

`12  
**ANDAMAN AND NICOBAR ADMINISTRATION**  
**RIGHT TO INFORMATION ACT 2005**  
**17 POINT MANUAL**  
**DISCLOSURE OF INFORMATION UNDER VARIOUS HEADING**  
**LISTED IN SECTION 4(1) (b) OF RIGHT TO INFORMATION ACT 2005**  
**INTRODUCTION**  
**Directorate of DISASTER MANAGEMENT**

**Chapter -1**

[Section 4 (1) (b) (i)]

**PARTICULARS OF ITS ORGANIZATION FUNCTIONS AND DUTIES;**  
**(i) Particulars and aim and objectives:**

**Introduction:**

Andaman and Nicobar Islands are one of the Multi hazard prone areas of India. Coastal areas are particularly prone to hydro- meteorological disasters such as floods, cyclones, storm surges, cloud bursts and tornadoes. This is of the most seismically active parts of the world and several great earthquakes have occurred in the past. ANI runs accurately parallel to the boundary separating the Australian and Eurasian plates in the Indian Ocean that are continuously jostling with each other. The Islands are most susceptible to very high intensity of seismicity and as per the seismic zoning map of India contained in IS 1893-1984. These Islands are classified in Seismic Zone-V.

The Directorate of Disaster Management has been established with skeleton staff strength under diverted capacity from different department. 22 posts have been sanctioned for the Directorate on 30<sup>th</sup>, March, 2012. The Directorate has been in accordance with the guidelines of the GOI converting the officials working in the relief operation. During the last 5 years the Directorate of Disaster Management functioning with the following vision, mission and attaining the under mentioned objectives in these Islands.

**Vision:**








To build safer and disaster resilient Islands by developing holistic, pro-active, multi-disaster and technological driven strategy for disaster management through collective efforts of all Govt. Agencies and Non-Governmental Organizations.

**Mission:**

- a) Full fledged set up of Directorate of Disaster Management in A&N Islands.
- b) Disaster Preparedness.
- c) Capacity Building and Training to all.
- d) Identification of vulnerable areas.
- e) Search, Rescue and Rehabilitation.
- f) Establishment of quick response teams.
- g) Establishment of State Disaster Response Force.
- h) Establishment of fail free Disaster Emergency Communication System in the Islands.
- i) Establishment of Early Warning System in the Islands.
- j) Installation of Electronic Display Board.

**Objectives and Activities:**

**i) In the first stage :- Pre Disaster Stage**

-  Preparation, Formulation and Finalization of UT and A&N Islands Disaster Management Plan.
-  Preparation, Formulation and Finalization of School Safety Plan.
-  Identification, Formulation of the Village Level Voluntary Task Force and their training.
-  Facilitating ToTs, Master Trainers.
-  Involving NGOs/ Agencies as per the guidelines of NDMA, MHA, and GOI.
-  Community based Disaster Preparedness/- Training and Capacity building.
-  Updation of Tactical Resources of all the line departments of Islands.

- ✚ Updation of link between six (06) EOCs – 24x7.
- ✚ Up keeping of identified relief godown (146 nos.) in different Islands.
- ✚ Updation of IRT members along with their identified duties and responsibilities.
- ✚ Updation of SOPs.
- ✚ Conduct of regular Mock Drill on earthquake, False Fire Accident (Live Drill).
- ✚ Public awareness on regular intervals- web base window up linking.
- ✚ SAT Phones installation.

**ii) In the Second Stage: During Disaster Stage**

- Mobilization of IRT members during Disaster.
- Analysis of report of Hazards Situations.
- Rescue Operation in War Footing manner.
- Activation of MFR.
- Activation of Incident Command Post.
- Activation of trauma and psycho-socio centers.
- Relief Operation in war Footage Manner.

**iii) In the Third Stage: Post Disaster Stage.**

- Relief and Rehabilitation.
- Demobilization of groups.
- Disaster preparedness, Capacity Building.
- IEC activities.

## **Chapter -2**

[Section 4 (1) (b) (ii)].

### **THE POWER AND DUTIES OF ITS OFFICERS & EMPLOYEES**

SL. No.	Designated Officers	Name	Group	Duties & Responsibility
1.	Director	Shri. A.K Sharma	A(G)	Head of dept. (HOD)
2.	Statistical Officer/AD Admin/DDO.	Shri. Abdul Hameed	B(G)	<p><b><u>Administration</u></b></p> <p>Establishment, Office Procurement, Reports &amp; Returns of Administration, General Correspondences, Deployment of Administrative Staff on Crisis, Arrangement of meetings of Directorate of Disaster Management, Right to Information Act(RTI), Lt. Governor's helpdesk Public Grievances &amp; returns, protocol arrangements for VIPs/VVIPs visit, Management and Supervision of works of Administrative Staff and other works as allocated by the Senior officers and field Officers time to time.</p> <p><b><u>Financial matters:</u></b></p> <ol style="list-style-type: none"> <li>1. Overall supervision of Planning and Statistical section.</li> <li>2. Creation of posts and correspondence related to Ex-Gratia matters.</li> <li>3. Implementation and Monitoring of Plan Scheme</li> <li>4. Monitoring of Civil works (Construction of Go-down –cum office building)</li> <li>5. Retrofitting of 314 buildings including 25 buildings – letter to APWD.</li> <li>6. Identification of Evacuation Route to Shelters and their route marking.</li> </ol>

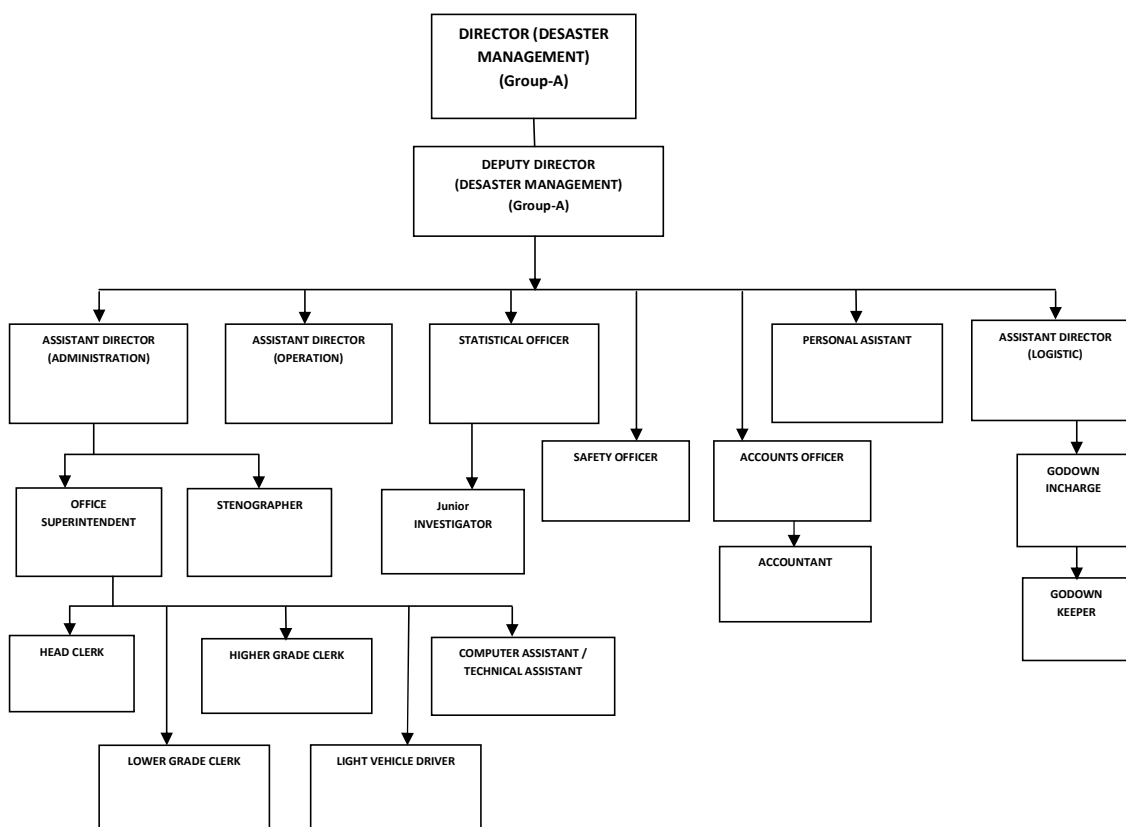
				<p>7. Furnishing of Annual Report on Disaster Management to MHA on 30<sup>th</sup>, Sept, each year.</p> <p>8. Prescribing format of returns for obtaining information from the EOCs/ESFs comprising of physical and financial achievements</p> <p>9. Ready Recknor Diary and Calendar publishing.</p> <p>10. Above all other works entrusted by the Director (DM)</p> <p>Overall supervision of Accounts Section. Monitoring of expenditure both plan and non plan.</p>
3.	<p>Assistant Director</p> <p>(operation)- Cum-Asst. Registrar of Cooperative Societies.</p>	Shri. TKS Ajayan	B(N/G)	<p>As per Incident Response System(IRS) the following works are allocated to him.</p> <p>Disaster Management and Mitigation Response, Disaster Management Administration, Planning, Preparedness, Recovery, Coordination with all stakeholders, Disaster Management Emergency Communication, Supervision and Control Room, Staff &amp; Emergency Operation Centres (EOCs), Launching of website of Directorate of Disaster Management, Documentation ,Tactical Resources of Line departments, Standard Operating Procedures(SOPs) formulation, Oil Sprill, Disaster Management Operation, Mock Drills, creation of Disaster Management Infrastructure, creation of Building plan for Disaster Management, Retrofitting, Community Based Disaster Preparedness (CBDP), Deployment of Personnel as per IRS from various line departments, Preparation for all field operations, preparation of Incident Actions Plan, Up-keeping &amp; Maintenance of Relief Materials and Disaster preparedness Materials in Relief Godown.</p>
4.	<p>Assistant Director</p> <p>(Logistics)- Cum-Head Master (MS)</p>	Shri. Gyan Singh	B (N/G)	<p>1. Coordinate with the activated section Chiefs.</p> <p>2. Responsible for providing logistic and financial support .</p> <p>3. Participate in development and implementation of Incident Action Plan(IAP).</p> <p>4. Keep RO/IC informed on related financial issues.</p> <p>5. Supervise the activated units.</p> <p>6. Responsible for the safety of the Personnel of section.</p> <p>7. Assign work locations and preliminary work tasks to section personnel.</p> <p>8. Ensure that plan is developed to meet the logistic requirement of the IAP with the help of Comprehensive Resource Management System.</p> <p>9. Brief Branch Directors and Unit leaders.</p> <p>10. Anticipate over all logistic requirement of relief operations and prepare accordingly.</p> <p>11. Constantly review the communication Plan, Medical Plan and Traffic Plan to meet the changing requirement of the situations.</p> <p>12. Asses the requirement of additional resource and take step for their procurement in consultation in the RO/IC.</p> <p>13. Provide logistic support for the demobilization Plan as approved by the IC.</p> <p>14. Ensure release of unit resources in conformity with</p>

				<p>Demobilization Plan.</p> <p>15. Ensure that the hiring of the requisitioned resources is properly documented and paid by the finance branch.</p> <p>16. Perform such other duties as instructed by RO/ OC ;and.</p> <p>17. Maintain Unit Log.</p> <p>18. Community Task forces in all villages.</p> <p>19. Over all Procurement</p> <p>20. NSSP- Retrofitting, Visual Studies, One Day Sensitization Workshop, To programme Zone wise and Mass School DMPs.</p> <p>21. Finance</p> <p>22. SAT Phones</p> <p>23. Sponsored schemes of GOI</p> <p>24. Ex- gratia</p> <p>25. Village Contingency Plan</p> <p>26. CBD</p>
5.	Information Officer Disaster management-Cum-Inspector of Cooperative Societies.	Shri. Deen Mohammed	C	<p>1. Responsible for preparing and releasing information about the incident to the Media/Agencies/Persons/officers with the approval incident commander IC.</p> <p>2. Ask for additional personnel support depending on scale of incidents.</p> <p>3. Obtain information from all agencies including Media regarding the incident that may be useful to incident planning.</p> <p>4. Maintain, display and keep updating incident status, assigned /available/out of service of resource, personnel etc. and keep the IC informed with the information.</p> <p>5. Organize IAP meeting as and when required.</p> <p>6. Coordinate with IMD to collect weather information and pass it to all concerned.</p> <p>7. Perform such other duties as instructed by IC ;and.</p> <p>8. Maintain record of various activities performed .</p> <p>9. Establishment of video conferencing of all EOCs and SCR.</p> <p>10. Procurement of EOCs communication.</p> <p>11. Procurement of equipments for SCR and EOCs.</p> <p>12. Ready Reckoner Diary and calendar publishing.</p> <p>13. Distribution of SAT Phone.</p> <p>14. . Incharge SCR</p>

6.	Liaison Officer Disaster Management- Cum- Primary School Teacher	Shri. Janik Ram	C	<ol style="list-style-type: none"> <li>1. National School safety programmed.</li> <li>2. Conducting Zonal level TOTs Programmed.</li> <li>3. Vehicle In-charge</li> <li>4. Conducting mock drill in schools of A &amp; N Islands.</li> <li>5. Maintain a list of assisting and cooperating line department/agencies (CBOs, NGOs, etc.) and their representative at various affected sites;</li> <li>6. Carry out liaison with all involved agencies and line department of Government.</li> <li>7. Monitor incident operations to identity current or potential inter-Organizational</li> <li>8. Collect relevant resources information and pass it to IC and other section Chiefs;</li> <li>9. Ask for personnel support if required;</li> <li>10. Keep the IC informed about arrivals of all the Government and Non-Government Agencies;</li> <li>11. Arrange and ensure a concluding briefing session of all Governmental and Non-Governmental Agencies with the IC;</li> <li>12. Perform such other duties as instructed by IC; and</li> <li>13. Maintain records of various activities performed.</li> </ol>
8.	P A to Director	Smti. Sreemathy Amma	B(N/G)	<ol style="list-style-type: none"> <li>1. Taking Dictation/attending of phone calls</li> <li>2. Above all other works entrusted by the Director (DM)</li> </ol>
10.	Office Supdt.	Smti. Badrun Rehman	B(N/G)	<ol style="list-style-type: none"> <li>1. Supervision of works in the section.</li> <li>2. Marking of files and Daks to Dealing Assistants and to keep a close watch on the movement.</li> <li>3. Monitoring of pending papers.</li> <li>4. Management of work in the absence of Dealing Assistants.</li> <li>5. Ensuring proper maintenance of Guard File, office order and other important circulars.</li> <li>6. Ensuring punctuality in attendance by the staff and discipline in the section.</li> <li>7. Safe custody of the official articles issued to the section.</li> <li>8. Constitution of District Disaster Management Executive Committee.</li> <li>9. Constitution of 8 Advisory Committees to advise a UTDMEC and District Disaster Management Executive Committee.</li> <li>10. Any other work as assigned by the higher authorities</li> </ol>
11.	Head Clerk	Shri. Naushad V.A	B (N/G)	<ol style="list-style-type: none"> <li>1. All correspondence related to Parliamentary questions</li> <li>2. Public Grievances matters</li> <li>3. Pension cases</li> <li>4. Grant of ACP/MACP/Pay fixation .</li> </ol>

12	HGC	Smti. Mary Meshack	C	<ol style="list-style-type: none"> <li>1. Correspondence of Group A, B &amp; C staff and maintenance of service books and all correspondence related to Establishment section.</li> <li>2. Correspondence related to OBC/ST/Handicapped</li> <li>3. Correspondence related to Medical reimbursement</li> <li>4. Quarter allotment</li> <li>5. Property returns</li> <li>6. General correspondence</li> <li>7. Above all, work allocated by the Superior.</li> <li>8. Constitution of 8 Advisory Committees to advice UTDMEC and District Disaster Management Executive Committee.</li> <li>9. Incharge of Stores/Stationeries.</li> </ol>
13	Sr. Accountant	Smti. Kiran Lakra	B(N/G)	<ol style="list-style-type: none"> <li>1. Preparation of Budget Estimates and Revised Estimates and preparing 8 monthly &amp; 10 monthly budget</li> <li>2. Scrutiny of bills</li> <li>3. Matters related to Audit Queries .</li> <li>4. Monthly Expenditure report</li> <li>5. Income Tax</li> <li>6. Accounting of Stores in ledgers</li> <li>7. Utilisation of funds of ₹ 4.00 lakhs for public awareness apportioned among the districts.</li> <li>8. Utilisation certificate of funds for UTDMP by NDMA</li> <li>9. Allocation of funds to the Deputy commissioner.</li> </ol>
14	LGC	Shri. Dhanraj Shristha	C	<ol style="list-style-type: none"> <li>1. Preparing of Pay and allowances of all the Officers and staff of this directorate.</li> <li>2. Maintenance of cash book &amp; other statutory records HRA,TA and all other works related to Account section.</li> </ol> <p>Above all, work allocated by the Superior</p>
15	LGC	Shri. A. Eswaran	C	Presenting assisting Shri. Dhanraj Shristha LGC till further order.

## HIERARCHICAL CHART OF DIRECTORATE OF DISASTER MANAGEMENT



### **Chapter -3**

[Section 4 (1) (b) (iii)]

#### **THE PROCEDURE FOLLOWED IN DECISION MAKING PROCESS, INCLUDING CHANNELS OF SUPERVISION AND ACCOUNTABILITY. Administrative Activities:**

The Director Disaster Management) has been declared as Head of Department under the Delegation of Financial Power Rules 1978. The Commissioner-Cum –Secretary (DM&RR) is the First Appellate Authority under RTI Act, 2005. The salaries are drawn from separate budgetary head.

Financial matters requiring Administrative approval and expenditure sanction of the Head of the Department and matter relating to account are Examined at the accounts section of the Directorate headed by Sr. Accountant, DM & RR. The Statistical officer, Disaster Management the DDO of the Directorate.

### **Chapter -4**

[Section 4 (1) (b) (iv)]

#### **NORMS SET BY IT FOR THE DISCHARGE OF ITS FUNCTIONS**

There is no set of norms framed for discharge of function by Directorate of disaster Management.

### **Chapter -5**

[Section 4 (1) (b) (v)]

#### **THE RULES, REGULATIONS, INSTRUCTIONS, MANUALS AND RECORDS HELD BY IT OR UNDER ITS CONTROL OR USED BY ITS EMPLOYEES FOR DISCHARGING ITS FUNCTIONS**

As there is no legislature in the UT of A&N Islands, the list of the Rules, Regulations etc that are framed and issued by Govt. of India, Ministry of Personnel, Public Grievances and Pensions & Ministry of Finance in establishments, administrative and financial matters are being used for discharging functions by the Directorate of Disaster management as detailed below:

1. Andaman and Nicobar Administration Manual of office Procedure.

2. Delegation of Financial Power rules.
3. General Financial Rules
4. Central Civil Service (Conduct) Rules.
5. Central Civil Service (Leave) Rules.
6. Fundamental Rules and Supplementary Rules.
7. All the instructions issued by Govt. of India Ministry of Personnel, Public Grievances and Pensions and Ministry of Finance on establishment, administrative and financial matters.
8. The Directorate Disaster Management has also issued work allotment order in respect of each category of employees in the sections and official are duty bound to perform the work in accordance with allotted to them.

## **Chapter -6**

[Section 4 (1) (b) (vi)]

### **A STATEMENT OF THE SECTIONS OF WORK DONE BY THIS DIVISION AND ALL FILES AND RECORDS PERTAINING TO BELOW MENTIONED SECTION ARE AVAILABLE IN THIS DIVISION.**

The functioning of the Directorate of disaster Management in an effective manner to ensure timely delivery of service/programme with accountability, the following arrangements are made. For transactions of business allocated to the departments of Disaster Management , there shall be five sections and three units as detailed below:

1. Administration & Establishment Section
2. Accounts Section.
3. Planning, Statistics and Training Section.
4. Operation Section
  - a. State Control Room.
  - b. Mock Exercises.
5. Logistic Section
  - a. Community Base Disaster Preparedness (CBDP)
  - b. Information, Education and Communication (IEC) Activities
  - c. National School Safety Programmed.
6. Liaison Wing.
  1. National School safety programme.
  2. Conducting Zonal level TOTs Programme.
  3. Vehicle In-charge
  4. Conducting mock drill in schools of A & N Islands.
7. Information Wing
  1. Preparing and releasing Information about any incident to the media/Agencies/Person.
  2. Organize IAP meeting as and when required.
  3. Video conferencing of all EOCs and SCR.

#### **4. Accounts Section**

- All matters related to accounts including salary bills, advance bills etc.
- Preparation of BE & RE.
- Matters related to audit.
- Monitoring and settlement of departmental advances
- DDO functions.

#### **5. Planning, Statistics and Training Section**

- Drawing up of Annual Plan, Five year Plan/District Planning Committee proposals
- Monitoring of plan implementation & expenditure related to TRP scheme, UT Plans, CFA projects/proposals and deposits works
- Preparation of monthly/quarterly/Annual report.
- Obtaining of A/A and E/S for all Civil & Electrical estimates and monitoring of Physical & financial progress of all APWD Plan works.
- Collections and comparing of all Disaster Management data on monthly basis.
- Survey and Reports



## **Chapter -7**

[Section 4 (1) (b) (vii)]

### **THE PARTICULARS OF ANY ARRANGEMENT THAT EXISTS FOR CONSULTATION WITH OR RESPONSETATION BY THE MEMBERS OF THE PUBLIC IN RELATION TO THE FORMULATION OF ITS POICY OR IMPLEMENTATION THEREOF:**

No arrangement exists for consultation with the Public in relation to the formulation of any kind of any policy or Administration in respect of the Disaster Management . However policies are framed with consultations of stake holder s, members of public/public representatives, Disaster Management practicener etc. All developmental issues in disaster Management are also discussed in various forums like Gramsabha meeting, planning committee meeting. State planning board meeting etc.

## **Chapter -8**

[Section 4 (1) (b) (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.**

#### **UNION TERRITORY DISASTER MANAGEMENT AUTHORITY (UTDMA)**

1.	Lt. Governor, A&N Islands	Chairman
2.	Member of Parliament, A&N Islands	Member
3.	Chief Secretary, A&N Admn.	Member
4.	Director General of Police, A&N Admn.	Member
5.	Chief of Staff, Andaman & Nicobar Command	Member
6.	Principal Chief Conservator of Forest, A&N Admn.	Member
7.	Development Commissioner, A&N Admn.	Member
8.	Commissioner-cum-Secretary (Health), A&N Admn.	Member
9.	Commissioner-cum-Secretary (RR), A&N Admn.	Member

#### **UNION TERRITORY DISASTER MANAGEMENT EXECUTIVE COMMITTEE (UTDMEC)**

1.	Chief Secretary, A&N Admn.	- Chairperson
2.	Director General of Police, A&N Admn.	- Member
3.	Chief of Staff, ANC	- Member
4.	Development Commissioner, A&N Admn.	- Member
5.	Principal Secretary (Shipping), A&N Admn.	- Member
6.	Principal Secretary (Health), A&N Admn.	- Member
7.	Commissioner-cum-Secy (APWD), A&N Admn.	- Member
8.	Chief Engineer, APWD, A&N Admn.	- Member
9.	Chief General Manager, BSNL	- Member
10.	In-Charge, Meteorological Dept., A&N Islands	- Member
11.	Officer-in-charge, NIOT, A&N Islands	- Member
12.	Principal Secretary (R&R)	- Member Secretary

#### **DISTRICT DISASTER MANAGEMENT AUTHORITIES (DDMA)**

##### **1. SOUTH ANDAMAN DISTRICT**

•	Deputy Commissioner, South Andaman	- Chairperson
•	Adhyaksha, Zilla Parishad	- Co-Chairperson
•	Superintending Engineer (CC-1, APWD)	- Member
•	Superintendent of Police (South Andaman)	- Member

- General Manager, BSNL, A&N Islands - Member
- Director (Health Services) - Member
- Director (Education) - Member
- Superintending Engineer (Electricity) - Member
- Director (Shipping Services) - Member
- Additional District Magistrate (South Andaman) - Chief Executive Officer

## 2. NORTH AND MIDDLE ANDAMAN DISTRICT

- Deputy Commissioner (N&M) - Chairperson
- Adhyaksha, Zilla Parishad - Co-Chairperson
- Superintendent of Police(N&M Andaman ) - Member
- Dy. General Manager/SDO BSNL - Member
- Chief Medical Officer, Mayabunder - Member
- Superintending Engineer (APWD.),N&M - Member
- Deputy Education Officer, Middle Andaman - Member
- Executive Engineer (Elec.) ,N&M Andaman - Member
- Asst. Commissioner, Mayabunder - Chief Executive Officer

## 3. NICOBAR DISTRICT

- Deputy Commissioner, Nicobar - Chairperson
- Chairperson, Tribal Council, Car Nicobar - Co-Chairperson
- Station Commander, Indian Air Force, Car Nic. - Member
- Superintendent of Police, Nicobar - Member
- Dy. General Manager/SDO BSNL,C/N - Member
- Medical Superintendent, Car Nicobar - Member
- Superintending Engineer (APWD), Nicobar - Member
- Education Officer, Car Nicobar - Member
- Executive Engineer (Elec.), Car Nicobar - Member
- Asst. Commissioner (HQ), Car Nicobar - Chief Executive Officer

## Committee on emergency communication for Disaster Management

- 1) Commissioner-cum-Secretary (R&R) – Chairperson.
- 2) Dy. Inspector General of Police (HQ) - Member
- 3) Chief Port Administrator - Member
- 4) Representative of Indian Coast Guard - Member
- 5) Chief General Manager, BSNL - Member
- 6) Director of Shipping Services - Member
- 7) Special Secretary (IT) - Member
- 8) State Informatics Officer - Member
- 9) Director of Disaster Management - Member Secretary

## Chapter -9

[Section 4 (1) (b) (ix)]

### A DIRECTORY OF ITS OFFICERS AND EMPLOYEES

Sl.No.	Name of the Officer/staff	Designation	Office Telephone No.	Mobile No.
1.	Shri. A.K Sharma	Director	Resi.No:242698 WLL:201156	9734489884/9531880370
2.	Shri. T K S Ajayan	Assistant Director (Operation)	WLL:201160	9434280357
3.	Shri. Gyan Singh	Assistant Director (Logistics)	WLL:201153	9474214463
4.	Shri. Abdul Hameed	Statistical Officer		9434260030/9933257176
5.	Shri. Deen Mohammed	Information Officer	WLL:201161	9434269884
6.	Shri. Janik Ram	Liaison Officer	WLL:201158	9476000071
7.	Smti. Shreemathy Amma	P A to Director		9434286643
8.	Smti. Badrun Rehmaan	Office Supdt.		9933200221
9.	Shri. Naushad V.A	Head Clerk		9476009544
10.	Smti. Kiran Lakra	Sr. Accountant		9434282655
11.	Smti. Mary Meshack	HGC		9434285421

12.	Smti. Dhanraj Shristha	LGC		9476067297
13.	Shri. A. Eswaran	LGC		9474215511

#### Chapter -10

[Section 4 (1) (b) (x)]

#### MONTH REMUNERATION RECEIVED BY EACH OF ITS OFFICERS & EMPLOYEES, INCLUDING THE SYSTEM OF COMPENSATION AS PROVIDED IN ITS REGULATIONS

SL.No	Name of Incumbent &	Scale of pay post		Present pay	
		Pay Band	G.P	Pay	G.P
1.	Shri. Abdul Hameed, Statistical Officer	PB-2 9300-34800	4800	20200	4800
2.	Smti.Badrun Rehman , OS	PB-2 9300-34800	4600	15340	4600
3.	Smti. Sreemathy Amma PA	PB-2 9300-34800	4600	15310	4600
4.	Smti. Kiran Lakra ,Sr.Acct.	PB-2 9300-34800	4200	13580	4200
5.	Shri. V.A. Naushad,HC	PB-2 9300-34800	4200	11990	4200
6.	Smti.Mary Meshack,HGC	PB-1 5200-20200	2800	11260	2800
7.	Shri. Dhanraj Shristha, LGC	PB-1 5200-20200	1900	7360	1900
8.	Shri. A. Eswaran, LGC	PB-1 5200-20200	1900	7360	1900

#### Chapter -11

[Section 4 (1) (b) (xi)]

#### THE BUDGET ALLOCATED TO EACH OF ITS AGENCY, INCLUDING THE PARTICULARS OF ALL PLANS, PROPOSED EXPENDITURE AND REPORTS ON DISBURSEMENTS MADE.

W-1

#### DRAFT ANNUAL PLAN PROPOSALS 2013-14 ABSTRACT FOR THE SUB-SECTOR

1. Twelfth Five Year Plan (2012-2017) Proposed Outlay:
2. Annual Plan 2012-13 (₹ in Lakhs)
3. Proposed Outlay for Annual Plan 2013-14 (₹ in Lakhs)

	S/Andaman	N&M Andaman	Nicobar	Mainland	Total
TOTAL OUTLAY					
FLOW TO TSP					
FLOW TO WOMAN					
FLOW TO CHILDREN					
FLOW TO PRIS					

4. Scheme wise break up of proposed outlay for Annual Plan 2013-2014

**7. Employment Generation (in Nos.)**

**8. Department/Agencies involved in Implementation of the Scheme**

(₹ in Lakhs)

**9. Remarks:**

**ANNUAL PLAN 2013-2014 - DETAILED PROGRAMME**

**1. District-wise major Physical Targets and Achievements during 12<sup>th</sup>  
Five Year Plan:**

**2. Details of district-wise programme for AP 2013-2014:**

**1. Non-Recurring.....**

**3. Remarks, if any :NIL.**

## ANNUAL PLAN 2013-2014 - DETAILED PROGRAMME

### 1. Scheme wise break up of proposed outlay for Annual Plan 2013-2014

Component	Head of Account	South Andaman	N&M Andaman	Nicobar	Total
1. Salary	2245	41.00	1.00	1.00	43.00
2. O.E.	2245	17.00	10.00	5.00	32.00
3. Building	4250	45.00	-	31.00	76.00
4. Machinery	4250	27.00	-	5.00	32.00
5. Others					
i) Other Charges	2245	1526.00	9.00	2581.00	4116.00
ii) Wages	2245	15.00	3.00	3.00	21.00
iii) P.O.L.	2245	3.00	1.00	1.00	5.00
iv) Advt. & Publicity	2245	3.00	1.00	1.00	5.00
v) Minor Works	2245	4.00	-	-	4.00
vi) Other Charges (IT)	2245	4.00	-	-	4.00
vii) Motor Vehicle	4250	11.00	-	-	11.00
Grand Total		1696.00	25.00	2628.00	4349.00

### 2. Major Physical Targets and Achievements during 11<sup>th</sup> Five Year Plan:

### 3. District-wise major Physical Targets and Achievements during 12<sup>th</sup> Five Year Plan:

#### Details of district-wise programme for AP 2013-2014:

1. District-wise major head of Account Chargeable ( ₹ in lakh):

2. District-wise Employment Generations (in No(s)):

3. Departments/Agencies involved in implementing the Scheme:

4. Remarks, if any :

**1. Major Physical Targets and Achievements during 11<sup>th</sup> Five Year Plan**

**2. District-wise major Physical Targets and Achievements during 12<sup>th</sup> Five Year Plan:**

S. No.	Item/Particulars	Unit	12 <sup>th</sup> Plan	2012-13		2013-14
			Target	Target	Anti. Ach.	Target
<b><u>South Andaman</u></b>						
1	Construction of Godown-cum-Office Building	No.	01	01	-	01
2	Construction of Community Relief Shelter	No.	29	05	-	01
3	Construction of Disaster Management/ Relief Godowns	No.	33	07	-	01
4	Up-dation, maintenance and modernization of State Control Room & 06 Emergency Operation Centres (EOCs)	No.	35	07	07	02

**Details of district-wise programme for AP 2013-2014:**

**1. Non-Recurring**

1. Civil Works

(a) Continuing Works

Sl. No.	Name of work	Provision (` in lakh)
<b><u>(i) South Andaman</u></b>		
1	Construction of Godown cum Office buildings	42.00
2	Construction of Community Relief Shelter	1.00
3	Construction of Disaster Management/ Relief Godowns	1.00
	Sub-Total (South Andaman)	44.00
<b><u>(ii) North &amp; Middle Andaman: -</u></b>		

<b><u>(iii) Nicobar</u></b>		
1	Construction of Disaster Management Centre at Little Nicobar	12.00
	Sub-Total (Nicobar)	12.00
(a)	Sub-Total of Continuing Works (i+ii+iii)	56.00

(b) New Works

Sl. No.	Name of work	Provision (` in lakh)
<b><u>i. South Andaman -</u></b>		
1.	Construction & maintenance of Temporary Helipads	0.50
2.	Construction & maintenance of Temporary Jetties	0.50
<b><u>ii. North &amp; Middle Andaman -</u></b>		
<b><u>iii. Nicobar</u></b>		
1	Construction of Disaster Management Centre at Katchal, Chowra & Teressa.	19.00
(b)	Sub-Total of New Works (i+ii+iii)	20.00
1	Total (Civil Works) ` in lakh	76.00

**2. Other Expenditure**

Sl. No.	Particulars	Provision (` in lakh)
<b><u>i. South Andaman</u></b>		
1	Updating, maintenance and modernization of SCR	3.00
2	Procurement of Disaster Preparedness Materials- Rescue Equipments- RCC Cutters, Air Lifting Bags, Hand Saws, Chain Saws, MFR Kits, Life Saving Devices, Communication Equipments, Fire Extinguishers, Gas cutters, Pump sets, Gen Sets, Tentages, self-identical jackets, Inflatable lights, solar lamps, Emergency lamps, self-operated radios	2.00
3	Procurement of Satellite Phones	4.00
4	Procurement of operational Vehicle for Disaster Management	7.00
5	Procurement of Motor Cycle for Disaster Management operations	1.00
6	Installation of Tsunami Early Warning Systems along with public address	3.00

	system/bi-lingual messages in all most all the Islands having its control at SCR Establishment of Electronic Display Board at all EOC and Public Places having its control at SCR for forecasting weather, wind, Tsunami Alerts of INCOIS	
7	Procurement of VHF, HF, UHF's, Mobiles for Strengthening of Emergency Communication System in A&N Islands	3.00

8	Procurement of SCR & EOC Equipment's (Computer, Void/LED Based TV screens, Laptops with encoding/ streaming card, Projection system, IP phones, 100 lines (with telephones) EPABX connections at SCR for DEOC connectivity, Public Address system, LAN with Servers to provide data centre facility, Wireless IP Phones, Work Station, Routers- LAN switches-gateways-wireless access point for access and connectivity, Facility Centre comprising of heavy duty printer, photocopier, scanner and other office requisites, like binding & lamination machine Power pack – Gen and UPS: Capacity 10 KVA & 8KVA) as per Chapter - 7 of the NDMA guidelines of "National Disaster Management Information and Communication System"	2.00
9	Procurement of Electronic Mounted Vehicle/Mobile Emergency Communication Van for State Control Room	3.00
10	Procurement of 03 Nos. Truck, 01 Jeep and 01 Mini bus (For District S/A)	1.00
11	Provision of fund to Indian Meteorological Department (IMD) for setting up the Doppler Weather Radar (DWR)	1.00
12	Provision of funds to BSNL for establishment of Early Warning Sustainable Communication System infrastructure	1.00
13	Provision of funds to DBRAIT for radio mapping of A&N Islands	1.00
14	Establishment of Emergency Transportation Network System, procurement of Helicopter, Vessels/Gemini and Mobile Communication Transport equipments	1.00
15	Procurement of 16 Port SMS Device	1.00
16	Establishment of Tetra Communication System	1.00
17	Up keeping of EOC/District Control Room ( DC, South Andaman)	1.00
18	Maintenance of shelters & Disaster Management preparedness equipment's ( DC, South Andaman)	1.00
19	Purchase of equipment's for EOC, Port Blair ( DC, South Andaman)	1.00
	Sub-Total (South Andaman)	38.00
<b>ii. North &amp; Middle Andaman: Nil</b>		
<b>iii. Nicobar</b>		
1	Updation, maintenance and modernization of 03 EOCs	1.00
2	Procurement of Satellite Phones	1.50
3	Purchase of equipment's for EOC	1.00
4	Procurement of Disaster Preparedness Materials- Rescue Equipment's etc.	1.50
	Sub-Total (Nicobar)	5.00
2	Sub-Total of Other Expenditure (i+ii+iii)	43.00

**Total Non-Recurring ( ₹ in lakh)**

	S/Andaman a(i)+b(i)+2(i)	N & M Andaman a(ii)+b(ii)+2(ii)	Nicobar a(iii)+b(iii)+2(iii)	Total
Non-Recurring	83.00	-	36.00	119.00

₹

**Summary of district-wise expenditure ( ₹ in lakh):**

**1. District-wise major head of Account Chargeable ( ₹ in lakh):**

Major Head	Revenue			Capital			Total		
	S/A	NM/A	Nic.	S/A	NM/A	Nic.	S/A	NM/A	Nic.
2245	1613.00	25.00	2592.00	--	--	--	1613.00	25.00	2592.00
4250	38.00	--	5.00	45.00	--	31.00	83.00	--	36.00
Total	1651.00	25.00	2597.00	45.00	--	31.00	1696.00	25.00	2628.00

Sub-Total	87	--	87	--	220	204	22	198
<b>North &amp; Middle Andaman</b>								
Gr. 'A'	01	--	01	--	01	01	-	01
Gr. 'B'	01	--	01	--	02	06	-	02
Gr. 'C'	16	--	16	--	15	11	-	15
Indirect	--	--	--	--	--	--	--	--
Sub-Total	18	--	18	--	18	18	--	18
<b>Nicobar</b>								
Gr. 'A'	--	--	--	--	--	--	--	--
Gr. 'B'	03	--	03	--	03	03	--	03
Gr. 'C'	19	--	19	--	19	19	--	19
Indirect	--	--	--	--	--	--	--	--
Sub-Total	22	--	22	--	22	22	--	22
<b>Total UT</b>								
Gr. 'A'	07	--	07	--	07	04	02	05
Gr. 'B'	31	--	31	--	57	50	08	49
Gr. 'C'	89	--	89	--	196	190	12	184
Indirect	--	--	--	--	--	--	--	--
Sub-Total	127	--	127	--	260	244	22	238

### 3. Departments/Agencies involved in implementing the Scheme:

Sl. No.	Departments/Agencies	Amount ₹
1.	Directorate of Disaster Management	130.00
2.	District Administration S/A	1521.00
3.	District Administration N&M Andaman	25.00
4.	District Administration Nicobar	2597.00
5.	APWD	76.00
<b>TOTAL</b>		<b>4349.00</b>

#### Chapter -12

[Section 4 (1) (b) (xii)]

#### THE MANNERS OF EXECUTION OF SUBSIDY PROGRAMS, INCLUDING THE AMOUNTS ALLOCATED AND THE DETAILS OF BENEFICIARIES OF SUCH PROGRAMS.

Nil

#### Chapter -13

[Section 4 (1) (b) (xiii)]

#### PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMITS OR AUTHORIZATIONS GRANTED BY IT.

Nil

#### Chapter -14

[Section 4 (1) (b) (xiv)]

#### DETAILS IN RESPECT OF THE INFORMATION, AVAILABLE TO OR HELD BY IT, REDUCED IN AN ELECTRONIC FORM:-



Presently the Department is functioning temporarily in the building of Satarkta Bhawan (Anti-Corruption Office) Link Road Port Blair and due to acute shortage of space the facility is not now available but after construction of the proposed new building of Directorate of Disaster Management the facility of reading room and a Library will be provided, however citizens can avail any kind of information during working hours.

#### **Chapter -16**

[Section 4 (1) (b) (xvi)]

#### **THE NAMES, DESIGNATION & OTHER PARTICULARS OF THE PUBLIC INFORMATION OFFICERS**

<b>Sl. No.</b>	<b>Designation of the officials including department dealt</b>	<b>Desig. as PIOs &amp; APIOs</b>	<b>Telephone/Fax No./E-mail and Official address</b>	<b>Jurisdiction</b>	<b>Appellate Authority</b>	<b>Telephone/Fax No./E-mail and Official address</b>

A proposal for appointment of PIO, APIO and Appellate Authority in respect of Disaster Management has been sent to A&N Administration vide letter No. DM/RTI/56-1/2011/598 dated 15<sup>th</sup> Oct, 2013 after finalization of the same the above information will be uploaded.

#### **Chapter -17**

[Section 4 (1) (b) (xvii)]

**Such other information as may be prescribed; and thereafter update these publications every year.**