

अण्डमान तथा निकोबार प्रशासन
ANDAMAN AND NICOBAR ADMINISTRATION
सचिवालय /SECRETARIAT
Disaster Management, Relief & Rehabilitation Section

RIGHT TO INFORMATION ACT, 2005
17 POINT MANUAL

Right to information and obligations of public authorities under Section 4(1)(b) in respect of Disaster Management, Relief & Rehabilitation Section.

The Disaster Management, Relief & Rehabilitation Section is functioning within the Revenue Section, Secretariat right from the beginning. There is no regular staff posted in the Disaster Management, Relief & Rehabilitation Section. The staff are posted on diverted capacity to work in the Disaster Management, Relief & Rehabilitation Section.

(i) Particulars of its organizational functions and duties:-

The Disaster Management, Relief & Rehabilitation Section of the Secretariat is functioning under the supervision, guidance & Administrative control of Commissioner-Cum-Secretary(DM&RR). Deputy Secretary(DM&RR) is the Branch Officer of the Disaster Management, Relief & Rehabilitation Section.

The mandate/functions of Disaster Management & Relief Rehabilitation Section have been defined in the Allocation of Business Rules, 2009 and Manual of Office Procedure and functions of this Section consists of:

- (1) All matter related to Disaster Management, Relief & Rehabilitation.
- (2) All service/Policy matters relating the Directorate of Disaster Management, Relief & Rehabilitation.
- (3) Submission of reports on Disaster Management, Relief & Rehabilitation as per the requirement of MHA and NDMA.
- (4) Conducting of review meetings on Court Cases relating to Relief matters.
- (5) According Administrative approval of the competent authority to the proposals received from the DC's for allotment of permanent shelters, ex-gratia/relief compensation payments to the victims.

(ii) Powers and duties of its officers & employees.

(a) Commissioner-Cum-Secretary (DM&RR):

The Commissioner-Cum-Secretary (DM&RR) is the Controlling Authority and over all In-charge of Disaster Management, Relief & Rehabilitation Section. All the important matters being dealt with in the Disaster Management, Relief & Rehabilitation Section are submitted to her for consideration/approval.

(c) Deputy Secretary (DM&RR):

Deputy Secretary (DM&RR) is the Branch Officer for Disaster Management, Relief & Rehabilitation Section. All Correspondences being dealt in the Disaster Management, Relief & Rehabilitation Section are directly submitted to the Deputy Secretary(DM&RR) for her scrutiny and appropriate recommendation and submission to the higher authorities wherever required.

(d). Office Superintendent

Office Superintendent(Revenue) is the Incharge of the Disaster Management, Relief & Rehabilitation Section. The Office Supdt. supervises the work, ensures discipline and punctuality, monitors the movement of dak/files and checks delay. All files/dak of the Section are/is routed through the Office Supdt and assists the Deputy Secretary in discharging the subjects allotted to the Disaster Management, Relief & Rehabilitation Section.

(e). Senior Invesigator (on diverted capacity)

The Senior Investigator is responsible for preparation of reports on all matters related to Disaster Management, Relief & Rehabilitation Section and its compilation and consolidation for various meetings.

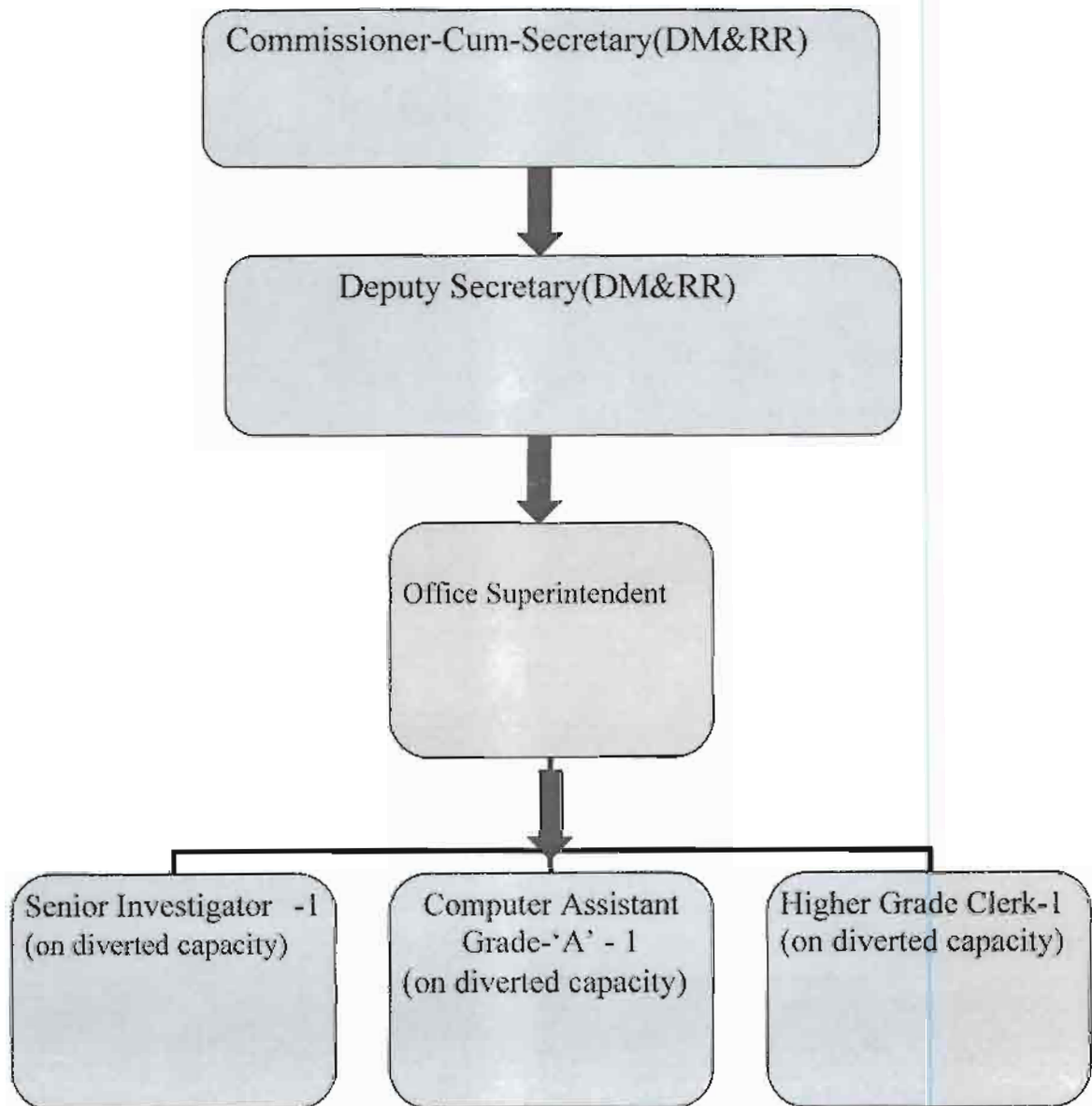
(f). Higher Grade Clerk (on diverted capacity)

The Higher Grade Clerk works under the supervision of the Office Superintendent and is responsible for dealing/scrutinizing various Disaster Management, Relief & Rehabilitation matters received from the departments of A&N Administration.

Computer Assistant Grade 'A' (on diverted capacity)

Computer Assistant Grade-'A' is responsible for the implementation of the various IT/e-Governance initiatives at the Section level. He/she is responsible for general upkeep and maintenance of all computer hardware, peripherals and networking of the Disaster Management, Relief & Rehabilitation Section. He/she is responsible for submission of all such reports and data as may be required by the IT Department/other authorities.

ORGANISATIONAL SET-UP OF THE ADMINISTRATION DISASTER MANAGEMENT, RELIEF AND REHABILITATION SECTION OF SECRETARIAT, A&N ADMINISTRATION



(iii) The procedure followed in decision making process, including channels of supervision and accountability.

All Disaster Management & Relief Rehabilitation Disaster Management, Relief & Rehabilitation Section on matters relating to implementation of Govt. of India's Guidelines/norms in A&N Islands and financial matters are processed in accordance with the relevant Government of India's Rules and Regulations by the Dealing Assistants and all the files submitted to the Deputy Secretary(DM&RR) who in turn submit the same to the Commissioner-Cum-Secretary(DM&RR) wherever necessary for consideration and approval of the competent authority in the matter which is within their delegated powers. The matters which are not within the powers of Commr.(DM&RR) are forwarded to the Chief Secretary/Hon'ble Lt.Governor, A&N Islands for decision /approval as the case may be.

(iv) Norms set by it for the discharge of its functions:

Disaster Management, Relief & Rehabilitation Section deals with the matters of Tsunami, earthquake & cyclone on case to case basis. The files/proposals relating to works/projects are required to be disposed off within one week in normal circumstances.

(v) The Rules, Regulations, Instructions, Manuals and Records held by it or under its control or used by its employees for discharging its functions:-

All Rules/Regulations/Manuals and Guidelines issued by the Government of India relating to natural & manmade disasters are applied on case to case basis by the Disaster Management, Relief & Rehabilitation Section from time to time.

(vi) A statement of the categories of documents that are held by it or under its control.

(A) Following subject files are being maintained in the section:-

1. All correspondence relating to Disaster Management, Relief & Rehabilitation
2. Creation/framing of Recruitment Rules under Disaster Management establishment.
3. Payment of compensation for damages on account of cyclone and floods
4. Allotment of permanent shelters
5. Norms of Calamity Relief Fund (CRF), State Disaster Response Fund (SDRF) and National Calamity Contingency Fund (NCCF)
6. Correspondence related to RTI matters in connection with Disaster
7. Correspondence regarding Parliament Questions in connection with Disaster
8. Public Grievances received from PMO & Presidents office/Political Parties/ LG's Helpdesk.

(B) The following Registers are maintained in the Sections:

- Attendance register
- Casual leave register
- File movement register
- File Index register
- Diary register
- Dispatch register
- RTI Registers
- Bill register for publication and other contingencies

(vii) The particulars of any arrangement that exists for consultation with or Presentation by the members of the public in relation to the formulation of its policy or implementation thereof:

Since the mandate of the Section is limited to Disaster Management which is worked out as per provisions of Disaster Management Act, 2005 and the instructions/guidelines as issued by the Govt of India from time to time, no separate policy is formulated for the Section. Public participation/Community participation in creating exercises, capacity building and handling disaster management is being examine by the Director of Disaster Management while discharge his duties.

(viii) A statement of the boards, councils committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public;

The following Committees have been constituted:-

1. Constitution of Union Territory Disaster Management
2. Constitution of District Disaster Management Authority for South Andaman District.
3. Constitution of District Disaster Management Authority for Nicobar District
4. Constitution of Union Territory Disaster Management Executive Committee for the Union Territory of A&N Islands
5. Constitution of Expert Committee on Emergency Communication for Disaster Management
6. Constitution of Purchase Committee to make suitable recommendation for procurement

(ix) DIRECTORY OF ITS OFFICERS AND STAFF

E.mail: asrr.and@nic.com

Designation	Name	Telephone No.
Commissioner-Cum-Secretary(DM&RR)	Smti.Punya S.Srivastava	233364
Deputy Secretary(DM&RR)	Smti.Sobhana K.Unny	230423
Office Superintendent	Shri.Shiv Narayan	231075
Senior Investigator	Shri.M.L.Peter	230423
Higher Grade Clerk	Smti.P.Kannaki	231075
Computer Assistant Grade-'A'	Shri.Mohd. Farook	231087

(x) Monthly remuneration received by each of its officers& employees, including the system of compensation as provided in its regulations:-

Pay Band and Grade Pay attached to incumbents posted in Disaster Management & Relief Rehabilitation Department are indicated below:-

Designation	Pay Scale	Grade Pay	Pay Band
Commissioner-Cum-Secretary(DM&RR)	37400-67000	10,000	PB-4
Deputy Secretary(DM&RR)	9300-34800	5400	PB-2
Office Superintendent	9300-34800	4600	PB-2
Senior Investigator	9300-34800	4600	PB-2
Higher Grade Clerk	5200-20200	2800	PB-2
Computer Assistant Gr-'A'	5200-20200	2400	PB-2

There is no provision exists for payment of compensation to the above officials as per extant rules.

- (xi) **The budget allocated to each of its agency, including the particulars of all plans, proposed expenditure and reports on disbursements made.**

No specific budget allocated to the Disaster Management, Relief & Rehabilitation Section.

- (xii) **The manners of execution of subsidy programs, including the amounts allocated and the details of beneficiaries of such programs.**

Not applicable

- (xiii) **Particulars of recipients of concessions, permits or authorizations granted by it.**

No concessions, permits or authorisations are presently granted to Disaster Management, Relief & Rehabilitation Section of Secretariat

- (xiv) **Details in respect of the information, available to or held by it, reduced in an Electronic form:-**

Details of important informations/documents relating to Disaster Management, Relief & Rehabilitation Section are available in the web site www.and.nic.in of A&N Administration.

- (xv) **The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room , if maintained for public use :-**

Disaster Management, Relief & Rehabilitation Section deals with the matters of Natural Disaster and manmade disasters. Therefore, no provision exists for Library or Reading Room in the Section. The general public/Govt servants can, however, meet the Commissioner-Cum-Secretary(DM&RR) or Deputy Secretary (DM&RR) between 1200 hours and 1300 hours on all working days to place their grievances.

- (xvi) **The names, designation & other particulars of the public information officers:**

Smti.Sobhana K.Unny, Deputy Secretary(DM&RR), A&N Administration, Secretariat, Port Blair-744101. Phone No.03192-230423(O), 03192-200929(WLL) 9933231680 (Mobile)

- (xvii) **Such other information as may be prescribed :**

The above information is as on 9.12.2013
