, Beltola, Guwahati- 781029.
 10. The Accountant General (Audit), Assam, Maidamgaon, Beltola, Guwahati- 781029.
 11. The Secretary, Assam Public Service Commission, Khanapara, Guwahat- 781022.
 12. All Heads of Departments.
 13. All Sr. F. A.s/ F. A.s/ Sr. F. A. O.s/ F. A. O.s.
 14. All Treasury Officers.

By orders etc.

Officer on Special Duty
Finance (Budget) Department

4	Sanction of Rehabilitation Grant to those whose houses have been partially damaged in the recent violence in the Kokrajhar and Baksa districts.	-do-	Rs. 22,000/- per family as cash.	a) Provided that Budget provision is available b) On the basis of report furnished by D.C. & S.P. of the districts.
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The above order will take effect from the date of issue of this Notification.

P.K. Borthakur
9/5/14

(P.K. Borthakur, IAS)
Principal Secretary to the Govt. of Assam,
Finance Department.
Dated Dispur the 9th May, 2014.

Memo No. FEB. 181/2014/1(B/S) -A

Copy to:

- 1) The Accountant General, Assam, Maidamgaon, Beltola, Guwahati-29.
- 2) All Administrative Department.
- 3) All Heads of Department.
- 4) All. Sr. FA/FA/ Sr.F&A.O./F&A.O./T.O.
- 5) All Deputy Commissioner.
- 6) The Deputy Director of Printing, Assam Govt. Press, Bamunimaidan, Guwahati-21,
for publication in the next issue of the Assam Gazette.

By order etc..

Borthakur
9/5/14

Officer on Special Duty,
Finance (Establishment-B) Department.

**GOVERNMENT OF ASSAM
REVENUE & DISASTER MANAGEMENT DEPARTMENT
RELIEF & REHABILITATION BRANCH**

No.RR.95/2007/102

Dated Dispur 3rd Feb/2014.

OFFICE MEMORANDUM

Subject : Submission of ex-gratia proposal to the concerned Deputy Commissioners within 3 (three) years from the date of reported dates of killing/kidnapping/missing in the hands of extremist / terrorist / miscreants.

Revenue and Disaster Management Department issued O.M. No.RR.34/94/Pt.II/510 dtd.02-09-2013 wherein it was stated that no claim of ex-gratia grant to the Next of Kin of persons killed by extremist/ terrorist/ miscreants will be entertained unless the same is submitted to the concerned Deputy Commissioners from the reported date of incident(s).

Now it is decided that the claims of ex-gratia related to kidnapping/ missing will also be covered by the said O.M. The cases of kidnapping/ missing will not be entertained unless the same is submitted to the concerned Deputy Commissioners within 3(three) years from the reported date of kidnapping/ missing.

The terms and conditions & eligibility criteria shall remain the same and shall be scrupulously adhered to in issuing sanction.

The above order will take effect from the date of issue of this Office Memorandum.

Sd/-(S.C.DAS, IAS.)
Additional Chief Secretary,
Revenue & Disaster Management Department::Dispur.


Memo No. RR. 95/2007/102-B

Dated Dispur 3rd Feb/2014.

Copy to :-

1. P.P.S. to Chief Minister, Assam, Dispur, Guwahati-6.
2. P.S. to Minister/Minister of State, Dispur, Guwahati-06.
3. S.O. to Chief Secretary, Assam, Dispur.
4. All Deputy Commissioners/ All Sub-Divisional Officers.
5. Finance (EC-II) Department, Dispur.

By order etc.,


Deputy Secretary to the Govt. of Assam,
Relief & Rehabilitation Branch

GOVERNMENT OF ASSAM
REVENUE & DISASTER MANAGEMENT DEPARTMENT
RELIEF & REHABILITATION BRANCH

NO.RR.106/2004/Pt./80

Dated Dispur, the 29th October/2013.

Office Order

It has been observed that sometimes innocent persons are accidentally killed when police resorts to use of force including firing to maintain the law & order, to control unruly mob . On other occasions, innocent persons are also killed in cross firing between security forces and extremists.

Next-of -kins of such persons are entitled for Rs. 3.00 lakh as ex-gratia as per the Notification No. RR.86/2005/22, dtd.24.04.2007.

Before sanction of such ex-gratia , approval of Hon'ble Chief Minister, Assam will be obtained.

This is issued as per the decision of State Cabinet in its meeting held on 26-05-2008 in file No. RR.106/2004/Pt.

Sd/-

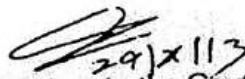
Deputy Secretary to the Govt. of Assam,
Revenue & Disaster Management Department,
Relief & Rehabilitation Branch: Dispur

Memo NO.RR.106/2004/Pt./80-A
Copy for information to :-

Dated Dispur, the 29th October/2013.

1. P.P.S. to the Hon'ble Chief Minister , Assam.
2. Deputy Secretary to the Govt. of Assam, Finance (EC-II) Department, Dispur
3. P.S. to Hon'ble Minister, Revenue & D.M. etc.
4. P.S. to Additional Chief Secretary, Revenue & D.M. Department, Dispur.

By order etc.


Deputy Secretary to the Govt. of Assam,
Revenue & Disaster Management Department,
Relief & Rehabilitation Branch: Dispur

GOVERNMENT OF ASSAM
FINANCE (ESTABLISHMENT-B) DEPARTMENT
DISPUR, GUWAHATI-6

ORDERS BY THE GOVERNOR

NOTIFICATION

Dated Dispur, 26th November, 2012

No.FEB.342/2012/1(B/S): In pursuance of Clause (3) of Article 166 of the Constitution of India and all powers enabling in this behalf, the Governor of Assam is pleased to direct that the following further amendment shall be made in Schedule-III of the Delegation of Financial Power Rules, 1999.

Schedule-III Specific powers delegated to Deputy Commissioners & Chairman of District Disaster Management Authority.

Sl. No.	Nature of power	Authority	Extent of power	General condition	Remarks
1	2	3	4	5	6
1	Sanction of Rehabilitation Grant (RG) to the families affected by Natural Calamities	Deputy Commissioner & Chairman, DDMA	Full Power	a) Provided that there is budget provision. b) Subject to observing the criteria as laid down in the guidelines of the State Disaster Response Fund	

The above order will take effect from the date of issue of this Notification.

Sd/-

(P.K.BORTHAKUR, IAS)
Commissioner & Secretary to the Govt. of Assam,
Finance (Establishment-B) Department

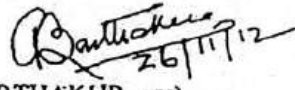
Memo No.FEB.342/2012/1(B/S)-A

Dated Dispur, the 26th November, 2012

Copy to -

1. The Accountant General, Assam, Maidamgaon, Beltola, Guwahati-29
2. All Administrative Department
3. All Heads of Department
4. All Sr. FA/FA/Sr.F&AO/F&AO/TO
5. All Deputy Commissioners
6. The Deputy Director of Printing, Assam Govt. Press, Bamunimaidan, Guwahati-21 for publication in the next issue of the Assam Gazette.

By order etc.,


(G.BARTHAKUR, ACS)

Officer on Special Duty,

Finance (Establishment-B) Department

26/11/12

GOVERNMENT OF ASSAM
REVENUE AND DISASTER MANAGEMENT DEPARTMENT
RELIEF AND REHABILITATION BRANCH

NO.RR.25/92/140.

Dated Dispur, the 27th August/2009.

OFFICE MEMORANDUM

Subject:- Grant of enhance rate of ex-gratia from Rs.1,00,000/- to Rs.3,00,000/- to the Next of Kin of persons missing/ kidnapped/ abducted by extremists/ terrorists with effect from 22-06-2004 and payment in 1(one) instalment instead of 4(four) equal installments.

In partial modification of this Department Office Memorandum No.RR.25/92/133, dtd 19-06-2007, the Governor of Assam is pleased to enhance the quantum of relief / ex-gratia to the next of kins of persons missing due to acts of kidnapping/ abduction by extremists/ terrorists and whose whereabouts are not known for more than 1(one) year and who are apprehended to have been killed by extremist/terrorist from Rs.1,00,000/- to Rs.3,00,000/- with effect from 22-06-2004.

The payment of above mentioned relief / ex-gratia will be made in 1(one) instalment.

The terms and conditions & eligibility criteria as envisaged at para 2 of the Office Memorandum No.RR.25/92/126, dtd.06-06-1996 shall remain as it was and shall be scrupulously adhered to in issuing sanction.

Sd/- T.M. SARMAH

JOINT SECRETARY TO THE GOVT. OF ASSAM,
REVENUE AND DISASTER MANAGEMENT DEPTT.
RELIEF AND REHABILITATION BRANCH.

Dated Dispur, the 27th August/2009.

MEMO NO.RR. 25/92/140-A,

Copy to :-

1. The P.S. to the Principal Secretary to the Chief Minister, Assam, Dispur.
2. The P.P.S. to Chief Minister, Assam, Dispur.
3. The Staff Officer to Chief Secretary, Assam, Dispur.
4. The P.S. to Additional Chief Secretaries, Assam, Dispur.
5. The P.S. to all Principal Secretaries _____
6. The Commissioner & Secretaries _____
7. The Commissioner Upper Assam Division/Lower Assam Division/ North Assam Division/ Barak Valley Division.
8. The Deputy Commissioner, _____
9. The Sub-Divisional Officer, _____
10. The Finance (EC-II) Department, Dispur.
11. The Accountant General(Audit) Assam, etc. Maidamgaon, Beltola, Guwahati-29.
12. The Principal Accountant General(Audit) Assam etc. Maidamgaon, Beltola, IGuwahati-29.
13. The Deputy Secretary, Political (A) Department (Cabinet Cell) for information.
14. The Superintendent of Assam Govt. Press, Bamunimaidan, Guwahati-21. He is requested to publish the Notification in the next issue of Gazette and supply 500 printed copies of the Notification to the Deptt. for circulation.

By order etc.,



GOVERNMENT OF ASSAM
REVENUE & DISASTER MANAGEMENT DEPARTMENT
RELIEF & REHABILITATION BRANCH

NO. RI. 25/92/133,

Dated Dispur, the 19th June, 2007.

OFFICE MEMORANDUM

Sub : Grant of ex-gratia to the next of kin of missing person, abducted/kidnapped by extremists/terrorists in enhance rate from Rs. 1,00,000/- to Rs. 3,00,000/- and payment in 1 (one) instalment instead of 4 (four) equal instalments.

In partial modification of Office Memorandum NO RI 25/92/126, dtd. 06-06-96 the Governor of Assam is pleased to enhance the quantum of relief to the next of kin of persons missing, abducted/kidnapped by extremist / terrorist from Rs. 1,00,000/- to Rs. 3,00,000/- on or after 22-06-2004 and apprehended to be killed by the extremist/terrorist and his/her whereabouts is not known for more than 1 (one) year.

The Governor of Assam is further pleased to make the payment of relief in 1 (one) instalment instead of 4 (four) instalments.

The terms, conditions & eligibility criteria as envisaged at para 2 of the Office Memorandum NO. RI. 25/92/126, dtd. 06-06-1996 shall remain as it was and shall be scrupulously adhered to in issuing sanction.

sd/- 16/06/07

SECRETARY TO THE GOVT. OF ASSAM,
REVENUE & DISASTER MANAGEMENT DEPARTMENT,
RELIEF & REHABILITATION BRANCH :: DISPUR.

Memo NO. RI. 25/92/133-A,
Copy to :-

Dated Dispur, the 19th June, 2007.

- 1) The P.S. to the Commissioner & Secy. to the Chief Minister.
- 2) The P.P.S. to the Chief Minister, Assam.
- 3) The Staff Officer to Chief Secretary, Assam.
- 4) The P.S. to Additional Chief Secretaries, Assam, Dispur.
- 5) The P.S. to All Principal Secretaries, _____
- 6) The Commissioner & Secretary, _____
- 7) The Commissioner, Upper Assam Division/Lower Assam Divn./ North Assam Division / Barak Valley Division.
- 8) The Deputy Commissioner, _____/_____
- 9) The Sub-Divisional Officer, _____

Contd.,.....I/2.

GOVERNMENT OF ASSAM
REVENUE & DISASTER MANAGEMENT DEPARTMENT
RELIEF & REHABILITATION BRANCH

NO. RR. 15/2007/17,

Dated Dispur, the 29th June, 2007.

NOTIFICATION

The Governor of Assam is pleased to sanction ex-gratia grant of Rs. 2,00,000/- (Rupees Two lakhs) to the persons who become permanently invalid due to extremist activities and also pleased to sanction 50,000/- (Rupees Fifty thousand) each to the person grievously injured due to extremist activities.

The Governor of Assam is further pleased that for medical treatment of the injured persons Rs. 250/- per day will be paid for attendance in the hospital for the period of hospitalisation on the basis of recommendation of the competent medical authority.

1. The Deputy Commissioner of the concerned District will submit proposal to the Relief & Rehabilitation Branch of Revenue and Disaster Management Department, Assam with his views and recommendation supported with the following documents:

A) In case of permanently invalid persons.

- (a) Name & address of the permanently invalid persons with nature and extent of injury which rendered the person invalid
- (b) Superintendent of Police's report on the incident due to which the person becomes permanently invalid.
- (c) Medical certificate from competent Medical Authority namely Joint Director of Health Services of the district/ Superintendent of Medical College where the incident occurs.

B) In case of injured person.

- (a) The admission & discharge certificate authenticated by Head of the hospital shall be furnished.
- (b) Such certificate shall be countersigned by Deputy Commissioner concerned.
- (c) Medical certificate from competent authority indicating the depth of injury.

This partially modifies earlier Notification NO. RR. 86/005/22, dtd. 24-04-2007 in case of financial assistance.

This Notification shall come into force with immediate effect.

Sd/-

(K. Kalita)

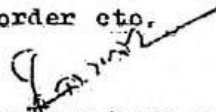
SECRETARY TO THE GOVT. OF ASSAM,
REVENUE & DISASTER MANAGEMENT DEPARTMENT,
RELIEF & REHABILITATION BRANCH :: DISPUR.

Memo NO.Rf. 15/2007/17-1,
Copy to :-

Dated Dispur, the 29th June, 2007.

- 1) P.S. to the Commissioner & Secy. to C.M., Assam, Dispur.
- 2) P.P.S. to Chief Minister, Assam, Dispur.
- 3) P.S. to Chief Secretary, Assam, Dispur.
- 4) P.S. to Additional Chief Secretary's, _____
- 5) P.S. to Principal Secretary's: _____
- 6) Commissioner & Secretary, _____
- 7) Commissioner of Divisions, _____
- 8) Deputy Commissioner, _____
- 9) All Treasury Officer, _____
- 10) Finance (EC-II) Deptt., Dispur & Finance (Budget) Deptt.
- 11) Accountant General, Assam, Bamunimaidam, Beltola, Ghy.-29.
- 12) Principal Accountant General (Audit) Assam, Bamunimaidam, Guwahati-29.
13. The Superintendent, Assam Government Press Bamunimaidam, Guwahati-21 with a request to publish the Notification of the next issue of Gazette and supply 500 printed copies of the above Notification to this Department for circulation.

By order etc.


DEPUTY SECY. TO THE GOVT. OF ASSAM,
REVENUE & DISASTER MANAGEMENT DEPARTMENT,
RELIEF & REHABILITATION BRANCH :: DISPUR.

BSD
29/6/07

GOVERNMENT OF ASSAM
FINANCE (SS1111) DEPARTMENT

ORDERS BY THE GOVERNOR

NO. HIC.1228

Dated Dispur the 22th Jan/07.

FEB

NO.FIN.196/06/1(U/O) : In pursuance of clause (3) of article 166 of the Constitution of India and of all other powers enabling him in this behalf, the Governor of Assam is pleased to direct that the following further amendment of rule shall be made in Schedule III of the DFP Rules, 1999.

Schedule III - Specific powers delegated to the Deputy Commissioners of the State.

Sl. NO.	Nature of power	Authority	Extent of power	General condition	Remarks
1	Sanction of ex-gratia grant to the next of kins of the persons killed in extremist violence	D.C.	Upto Rs.3.00 Lakhs	1. Provided that Budget provision is available 2. On the basis of report furnished by D.C. & S.P. of concerned District.	On receipt of specific proposal, H.R. Deptt. will issue ceiling as required.
2.	Sanction of ex-gratia grant to the next of kins of the persons killed in ethnic violence.	D.C.	Upto Rs.1.00 Lakhs	- do -	
3.	Sanction of ex-gratia grant to the Driver, handyman and other employees of vehicles requisitioned for law and order and other emergency duty and killed or injured by the extremist or anti social elements	D.C.	As per J.M. NO.FMF.13/85/104 dtd.29-7-06	Subject to condition No. 1	

The above order will take effect from the date of issue of this notification.

Sd/- Vijayendra,
Secretary,
Finance Department

Contd..2/-

Memo NO.FLB.196/06/1(U/O) A Dated Dispur the 22th Jan/07.
Copy to :

1. The Accountant General, Assam, Naidangaon, Beltola, Guwahati - 29.
2. All Admn. Deptts/Head of Deptts.
3. All Senior F.A./F.A./T.O.s.
4. All Deputy Commissioners.
5. All branches of Finance Department.
6. Assam Govt. Press, Guwahati - 21.

By order etc.

(Signature)
22/1/07

Joint Secy. to the Govt. of Assam,
Finance (Esstt.-E) Deptt.

GOVERNMENT OF ASSAM
FINANCE (ESTT.) DEPARTMENT

ORDERS BY THE GOVERNOR

NOTIFICATION.

Dated Dispur, the 10th Feb/05.

NO. FEB.10/2005 (U/O)/1 :- In pursuance of Clause 3 of Article 166 of the Constitution of India and of all other powers enabling him in this behalf, the Governor of Assam is pleased to direct that the following further amendments shall be made to the Schedule-III of the Delegation of Financial Power Rules, 1999.

Schedule-III specific powers delegated to certain Deptt.'s of Govt., Heads of Deptt. and authorities subordinate to them - Secretary, Relief and Rehabilitation Deptt.

To serial No.1 at p.1034 powers delegated to Relief and Rehabilitation Deptt. in the DFP Rules, 1999 - First Edition, the following are amended/shall be added -

Sl. No.	Nature of power	Authority	Extent of Power	General condition, if any.
1.	Sanction of ex-gratia grant to the next of kins of the persons killed in <u>extremist</u> violence.	Secretary, R.R.Deptt.	Upto Rs.3.00 lakhs.	1) provided that budget provision is available. 2) On the basis of report furnished by DC&SP of concerned District.
2)	Sanction of ex-gratia grant to the next of kins of the persons killed in <u>ethnic</u> violence.	-do-	Upto Rs.1.00 lakh.	-do-

~~The above notification will take effect from the date of issue.~~

Sd/- Vijayendra, IAS,
Secretary to the Govt. of Assam,
Finance Deptt.

MEMO. NO. FEB.10/2005 (U/O)1-A Dated Dispur, the 10th Feb.2005.
Copy to :-

1. The Accountant General, Assam, Maidamgaon, Jaltola, Guwahati-29.
2. All Administrative Deptts.
3. All Heads of Deptt.
4. All Deputy Commissioner/SDO(C).
5. The DGP, Assam, Guwahati-7.
6. All Branches of Finance Deptt.
7. All Sr.FA/FA/FAO/TOs.
8. The Dy. Director, Assam Govt. Press, Jamunimaidan, Guwahati-21 for publication of the above notification in the next Assam Gazette.

By Order etc.,

Under Secy. to the Govt. of Assam,
Finance (Estt.) Deptt.

GOVERNMENT OF ASSAM
RELIEF & REHABILITATION DEPARTMENT
DISASTER MANAGEMENT

NO.RR.69/2004/16,

Dated, the 14th December, 2004.

// NOTIFICATION //

The Government of Assam is pleased to enhance the quantum of ex-gratia grant from the present Rs.1,00,000/- (Rupees one lakh) to Rs.3,00,000/- (Rupees Three lakhs) only each to the next of kin of persons killed in extremist/Terrorist violence in the State as on or after 22-06-2004 in pursuance of Personnel (B) Department's Notification NO.ABP.121/92/Pt.V/135, dated 22-06-2004 and letter NO. ABP.121/92/Pt.V/136, dated 22-06-2004. The next of kin of the persons killed in such violence will not be entitled to get this benefit if the killed person was a member or supporter of any extremist organisation. Sanction of ex-gratia grant will be made on the following terms & conditions.

- 1) The Deputy Commissioner of the concerned District will submit proposal to the Govt. Relief & Rehabilitation Department with the following:
 - (i) Name & Address of the next of kin of deceased.
 - (ii) Police report with the comments of the Superintendent of Police of the concerned District in original. The report of the Superintendent of Police should clearly mention that death had occurred due to act of extremist/Terrorist. It should also mention whether the victim was a member or a sympathiser of any extremist/terrorist Group.
 - (iii) Post Mortem report in original or attested copy thereof.
- 2) Proposals without the specific recommendation of the Deputy Commissioner of the concerned District will not be considered.
- 3) The amount of financial assistance already received earlier by the next of kin of the deceased as ex-gratia grant from the Deputy Commissioner, Chief Minister's relief fund or from any other source of Govt. will be deducted from the amount of ex-gratia grant of Rs.3,00,000/- (Rupees Three lakhs) only.
- 4) After disbursement of ex-gratia grant, the concerned Deputy Commissioner will submit particulars of drawal of the amount (Via, T.V. NO. & Date) to the Relief & Rehabilitation Department.
- 5) The cases of Government employees, however, will not come under the purview of this Notification.

sd/-

(M.K.BARDOAH)
COMMISSIONER & SECY. TO THE GOVT. OF ASSAM,
RELIEF & REHABILITATION DEPARTMENT.

A. Danger levels at different points on the Brahmaputra and the Barak basins and their main tributaries.

Name of River	Location of site	Danger level
Brahmaputra	Dibrugarh	342.00 ft
Brahmaputra	Neamati	279.00 ft
Brahmaputra	Tezpur	214.00 ft
Brahmaputra	Gauhati	163.00 ft
Brahmaputra	Goalpara	119.00 ft
Brahmaputra	Dhubri	94.00 ft
Luhit	Tezu	643.00 ft
Siang	Pasighat	604.80 ft
Buridehing	Khowang	504.00 ft
Buridehing	Margherita	440.09 ft
Dhansiri(S)	A.T.Road	254.00 ft
Dhansiri(S)	Golaghat	293.50 ft
Dikhow	A.T.Road	308.00 ft
Kopili	Dharamtul	184.00 ft
Beki	Railway Bridge	146.93 ft
Manas	N.T. Road	157.44 ft
Pagladiya	N.T. Road	173.05 ft
Puthimari	N.T. Road	170.00 ft
Barak	Annapurnaghat (Silchar)	65.00 ft

B. Travel time of floods from to various points on the Brahmaputra and Barak basins and their main tributaries.

Sl no (1)	F/C Station (2)	Base Station (3)	River (4)	Travel time (5)
1	Dibrugarh	Pasighat	Brahmaputra	12 Hrs
2	Dibrugarh	Dhola	Brahmaputra	09 Hrs
3	Naharkatia	Marghetia	Buridehing	10 Hrs
4	Khowang	Naharkhatia	Buridehing	21 Hrs
5	Neamatighat	Dibrugarh	Brahmaputra	24 Hrs
6	Numalighar	Golaghat	Dhansiri(S)	10 Hrs
7	Golaghat	Bokajhan	Dhansiri(S)	15 Hrs
8	Badatighat	Chouldhowaghat	Subansiri	15 Hrs
9	Sibsagar	Bihubar	Dikhow	06 Hrs
10	Dharamtul	Kamrup	Kopili	15 Hrs
11	Kamrup	Kheronighat	Kopili	27 Hrs
12	Gauhati	Tezpur	Brahmaputra	24 Hrs
13	Dhubri	Goalpara	Brahmaputra	15 Hrs
14	Goalpara	Gauhati	Brahmaputra	24 Hrs
15	Tezpur	Neamatighat	Brahmaputra	24 Hrs
16	Railway Bridge	Mathanguri	Beki	07 Hrs
17	N.H.Crossing	Mathanguri	Manas	09 Hrs
18	N.T. Road Crossing	Chowki	Pagladiya	12 Hrs
19	N.T. Road Crossing	Gaibargaon	Puthimari	12 Hrs
20	Annapurnaghat	Chottabakra	Barak	24 Hrs
21	Annapurnaghat	Lakhipur	Barak	18 Hrs
22	Tezpur	Dibrugarh	Brahmaputra	48 Hrs
23	Gauhati	Dibrugarh	Brahmaputra	72 Hrs
24	Goalpara	Dibrugarh	Brahmaputra	96 Hrs
25	Dhubri	Dibrugarh	Brahmaputra	111 Hrs
26	Tezu to Dibrugarh	Dibrugarh	Brahmaputra	18 Hrs

Standard Operating Procedure for Response on receipt of Flood warning

Deputy Commissioner on receipt of Flood warning will communicate the warning expeditiously to the following officers for alerting the people and other local authorities.

- a) The concerned SDO (Civil)
 - b) Revenue Circle Officer /Officers
 - c) Superintendent of Policed) Executive Engineer Water Resource Department.
 - e) Executive Engineer, PWD (Roads)
 - f) Station Officer-Fire Service Station & I/C of State Disaster Response Force (SDRF) /National Disaster Response Force (NDRF) if stationed in the district.
- In giving flood warning the revenue or police officers should keep in mind that no unnecessary panic is created among the people.
 - Deputy **Commissioner** will take periodic feedback on the development taking place.

CEO DDMA, on receipt of the warning will also inform a)

- a) All the above mentioned officers.
- b) Superintendent of Police
- c) Deputy Director, Food & Civil Supplies
- d) Joint Director Health Services
- e) District Veterinary Officer to take necessary measures so that if necessary assistance can be provided in short notice to the affected areas.
- f) DIPRO, if required, to give public announcement for evacuating people from vulnerable areas.

Circle Officer Concerned

Circle Officers of the concerned Revenue Circle on receipt the information from field or FLEWS will immediately mobilize Lot Mondals, GaonBurah, SDRF and other agencies & resources available under his jurisdiction without waiting for order from Deputy Commissioner or SDO(Civil) to initiate the action.

- Further, in case of probability of high intensity flood, Circle Officer will also take action for evacuation of people from the vulnerable reaches to pre-identified safe locations & preposition Men & Resources (**SDRF/NDRF/Police Force / Sand bags/ Boats / Tarpaulin etc.**) available under his jurisdiction as per the map and location specified by NESAC in its flood warning.
- Circle Officer will initiate his response on receipt of Flood Warning without waiting for order from Deputy Commissioner/SDO (Civil).
- Circle Officer will lead the rescue and evacuations operation as per Disaster Management Plan.

- Circle Officer will keep DC/SDO (Civil) informed on hourly basis about the situation on the ground level and may request for additional resources of men, material & machines if required from DC or SDO (Civil).
- Circle officer will also inform BDO, so that BDO can inform PRI representatives for appropriate action.
- Circle officer may also inform GP Secretary and GP President for appropriate action.
- Lot Manadal&GaonBurah will go to the specific location immediately & inform the villagers on the probability of any flood event and ask them to take necessary precautionary measures.

Superintendent of Police:

SP will immediately direct Officer-in-charge of the concerned Police Station to assist the Circle Officer in rescue, evacuation & rehabilitation process.

Executive Engineer, Water Resource Department:

Executive Engineer, WR Department will instruct *Khalasisto* keep constant vigil on Water Levels & inform Executive Engineer on any increase in the water level. Executive Engineer, WR will also take necessary temporary measures to avert any breaches in embankments.

Executive Engineer, PWD (Roads) Department:

Executive Engineer, PWD (Roads) Department will take adequate measures to ensure that the road communication is not disrupted. He will immediately repair any breaches of road if the same is required for evacuation and supply of relief to the affected people.

Joint Director, Health Services:

On receipt of information, Joint Director (Health) will direct SDMHO and I/C of the PHC of the concerned area to form a team of doctors equipped with necessary medical equipment and move to the affected places or evacuation camp as required by the Circle Officer. If situation so demands, Medical Boat Clinic will be send for medical response to marooned areas and river islands.

Station Officer, Fire & Emergency Services:

On receipt of alert from Deputy Commissioner or SP or Circle Officer, the Station officer will immediately mobilize SDRF under him to the affected areas. He will also coordinate with NDRF team/QRT etc for the operation.

Guideline for Relief Camp Management

Relief Camp Management: Camp management is dynamic in nature and strives for promoting a holistic approach for physical, psychological, cultural, social and emotional well-being of camp inhabitants by establishing and maintaining an inclusive overview of many aspects and stakeholders involved in the life of a camp. Therefore the following guidelines have been formulated to assist district and sub-divisional civil administration and also to non-state sector and civil society for effective and smooth management of relief camps. These guidelines are illustrative and decisions may be taken by the Camp Authorities as per demand of the situation, within the larger framework of guiding principles incorporated in the manual.

Setting up of a Relief Camp:

- (a) On receipt of report from Revenue officials, the DC/SDO(C) will order to setup a relief camp at pre-decided location as per District/ Sub-divisional disaster management plan. As far as possible, relief camps should not be set up in educational institutions.
- (b) In case new location is to be selected for the camp due to unavoidable circumstances, following points should be considered for arriving at a decision.
 - Camp should preferably be set up in an existing built up accommodation like a community hall.
 - It should be located at a safe place which are not vulnerable to landslides, flood etc.
 - It should be accessible by motor vehicles, if possible.
 - Adequate space for roads, parkings, drainage, should also be there.
 - The area should not be prone to endemic disease like malaria.
- (c) Wide publicity should be given about the location of the camp and affected people should be evacuated and brought to the camp directly.
- (d) Emergency relief materials which include drinking water, food, bedding (mattress, sheets & blankets), baby food, mosquito repellents etc should be arranged as early as possible.
- (e) Control room/ help desk should be setup in the relief camp immediately.
- (f) Proper planning and preparedness to make the arrangement smoother.

Shelter

- (a) The shelter should be such that people have sufficient space for protection from adverse effects of the climate.
- (b) Ensure sufficient warmth, fresh air, security and privacy for their health and well being.

- (c) The covered area available per person should be on an average 3.5 to 4.5 square meter.
- (d) Each family should be provided separate tent, if possible.
- (e) In warm & humid climates, proper ventilation & protection from direct sunlight must be ensured.
- (f) If plastic tents or sheeting are available, provision of an insulating layer or a double skinned roof may be considered.
- (g) Tents should not be constructed too closely together and reasonable distance should be kept between the camps to provide some form of privacy.
- (h) Priority should be given to widows and women headed households, disabled and elderly people in tent/room distribution.
- (i) Temporary shelter should neatly be planned and made.
- (j) Tents with slanting sides should be avoided as they leave no space for mobility. Tents with ventilation facilities may be provided to the people.

General Administration of the Camp

- (a) One responsible officer preferably ADC, SDO or CO should be designated as Camp Officer by the DC/SDO(C) who will ultimately be responsible for general management of the Relief Camp. He will co-ordinate & supervise the works of other officers in the camp.
- (b) One Assistant Camp Officer should be designated to help the camp officer.
- (c) Administrative structure of the camp should be as follows:

Camp Officer(ADC/SDO/CO)
Assistant Camp Officer

**All relevant line departments for camp management like PWD (B),
PHE, Health, ASEB etc**

- (d) Camp Officer will co-ordinate with all the officers detailed for management of various facilities in the camp.
- (e) A separate order should be issued by DC/SDO(C) to detail the above officers in the camp with clear defined roles & responsibilities.
- (f) Officers of line department detailed in the camp may be allowed to further engage the assistants from their officers to help them.
- (g) An inspection and observation register should be maintained in the camp and it should invariably be made available to visiting team of the senior authorities.
- (h) Deputy Commissioner/SDO(C) should visit the camp as frequently as possible and hold meeting with all the officers responsible for management of the camp. They should record their observation about management of the Camp in inspection register for future reference.
- (i) As per Disaster Management (DM) Act 2005, district authority can direct any Government officer to assist in providing relief to the person affected by natural calamities. If the officer fails to comply the order he may be prosecuted and punished as per provision of the Act.
- (j) District Authority as per DM Act 2005 can requisition any resources, premises

- & vehicles needed for rescue & relief of disaster affected persons and suitable compensation may be provided to the owners of the same.
- (k) Negligence in assigned work should not be tolerated and immediate action should be taken against the erring officer.
 - (l) One spare vehicle should be kept on standby basis for 24 hrs in the camp.
 - (m) One help desk/ control room/ officer room should be designated where inhabitants can register their complaints
 - (n) Loudspeaker system should be installed in the camp. Announcement may be made from camp office regarding distribution of relief aid, food, arrangement of medical and other facilities etc.
 - (o) BSNL may be asked to arrange offer telephone/ mobile facilities in the camp for inhabitants.
 - (p) Camp Officer will maintain a Master Register in the Relief Camp in the prescribed format
 - (q) GaonBurah, School Teacher, Lot Mondal or any trust worthy local person may be asked to prepare the preliminary list which can be scrutinized and cross checked by the camp officer.
 - (r) Each head of family should be given a ticket as prescribed in Annexure B, at the time of entry/ registration of the family in the relief camp. Any adult member of the family will have to produce the Ticket to receive any article or aid of relief. Distribution Officer will enter the amount given along with date of issue in the Ticket and put his signature on it.
 - (s) All the Expenditures for setting up Relief Camp and providing facilities to the camp population is admissible under the norms prescribed by the National Disaster Response Fund (NDRF) and State Disaster Response Fund (SDRF).

Guiding principles for Management of the Camp

- a) Camp Officer should easily be accessible to the camp inhabitants.
- b) Treat every inhabitant of the camp with dignity and respect.
- c) Ideally camp management should strive to provide facilities so that inhabitants feel comfortable
- d) Make effective arrangement for distribution of food and aid to the people in the camp
- e) Special care should be taken to ensure that vulnerable people like disabled, elderly, pregnant women and children get adequate aid and supply of food and other facilities.
- f) Sufficient nos of women officers should be engaged in management of the camp and they should interact with women inhabitants to assess their special needs.
- g) Arrangement should be made to prevent abuse against women and children in the camp.
- h) Voluntary Organization & leading citizens may be encouraged and involve in management of relief camp.
- i) Psychological counselling must be arranged for the families who have lost their family members.
- j) Inhabitants should be involved in management of camp.
- k) Inhabitants should be kept engaged by arranging for TV, Books, News Papers,

- Carom Board and other means of entertainment.
- l) It should be ensured that no officer is required to work for unreasonably long hours.
 - m) Officers responsible for management may be made aware that misappropriation of money or materials meant for the relief will invite prosecution and
 - n) Special drive should be taken against illicit liquor sale in and around the camp.
 - o) Press Release should be issued by giving contact nos of Nodal Officer who will accept and co-ordinate with NGOs & public regarding donation in cash & kind.
 - p) People should be made aware about rehabilitation program, financial support and other compensation to be provided against the loss of house, crop, cattle etc.
 - q) People should also be educated about NREGA & other employment generating schemes which are available in their locality as they need not migrate to cities for Job opportunities.

Basic Facilities

(a) Lighting Arrangement and Generator Set

- A technical person, preferably from electricity or PWD(E) department should be detailed to supervise the proper lighting arrangement in and around the camp and operation and maintenance of the generator set.
- One big candle and one match box should be provided in every room/tent.
- Petromax or emergency light should be arranged in sufficient numbers in the camp.
- Approach to toilet and water source should properly be illuminated.
- Generator set of required capacity should be installed in the Relief Camp and operator must be detailed for 24 hours.
- A register should be maintained by the operator in the prescribed Format
- Adequate arrangement for illumination inside and outside of camp should be made.

(b) Water Facilities

- Total requirement of drinking water, water for toilets, bath & washing of clothes and Utensils should be assessed and proper arrangement should be made accordingly.
- Most of the diseases in the camps spread due to lack of purified and sufficient drinking water. Therefore serious effort should be made to ensure to supply adequate clean & purified water to the camp population. Permissible standard of TDP & other parameters for water must be maintained at any cost.

- 20 Ltrs of water should be provided to per person per day.
- One Sr. Officer of PHE Deptt. should be detailed for maintaining water supply in the camp.
- One bucket, one Jeri can or water container and one mug should be provided to every family to store the water for drinking, cooking etc.
- Ideally one hand pump should be installed for every 200 persons.
- Hand pumps or water tanks should be minimum 20 ft away from the toilets.
- Daily sample of water from tanks, taps 7 other sources should be collected and analysed in the district lab of PHE Deptt. Corrective measures should be taken as per result of water analyses.
- Commercially available water filter should preferably be installed. Makeshift arrangement for water purification may be avoided.
- Separate bathing units must be constructed for male & female.

C) Sanitation:

- Ideally there should be one toilet for 20 persons.
- Toilet should be minimum 10 mtrs and maximum 50 mtrs away from shelter/tent/room.
- For waste disposal, one communal pit of 2mX5mX2m of size should be dug for 500 persons.
- Each family should be provided one soap of 100 gram per week.
- Separate toilets should be constructed for men & women and these toilet blocks should be separately be located at reasonable distance.
- Sufficient light arrangement should be made in toilets.
- Approach from camp to toilets should be also properly illuminated.
- Sufficient stock of bleaching powder, harpic and others item should be maintained.
- One officer must separately be detailed to supervise regular cleaning and maintenance of the toilets.
- Requirement of disinfectants should be assessed regularly & sufficient stock of it week should be maintained in the camp.

d) Food- Storage & Distribution

- Initially for few days, cooked should be provided to the camp inhabitants. Utensils and cook may be hired from open market for cooking of the food.
- Preferably disposable plates and glasses may be used to serve the food and water for hygienic reasons.
- As far as practicable and as per available space cooked food may be served in hall or at one place for convenience of cleaning, hygiene, disposal of waste and smooth arrangement.
- Distributed food must be of appropriate quantity and fit for human consumption.
- Food must meet nutritional needs and include pulse, cereals, egg& fats sources.
- Food should be culture specific and as per food habits of the community. People of rural area may not like bread & butter.
- Packed food like biscuit, tinned food, ready to eat meals, noodles etc. should be properly checked that they are not expired before distribution.
- As far as practicable Food Inspector must be detailed to certify the food items before they are served.
- Reputed and trusted Voluntary Organizations may be allowed to assist in cooking and distributions of meals but the relief Officer / Camp Officer will remain ultimately responsible for all arrangements.
- If cooked meal is not served, dry food like, rice, salt, pulse etc. may be distributed for one week at a time as per prescribed scale
- Even if cooked meal is provided to the inhabitants, above mentioned scale may be maintained.
- Sufficient counters with strong barricade may be made for distribution of relief articles and dry food like rice pulse, salt, etc. as it is made during general election for distribution of election materials.
- Display board should be hanged on each of the counter showing village name or ticket serial numbers of Ticket already distributed to the families during the registration.
- Separate queue may be allowed for women infirm & elderly people to collect relief aid.
- For storage of food items following guidelines should be followed-
 - Dry and well-ventilated area may be designated in the Relief Camp for storage of Food items.

- Storage should be free from rodents and insects.
- Boxes/ bags must not lie directly on floor. Use pallets, boards or heavy branches, or bricks underneath piles.
- Keep products at least 40 cm away from the wall and do not stock them too high.
- Pile the bags/boxes two by two crosswise to permit ventilation. In this way, they are steadier and easier to count.
- Keep damaged boxes/bags away from the undamaged ones.
- Observe First In-First Out Expiry First Out Principle.
- Food stock and storage should personally be inspected by the Camp Officer on alternate days.
- Updated stock register should be maintained in a format as prescribed.

c) Clothing

- People in the camp should be provided sufficient clothing to protect themselves from the adverse effects of the climate.
- People should have one full set of clothing in roughly the correct size, appropriate to the season and the climate.
- Culturally appropriate clothing should be made available.
- Women and girls should be provided necessary sanitary protection.
- Mattress, bed sheet, gamosha, dhoti, lungi, mekhlachadaretc may be provided to the people in the camp.

(f) Medical Facilities & Psycho-social Support

- One Doctor along with team of paramedical staff should be detailed on roster system around the clock in the camp.
- A proper register should be maintained for roster of the duties of Doctors, Nurses & Paramedical staff as prescribed
- A separate room or tent should be made available for the medical team.
- Highest standard of hygiene must be maintained at camp to minimize the chances of people falling sick.
- As far as possible each and every inhabitant of the camp should be screened for presence of any disease immediately upon his arrival or within 24 hrs of his arrival in relief camp without fail.
- A rapid health assessment of all the inhabitants in the camp should be done on weekly basis. They may be divided in 7 groups and weekly rapid health assessment should be done of one group on a fixed day of a week.
- Diarrhoea, gastroenteritis, conjunctivitis, allergies, malaria, viral fever are common diseases in the camp. Preventive measures must be taken in camp

and sufficient store of medicine must be maintained to treat them timely.

- If the camp continues for more than a month the regular health services like maternal & childcare services including immunization should be stored in the camp.
- Jt. Director, Health Services should be directed to arrange adequate stock of medicine from district store.
- Detail inventory & stock register of medicine available within store at camp should be maintained.
- No prescription will be given to the patient to purchase any medicine from outside the camp. All the medicines should invariably be provided free of charge to the inhabitant. If medicines are not available in the camp these may be purchased from outside by the Medical Officer & Expenditure may be reimbursed from relief fund.
- Some advance fund may be given to the medical team for purchase of medicine from outside, if required. The team will maintain proper account and keep all the vouchers, bills etc for record.
- If there are more than 500 persons in the camp, one ambulance with adviser should be stationed for 24 hrs in the camp.
- Cases of snake bites are also reported from relief camp. Necessary arrangement should be made in nearest health institution for adequate stock of anti venom injection.
- Everyone who experiences disaster is affected in one way or another physically, emotionally and mentally. Children are among those who are affected most. It is in this regard that psychological support is an important part of response in any disaster situation.
- Psychological support is best obtained from the family. Therefore, even in abnormal conditions, family should be kept together. As a means of psychological support, activities like religious activities, entertainment and recreation etc. should be arranged for the inhabitants of the camp.
- Professional Psycho-social Therapist should be arranged to provide counselling to the affected person. It should be ensured that follow up sessions are conducted, as a onetime session is not be helpful, but may even create unpleasant experiences or memories for vulnerable person.

g) Special Arrangement for women, Children, and Physically Challenged and Elderly persons

- Since women are more vulnerable during disaster, their specific needs must be identified and taken care of.
- Female gynaecologist and obstetrician should be available at hand to take

care of maternity and child related health concern.

- Ensure that children inoculated against childhood disease within the stipulated time period.
- For safety and security of the women and children vigilance committees should be formed consisting of women.
- Women Police Officer should be stationed within the camp to record and redress any complaints made by women.
- Security measures should be taken in the camps to prevent abduction of women, girls and children.
- Widows and women headed household usually are unable to access food & other relief aid; therefore special volunteers may be engaged to take care of such families.
- Self-Help-Groups may be formed among the affected women to give emotional support to each other.
- Women participation in the management of camps is important to ensure that women's needs are met.
- Sanitary pads should be provided to the women and girls. Some women of rural areas may not be used to commercially manufacture sanitary pads therefore clean white cloths & towels may be arranged for them.

h) Vermin control

- Insect and rodents are the unavoidable pests in the relief camp. They spread diseases, spoil foods and other materials. They cannot be totally eliminated but there are measures to minimize the increase in their population and their effects on the lives of the displaced community in the camp.
- Fogging may be arranged to prevent mosquitoes and other flying insects.
- Traps may be placed for rodents.
- Waste segregation should be promoted and collected on daily basis.
- Enough dustbins should be provided in the camp.
- Breeding places of mosquitoes and rodents should be eliminated by keeping the surrounding clean, dry & free of stagnant water.
- Pits should be dug and waste & garbage food should be disposed of their daily.

I) Security

- Security, peace and order must be maintained in the relief camp. The youths in the camp may be involved for providing better security environment.

- Police personnel should be detailed on roster basis.
- Adequate employment of force should be ensured on the boundary and gate of the camp.
- Police should keep vigil on anti-social elements & criminal around the camp.
- Special police officers (SPO) may be appointed in the camp.
- Special police arrangement should be made during distribution of the relief materials.
- Home guards may be detailed for patrolling & night watch.
- Store room should properly be guarded by the police.
- Anti-Riot squad with teargas, lathi, body protection etc. should be kept ready in nearest Police station.

Media Management and Documentation

- Camp officer should prepare a daily report and submit to Deputy Commissioner/SDO (C) by 5.00 PM every day.
- Deputy Commissioner/SDO (C) will issue press release to prevent any rumour.
- DIPRO/SDIPRO will visit the camp regularly and take photographs for record. Some of the photographs may be released to the media also.
- DIPRO may arrange conducted tour of media persons to the camp and explain about the facilities and arrangement made there.
- DIPRO should be provided basic information by DC/SDO (C) about the management of the camps and he may provide them to media person on daily basis.

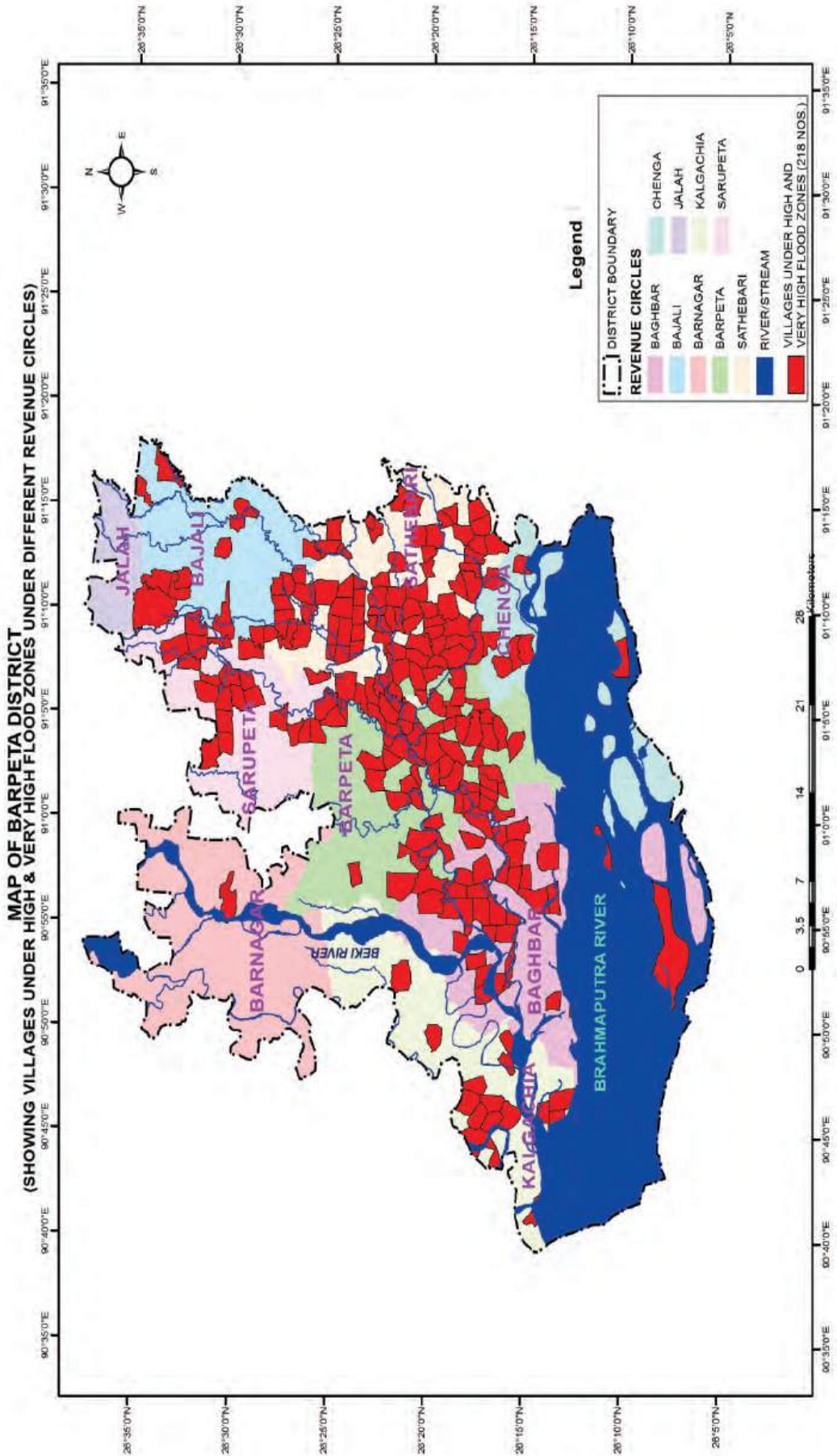
Entertainment, Recreation & IEC Programme

- All the activities in the relief camp will succeed only if inhabitants of the camps are meaningfully involved in the management of the camp.
- Camp Officer should chalk out an IEC to campaign among the inhabitants on:
 - How to maintain hygienic in the camp, how to prevent breeding of flies, mosquitoes, insects, rodents etc.
 - Information about arrangement in the camp, scale of the relief items, health facilities, helpdesk etc.
 - Rehabilitations schemes and entitlement of affected families.

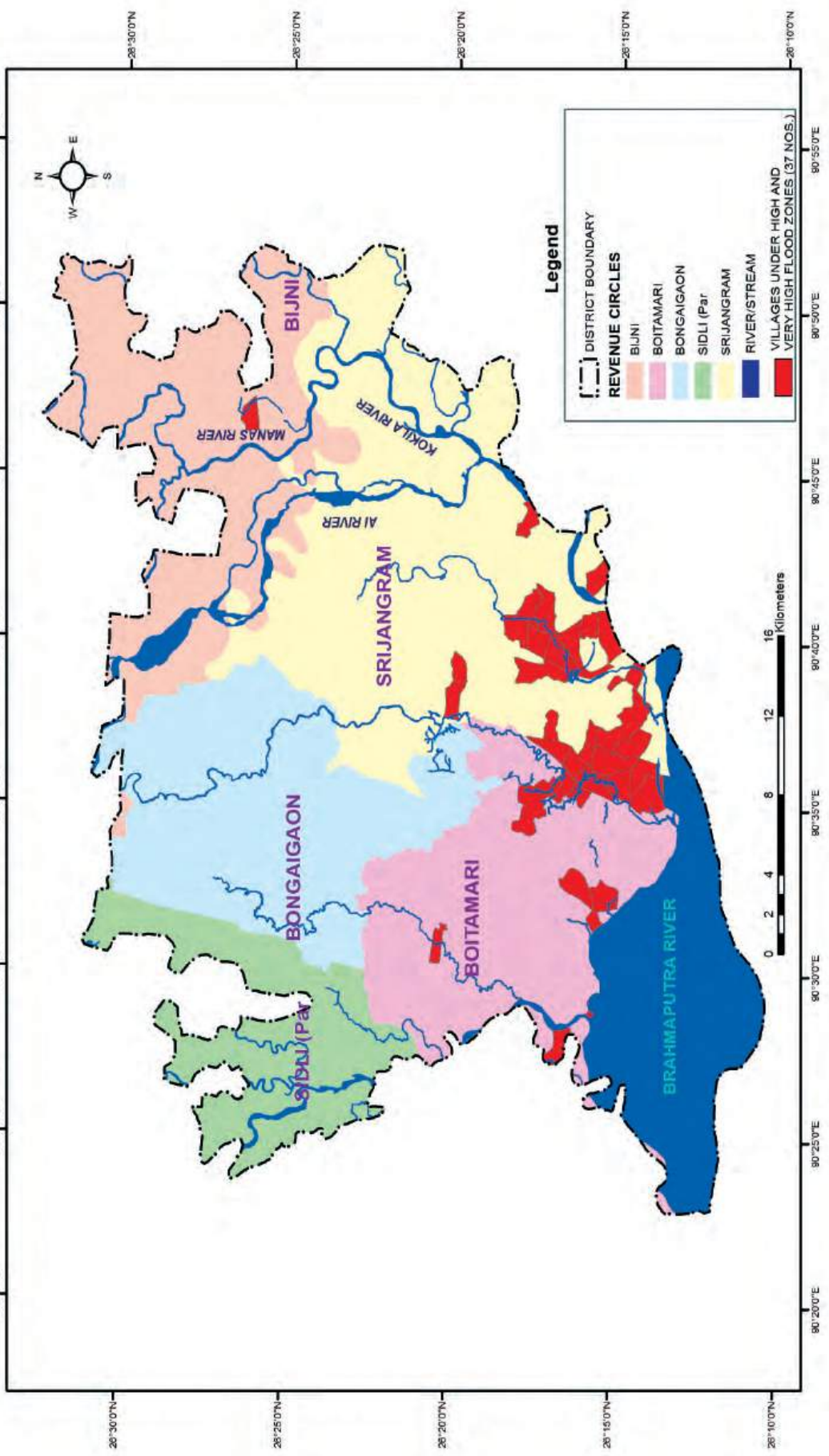
- Literary clubs/ Organizations may be promoted to arrange books & magazines for camp populations.
- Camp population may be kept engaged by providing entertainment & recreational facilities to them.
- Temporary Anganwadi centres may be opened in the camp with the help of ICDS project officers for small children.
- Temporary schools may be setup in the camp involving volunteers from the camp inhabitants. SSA may provide free textbook, stationary, SikshaMitra etc. Reputed NGOs may also be allowed to run temporary schools in the camp.
- SIRD & DRDA may be asked to arranged training for women on tailoring, soft toy making, pickle & papad making etc. and for youths on piggery, goatary, poultry, fishery, cane & bamboo items etc.

Closure of the Camp

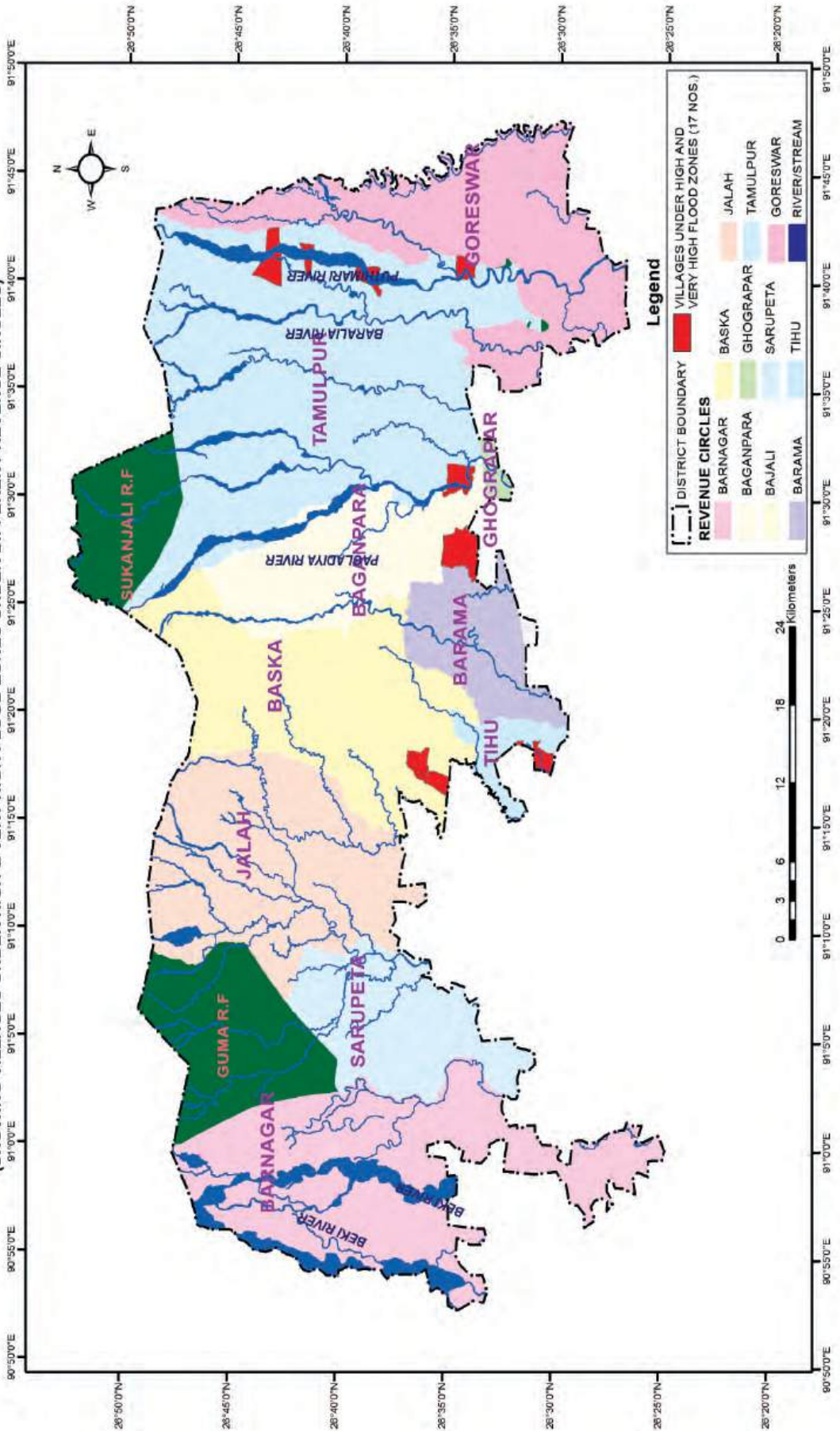
- People in the camp should be encouraged to return to their homes, as the situation improves in the field. Transport facilities may be provided for the purpose.
- Family as a whole should leave the camp. No member of such family should be allowed to stay back in the camp.
- A final report may be prepared and sent to the govt with recommendation to amend the guidelines if required.
- All the registers, reports, bills, vouchers etc should be kept in a box under lock and key and should be shifted to the office of the DC/SDO (C).
- Best practices and innovative interventions should be documented and submitted to the govt.



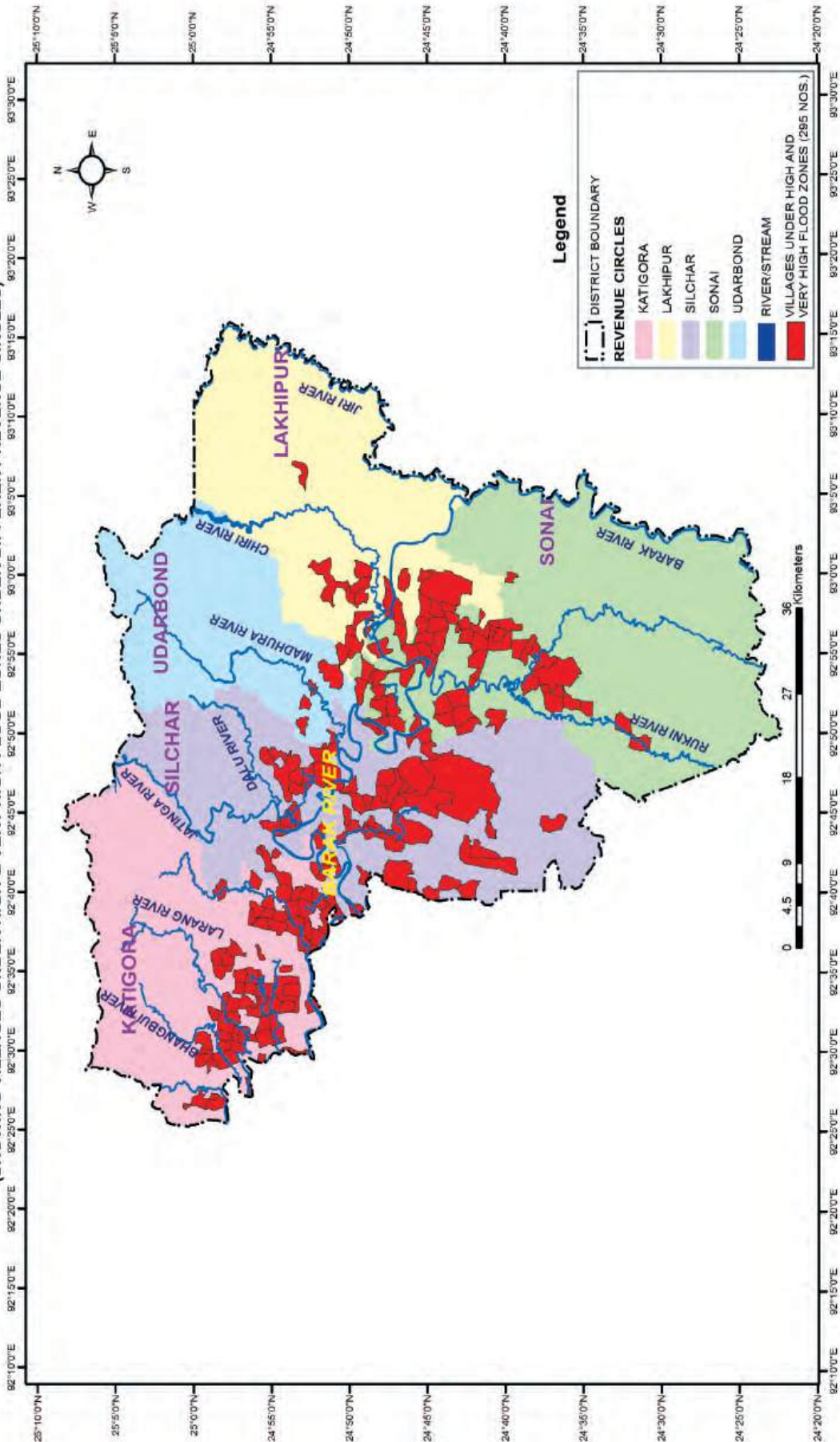
**MAP OF BONGAIGAON DISTRICT
(SHOWING VILLAGES UNDER HIGH & VERY HIGH FLOOD ZONES UNDER DIFFERENT REVENUE CIRCLES)**



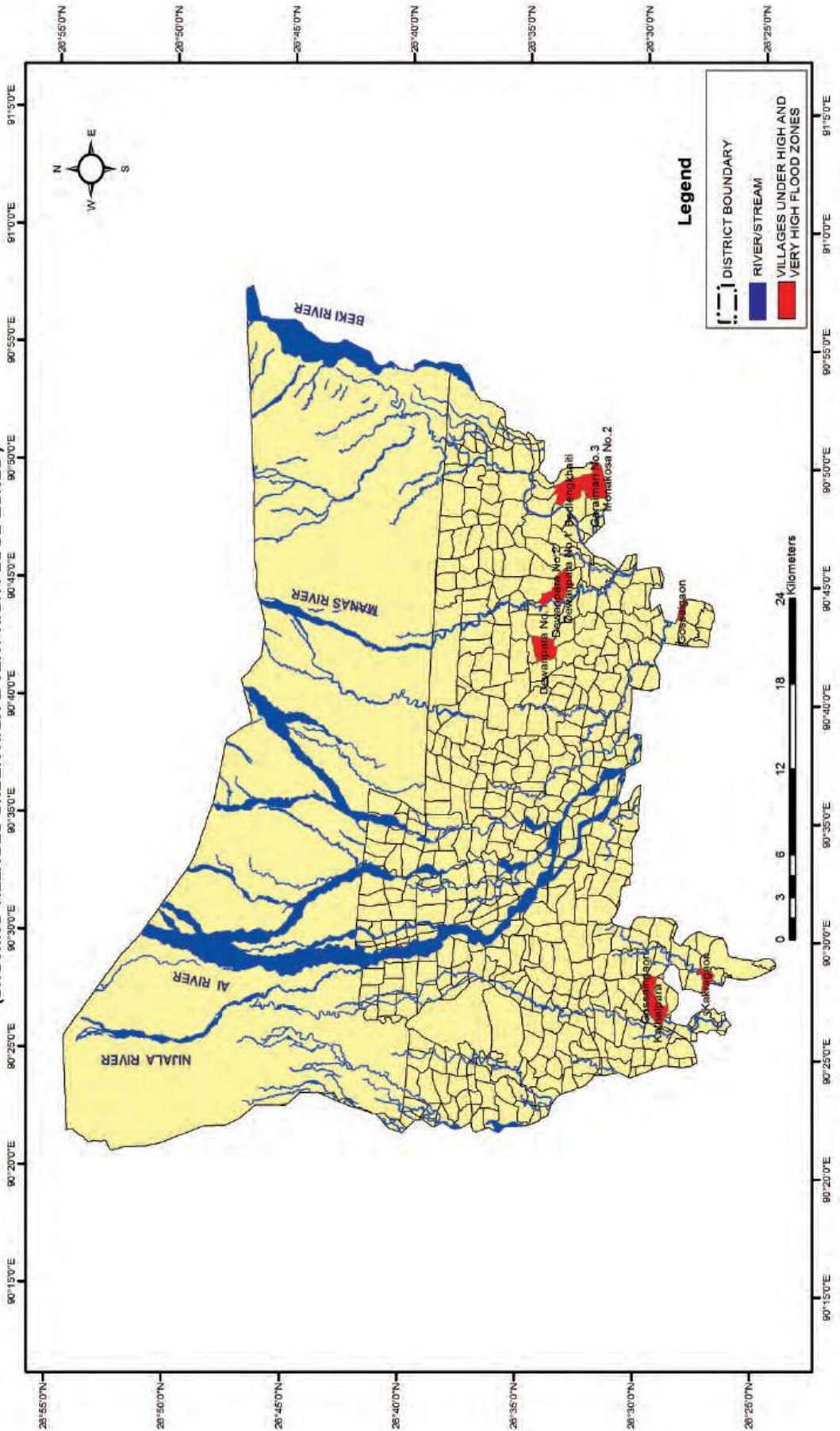
**MAP OF BAKSA DISTRICT
(SHOWING VILLAGES UNDER HIGH & VERY HIGH FLOOD ZONES UNDER DIFFERENT REVENUE CIRCLES)**



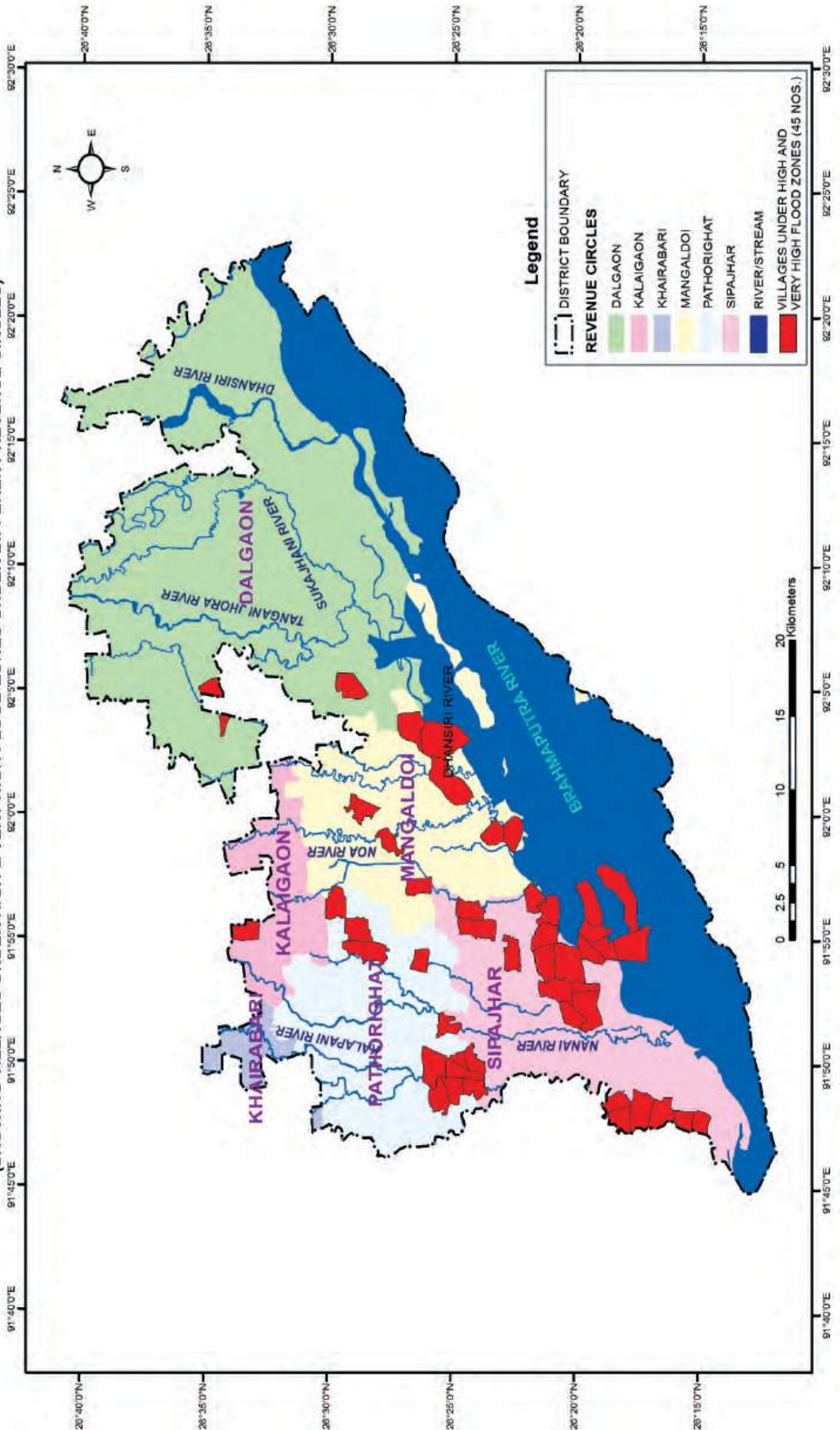
**MAP OF CACHAR DISTRICT
(SHOWING VILLAGES UNDER HIGH & VERY HIGH FLOOD ZONES UNDER DIFFERENT REVENUE CIRCLES)**



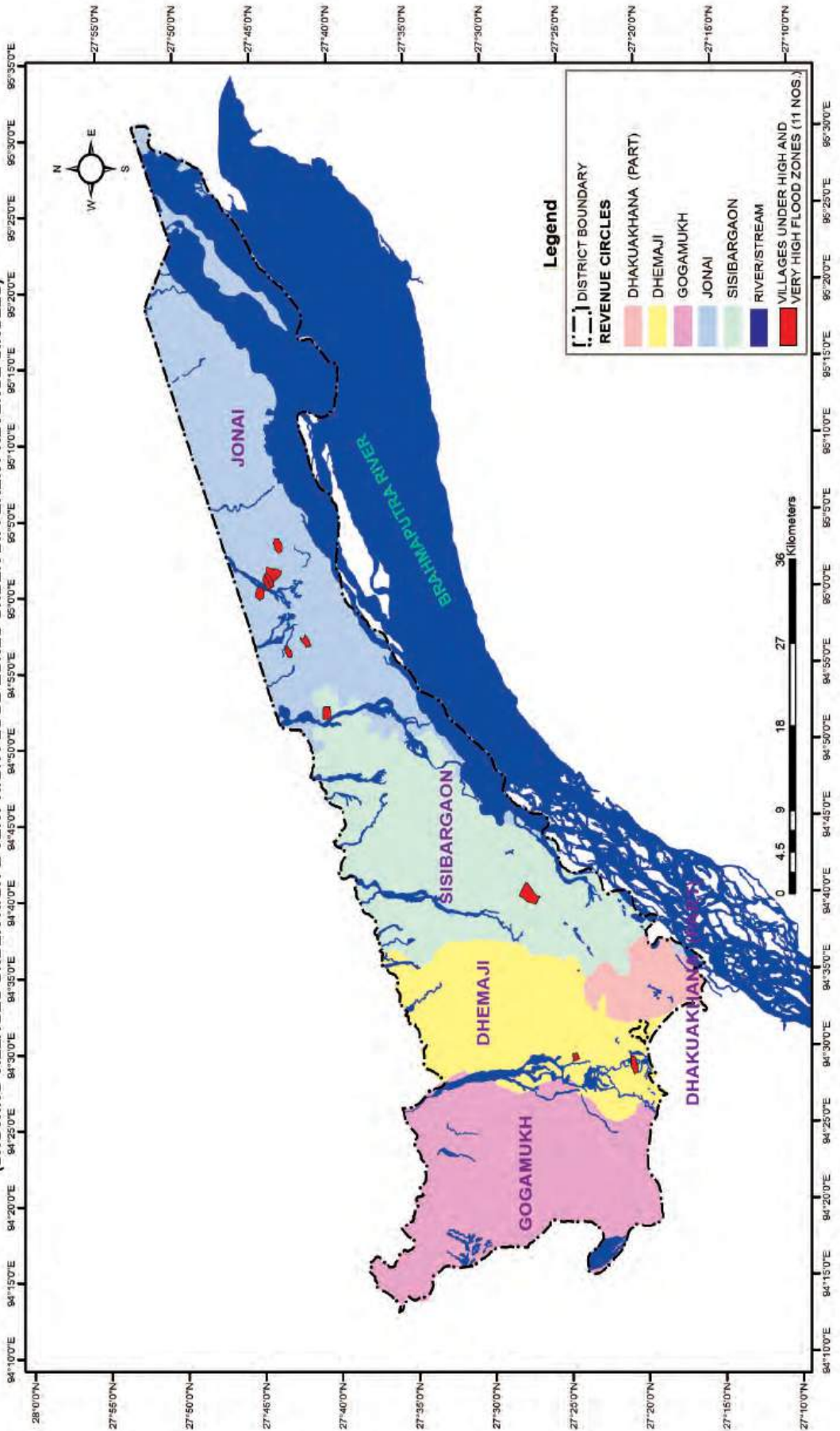
**MAP OF CHIRANG DISTRICT
(SHOWING VILLAGES UNDER HIGH & VERY HIGH FLOOD ZONES)**



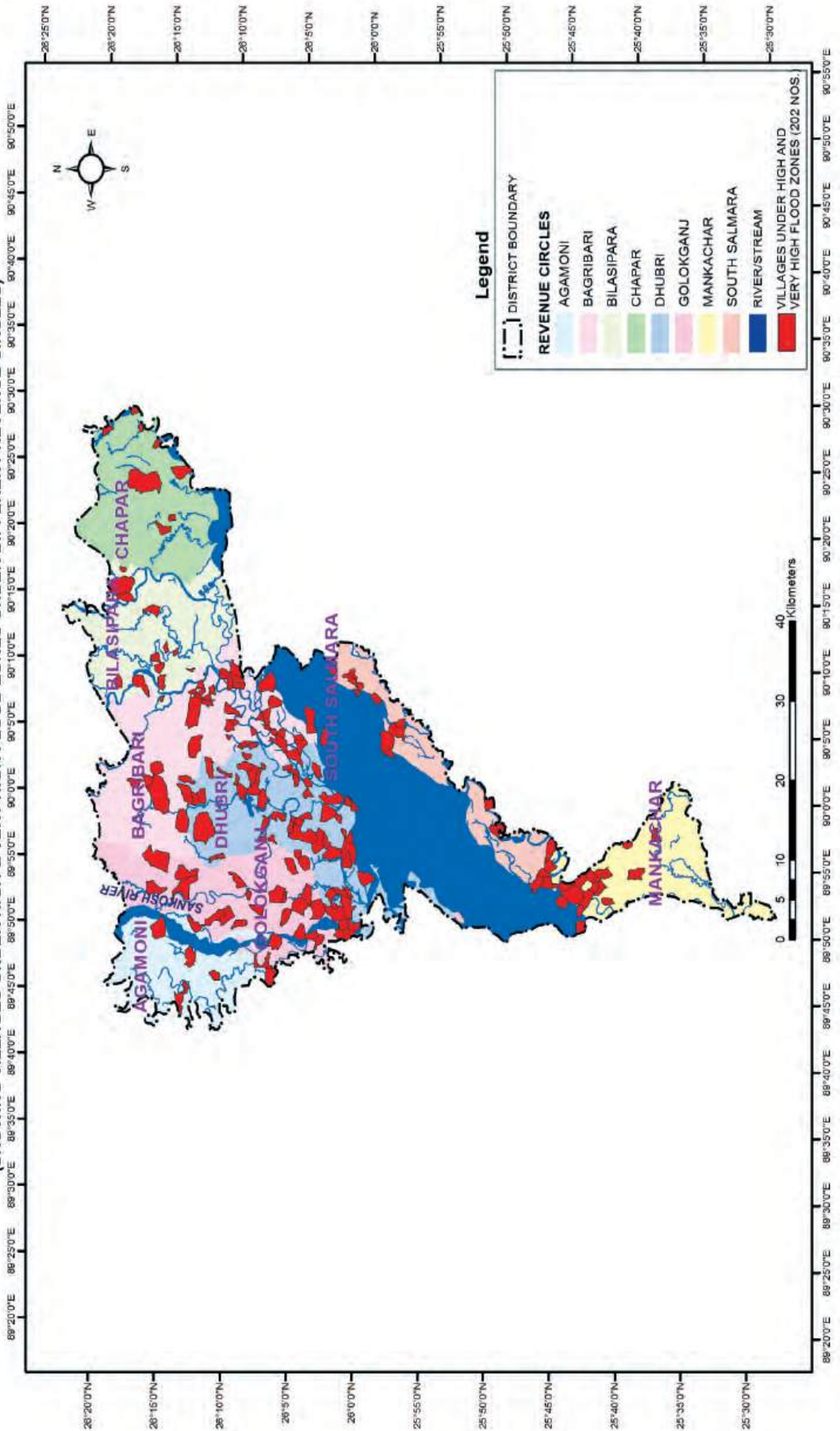
**MAP OF DARRANG DISTRICT
(SHOWING VILLAGES UNDER HIGH & VERY HIGH FLOOD ZONES UNDER DIFFERENT REVENUE CIRCLES)**



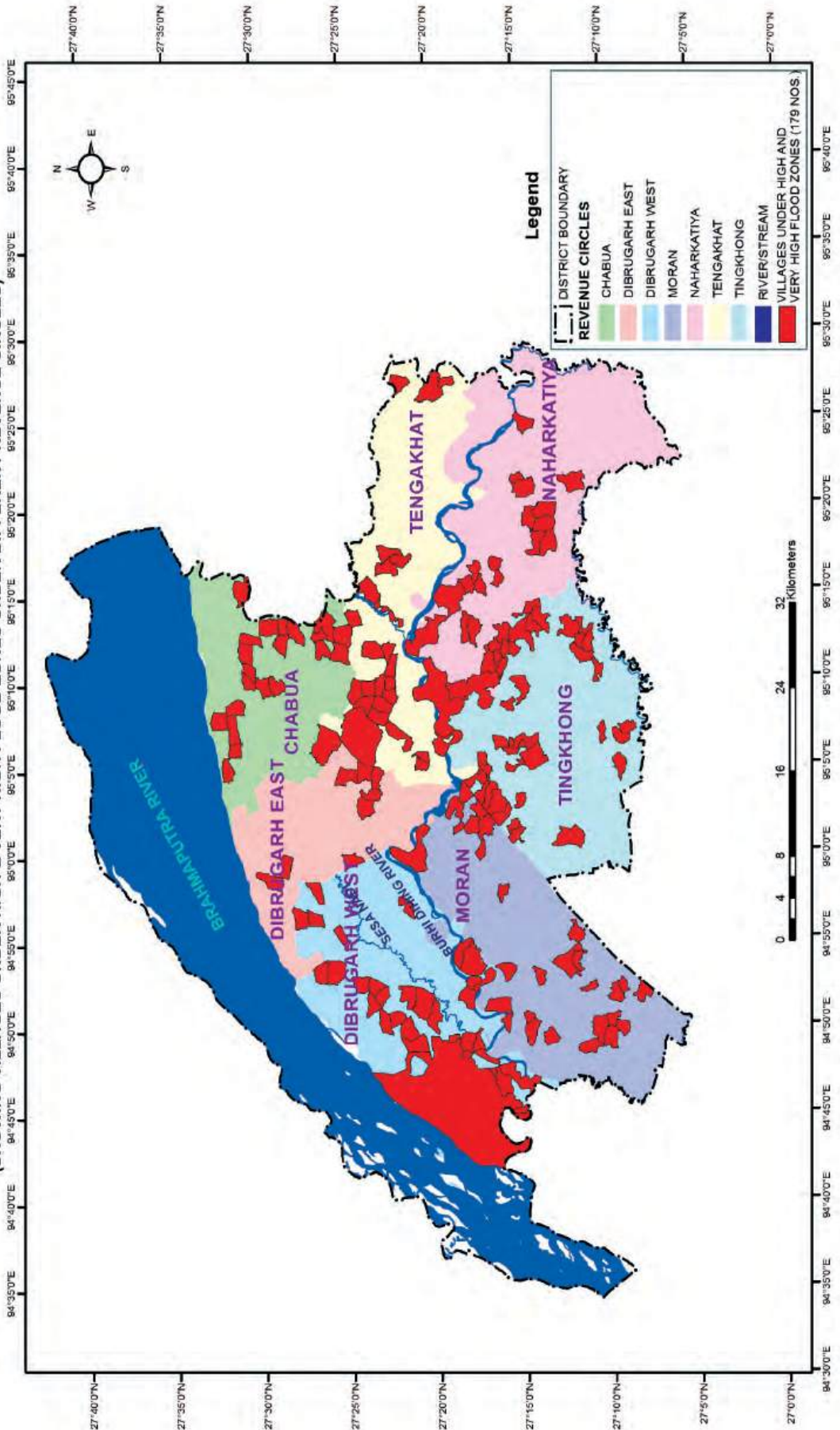
**MAP OF DHEMAJI DISTRICT
(SHOWING VILLAGES UNDER HIGH & VERY HIGH FLOOD ZONES UNDER DIFFERENT REVENUE CIRCLES)**

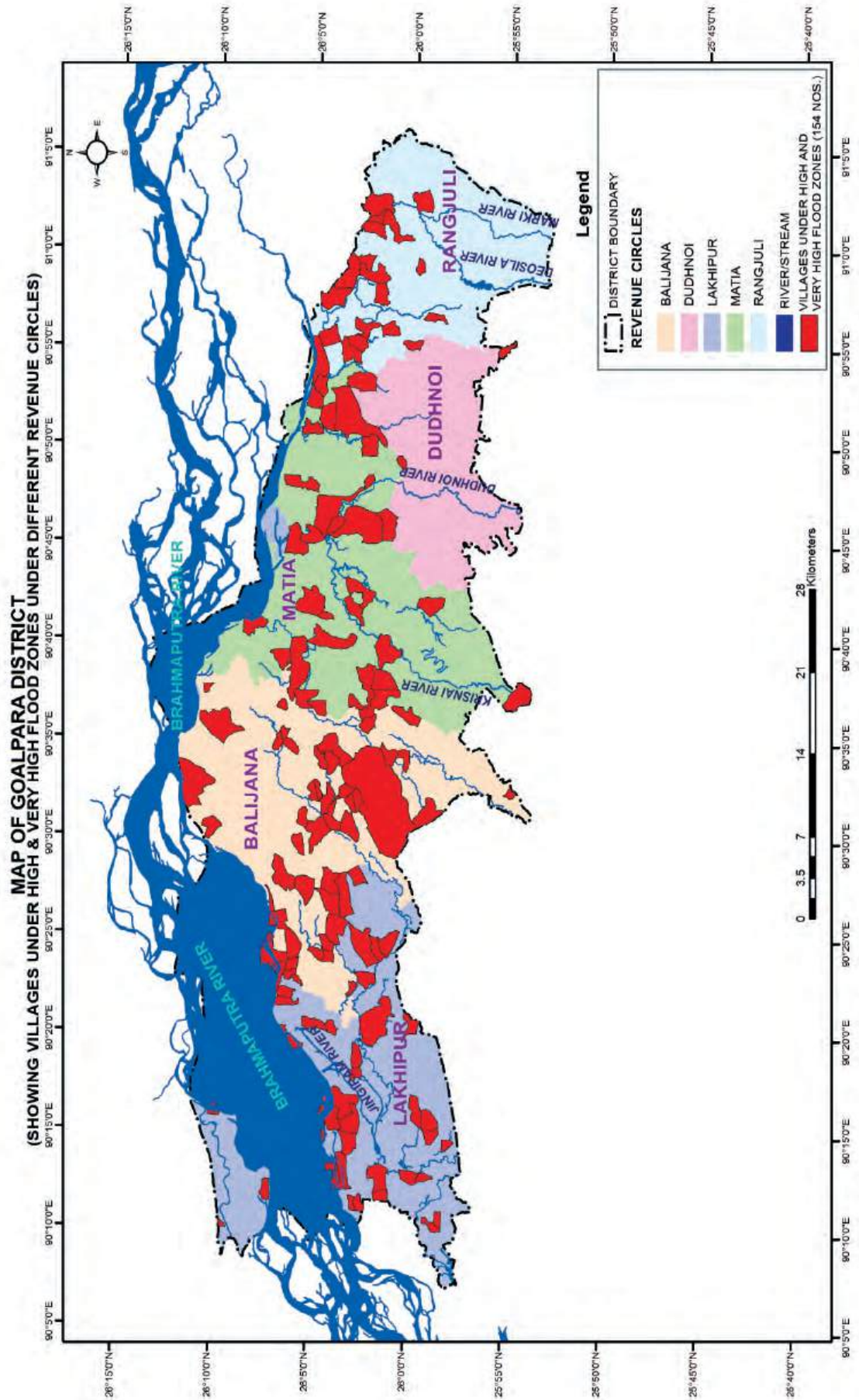


**MAP OF DHUBRI DISTRICT
(SHOWING VILLAGES UNDER HIGH & VERY HIGH FLOOD ZONES UNDER DIFFERENT REVENUE CIRCLES)**

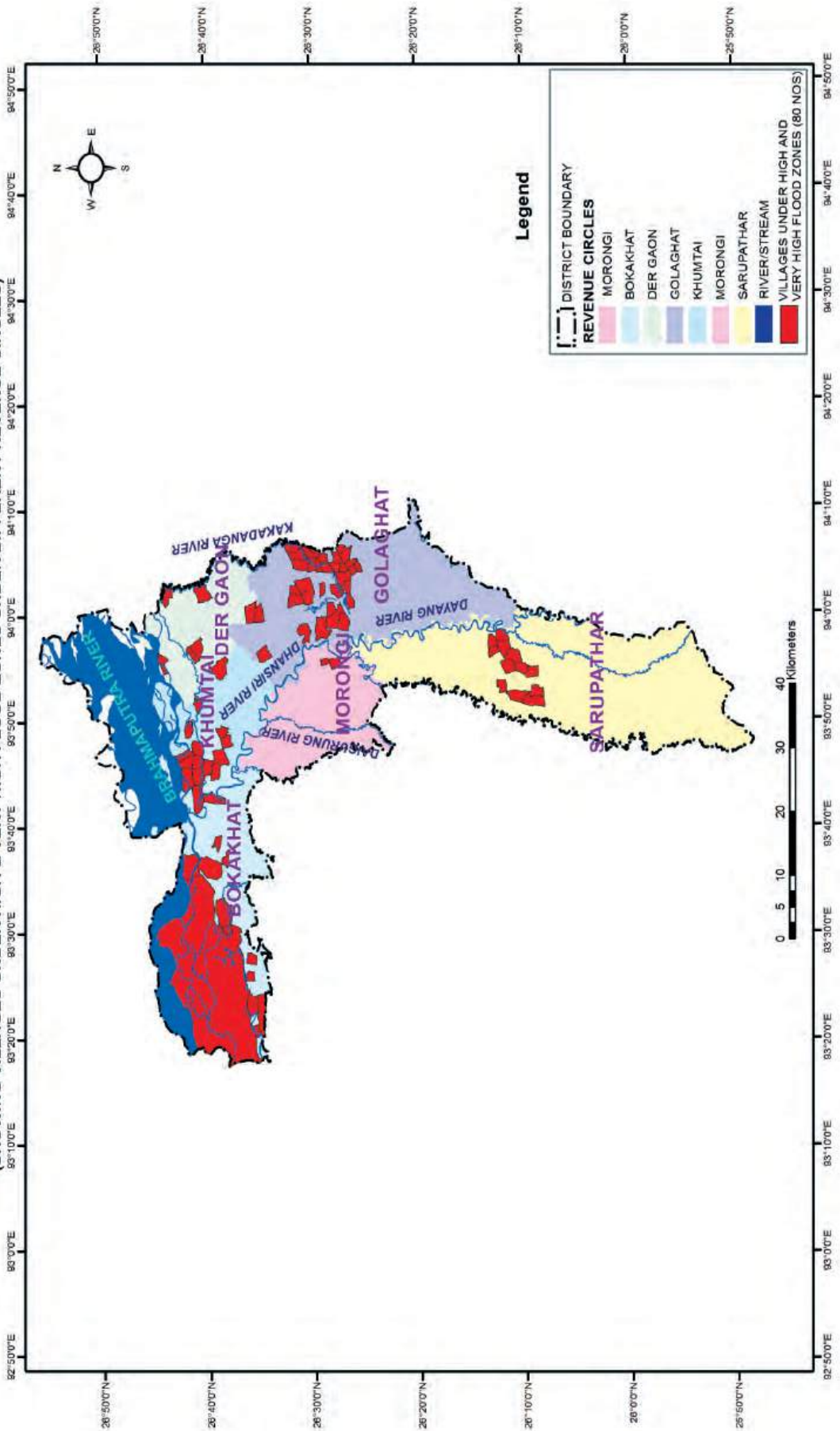


**MAP OF DIBRUGARH DISTRICT
(SHOWING VILLAGES UNDER HIGH & VERY HIGH FLOOD ZONES UNDER DIFFERENT REVENUE CIRCLES)**

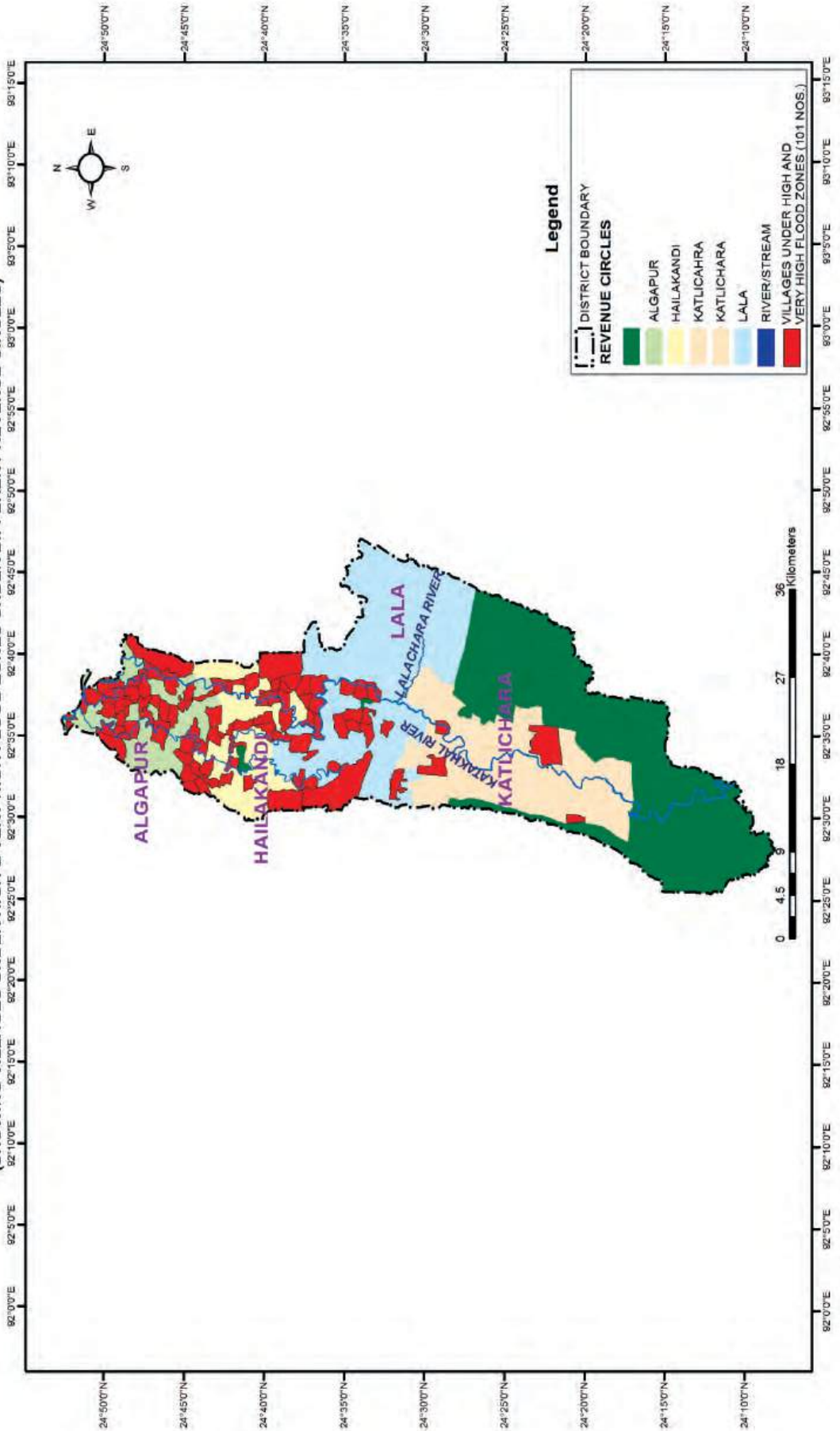




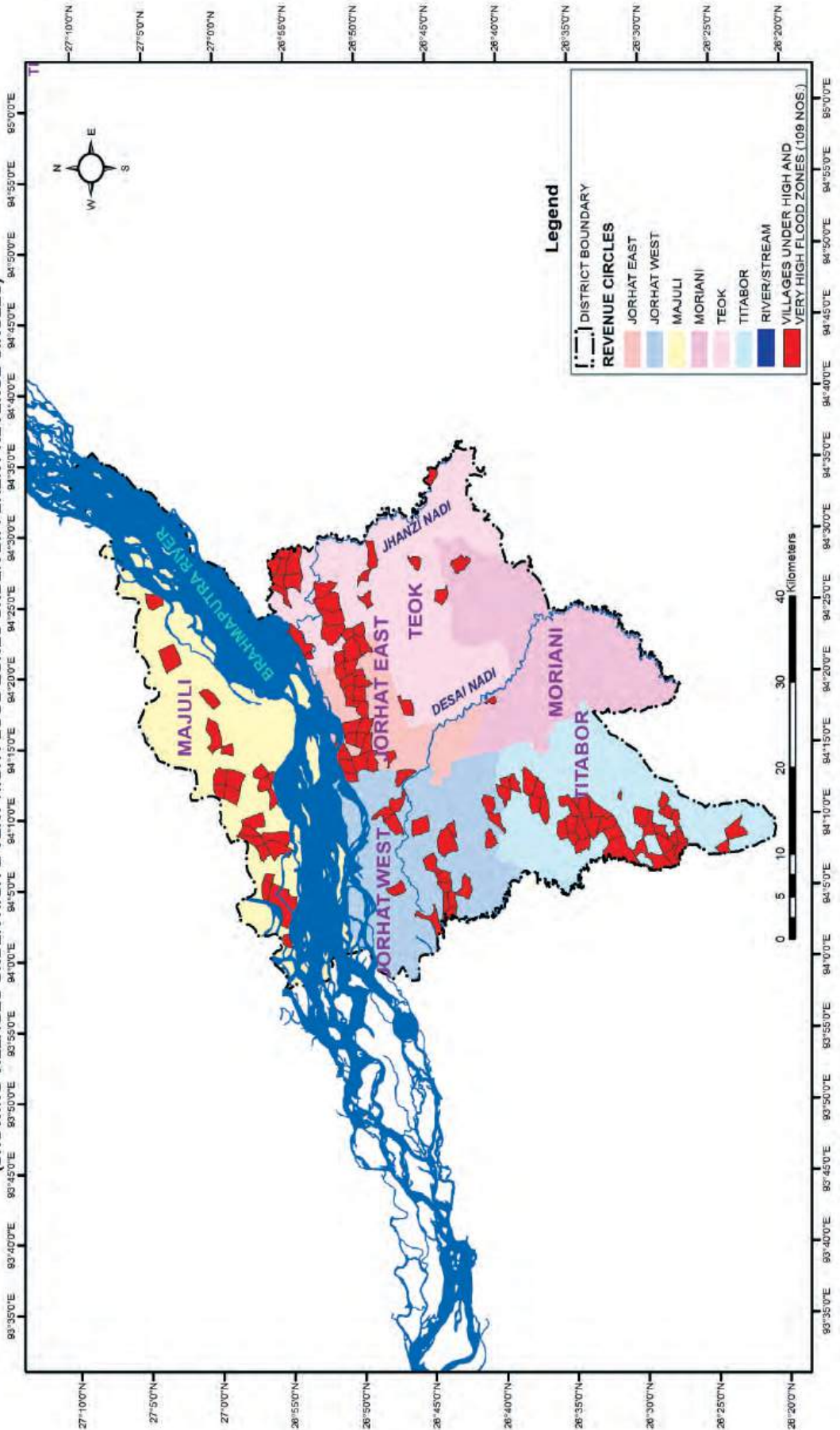
**MAP OF GOLAGHAT DISTRICT
(SHOWING VILLAGES UNDER HIGH & VERY HIGH FLOOD ZONES UNDER DIFFERENT REVENUE CIRCLES)**



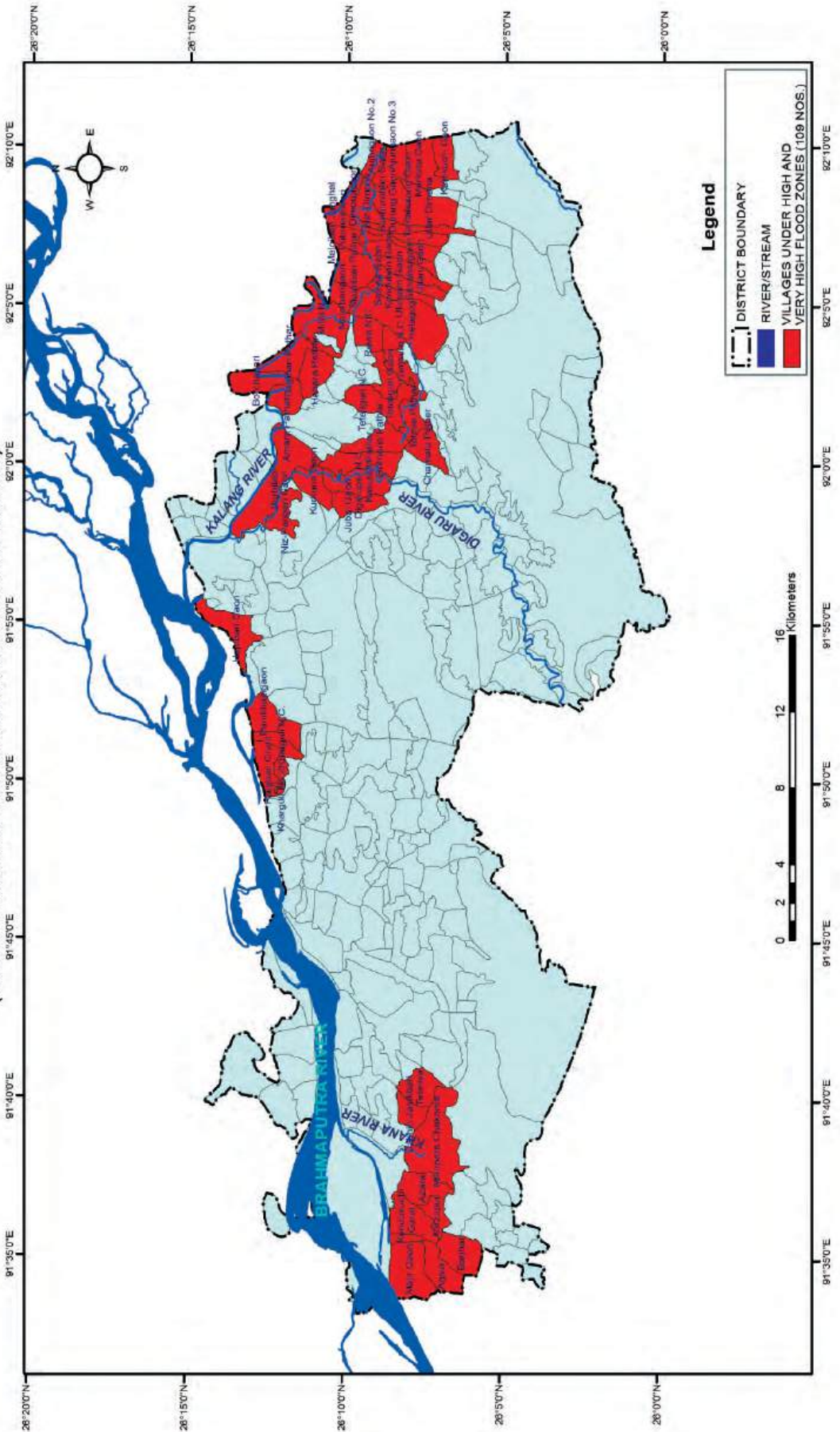
**MAP OF HAILAKANDI DISTRICT
(SHOWING VILLAGES UNDER HIGH & VERY HIGH FLOOD ZONES UNDER DIFFERENT REVENUE CIRCLES)**



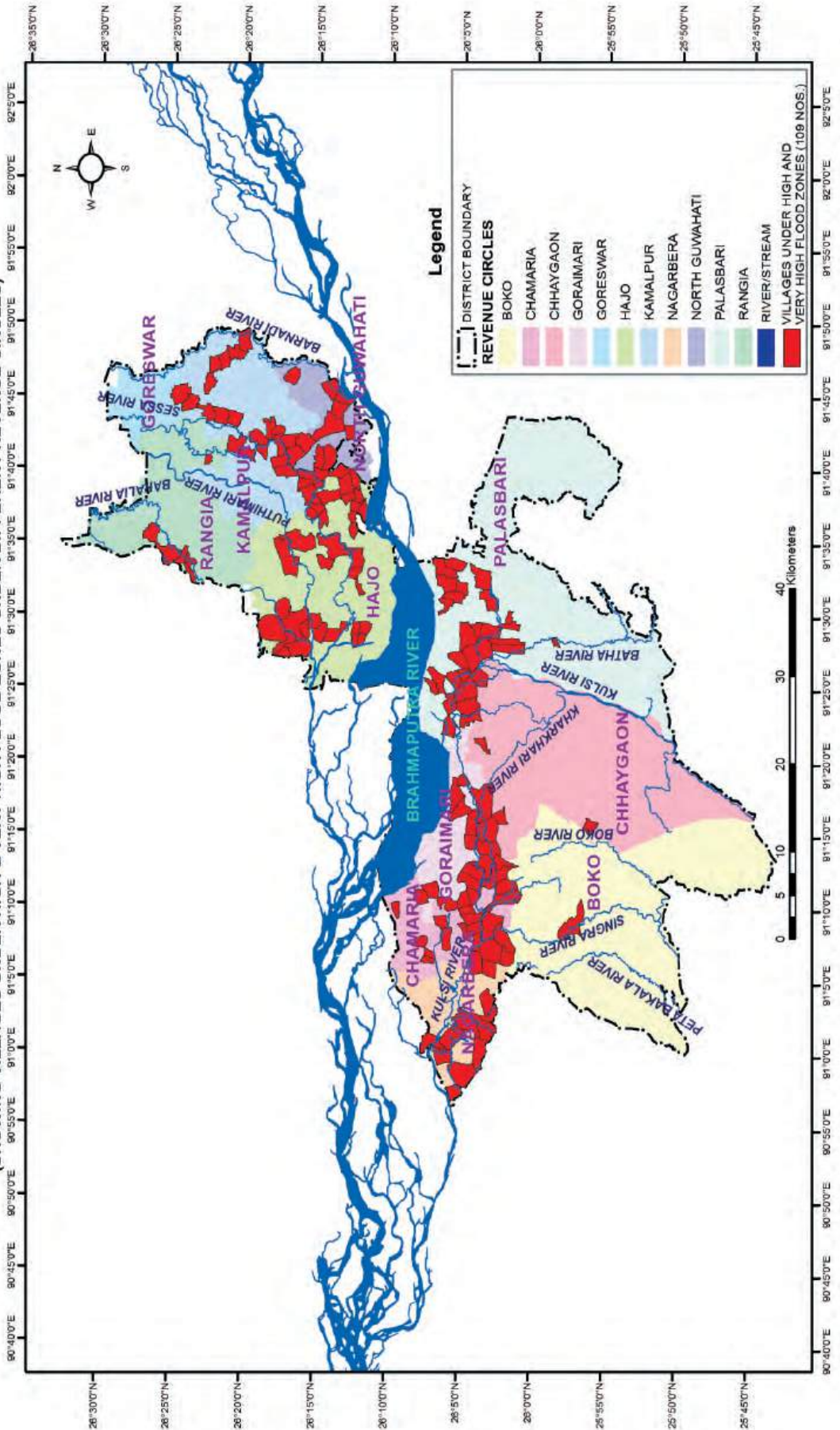
**MAP OF JORHAT DISTRICT
(SHOWING VILLAGES UNDER HIGH & VERY HIGH FLOOD ZONES UNDER DIFFERENT REVENUE CIRCLES)**

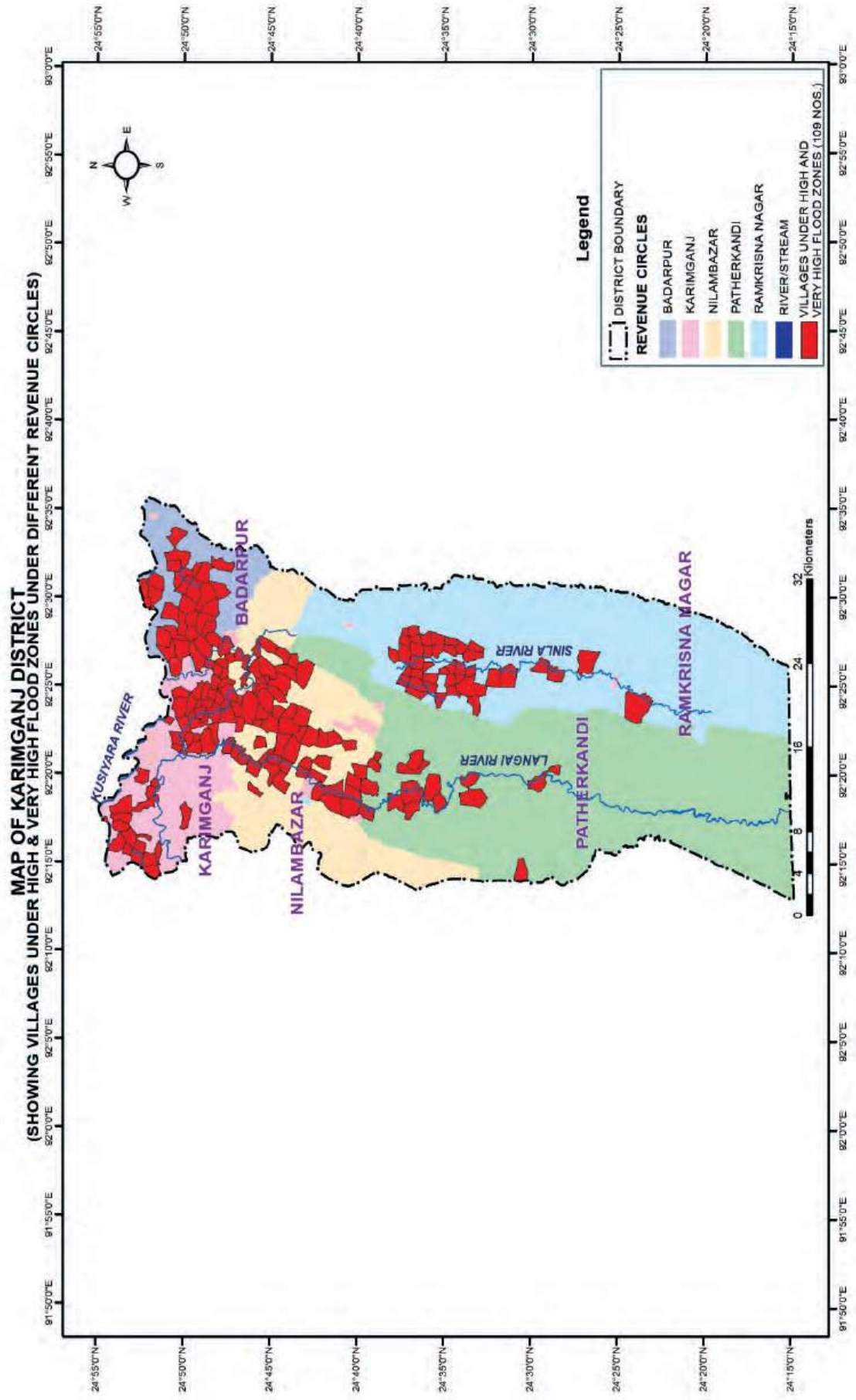


**MAP OF KAMRUP (M) DISTRICT
(SHOWING VILLAGES UNDER HIGH & VERY HIGH FLOOD ZONES)**

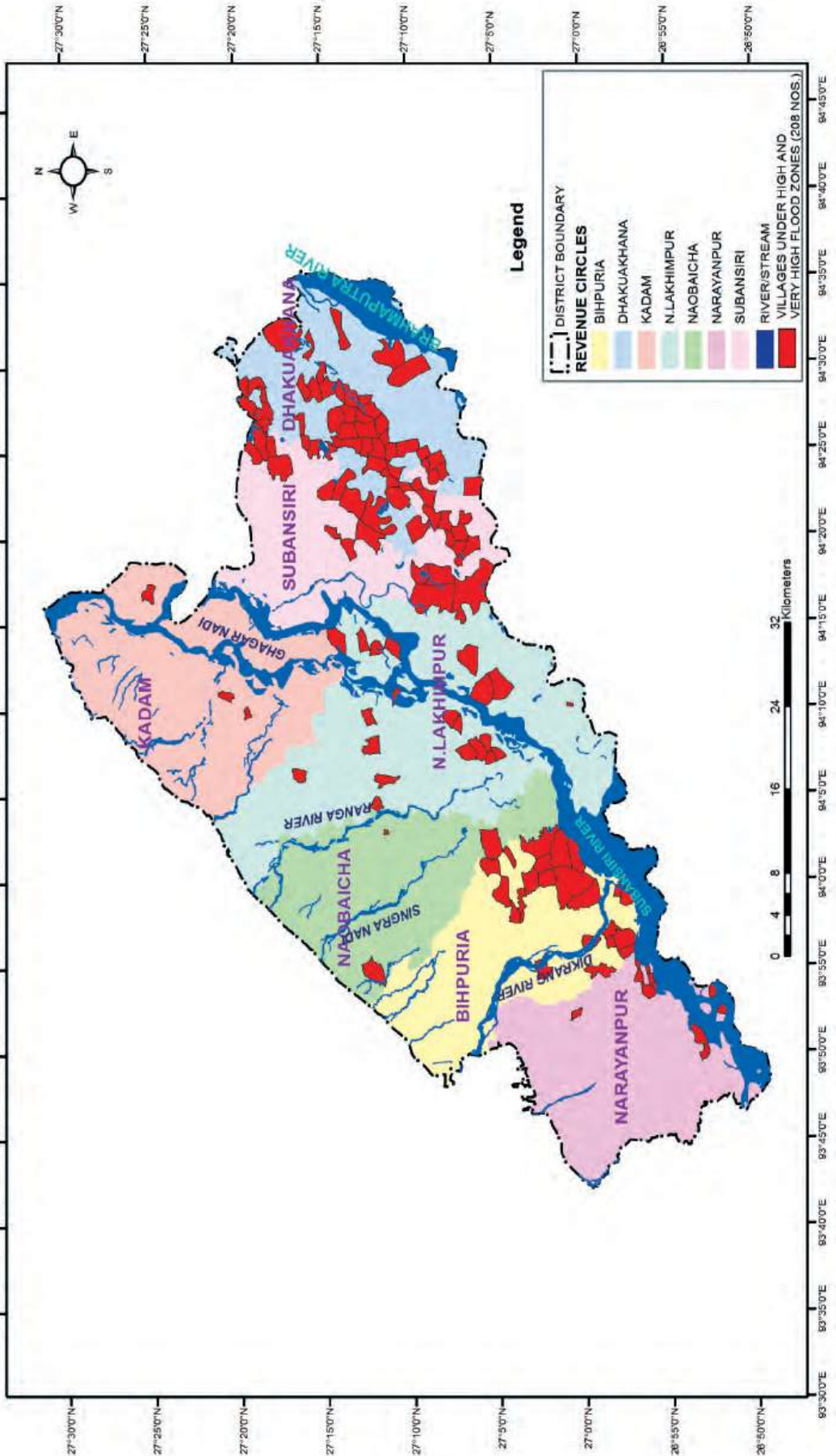


**MAP OF KAMRUP (R) DISTRICT
(SHOWING VILLAGES UNDER HIGH & VERY HIGH FLOOD ZONES UNDER DIFFERENT REVENUE CIRCLES)**

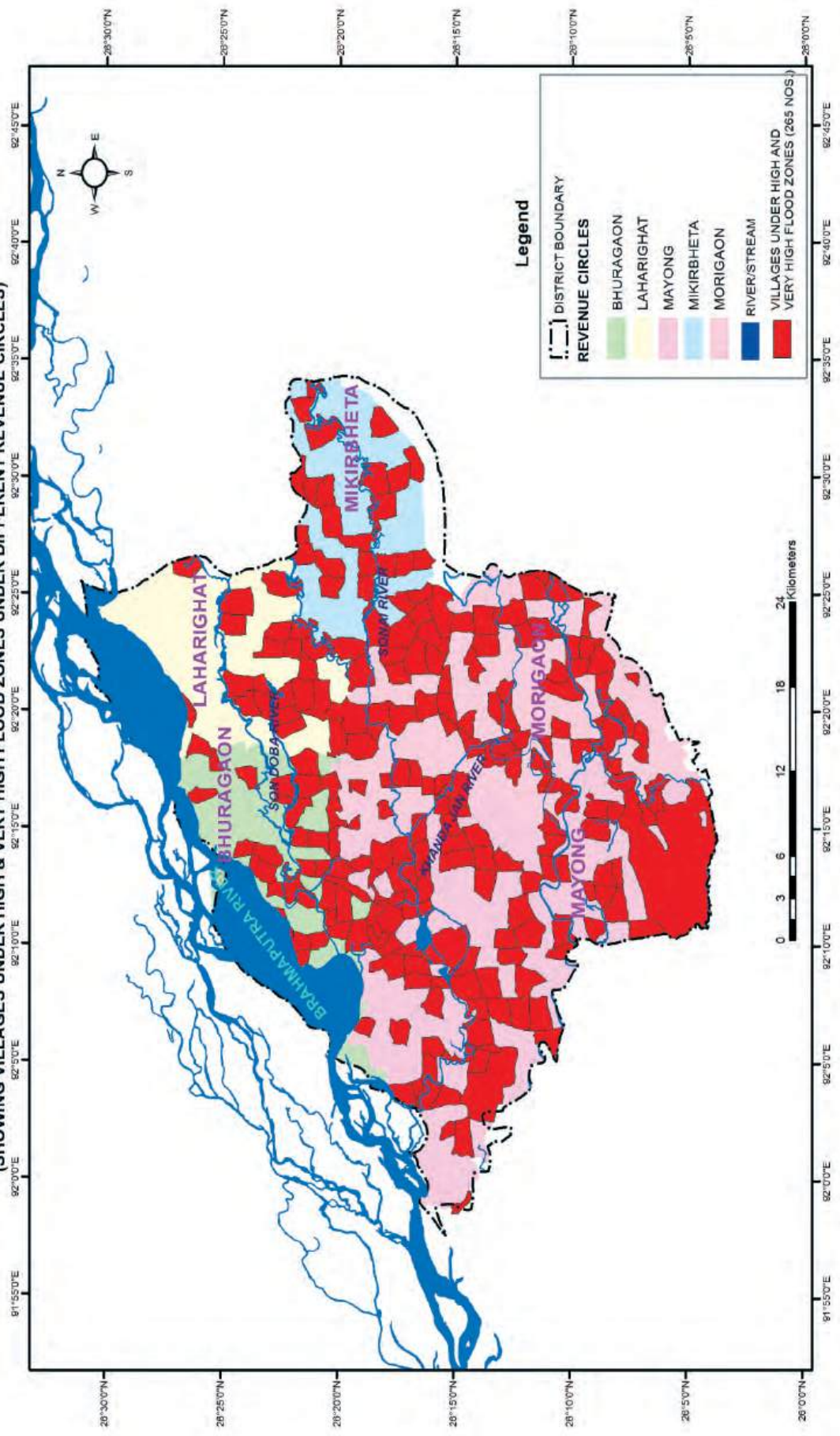




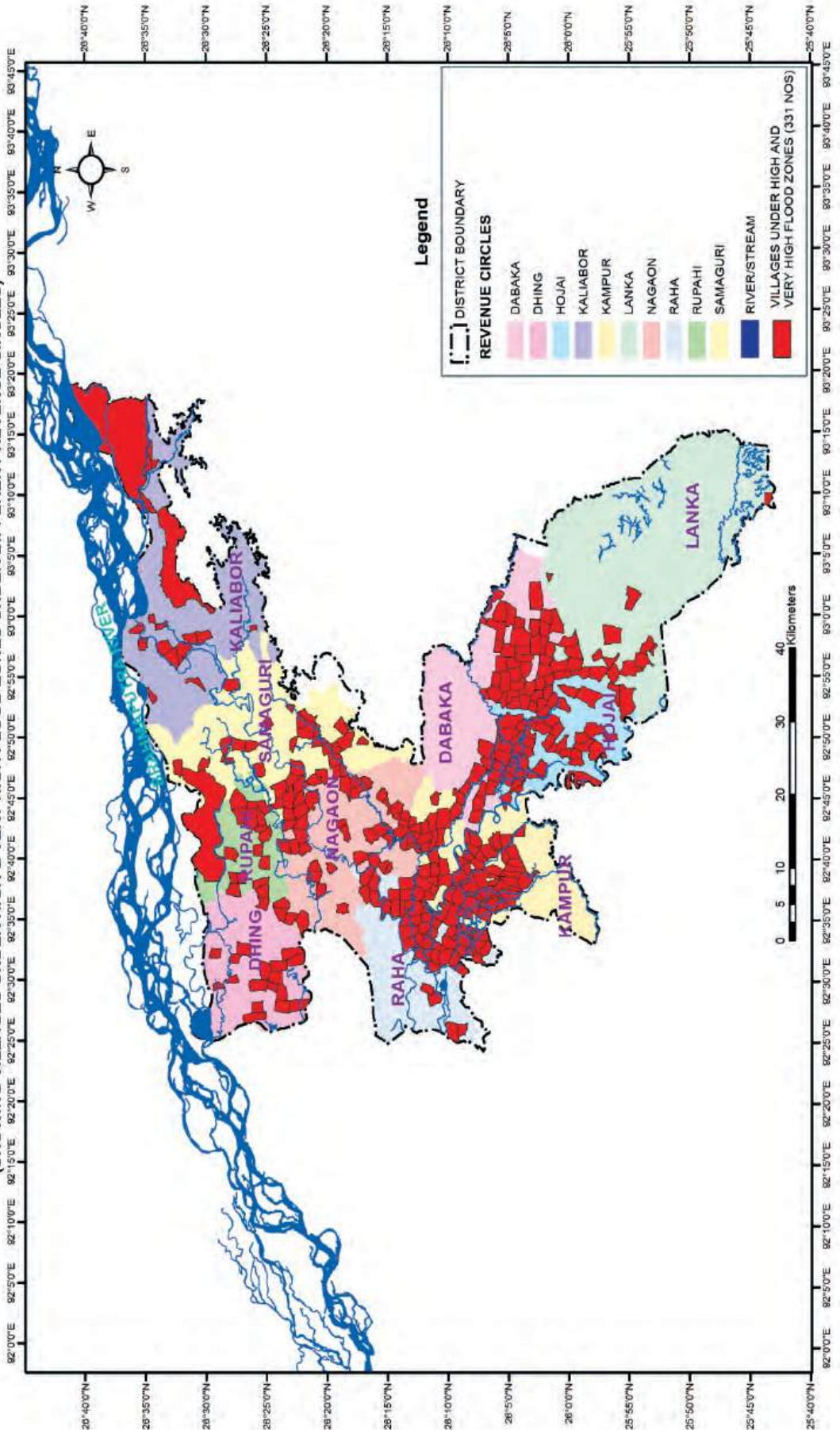
**MAP OF LAKHIMPUR DISTRICT
(SHOWING VILLAGES UNDER HIGH & VERY HIGH FLOOD ZONES UNDER DIFFERENT REVENUE CIRCLES)**



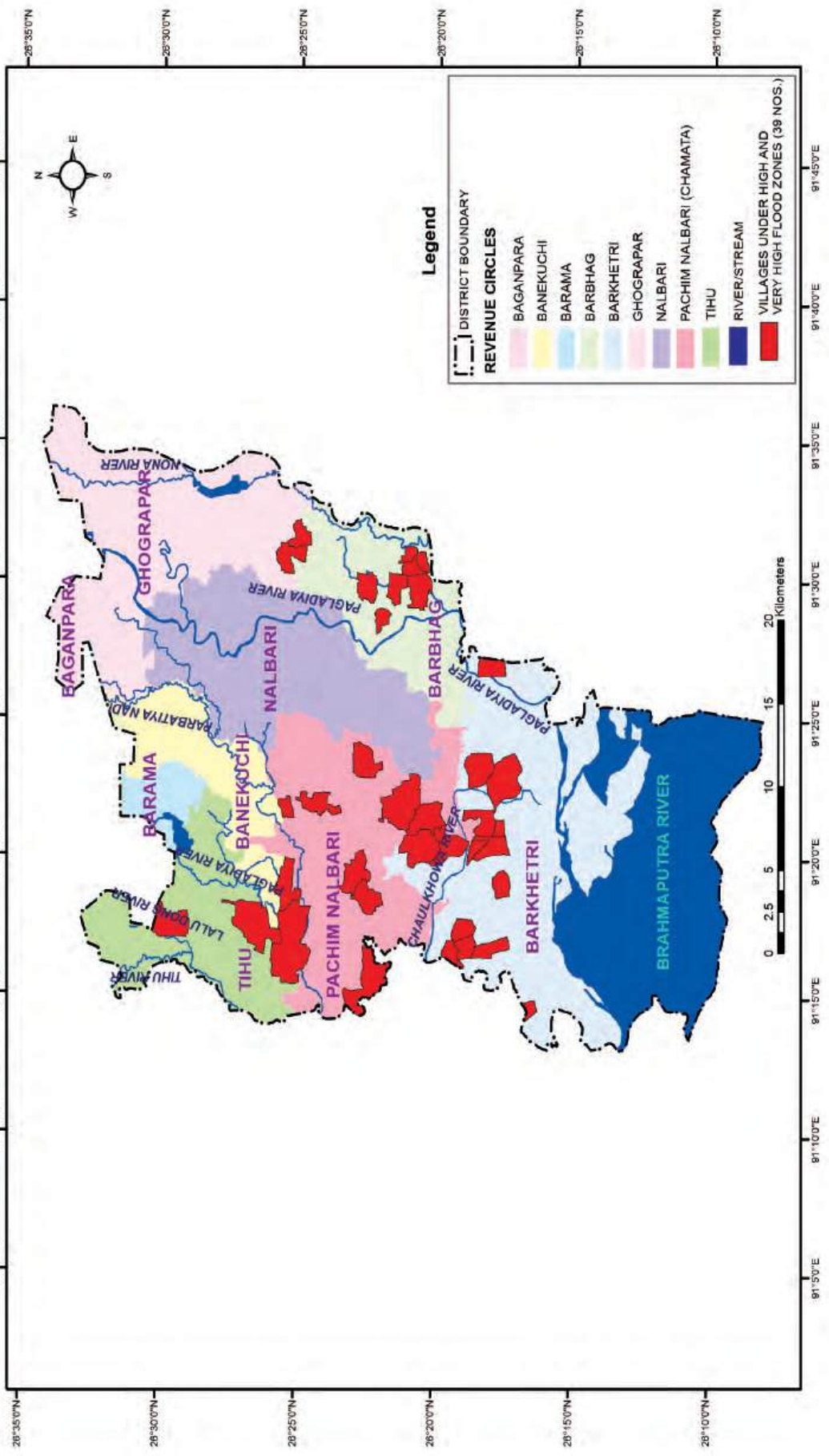
**MAP OF MORIGAON DISTRICT
(SHOWING VILLAGES UNDER HIGH & VERY HIGH FLOOD ZONES UNDER DIFFERENT REVENUE CIRCLES)**



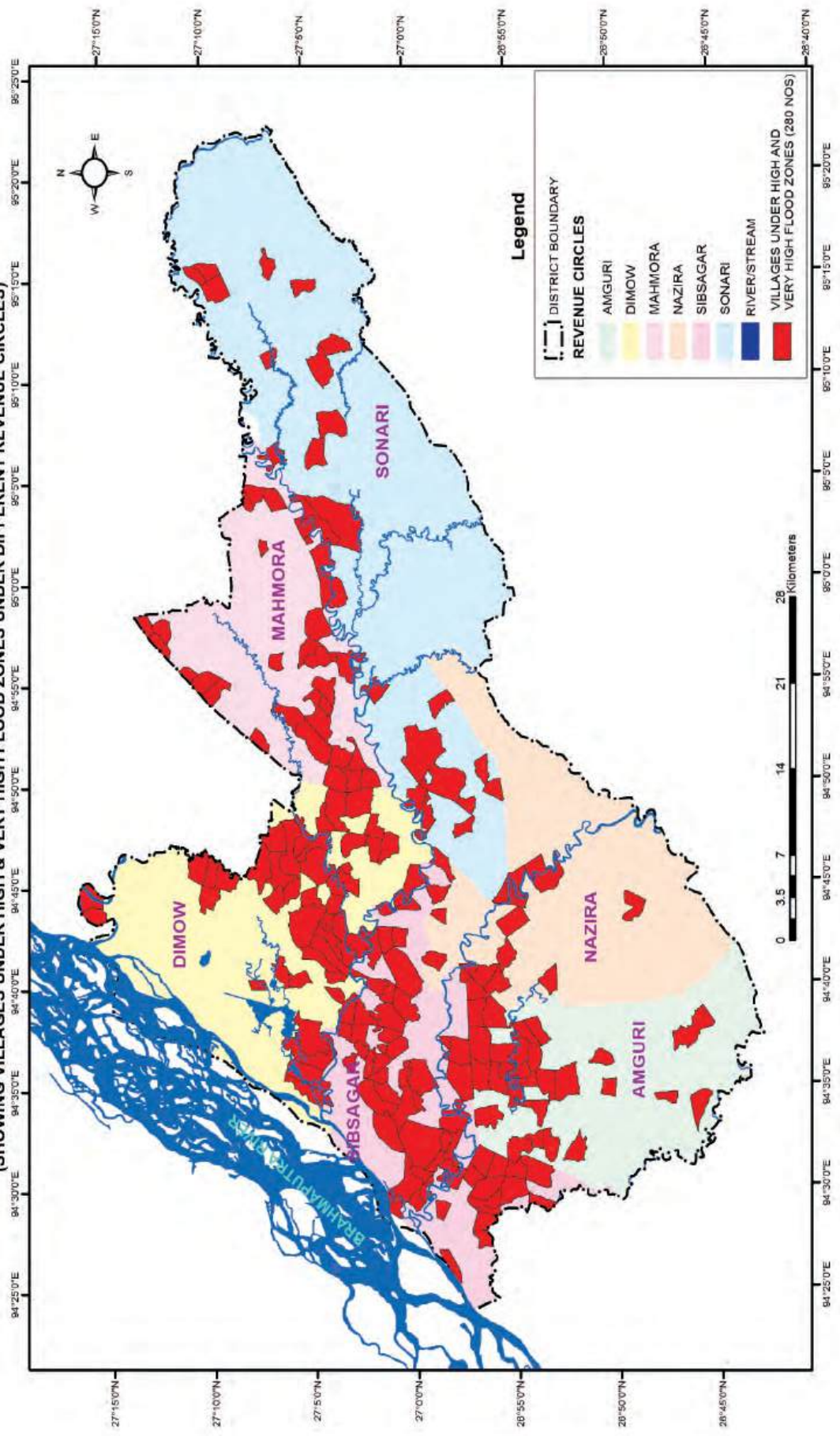
**MAP OF NAGAON DISTRICT
(SHOWING VILLAGES UNDER HIGH & VERY HIGH FLOOD ZONES UNDER DIFFERENT REVENUE CIRCLES)**



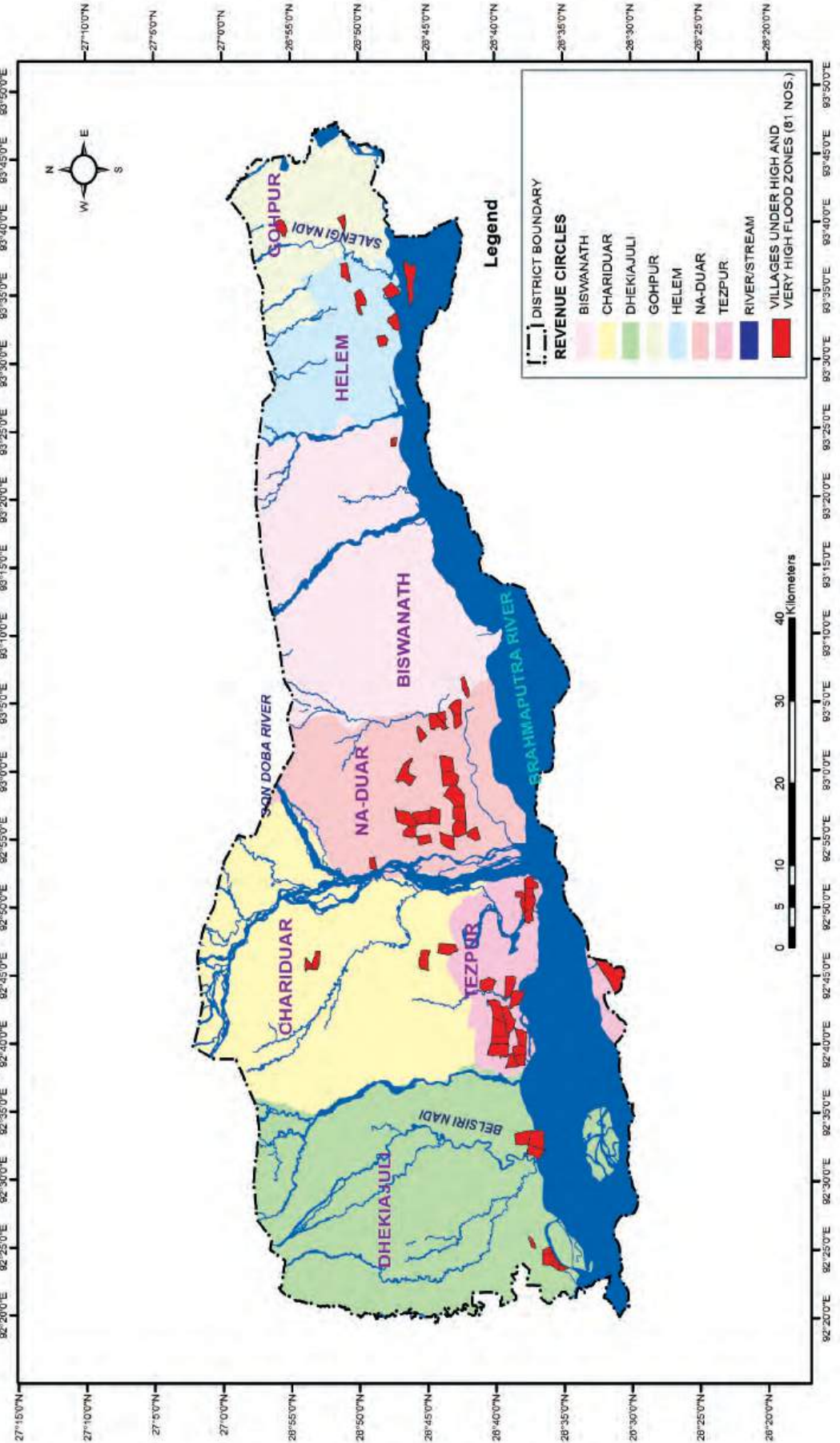
**MAP OF NALBARI DISTRICT
(SHOWING VILLAGES UNDER HIGH & VERY HIGH FLOOD ZONES UNDER DIFFERENT REVENUE CIRCLES)**



**MAP OF SIVASAGAR DISTRICT
(SHOWING VILLAGES UNDER HIGH & VERY HIGH FLOOD ZONES UNDER DIFFERENT REVENUE CIRCLES)**



**MAP OF SONITPUR DISTRICT
(SHOWING VILLAGES UNDER HIGH & VERY HIGH FLOOD ZONES UNDER DIFFERENT REVENUE CIRCLES)**



**MAP OF TINSUKIA DISTRICT
(SHOWING VILLAGES UNDER HIGH & VERY HIGH FLOOD ZONES UNDER DIFFERENT REVENUE CIRCLES)**

