

**MINUTES OF THE MEETING OF DISTRICT DISASTER MANAGEMENT
AUTHORITY ON PREPAREDNESS OF DISASTER MANAGEMENT HELD
ON 12-04-2010 AT 10.30 A.M IN THE CONFERENCE HALL OF DM's
OFFICE, NORTH TRIPURA:KAILASHAHAR.**

List of Participants in the meeting is enclosed as **Annexure – 'A'** .

At the outset the District Magistrate & Collector, North Tripura welcomed all the officers present in the meeting and briefed the officials regarding the purpose of the meeting.

Then District Magistrate & Collector, North Tripura briefly explained the relevant provisions of "The Disaster Management Act, 2005". The synopsis is as under:-

1.(a) There are three-tier Disaster Management Authority constituted as per Disaster Management Act, 2005 viz. (i) NDMA (National Disaster Management Authority), (ii) SDMA (State Disaster Management Authority) and (III) DDMA (District Disaster Management Authority).

(b) "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;

(c) "Disaster Management" means a continuous and integrated process of planning, organizing, 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;

(d) "local authority" includes panchayati raj institutions, municipalities, a district board, cantonment board, town planning authority or Zilla 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;

(e) "mitigation" means measures aimed at reducing the risk, impact or effects of a disaster or threatening disaster situation;

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

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

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

2. While discussing Section 30 of the aforesaid Act, the DM & Collector elaborately discussed the following issues at length.

<a> 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.

 The areas of District vulnerable to disasters are identified and measures for the prevention of disasters and the mitigation of each effects are undertaken by the Departments of the Government at the District level as well as by the local authorities.

<c> The District Authority shall 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.

<d> The District Authority shall 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 of disaster or mitigation.

<e> The District Authority shall establish stockpiles of relief and rescue materials or ensure preparedness to make such materials available at a short notice.

<f> The District Authority shall encourage the involvement of non-governmental organizations and voluntary social welfare institutions working at the grassroots level in the district for disaster management.

<g> The District Authority shall ensure communication systems are in order, and disaster management drills are carried out periodically.

3. While discussing Section 32 of the aforesaid Act, the DM & Collector elaborately discussed the following issues at length.

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: -

- i) Prepare a disaster management plan setting out of the following namely,
 - Provisions for the prevention and mitigation measures as provided for in the District plan and as is assigned to the Department or agency concern.
 - Provisions for taking measures relating to capacity building and preparedness as laid down in the District Plan.
 - The response plans and procedures, in the event of, any threatening disaster situation or disasters.
- ii) Coordinate the preparation and the implementation of its plan with those of the other organizations at the district level including local authority, communities and other stake holders.
- iii) Regularly review and update the plan; and
- iv) Submit a copy of its disaster management plan, and of any amendment thereto, to the district authority.

4. While discussing Section 50 of the aforesaid Act, the DM & Collector elaborately discussed the following issues at length.

District Authority may authorize 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.

5. While discussing Section 51 of the aforesaid Act, the DM & Collector elaborately discussed the following issues at length.

Whoever, without reasonable cause-

- a) Obstructs any officer or employee of the Central Government or the State Government, or a person authorized by the National Authority or State Authority or District Authority in the discharge of his functions under this Act; or
- 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.

or,

6. The following decisions were taken in the meeting:-

- The decision taken in the meeting that at least one meeting within every three months required to be convened by the DDMA (District Disaster Management Authority) alongwith all the line departments to review the Disaster Management activities under North Tripura District.
- The GP/ADC village wise Disaster Management and Response Plan, Nagar Panchayat Disaster Management and Response Plan, Block Disaster Management and Response Plan alongwith vulnerability analysis have been submitted to the Revenue Department earlier and the said plans should be updated immediately and submitted to DM's office, North Tripura within the following targeted time.
 - The GP/ADC village level Disaster Management and Response Plan should be submitted to the Collectorate of North Tripura by 25th April, 2010.
 - The Block level Disaster Management and Plan should be submitted to the Collectorate of North Tripura by 30th April, 2010.
 - The Nagar Panchayat Disaster Management and Response Plan should be submitted to the Collectorate of North Tripura by 25th April, 2010.
 - The District Disaster Management and Response Plan should be submitted to the Collectorate of North Tripura by 1st week of May, 2010. **The District Disaster Management Plan should be compiled in Bengali also.**
 - All the Plans should be prepared as per the standard prescribed format will be supplied to all BDOs, SDMs both in soft and hard copies at the earliest.

(Action by all BDOs / all Executive Officers,
NPs / all SDMs / O/C, Revenue RR & DM)

- All relief and rescue items as received earlier from the RR & DM, Govt. of Tripura would be distributed to all SDMs at equal ratio by the 2nd week of May' 2010. O/C, Revenue of DM's office, North Tripura should verify the Store of relief and rescue items of Disaster Management stored in the DM's office, North Tripura.
- Some relief and resuce items like **pumping boat, stretcher, first aid box and Fire Extinguisher cylinder etc.** should be purchased and kept reserve by all SDMs in consultation with the concerned SDPOs and Fire Officer.

All the SDMs are to take approval of the DM & Collector, North Tripura before purchasing of the aforesaid relief and rescue items.

(Action by all SDMs under North Tripura)



- Members of the local NGOs, SHGs, NSS, NCC, IRCS (Indian Red Cross Societies) etc. should be encouraged and trained on Disaster Management and rescue operations.

(Action by all SDMs / all BDOs)

- The 10 (ten) category groups should be formed including 5-10 members in each group at GP / ADC village level and the list of the same should be sent to the DIO, NIC, North Tripura through E-mail in the address viz. trikls@nic.in and dmnorth-tr@nic.in. The said list will be published through the District website with link page of Disaster Management Plan. The ten category groups (গোষ্ঠী) are follows in Bengali script :-

১. সক্রিয় গোষ্ঠী (Active Group)
২. সতর্কীকরণ গোষ্ঠী (Alerting Group)
৩. আশ্রয় স্থল ব্যবস্থাপনা (Shelter House Management Group)
৪. বিপর্যয়গ্রস্থ এলাকা থেকে সরিয়ে আনা ও উদ্ধারকার্য গোষ্ঠী (Evacuation and Rescue Group)
৫. প্রাথমিক সুশ্রুষ্ণা ও চিকিৎসা গোষ্ঠী (First Aid treatment Group)
৬. পানীয় জল ও শৌচালয় পরিচালনা গোষ্ঠী (Drinking water and sanitation monitoring Group)
৭. মৃতদেহ সংকার গোষ্ঠী (Dead body disposing Group)
৮. পরামর্শদাতা গোষ্ঠী (Advisory Group)
৯. ক্ষয়ক্ষতি মূল্যায়ন গোষ্ঠী (Damage Assessment Group)
১০. ভ্রাণ ও সমন্বয় গোষ্ঠী (Relief & Co-ordination Group)

(Action by all BDOs / DIO, NIC, North)

- A letter will be sent to the Joint Secretary, Revenue Department (RR & DM) for sending a teams of Master Trainer / Resource Persons for training of the officials of DEOC (District Emergency Operation Centre).

{Action : O/C Rev.(RR & DM)}

- Crisis Management Plan, 2009 as supplied by the Home Department should be reckoned while updating District Disaster Management Plan, 2010.

{Action : O/c Rev.(RR&DM)}

- Revenue Section of DM's office, North Tripura will make schedule for District level Mock Drill on Disaster Management in the month of May, 2010 and the same will be intimated to the Revenue Department for sending of Master Trainers / Resource Persons for demonstration.

{Action : O/c Rev.(RR & DM)}

- Identification of 2 (two) School building should be done immediately for earthquake vulnerable analysis and retrofitting of those building.

(Action : DEO,North)

- The teachers training on School safety and was conducted a couple years ago and the list of trained teachers was also sent to the Revenue Department.

- A letter will be communicated to the Revenue Department for sending the guidelines in Bangla for training on School Safety. {Action : O/C Rev.(RR & DM)}
- All the District level officers are requested for installation of at least 3(three) Fire Extinguisher cylinder in their offices in consultation with the District Fire Officers. (Action : All District level Officers of line Departments)

District Fire Officer, North Tripura shall co-ordinate with all line departments under North Tripura District for installation of said Fire extinguisher Cylinders and the compliance report should be submitted to the Collectorate of North Tripura by 15th June, 2010.

(Action by District Fire Officer, North & all line departments under North Tripura)

- All the BDOs / Executive Officers, NPs / SDOs, PWD Division have been requested to send the list @40 Masons and skilled / semi skilled workers and Junior Engineers for capacity building training programme. All BDOs have stated that the masons and skilled / semi skilled workers are reluctant to go for capacity building training at Agartala. However, a letter will be sent to the Revenue Department, Govt. of Tripura for 3 (three) days training schedules of Masons, skilled / semi skilled workers along with Junior Engineers at North Tripura District Head Quarters. (Action : All BDOs/ all E.O. of Nagar Panchayats)
- The list of trained officials on Disaster Management should be submitted by the line department of North Tripura District and that will be consolidated by the Revenue Section, DM's office, North Tripura.
(Action by all District level officers of line departments under North Tripura)
- The list of identified flood prone areas, landslide prone areas has been sent to the Revenue Department vide this office letter No.6177, dated 12-10-2010, but the maps showing flood prone and landslide prone areas are still awaited from the Revenue Department. **It is to be mentioned here that the maps are supposed to be prepared by the TSAC (Tripura Space Application Centre).**
- All SDMs would convene meeting on flood disaster mitigation as per flood management guidelines and checklist formulated by the Govt. of India and send the minutes of the meeting to the Collectorate of North Tripura. It is reported that SDM, Kailashahar has already convened a meeting on flood management. SDM, Dharmanagar should do the same within 30th April,2010 and SDM, Kanchanpur by 10th May,2010.

(Action by all SDMs, North Tripura)

- The data updation of IDRN (India Disaster Resource Network) for the year 2010 as per filled in prescribed format should be submitted to the DM's office, North Tripura by 15th may, 2010. The prescribed format have already been circulated to officer presented in the instant meeting. However, a letter also to be issued to the line departments alongwith all BDOs and SDMs for sending of updated data of IDRN (India Disaster Resource Network) immediately.

(Action by all SDMs / BDOs / SP, North other line departments under North Tripura)

- Requirement of Rs.10.00 lakhs out of CRF (Calamity Relief Fund) will be sent to the Revenue Department for refresher's training on Disaster Management.

(Action by O/C, Revenue, DM's office, North)

- All SDMs would collect the list of vulnerable buildings from concerned SDO/EE, PWD department and send the same to the Collector of North Tripura by 30th April, 2010.

(Action by all SDMs, North Tripura)

- Gournagar R.D. Block has been selected as model Block for Disaster Management activities and all BDOs would select a GP/ADC village as a model village for Disaster Management activities and send the same to the DM's office, North Tripura by 10th May,2010.

(Action : All BDOs)

- All SDMs may procure @ 1(one) Laptop each SDM directly from the company as per DGS&D rate and procedure subject to quality testing by E-TDC, Agartala under Ministry of IT, Govt. of India for monitoring Disaster Management activities under their respective Sub-Divisions out of CRF.

(Action : All SDMs)

- The DM & Collector, North Tripura directed the PD, DRDA, North Tripura to discuss with the State Programme Officer, Disaster Management for organizing one day workshop in North Tripura District immediately.

(Action: PD, DRDA)

- The toll free number 1077 and a Telephone No.223276 must be installed at the Counter available at Ground floor of DM's office in front of District Panchayat Section by 1st week of May' 2010.

(Action by Sr. Deputy Magistrate)

Superintendent of Police, North Tripura also apprised about disaster management plan from District Police side. He stressed on the need for coordinated efforts in managing disaster.

Meeting concluded with thanks to all.

 24.4.10

(Samarjit Bhowmik)

District Magistrate & Collector
North Tripura, Kailashahar

Annexure – A**List of participants in the meeting :-**

1. Sri Samarjit Bhowmik, IAS, DM & Collector, North Tripura.
2. Sri D. Darlong, ADM & Collector, North Tripura.
3. Sri L. Darlong, Superintendent of Police, North Tripura.
4. Sri A. K. Bhattacharya, PD, DRDA, North Tripura.
5. Sri Sunil Debbarma, Sr. Deputy Magistrate, North Tripura.
6. Sri Pinaki Acharya, DIO, NIC, North Tripura.
7. Sri Ratan Biswas, SDM, Dharmanagar.
8. Sri Satya Brata Nath, District Transport Officer, North Tripura.
9. Sri Santosh Deb, BDO, Kadamtala R.D. Block.
10. Sri Sandip Chakraborty, BDO, Pecharthal R.D. Block.
11. Sri Subhasis Bandopadhyay, BDO, Panisagar R.D. Block.
12. Sri Keshab Kar, BDO, Dasda R.D. Block.
13. Sri Bijay Sinha, BDO, Kumarghat R.D. Block.
14. Sri Durga Prashad Bhowmik, DCM, SDM's office, Kanchanpur.
15. Dr. D.K. Malakar, District Health Officer, North Tripura.
16. Sri Abani Debbarma, Dy. Director, Fisheries, North Tripura.
17. Sri Shyamal Das, District Education Officer, North Tripura.
18. Sri Sudhangshu Sarkar, JE, Water Resource, PWD (WR), Kailashahar.
19. Sri D. Karmakar, AE, PWD (WR), for EE, WR, Pecharthal.
20. Sri Nripendra Debbarma, JE, Kadamtala R.D. Block.
21. Sri Surajit Debbarma, JE, Kadamtala R.D. Block.

**GOVERNMENT OF TRIPURA
OFFICE OF THE DISTRICT MAGISTRATE & COLLECTOR
NORTH TRIPURA : : KAILASHAHAR**

No. F.II – 1(4)/DNR/2009/ 8704-27

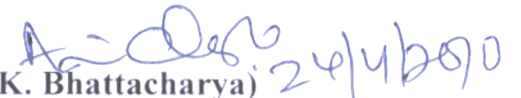
Dated, 26/04/2010

Copy to: -

All concerned for information and taking necessary action.

Copy also forwarded for kind information to: -

1. The Principal Secretary, Revenue (Land) Department, Govt. of Tripura, Agartala.
2. The Principal Secretary, Revenue (R.R. & Disaster Management) Department, Govt. of Tripura, Agartala.
3. Sri Sarat Das, State Programme Officer, UNDP (attached to the Revenue Department, RR & DM), Agartala.


(A. K. Bhattacharya) 24/4/2010

**PD, DRDA (N)
Ex-officio ADM & Collector (N)
for District Magistrate & Collector
North Tripura, Kailashahar**