

Departmental Disaster
Management Plan of
FS & CW Department,
Government of Odisha

2019

Preface

Foreword

The Disaster Management Plan (DMP) of the FS & CW Department outlining various measures to be taken in the event of any Natural Disaster during the year 2019-20 has been prepared on the past experiences. The DMP includes the facts and figures that have been collected from various sources with a view to meet the challenges during any Natural Disaster. The plan has been prepared with the viewpoint that Disaster Management Plan is a continuous process and it needs regular updating. The plan deals with Risk Assessment and Vulnerability Analysis, identification of Disaster Prone Areas, Response Structures, Inventory of Resources, Standard Operating Procedures, Directory of Institutions and Key Individuals, etc. The plan is prepared to help the Department to focus quickly on the essentials and crucial aspects of both Preparedness and Response.

It is hoped that the Officials who are in-charge of different sections will carefully go through the DMP and remain alert to emergent situations that may arise in the course of the year. The DMP seeks to serve as a useful handbook of operational guidelines for the Officers both at state and field level of the FS & CW Department & OSCSC Ltd. It is expected that Field Officers working in the Department of Revenue, Agriculture, Panchayati Raj, Rural Development, Health, Veterinary, Forest, Water Resource, PHE, PWD, Irrigation and other Departments will thoroughly acquaint themselves with these guidelines. A word of caution may be mentioned, however, plans are useful and work only if they are updated and practiced through intensive mock exercises and simulations.

I take this opportunity to thank all concerned who have contributed in every way in the Preparation of the DMP.

**Sri. Vir Vikram Yadhav, IAS
Commissioner-cum-Secretary,
FS & CW Department.**

Acknowledgement

Preparation of this Departmental Disaster Management Plan is a mammoth exercise that can only be accomplished through teamwork. The state level institutions and individuals who have provided inputs for preparation of this document are numerous. We gratefully acknowledge all their support.

Finalization of the Disaster Management Plan is the culmination on of a long process. During this period several rounds of consultations were held, inputs sought and draft sections prepared. We would like to gratefully acknowledge the contribution of the team members of DfID funded OMEGA Programme who prepared the initial draft. These inputs have proved to be bedrock on which the current Plan stands.

In summary, the preparation of the Disaster Management Plan exemplifies teamwork that spans across different parts of the offices of the Department. This sets the tone for the teamwork that will be required for its effective implementation.

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Abbreviations and Acronyms

ACSO	Asst. Civil Supply Officer
AM	Accounts Manager
APL	Above Poverty Line
BDO	Block Development Officer
BPL	Below Poverty Line
BO	Black Quarter
CBO	Community Based Organization
CF	Consumer Forum
CRF	Calamity Relief Fund
CSO	Civil Supply Officer
DMP	Disaster Management Plan
DSC	Departmental Storage Centre
FPS	Fair Price Shop
FS & CW	Food Supplies and Consumer Welfare
GDP	Gross Domestic Production
GIS	Geographical Information System
GOI	Govt. of India
GP	Gram Panchayat
GSDP	Gross State Domestic Production
H & T	Handling & Transport Contractor
IEC	Information, Education and Communication
IRT	Incidence Response Team
IS	Inspector of Supplies
JD	Joint Director
KBK	Kalahandi, Balangir, Koraput (undivided)
LM	Legal Metrology
MD	Managing Director
NCCF	National Calamity Contingency Fund
NDRF	National Disaster Response Force
NGO	Non-Government Organisation
OCAC	Odisha Computer Application Centre
ODRAF	Odisha Disaster Rapid Action Force
OMEGA	Odisha Modernising Economy Government &
ORSAC	Orissa Remote Sensing Application Centre
OSCSC	Odisha State Civil Supply Corporation Ltd.
OSDMA	Odisha State Disaster Management Authority
PDS	Public Distribution System
PI	Procurement Inspector
PMRY	Prime Minister Rojagar Yojana
PR Bodies	Panchayati Raj Bodies
PRI	Panchayat Raj Institute
RI	Revenue Inspector
RRC	Rice Receiving Center
RWWS	Rural Water Supply and Sanitation
SHG	Self Help Group
SMILE	Society for Management of Information, Learning and
SOP	Standard Operating Procedure
SRC	Special Relief Commissioner
TPDS	Targeted Public Distribution System
UNDP	United Nations Development Programme
WFP	World Food Programme

Executive Summary

[To be written within 2 pages]

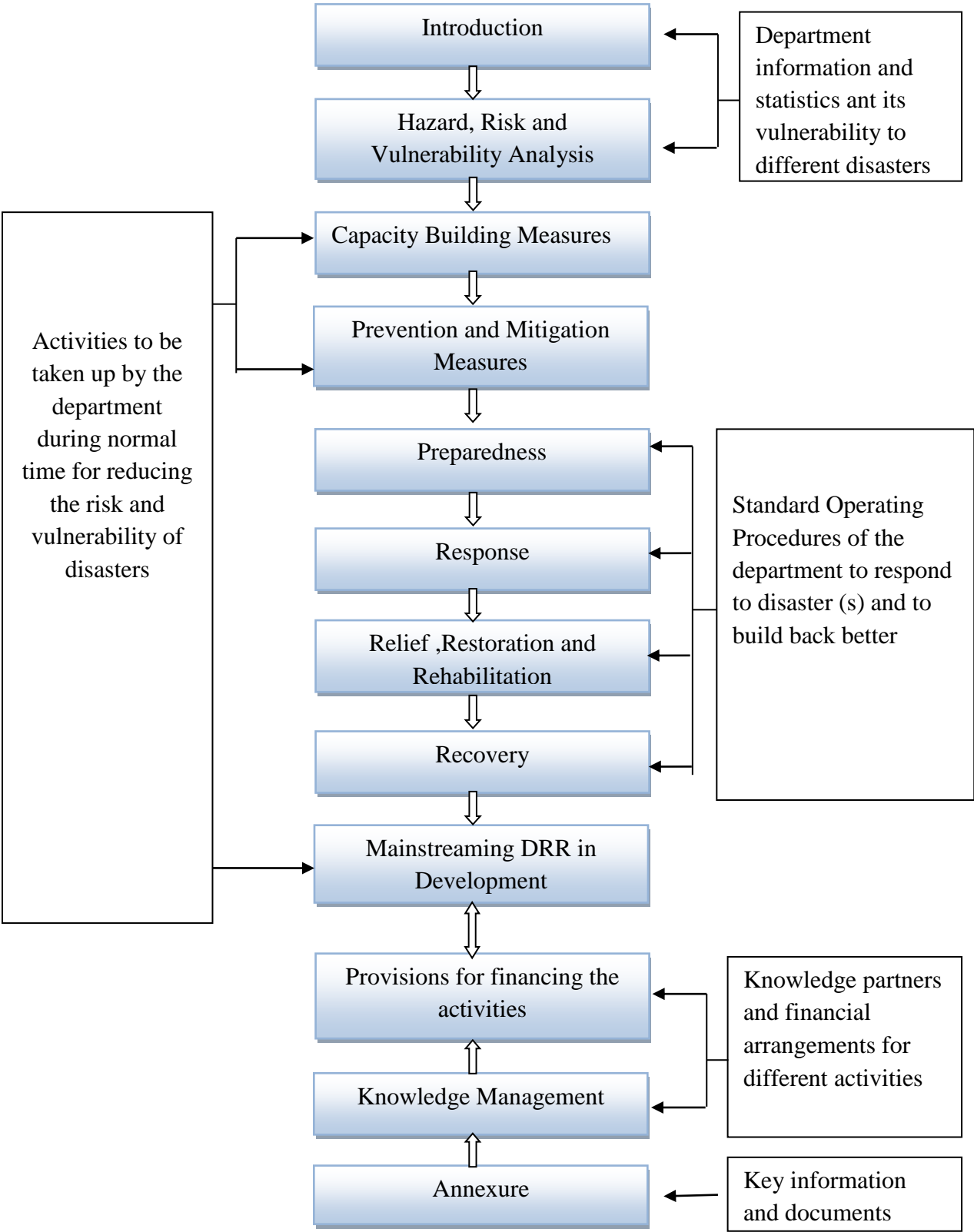
The Disaster Management Act, 2005 (DM Act 2005) lays down institutional and coordination mechanism for effective Disaster Management (DM) at the national, state, district and local levels. As mandated by this Act, a Departmental Disaster Management Plan has been prepared by the Food Supplies and Consumer Welfare Department, Government of Odisha to facilitate a paradigm shift from relief-centric approach to a more proactive, holistic and integrated approach of strengthening disaster preparedness, mitigation, and emergency response.

The frequency with which our state experience natural disaster should certainly place disaster risk at the forefront of development planners' minds. This agenda differentiates from two types of disaster risk management. Prospective disaster risk management should be integrated into sustainable development planning. Development programmes and projects need to be reviewed for their potential to reduce or aggravate vulnerability and hazard. Compensatory disaster risk management (such as disaster preparedness and response) stands alongside development planning and is focused on the amelioration of existing vulnerability and reduction of natural hazard that has accumulated through past development pathways. Compensatory policy is necessary to reduce contemporary risk, but prospective policy is required for medium – to long-term disaster risk reduction.

There will be a paradigm shift, from the erstwhile relief centric response to a proactive prevention, mitigation and preparedness-driven approach for conserving development gains and to minimize loss of life, livelihood and property.

The Disaster Management Plan (DMP) is a “dynamic document” in the sense that it will be periodically improved keeping up with the emerging global best practices and knowledge base in disaster management. The Department recognizes the need to minimize, if not eliminate, any ambiguity in the responsibility framework. It, therefore, specifies the responsibility at different stages of managing disasters. The DMP is envisaged as ready for activation at all times in response to an emergency in any part of the State. It is designed in such a way that it can be implemented as needed on a flexible and scalable manner in all phases of disaster management: a) mitigation (prevention and risk reduction), b) preparedness, c) response and d) recovery (immediate restoration).

How to use the plan



Chapter – 1: Introduction

- 1.8 Objective
- 1.9 Scope of the Plan
- 1.10 Overview of the Department
- 1.11 Progress in Disaster Management (Past Achievement)
- 1.12 Acts, Rules and Policies governing the business of the department.
- 1.13 Institutional Arrangement for disaster management.
- 1.14 Preparation and implementation of departmental disaster management plan

[Declaration by the department that the Departmental Disaster Management Plan has been prepared as per the DM Act- 2005]

As per the section 40(1) of Disaster Management Act, 2005, 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 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.
 - 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.

1.1Objective:

[To effectively manage disasters in all stage thereby minimizing the human, property and environmental loss.]

1.2 Scope of the Plan:

[An indicative list is given below:

- i. Taking up of proactive measures to prevent disaster and mitigate its effects.
- ii. Necessary policies and planning to reduce the loss of public and private property, especially critical facilities and infrastructure.
- iii. Better management of future development to mitigate the effect of natural hazards.
- iv. Convergence of different departmental schemes for disaster risk reduction.
- v. Enhance the capacity to respond to disasters.
- vi. Development of standardized mechanism to respond to disaster situation to manage the disaster efficiently.
- vii. Prompt relief, rescue and search support in the disaster affected areas and to build back better.]

1.3 Overview of the Department (Departmental Statistic profile):

TPDS is operated under the joint responsibility of the central and state governments, with the latter responsible for procurement, storage, transportation (up to the district headquarters) and bulk allocation of foodgrains. The state governments are responsible for distributing these foodgrains to consumers through a network of Fair Price Shops. However, as Odisha is a DCP (Decentralized Procurement) State for paddy, it is responsible for procurement of paddy, milling them into rice, storing and distributing rice to beneficiaries through TPDS. The State's responsibility includes identification of families under NFSA-2013, issue of Ration cards, supervision and monitoring of the functioning of the Fair Price Shops. States are also responsible for movement of foodgrains from the district headquarters to the PDS shop, which requires storage at the block level.

With a network of **12406** Fair Price Shops (FPS) located across 30 districts, Public Distribution System covers nook and corner of the State. Under TPDS, the State distributes about 22 lakh MT of Rice, 3.5 lakh MT of Wheat and 2,48,448 KL of SKO every year to about **8685422** out of 96 lakh families covered under NFSA in the State. TPDS in Odisha is crucial for ensuring food security as it is one of the poorest states in India. The department has created necessary infrastructures for storage and distribution of foodgrains to the targeted beneficiaries across the state. Presently, the department has the capacity to store around 6.5 lakh MT of Rice in 195 RRCs & DSCs spread across all the 30 districts of the state. There are altogether about 400 H&T Contractors and Millers engaged for Rice processing and for the transportation of commodities to storage and retail points for distribution among the Ration Card holders.

1.4 Progress in Disaster Management (Past Achievement)

Odisha is vulnerable to a large number of Natural as well as man made disasters, out of which Flood, Drought, Heat wave and cyclone are very frequent. In the context of human vulnerability to disasters, the small, medium and economically weaker sections are the ones that are more seriously affected. Consequent upon implementation of NFSA-2013 and other Welfare Schemes the weaker and economically backward sections of the society have been covered under PDS.

1.5 Acts, Rules and Policies governing the business of the department:

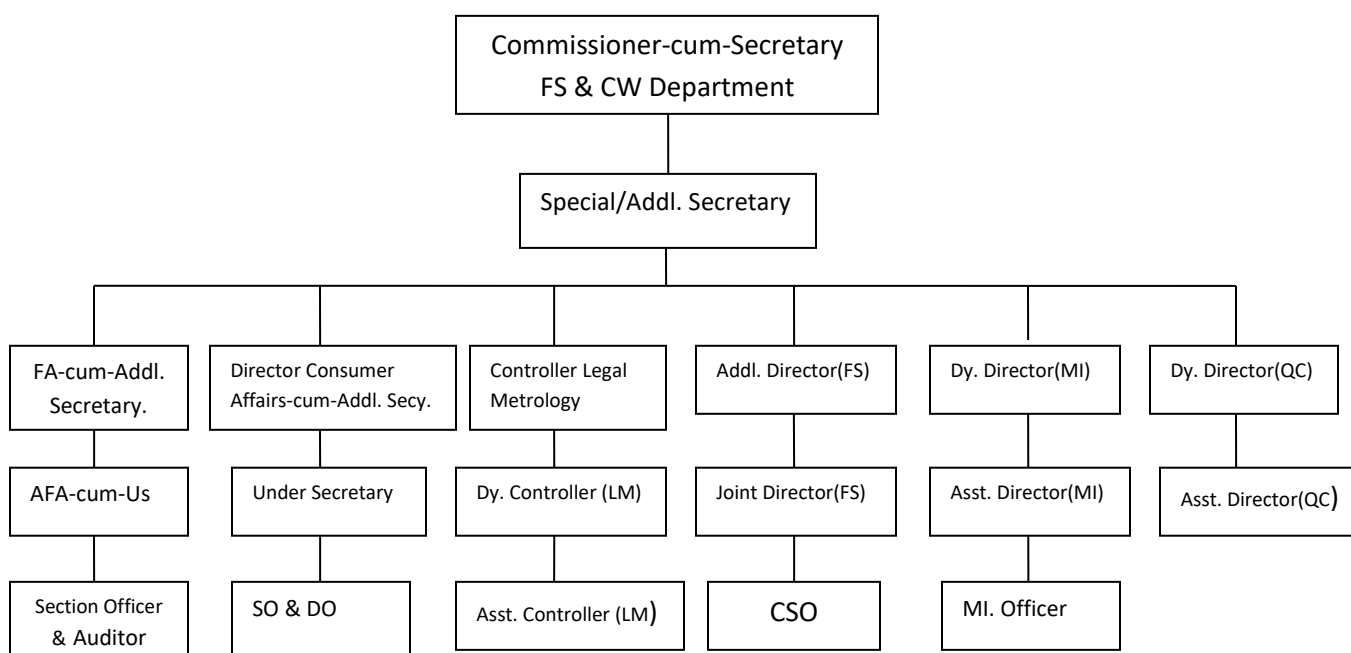
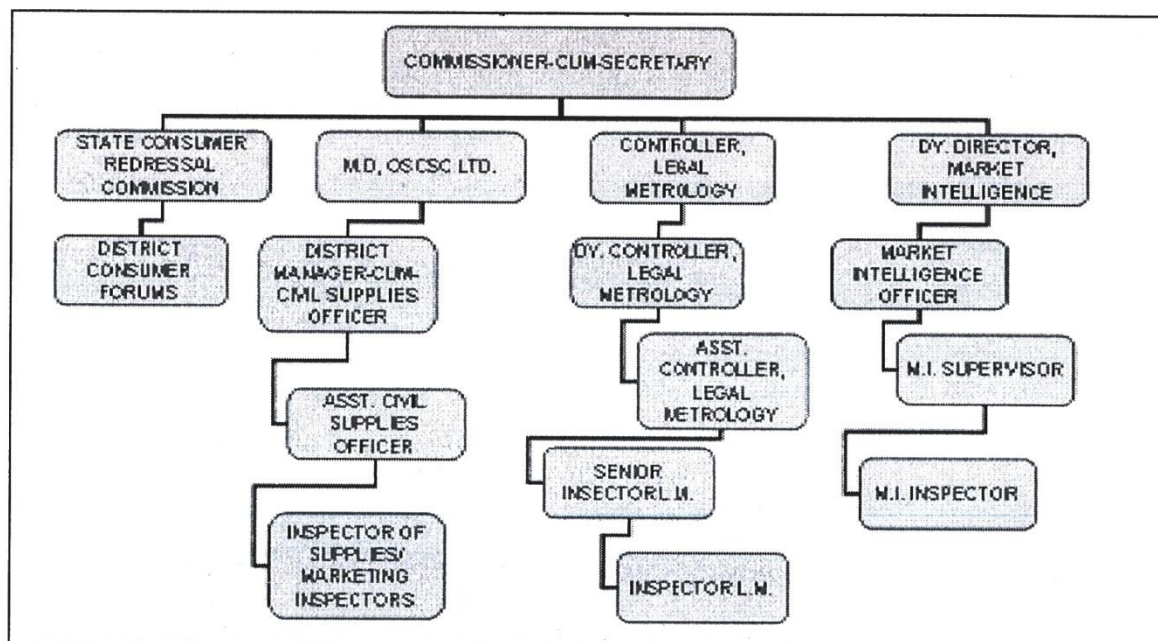
The primary objectives of the department are:

- To ensure distribution of PDS commodities to the people at reasonable prices
- To act as a catalyst to strengthen the Consumer Protection movement in the state
- The functions of the FS & CW Department are:
 - Formulation and implementation of policy relating to procurement, storage and distribution of food grains
 - Implementation of the Targeted Public Distribution System (TPDS)
 - Administration of Essential Commodities Act, 1955, Prevention of Black-marketing and maintenance of Services of Essential Commodities Act, 1980 various control orders of Central Govt. and State Government
 - Procurement of Paddy
 - Study, collection of intelligence and monitoring of prices of various commodities in the market
 - Implementation and enforcement of standards of Weights and Measures Act and standards of Weights and Measures (Enforcement) Act and Rules made there under

1.6 Institutional Arrangement for Disaster Management (Organizational Structure)

The Food Supplies and Consumer Welfare (FS&CW) Department is functioning under Government of Odisha with the status of Secretariat as well as the Directorate. Hon'ble Minister, FS&CW is Minister in charge of the Department. Commissioner-Cum-Secretary to Government is Secretary in charge of the Department. Secretary of the Department also functions as the Director, Food Supplies and Controller of Supplies. The Commissioner-cum-Secretary is supported by other officers such as, Addl. Secretary, Joint Secretary, Deputy Secretary, Deputy Directors, Assistant Directors, etc. An organogram of the structure at the state level is provided in the figure below:

Figure-2: Organogram of the FS&CW Department



Odisha State Civil Supplies Corporation Ltd. (OSCSC)

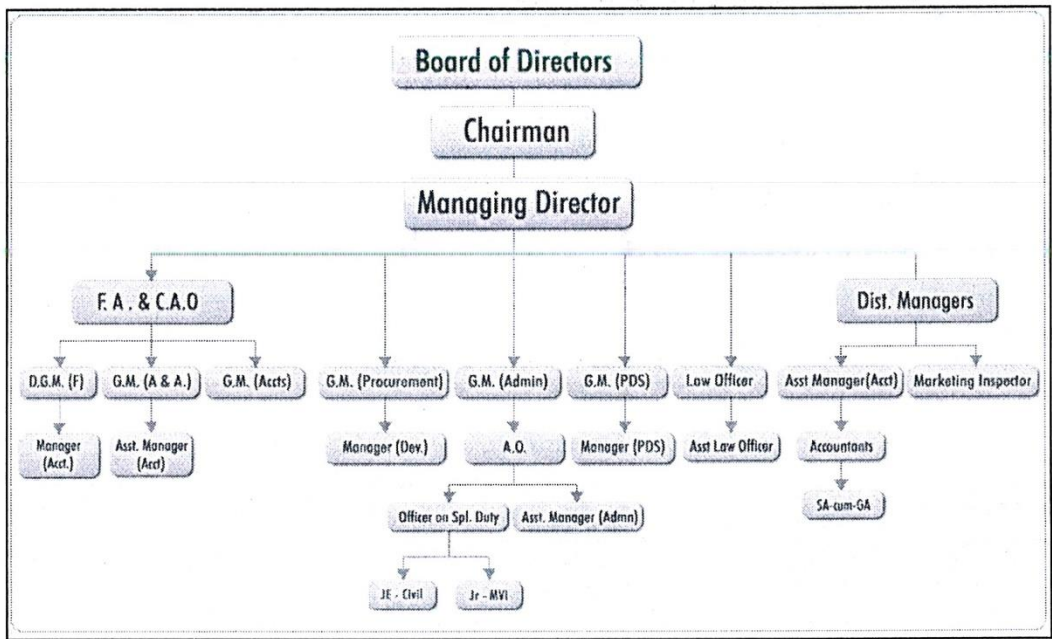
The Odisha State Civil Supplies Corporation (OSCSC) is a fully owned Government undertaking incorporated as a Government Company under the Companies Act 1956 on 3rd September, 1980. The OSCSC acts as an agent of the state government, and handles the

responsibilities of purchase, procurements and distribution of the stock through the storage agents. The Corporation maintains a no profit no loss status, in order to fulfil its commitment to serve the poor segments of the

Society. The State government plays a significant role in supporting the welfare activities of the Corporation. It recompenses the losses of the Corporation after taking into account all the revenue generated and expenses incurred by means of subsidy. OSCSC is responsible for the following activities.

- Procurement of PDS Rice from FCI/own stocks.
- Placement of funds with FCI/District Collectors/CSO-cum-District Mangers by 1st day of the preceding month to enable lifting before the end of the month preceding the month of allotment.
- Timely physical availability/movement of rice in coordination with the FCI.
- Regular reporting of the foodgrains allotted, lifted and distributed.
- Ensuring that all H&T Contractors lift their stocks and supply to retailers in time.
- Lifting and distribution of correct quantity and the prescribed quality of foodgrains.

Figure 4: Organization Structure of OSCSC



1.7 Preparation and Implementation of the Departmental Disaster Management Plan.

[The process of preparation/updating of the Departmental Disaster Management Plan should begin in the month of January every year and it is to be finalized and submitted for approval by the SDMA by the end of February. The officials to be identified and detail process to be described by the department as per following]

- Development of the plan:
- Approval of the plan
- Dissemination of Plans to stakeholders
- Implementation
- Review & updating (Who/when/how?)

[As per section 40 (1. b) of the DM Act 2005 the Departmental Disaster Management Plan to be reviewed and updated annually.

As per section 40 (1. c) the department is to furnish a copy of the plan to the State Authority.

As per section 40 (2) - Every department of the State Government, while preparing the plan shall make provisions for financing the activities specified therein.

As per section 40 (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.

As per section 18 (2-c) the State Disaster Management Authority to approve the disaster management plans prepared by the department of the Government of the State]

Sl No.	Activities to be done	Timeline
1	Consultation within the department and with important stakeholders	2 nd week of May
2	Finalization of the Departmental Disaster Management Plan at the Department level and submission of a copy to OSDMA	31 st of May
3	Placing before State Executive Committee (SEC)	By June

Chapter – 2: Hazard, Risk& Vulnerability Analysis

- 2.1 History/ past disasters
- 2.2 Emerging Concerns
- 2.3 Hazard, Risk and Vulnerability Mapping

2.1 History/past disasters/losses in the department: 2.1.1 Causes of losses/damages;

Sl.	Date/Year	Category of Cyclone	Landfall and loss
1	26-30 October, 1971	Severe Cyclonic Storm	Crossed Orissa Coast near Paradeep, Loss of life- 10,000
2	14-20 November,1977	Super Cyclone	Crossed Andhra Coast near Nizampatnam
3	4-11 May,1990	Super Cyclone	Crossed Andhra Coast about 40 Km S-W of Machlipatnam
4	5-6 November, 1996	Very Severe Cyclonic Storm	Crossed Andhra Coast near Kakinada
5	25-31 October, 1999	Super Cyclone	Crossed Odisha Coast near Paradeep at noon of 29 October
6	12-14 October 2013	Super Cyclone(Phailin)	Coastal Odisha near Gopalpur on Sea in Ganjam District
7	11-12 October 2014	Very Sever Cyclone Storm (Hudhud)	Crossed Visakhapatnam at noon on 12 October
8	3 rd May 2019	Very severe cyclonic Storm “FANI”	Crossed Puri at 9AM on 3 rd May

[All disasters/ incidents that the department has faced during last 10 years to be mentioned below in tabular format. The department to keep the first 4 column intact and can modify the rest of the columns as per suitability to describe the loss and severity of the event.]

Odisha is vulnerable to a large number of natural as well as man-made disasters, out of which flood, draught and cyclone are very frequent. In the context of human vulnerability to disasters, the small, medium and economically weaker sections are the ones that are more seriously affected. The Weaker sections of the Society are covered under PDS and as a result, are severely affected by the disasters.

Table-4: Frequency and Intensity of Disasters

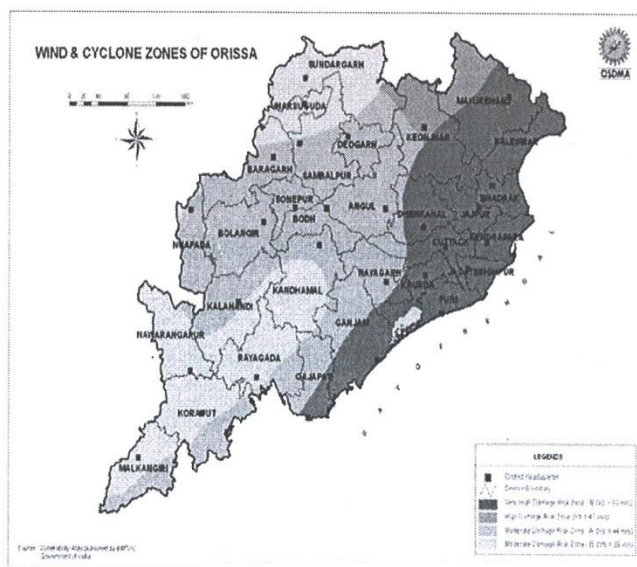
Sl. No	Nature of Disaster	Frequency	Intensity
1	Flood	Regular feature	High
2	Cyclone	Rare	Moderate to high
3	Drought	Every 3 – 5 years	Moderate
4	Disease Epidemic	Any time	High
5	Tsunami	Rare	High
6	Tornado/Heat wave/ Earthquake	Less	Low
7	Industrial toxicity	Less	Low

2.1.1 Cyclone

A Cyclone is a very large mass of air with low pressure surrounded by a high pressure air mass. Due to unequal heating of earth surface, pressure difference arises and when atmospheric pressure falls below 965 millibar at a place, strong wind blow in a spiral motion towards that low pressure center from all direction because of rotation of Earth around its own axis. The large whirling mass of air at the center where pressure is low is known as Cyclone

and acts like a chimney through which air gets lifted, expands, cools and finally gets condensed causing precipitation and Cyclonic gale. If precipitation is caused by cold front it is very intense but for short period, while by warm front it is more continuous.

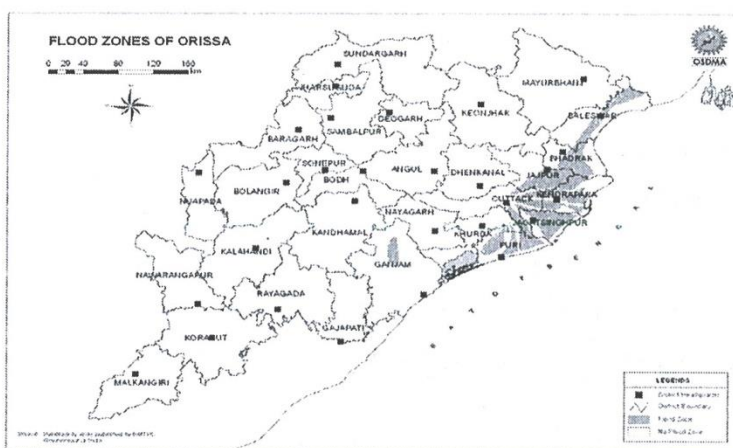
The tracks of the various Cyclonic storms in the Bay of Bengal between 1891 to 1997 also reveals that most of the cyclonic storms are crossing the east coast through coastal Odisha and East Godavari district of AP. Odisha on the east coast along with West Bengal and Andhra Pradesh has the locational disadvantage of being in the path of depression of severe cyclonic storms. Severe cyclonic storm occurs when the southwest monsoon recedes or just before the onset of monsoon in late April-May-June spell.



2.1.2 Flood

The flood in coastal part is brought in mainly by the following important rivers and their tributaries.

1. The Subarnarekha
2. The Budhabalanga
3. The Baitarani



4. The Brahmani

5. The Mahanadi

The 482 km long of coastline of Orissa exposes the State to flood, cyclones and storm surges. Heavy rainfall during monsoon causes floods in the rivers. Flow of water from neighbouring States of Jharkhand and Chhattisgarh also contributes to flooding. The flat coastal belts with poor drainage, high degree of siltation of the rivers, soil erosion, breaching of the embankments and spilling of floodwaters over them cause severe floods in the river basin and delta areas. In Odisha, rivers such as the Mahanadi, Subarnarekha, Brahmani, Baitarani, Rushikulya, Bansadhara and their many tributaries and branches flowing through the State expose vast areas to floods.

2.1.3 Heat Wave

In the year 1998 the State of Odisha faced an unprecedented heat wave situation, as a result of which 2042 persons lost their lives. Though extensive awareness campaigns have largely reduced the number of casualties during post 1998 period, still a good number of casualties are being reported each year which have put the State Government in very difficult situation. It has become a menace during hard summer causing insurmountable human suffering. The poor people, farmers and workers mostly suffer from sunstroke and lose their lives. In the Odisha Relief Code, the State Government has made provision for payment of Rs.10,000/- towards ex-gratia relief to the bereaved family of each sunstroke victims. Since there is no provision in the items and norms of expenditure for incurring expenditure from the Calamity Relief Fund (CRF) or NCCF to provide relief to the victims of 'Heat Wave', the State Government is incurring such expenditure out of the Chief Minister's Relief Fund (CMRF) though it is a natural calamity like Cyclone, Flood, and Earthquake etc.

2.1.4 Drought

Drought is a slow onset of a disaster. It occurs mostly due to lack of adequate rain in the dryland areas or uneven distribution of rainfall during a particular year. In addition, recurring drought tends to reduce the water table. About 70 per cent of the total cultivated areas in the state are prone to drought. These areas lack not only irrigation facilities but also receive scanty rainfall. In some areas, rainfall, though plenty, is erratic. The severity of drought is measured by crop cutting experiment, and accordingly declaration of drought area is made. Though Odisha receives an average annual rainfall of the order of 1,500 mm, there are wide variations from year to year. There is at least one severe drought year in every decade, thus

underlining a high degree of vulnerability of the state to drought. Odisha has faced drought in most of the years in the latter half of the 1990s. While comparing the drought situation of different districts in the state in the second half of the 1990s, it is observed that Balangir and Boudh were the most drought-affected districts. During the period, more than 50 per cent villages in these two districts were affected thrice by drought. Half of the most drought-affected districts were from the western part of Orissa. There is thus a need for concerted and intensive effort by the government to address this problem from a long-term perspective. The government has however, identified contiguous patches comprising of 47 blocks as chronic drought-prone zone in western part of the state.

Damages Caused to the Department.

For over a decade, Odisha has been teetering from one extreme weather condition to another: from heat wave to cyclone, from drought to flood. The state has been declared disaster-affected for 95 years out of the last 105 years: floods have occurred for 50 years, droughts for 32, and cyclones have struck the state for 11 years. Since 1965, these calamities have not only become more frequent, they are striking areas that have never experienced such conditions before. For instance, a heat wave in 1998 killed around 2,200 people; most of the casualties were from coastal Orissa, a region known for its moderate climate. Since 1998, almost 3,000 people have died due to heatstroke in Odisha.

The 1999 super cyclone affected places like Bhubaneswar and Nayagarh, which were never traditionally cyclone-prone. The damage caused due to the super cyclone of 199 is discussed in the table below.

Table-6: Effects of Super Cyclone in Orissa by Districts (on28th & 29th October1999)

Sl. No	District	No. of Block	No of	No. of Village	Total Populati	Details of House Damaged			
						Washed	Fully Collaps	Partially	Total
1	Balasore	8	15	1748	122600	11180	37485	4812	967
2	Bhadrak	7	16	1356	134700	292	33221	8293	1164
3	Cuttack	14	27	1977	236700	0	140626	14719	2878

4	Dhenkanal	8	14	766	7000	5	7909	5431	622
5	Jagatsinghpur	8	16	1308	120000	9948	217174	5721	2843
6	Jajpur	1	24	1160	155000	0	61895	18799	2498
7	Kendrapara	9	20	1567	140000	40	145884	12517	2710
8	Kendujhar	3	6	546	25000	1164	7393	3969	482
9	Khurda	8	12	1167	131000	0	30000	6554	955
10	Mayurbhanj	9	6	341	19800	500	6000	300	95
11	Nayagarh	2	4	350	15000	0	198	1405	142
12	Puri	11	20	1714	150000	0	58554	5536	1139
	TOTAL	97	184	1400	125680	23129	746337	88062	16500

Source: White Paper on Super Cyclone, Revenue Department, Government of Odisha, December 1999.

Table-7: Impact of Super Cyclone in Odisha during 1999 (in Nos. & crop area in Ha)

Indicator	Cyclone on 17.10.99	Super Cyclone on 29.10.99
Districts Affected	4	12
Blocks Affected	19	97
Villages Affected	3076	16,508
People Affected	31,67,984	1,30,00,000
Human Deaths	205	9,885
Human Injuries	400	2,507
Assets Damaged		
Total Houses Damaged	3,23,773	16,69,292

Houses Washed Away	Nil	23,493
Houses Fully Collapsed	78,821	7,48,499
Houses Partly Collapsed	2,44,952	8,97,300
Buildings Damaged	1113	7020
PMRY Units Affected(Nos)	-	1,339
Rural Roads Damaged(km)	-	7,500
District Roads Damaged(km)	-	444

Extent of Damages Caused

While the 2001 drought parched fields in coastal districts, the unprecedented floods of 2001 submerged 25 of the state's 30 districts. Many of these areas had never witnessed floods before. Orissa has experienced around 952 small and big cyclones and 451 tornadoes between 1891 and 1970. From 1901 to 1981 there were 380 cyclones, of which 272 resulted from depressions in the Bay of Bengal. Twenty-nine of these cyclones were devastating.

In Odisha, damages are caused due to floods mainly in the Mahanadi, the Brahmani, and the Baitarani. These rivers have a common delta where flood waters intermingle, and when in spate simultaneously, wreak considerable havoc. This problem becomes even more acute when floods coincide with high tide. The water level rises due to deposits of silt on the river-bed. Rivers often overflow their banks or water rushes through new channels causing heavy damages. Floods and drainage congestion also affect the lower reaches along the Subarnarekha. The rivers Rusikulya, Bansadhara and Budhabalanga also cause occasional floods.

The entire coastal belt is prone to storm surges. The storms that produce tidal surges are usually accompanied by heavy rain fall making the coastal belt vulnerable to both floods and storm surges. People die; livestock perish; houses are washed away; paddy and other crops are lost and roads and bridges are damaged. The floods of 1980, 1982, 2001 and 2003 in the State were particularly severe; property worth crores of rupees was destroyed in the floods.

As regards the drought situation the western districts of Orissa are frequently affected. The drought-affected districts are Kalahandi, Nuapada, Bolangir, Boudh, Sonapur, Koraput,

Malkangiri, Rayagada and Nabarangpur. A look at the District Gazetteers of the British period shows that these districts have suffered from drought particularly during the years 1868, 1896, 1818, 1820, 1922, 1925, 1929. Also in post-independence period these districts have suffered a lot during the years 1956, 1971, 1974, 1985, 1992, 1999 and in 2000.

During the Ninth Plan period the State has continuously suffered from severe calamities. On the eve of the Tenth Plan i.e., 2002-03 the entire State of Odisha is again under the grip of a severe drought. The total loss of livelihood and damage of capital stock of the State due to the calamities from 1998-99 to 2001-02 is Rs.13, 230.47 crore (Tenth Plan Document, Government of Odisha 2002-07).

A conservative study of the effects of natural disasters reveals that between 1963 and 1999, Odisha experienced 13 major disasters, which killed 22,228 people (state government figure; non-government figure puts the toll at around 40,000), and rendered 34, 21,000 people homeless.

During the Ninth Plan period (1997-2002), Odisha was in the grip of a series of disasters. On the eve of the Tenth Plan (2002-03), the entire state was going through a severe drought. The total loss of livelihood and damage to capital stock due to calamities between 1998-99 and 2001-02 stands at Rs. 13,230.47 crore, according to the Tenth Plan document, Government of Odisha. This is close to 60% of the state's total plan outlay of Rs 19,000 crore for the Tenth Five-Year Plan.

Natural calamities have seriously affected livelihoods in the state and the income level of households. Important fallout has been the serious setback suffered by the capital formation process in the economy. Consequently, the state's Gross Domestic Product (GDP) has been substantially depressed, says the [I]State Human Development Report [/I]of 2003.

The impact of disasters on Odisha's economy is evident. The state's per capita income declined fast in the second half of the 1990s, disaster-wise the worst phase. It is now half the national average. An average of 900,000 ha of agricultural production is lost every year due to disasters. Similarly, between 1980 and 2000, agriculture's contribution to the state GDP fell by 16%.

2.2 Emerging Concerns:

[To be described in detail. Indicative list is given below-

- *Sea level rise and coastal erosion.*
- *Depletion in ground water level.*
- *Extreme Heat.*
- *Changing Rainfall Pattern*
- *Migration]*

2.3 Hazard & Vulnerability Mapping:

2.3.1 Nature, frequency and intensity of disaster to which the department is prone to or is likely to be impacted in future;

2.3.2 Vulnerability of the department to various hazards.

Food Supplies and Consumer Welfare (FS & CW) Department having a sizeable amount of resource at the ground such as Manpower at the field, Block level Storage facility and network of Fair Price shops and Transportation arrangements for lifting the food grains at the time of need. The Department is handling various schemes which are directly benefiting to the poor and rural population. This schemes and programmes are highly vulnerable to various hazards. Various hazards to which the Department is likely prone to are discussed in **Table-8**.

Nature of Hazards	Areas likely to be affected	Stimulus	Outcome
Flood	The coastal districts like Mayurbhanj, Balasore, Bhadrak, parts of Keonjhar, Jajpur, Kendrapara & Jagatsinghpur, Cuttack, Puri Ganjam, part of Kalahandi	Increased frequency and intensity of rainfall	<ul style="list-style-type: none"> • Damage to roads and other Official Buildings • Loss of Food grains & Crops • Damage of PDS infrastructures such as Godowns & Deptt. Buildings
Cyclone	Most of the Coastal Districts Balasore, Bhadrak, Kendrapara, Jagatsinghpur, Puri & Ganjam	Storm	<ul style="list-style-type: none"> • Loss of Life & Property • Injury • Loss of homes • Damage of PDS infrastructures such as Godowns & Dept. Buildings • No communication & transportation
Earth quake	Seismic zones		<ul style="list-style-type: none"> • No communication & transportation • Loss of homes • Damage of infrastructure
Tsunami	Coastal belt	High tides	<ul style="list-style-type: none"> • Loss of Life & Property • Injury • Loss of homes • Damage of infrastructures

			<ul style="list-style-type: none"> • No communication & transportation
Drought	Southern and Western Odisha- mostly Tribal & non-irrigated districts like Sundargarh, parts of Kalahandi, Bargarh Balangir, Jharsugda,, Kandhamal, Koraput Raygada& Keonjhar	Less rainfall and water shortage	<ul style="list-style-type: none"> • Migration • Low economic activity • Loss of Crops & Food Shortage
Heat wave	Mostly Western Odisha and some parts of Coastal Odisha	High rise of temperature	<ul style="list-style-type: none"> • Injury • Loss of Life • Damage to Crops
Lightning, Heavy Rain, Whirl wind, Tornado, Heavy Rain	All parts of the State		<ul style="list-style-type: none"> • Injury • Loss of Life • Crop Damage

The following infrastructures available with the FS & CW Department, which are likely to be affected in the disaster prone areas as discussed above (Table-9).

Type of Infrastructure	Availability with the Department	Vulnerable to Hazard
GP/GS Roads for Carrying PDS Commodities	171070.28 KMs	119749.19 (70%)
Panchayat Godowns, where PDS Commodities are Stored	6,232	3720 (60%)
Block level Godowns (DSC/RRC)	195	78 (40%)

2.3.3 Risk Analysis – calculating risk which various hazards/disaster can cause to Department keeping in view its vulnerability and capacity

Chapter-3: Capacity-Building Measures

3.1 Gaps in the Existing Capacity of the department

The Department has large scale vacancy of staff those are responsible for providing essential service to poor. However, the services of Procurement Inspectors and SA-cum-GA based at DSCs and RRCs can be utilized for effective management of relief services. The detailed staff strength and vacancy is given below.

Table – 2: Sanctioned staff strength and vacancy

Sl. No.	Category of Post	No. of Posts Sanctioned	Persons in Position	No. of Vacant Post
1	Commissioner-cum-Secretary	1	1	0
2	Addl. Secretary	1	1	0
3	DCA-cum-Addl. Secretary	1	1	0
4	Joint Secretary (OAS)	3	3	0
5	Joint Secretary (OSS)	1	0	1
6	AD(FS)-cum-Jt.Secretary	1	1	0
7	Deputy Secretary, (OSS)	1	1	0
8	F.A.-cum-Addl. Secretary	1	1	0
9	Under Secretary (OAS)	0	0	0
10	Under Secretary (OSS)	3	3	0
11	A.F.A.-cum-Under Secretary	1	0	1
12	Desk Officer	10	8	2
13	Section Officer	16	11	5
14	A.L.O.	1	0	1
15	Supdt. Issue, Level-I	1	1	0
16	Supdt. Issue, Level-II	2	2	0

Sl. No.	Category of Post	No. of Posts Sanctioned	Persons in Position	No. of Vacant Post
17	A.S.O.	65	34	31
18	Pasting Clerk	1	1	0
19	Senior Typist	14	8	6
20	Junior Typist	4	0	4
21	Diary Supdt.	1	1	0
22	Senior Diarist	3	0	3
23	Junior Diarist	4	2	2
24	Driver	8	6	2
25	Junior Recorder	1	0	1
26	Treasury Sarkar	1	1	0
27	Record Supplier	6	4	2
28	Daftary	6	4	2
29	Peon	70	47	23
TOTAL		231	122	109

Table – 3: Sanctioned Staff Strength and Vacancy of OSCSC

The detailed staff strength of OSCSC ltd. has been furnished below. Services of the Field level staff stationed in all the districts would be utilized during Disaster Management.

Sl. No.	Name of the post	Men in position
1.	Chairman	1
2.	Managing Director	1
3.	F.A. & C.A.O	1
4.	General Manager (Admn.)	1
5.	General Manager (P.D.S.)	1
6.	General Manager (Procurement)	1
7.	General Manager (Storage)	1
8.	General Manager (A & A)	1
9.	D.G.M.(F)	1
10.	O.S.D.	1
11.	L.O	1

3.2 Existing Human Resources in the department trained on Disaster Management

(Details of existing staffs who are being trained on DM may be mentioned in the table below.)

Sl. no.	Category	Total Staffs	No of trained personnel on DM			
			Basic	ToTs	MoTs	Total
1	Administrative Staffs					
2	Project Staffs					
3	Accounts and Clerical Staffs					
4	Support Staffs					
5	Other (Specify)					

3.3 Capacity-Building Plans

(Developing capacity of the employees and stakeholders of an institution is very important so far as disaster management is concerned. The department/institution should plan and allocate budgetary provision for training and capacity building programmes for its employees and stakeholders. This chapter should describe the Capacity Building Plans of the department to face any hazard that may affect adversely).

Below table is an indicative Capacity Building Plan of Agriculture department. Respective departments may chalk-out their CB plan as per the below table;

A). Agriculture

Sl No.	Training Programmes on	Key Components/Topics	Target Audience
1	Climate change, Sustainable agriculture and food security	Exploring ways to introduce sustainable agriculture practices which include use of high yield crops, lesser irrigation requirements, storage and supply of food grains during floods, draught, cyclones, tsunami	Officials of Agriculture Dept., Local communities, NGOs, PRIS
2	Climate resilient Agriculture. Animal husbandry and other livelihood practices	Sensitization towards practices which are more climate resilient, provide better yields and less prone to infectious diseases that can arise after a disaster event. Management of animals and safeguarding them during disaster events and also from impact of climate change	Officials of Agriculture Dept., Local communities, NGOs, PRIS

3.3.1 Capacity-Building Programmes at different level

3.3.2 State level Capacity-Building Plans;

Sl No.	Training for	Programmes
1	Additional Secretary, Joint Secretary, Deputy Secretary, Under Secretaries, SOs/ASOs	Training cum awareness programme at state level for better supervision, monitoring and taking preventive measures.

3.3.3 District Level Capacity-Building Plans;

Sl No.	Training for	Programmes
1	DSWOs, CDPOs, Supervisors, Superintendents of CCIs & other Institutions/Homes	Training programmes on effective management of disasters like cyclone/floods.

3.3.4 Block/Community level Capacity-Building Plans;

Sl No.	Training for	Programmes
1	AWWs, ASHAs, SHG members, GKS members, members of Jaanch Committee/Mother’s Committee, village volunteers	Public awareness programmes. Distribution of relevant posters, leaflets, pamphlets in simple Odia language.

3.4 Training Need Assessment of the department

Sl. no.	Category	Types of Training Requires (To be Specified)	Training Institutions
1	Policy Makers		
2	Technical Staffs		
3	Administrative Staffs		
4	Project Staffs		
5	Accounts and Clerical Staffs		
6	Support Staffs		
7	Others (Specify)		

3.5 Capacity-Building of Stakeholders and Beneficiaries of the department

(Note: Details of capacity-building of Stakeholders and Beneficiaries of the department may be elaborated)

3.6 Requirement of funds for capacity-building programmes (as per DOPT norms)

Sl. No.	Training Programmes	Unit Cost	Total no. of Programmes	Total Cost

3.7 Annual training calendar of the department

Sl. No.	Name of the Course/ Training Programme	Participants	Duration of the Training Programme	Month of Organization	Training Institutions	Remarks if any

3.8 Table top Exercises

(Emergency situation may be created in the department and table top exercises may be conducted accordingly at least once in a year).

3.9 Mock Exercises/Drills

Sl. No.	Mock Drills on	Participants	Month of Organization	To be organized by	Remarks

Chapter – 4:

Prevention & Mitigation Measures

4.1 Prevention & Mitigation Measures

- Existing measures
- Drawing up of prevention & mitigation plans (disaster Specific)

4.2 Ways & Means to prevent or reduce the impact of various disasters:

Measures Necessary for Prevention of Disasters & Mitigation

Prevention and Mitigation Plans will be evolved for vulnerable areas to reduce the impact of disasters. The following measures and investments shall be undertaken to minimise the collateral damage usually caused by the impact of any disaster.

Table-11 Measures required for minimizing the impact of disaster

Sl. No	Particulars	Measures required
1	Capacity building at all level in vulnerable areas flood/cyclone	<p>State level –</p> <p>For better supervision, monitoring and preventive measures one day training cum awareness programme will be organized at state level. Managers of OSCSC / CSOs/ACSOs/ will attend. This may be organised at Conference Hall of the Consumer Forum, Bhubaneswar.</p> <p>District level - ISs/PIs/ AMs will be trained to effectively manage flood, cyclone etc. OSDM and District disaster Cell will organize the workshop in Collector’s Conference Hall.</p> <p>Community level- During October of each year, a public awareness program will be organized in each village to sensitize the community. Village volunteers will be trained regarding rescue and shifting of food grains to safer places.</p>
2	Public awareness through IEC activities	Mass awareness programme shall be done through different audio-visual media to sensitize people.

State Level Capacity Building Programme.

For better supervision, monitoring and preventive measures, a daylong training cum awareness programme will be organized at state level. In this programme MD-OSCSC will Chair and senior officials of the FS & CW Dept. and OSCSC along with personnel involved in the training activity in the training institute will participates. Event will be managed by OSCSC ltd. with the support from Legal Metrology.

District level Capacity Building Programme.

A similar capacity building program will be organized in the district level to sensitize the field staff working at the cutting edge. In this programme personnel who had attend state level programme will facilitate at district level. Here the participants will be CSO/ACSO/IS /PI. Depending upon the numbers of the participants the training batch will be decided. A batch size for a programme should not exceed 50 participants. Event will be managed by CSO of the respective District.

[Dept. to list out prevention and mitigation projects/ activities to be taken up at the state and district level during the year.]

Structural Measures:

Sl. No.	Activity/ Project	Starting date	Date of completion	Cost	Funding source	Out Come (persons to be benefited/ vulnerability reduction of area)

Non-structural Measures:

Sl. No.	Activity/ Project	Starting date	Date of completion	Cost	Funding source	Out Come(persons to be benefited/ vulnerability reduction of area)

Note for understanding of the Department on Prevention and Mitigation.

Prevention: Activities to provide outright avoidance of the adverse impact of hazards and means to minimize related environmental, technological and biological disasters. Depending on social and technical feasibility and cost/benefit considerations, investing in preventive measures is justified in areas frequently affected by disasters. *For example, public awareness and education related to fire safety in public buildings could lead to prevention of fire-related disasters. Disaster risk reduction professionals express that changing attitudes and behavior contribute to promoting a "culture of prevention".*

Mitigation: Any action taken to minimize the extent of a disaster or potential disaster. Mitigation can take place before, during or after a disaster, but the term is most often used to refer to actions against potential disasters. Mitigation measures are both physical and structural, such as flood defences or strengthening buildings as well as non-structural, such as training in disaster management, regulating land-use and public education, among others.

- Information, Education and Communication (IEC) activities come under the Non structural mitigation measures.

Mitigation is the effort to reduce loss of life and property by lessening the impact of disasters. In the face of increasing menace of various hazards, mitigation would remain the key and the most effective strategy to reduce the risks of various hazards. **Structural mitigation** measures generally refer to capital investment on physical constructions or other development works, which include engineering measures and construction of hazard resistant and protective structures and other protective infrastructure. **Non-structural mitigation** measures refer to awareness and education, policies, technological systems and practices, training, capacity development, public commitment, and methods and operating practices, including participatory mechanisms, and the provision of information, which can reduce risk with related impacts.

Structural Mitigation Measures:

- All public buildings like schools, hospitals, and health centers should be multi hazard resilient, built on raised grounds and platforms with retrofitting and having adequate exit gates and fire extinguishers in place.
- Multipurpose community shelters should be constructed in all vulnerable areas.
- Houses built in the area should have multi hazard resilient features keeping in tune with cultural housing practices.
- Watershed management:
 - Periodical cleaning, de-silting and deepening of natural water reservoirs and drainage channels.
 - Construction of irrigation channels- Sluice gates may be linked with ponds, which could be used as a water resource for enhancing livelihood.

- *Retrofitting of key structures buildings:*

Retrofitting reduces the vulnerability of damage of an existing structure during a future earthquake. It aims to strengthen a structure to satisfy the requirements of the current codes for seismic design. In this respect, seismic retrofit is beyond conventional repair or even rehabilitation. The principles of seismic retrofit refer to the goals, objectives and steps. The steps encompass condition assessment of the structure, evaluation for seismic forces, selection of retrofit strategies and construction. The applications include different types of buildings, industrial structures, bridges, urban transport structures, marine structures and earth retaining structures. The benefits of retrofitting include the reduction in the loss of lives and damage of the essential facilities, and functional continuity of the life line structures. For an existing structure of good condition, the cost of retrofitting tends to be smaller than the replacement cost. Thus, the retrofitting of structures is an essential component of long term disaster mitigation. The current earthquake codes of practice are applicable to new buildings and cannot be applied to these existing buildings that do not have earthquake resistant features. Thus, the existing stock of important lifeline buildings is vulnerable and need to be retrofitted to raise their level of performance in earthquakes. This has to be taken up by the administration as a long term mitigation measure. Many buildings are considered critical or 'lifeline' buildings based on their role in a post disaster scenario as hospitals, command centers for relief operations, emergency shelters etc. Improved seismic performance of these buildings both protects the occupants of these buildings and enables them to respond more effectively to an earthquake disaster. The retrofitting of lifeline buildings should be taken on in a campaign mode and should be incremental. Institutions and NGOs working on shelter and housing may be asked to demonstrate retrofitting models for various buildings and learning may be disseminated to key stakeholders for scaling up.

Non-structural Mitigation Measures

- Risk transfer mechanisms should be created, i.e. establishment and strengthening of insurance schemes and policies, which would transfer losses due to hazard to a third party. Insurance schemes for crop, cattle, small businesses and life should be strengthened and promoted to minimize economic losses.
- Groups of architects, engineers and masons should be formed and trained on building safe infrastructure.
- Alternate safe housing technology along with rainwater harvesting structures should be constantly encouraged and mainstreamed for long-term vulnerability reduction. Policies and bye-laws could be developed for the same.
- Continued awareness campaign and encouragement for disaster-proof habitat planning at community level including shifting/relocating from hazard prone areas to safer places (with some incentives, if feasible).
- Disaster management may be included as a part of school, college, curriculum starting from primary level.
- Conducting research on alternative cropping to reduce adverse affect due to flood, water logging or drought.

Hazard- Specific Mitigation Actions:

In addition to the multi-hazard mitigation actions the following hazard specific mitigation actions should be taken depending on the vulnerability of the village/ block/ district.

Hazard	Structural Mitigation	Non- Structural Mitigation
Flood	<div><div>1. Construction, maintenance and protection of flood control structures like embankments, ring bunds, etc.</div><div>2. Dams and levees can also be constructed which can be used as temporarily storing space which reduce the chances of lower plains getting flooded.</div><div>3. Critical buildings as well as private houses in flood-prone areas should be constructed on an elevated area and if necessary on stilts and platform.</div><div>4. Construction of tube wells on raised platforms.</div><div>5. Construction of seed bank on higher ground.</div></div>	<div><div>1. Well maintained boats available at all time at Gram Panchayat level.</div><div>2. Crops that can be harvested before the onset of monsoon/flood season and crops that are flood friendly should be grown in the region</div><div>3. Awareness on flood-proof habitat planning with long term goal of flood plain zoning and rehabilitating all to safer zones.</div></div>
Earthquake	<div><div>1. All buildings especially public building must have earthquake resilient features.</div><div>2. Building bye laws applicable for the specific earthquake zone of the region should be followed.</div></div>	<div><div>1. Awareness on building bye-laws applicable for the specific earthquake zone.</div></div>
Drought	<div><div>1. Construction of irrigation channels.</div><div>2. Existing ponds to be cleaned and more ponds to be dug as part of MGNREGA activities in village</div><div>3. Sluice gates to be linked with ponds</div><div>4. Tube wells and dug wells to be built in villages</div><div>5. Construction and maintenance of grain banks on safer locations</div></div>	<div><div>1. Promotion and support for rainwater harvesting.</div><div>2. Awareness on government subsidy on bore wells and tube wells for irrigation purposes</div></div>
Fire	<div><div>1. Establishment of fire stations as per Fire Safety Bye-laws</div></div>	<div><div>1.Promotion of usage of fuel blocks during summers to minimize cases of fire during summer</div><div>2. Awareness campaign on fire hazard and strategies to prevent fire incidents</div></div>

Chapter – 5: Preparedness

Measures Initiated by FS & CW Department

- All Collectors and CSOs have been requested to ensure storage of adequate quantities of essential commodities in remote/inaccessible pockets and flood prone areas before the onset of monsoon in FS & CW Department Letter No.9881 dt.10.05.2018.
- All Collectors have also been requested for floating of tenders for supply of Chuda & Gur to be procured in the eventuality of flood/occurrence of natural calamities during the year 2018 in FS & CW Department Letter. No.9881 dt.10.05.2018.
- They have been requested to finalize the tenders immediately so as to keep the Millers/Traders in readiness to meet the exigencies of Natural Calamities.
- Besides, all Collectors have been requested to do the exercise for fresh identification of inaccessible / possible cut-off locations & ensure pre-stocking of PDS rice (for all Scheme) with FPS retailers on pre-deposit of cost with an instruction to allow all Fair Price Shops in these areas to lift their entitlement for the period of next 2-4 months so as to make the PDS commodities available during the rainy season and to utilized in the event of flood/natural calamities in FS & CW Department Letter No.9881 dt.10.05.2018.
- They have been instructed to review the pre-flood arrangement and stocking of essential commodities in inaccessible / remote pockets of their districts on regular basis and to report compliance to FS & CW Department.
- Control rooms has already been set up in the Department for transmission of Flood/Natural Calamities related information to the Office of Special Relief Commissioner. The contact number of FS & CW Department's Control Room is 0674-2393644.
- Necessary arrangement has already been made for stocking of Chuda & Gur in 195 godowns of different flood prone districts.
- Process for procurement of polythenes for protecting the food grains in flood affected areas have been initiated.

Measures necessary for capacity building.

A critical component of preparedness in FS & CW Deptt. has been education and training of officials and the community members at risk, training of intervention teams, establishment of standards and operational plans to be applied following a disaster. The following measures and investments would be undertaken to ensure effective preparedness to respond any disaster is given below.

Table-14 Measures and Investment Required for Strengthening Different Components

Sl. No	Particulars	Measures Required
1	Strengthening of control room	The Control room at State level and district level shall be well equipped with communication facility like telephone, FAX, Internet, Computer, Printer, Inverter, stationeries etc.

2	Coordination	<p>Mobility support requirement for movement of departmental personnel to the affected areas is highly essential as currently the department has very few vehicles at their disposal,</p> <p>As per the requirement, the vehicle and fuel cost support shall be provided by the District authorities for distribution of PDS commodities.</p> <p>National Social Service, National Cadet Corps, Nehru Yuva Kendras, local SHGs and other village level organizations will be encouraged to support for the common cause.</p>
3	District specific Disaster Management Plan	All districts shall make vulnerable analysis with regard to PDS and accordingly the CSO is responsible to prepare a plan specific to their district. The same will be submitted to District Collector to incorporate in the District Disaster Management Plan.
4	Emergency stock of Food grains	At the State level emergency stock of essential food grains will be procured and supplied to each district to keep at district/sub-divisional level to mitigate any disaster event.
5	Financial preparedness	Delegation of power will be given to CSOs to spend from DM account.

Preparedness Plans , Capacity Building, Data Collection and Identification and Training.

- Distribution of PDS commodities will be done regularly as per the guideline
- Keeping a Food stock of 20% of total annual requirement for the year at various levels of vulnerable district, block and GP to meet the emergency till provision of additional supply. Storing of *Chuda & Gur* will be done to meet the emergency requirements.
- Educating public on food stock planning and preparedness.

The Department will open control room at State and District level as a part of mandatory activity. To address flood situation, control room shall start from 15th June till 31st August during office hours. In case of any instruction by District Administration or by State Government, the period and timing of functioning of control room will be followed accordingly.

7.2 Nodal person

Sl No.	Name & Designation of the Nodal person for Disaster Management in the Department	Contact No.	
		Office	Mobile
1.	Dhirendra Kumar Sahoo, AD(FS)-cum-Joint Secretary.	0674-2322349	9437252189

7.3 Emergency Operation Center (Department)

Number of Staffs assigned	Name of the staff	Specific Task Assigned	Contact No	
			Office	Mobile
		Warning Communication		
		Response & Relief		
		Capacity Building		
		Capacity & Resource Development		
		Prevention & mitigation measures		

7.4 Contact details of the Heads of the Department/Division

Sl.No.	Name	Designation	Telephone (Office)	Fax	PABX	Mail Id
1	Sri. Vir Vikram Yadav, IAS	Commissioner-cum-Secretary	2536892	-	2336	fcswsc@nic.in
2	Sri Jyoti Kumar Lakra	Addl. Secretary	2396227	-	2347	-
3	Sri Prem Chandra Choudary	DCA-cum-Joint Secretary.	2394967	-	2337	-
4	Sri M.Harichandan	FA-cum-Addl. Secretary	2390307	-	2339	-
5	Sri. B.K.Prusty	Joint Secretary	2393649	-	2361	-
6	M.Q. Haque	Joint Secretary	2392163	-	2344	-
7	Smt.S.Bindhani	Joint Secretary	2393062	-	2345	-
8	Sri D.K.Sahoo	Addl.Director(FS)-cum-Joint Secretary.	2393024	-	-	-
90	Sri K Pratap Chandra Patra	Dy. Director (MI)	2393790	-	2341	-
10	Sri D.Barik	Joint Director(FS)	-	-	-	-
11	Sri N. K. Rout	Joint Director(FS)	-	-	2346	-
12	Sri Ajit Ku. Patra	Joint Director(FS)	-	-	-	-
13	Sri K.K.Naik	Under Secretary	-	-	2356	-
14	Sri C.R.Mohanty	Under Secretary	-	-	-	-
15	Sri L. Khatei	Under Secretary	-	-	2359	-

7.5 Details of Human Resources trained on Disaster Management

Sl No.	Staff Category	Total staff	No of trained personnel			
			Basic	ToTs	MoTs	Total
1	Administrative					
2	Clerical & Financial					
3	Project/scheme					
4	Menial/Support					
Total						

7.6 Resource

Sl No	Type of Resource	Description (utility during Disaster & for preparedness)	Details	
			Name of the District/Division	Total (In Nos.)
1	Infrastructure			
a				
b				
2	Support Equipment for DM			
a				
b				
3	Human Resources			
a	Trained on DM			
b	untrained			
4	Others (Specify)			
a				
b				

7.7 Important Contact Nos.

Sl No.	Name of the Agency/Department	Name of the Nodal Person	Contact details

7.8 Preparedness at Department level **(List is Indicative & may be extended)**

- Ensure regular preparedness meetings (preferably quarterly)
- Develop & update Disaster Management Plan, carry out Hazard analysis
- Keep a list of Contacts of EoCs, Nodal officer of different departments, Important stake holders,
- Keep a list of infrastructure/equipment with Operation & Maintenance calendar
- Carry out operation & maintenance of infrastructure / equipment as per schedule
- Develop yearly capacity building calendar of stakeholders & volunteers
- Assess preparedness through Mock Drills for different disasters at district department, block & community level
- Adopt sustainable prevention & mitigation measures
- Integrate DM, DRR & CCA features in development programmes

Chapter -6: Response Plan

6.1 Public Warning System

After getting warning from State authorities or District Administration, information will be disseminated to field by the State/District Incident Response Team. Mass media like TV, Radio, Press warning would also be considered for preparedness.

The State and District Control room will be activated to function round the clock in the concerned district. The State IRT shall furnish the status report about the establishment of control room at district level. CSO will be responsible to provide all support to control room at district level.

6.1.1 Existing arrangements of the department for information collection and dissemination

After issue of early warning, Civil Supply Officer of the vulnerable districts will explain the detailed response plan at district level meeting of District disaster management authority constituted in every district in conformity with GoI guideline for planning, coordinating and implementing various activities.

6.1.2 Existing system of Public Warning in the departments.

The CSOs of non- vulnerable districts will prepare 3 separate teams of IS& PI (up to 30 % of total strength) for deployment to the affected area at the request of State IRT. The first team will be replaced after 7 days by second team and so on. All the field staff will be asked to remain at their respective head quarter with necessary preparation as per the standard operating procedure.

The control room will collect, collate and transmit information regarding matters relating to the natural calamities and relief operations undertaken, if any, and for processing and communicating all such data to concerned quarters. The list of volunteers and community resources that is already available should be in readiness to support response measures.

The Control Room shall be manned round the clock during the peak period of disaster till the relief operations are over. For this purpose one officer, one assistant and one peon will be on duty in suitable shifts. The Officer-In-Charge of the Control Room shall maintain a station diary and such other records as may be prescribed by the department. The particulars of all information received and actions taken should be entered in the Station diary chronologically.

The CSO shall furnish a daily report to the head of office on the important messages received and actions taken thereon. The head of office shall indicate the particulars to be released for public information.

6.1.3 Establishment of control rooms at State and District level

Contact Numbers (OSCSC Ltd.).
EPBX 0674-2395391/2394956 FAX-2395291/2390199

Sl.No.	Name of the Officer	Designation	Epbx	Office	Residence
1	Sri V . V. Yadav , IAS	Chairman	201	2394265	
2	Sri Saroj Kumar Samal (OAS)	M.D.	203	2391953	2390533
3	Sri Kamrup Mahanandia, OFS	FA & CAO	205	2394475 9437966544	9437107038
4	Sri Sasanka Sekhar Nayak, FCA	CGM	230	2392264 9437014265	2354526 8018489370
5	Er. Ashok Kumar Panda	G.M. (Tech .)	207	2390310 9438878302	9437048955
6	Sri Narahari Sethy, OAS Grade-B(SG)	G.M. (Admn.)	208	2393038 943887831	2393133 9437140591
7	Sri Pradip Kumar Gardia	GM	235	94371 51 190	
8	Sri K. C. Das, OAS (S)	GM (Proc)	241	2536810 9438878310	9437238915
9	Sri Bani Prasad Acharya	GM (Accts .)	226	2396887 9438878300	9861304341 2537861
10	Sri Santosh Kumar Dash, OAS(S)	G.M(PDS)	209	2390517 9438200029	9437106816
11	Sri Ashok Kumar Panda	Law Officer	227	2391192 9438878307	9861218132
12	Sri Rajendra Kumar Kar	Company Secy.	240	9437900210	
13	Sri N. Panigrahi	P.A. to M.D.	204	2391 953 9438672087	2558187
14	Sri Jagaba ndhu Das	P.A. to Chairman	202	2394265	
15	Sk. Arif	Asst. Exe. Eng.	221	9437278589	2590436
16	Sri Chandra Sekhar Pattnaik	MVI	248	9438878306	9437100234
17	Sri Ramakanta Jena	Manager (Marketing)	229	9438878301	
18	Sri B. K. Panda	Manager (Technical)	210	9437280701	
19	Sri Sankarsan Sahoo	Manager (Q.C)	233	9438878308	

Contact Details of all CSOs at the District level.

Sl No.	Name of the District	Mobile Sim card	Email ID
1	Angul	9438200031	angul.cso@gmail.com
2	Balasore	9438200032	cso.balasore@gmail.com
3	Bargarh	9438200033	cso.baragarh@gmail.com
4	Bhadrak	9438200034	cso.bdk@gmail.com
5	Bolangir	9438200035	cso.bol@gmail.com
6	Boudh	9438200036	cso.boudh@gmail.com
7	Cuttack	9438200037	cso.cuttack@gmail.com
8	Deogarh	9438200038	dmcsodgh@rediffmail.com
9	Dhenkanal	9438200039	cso.dhe@nic.in
10	Gajapati	9438200040	cso.gajapati@gmail.com
11	Ganjam	9438200041	dmganjam@gmail.com
12	Jagatsinghpur	9438200042	cso.jagatsinghpur@gmail.com
13	Jajpur	9438200043	oscscltd13ajapur@gmail.com
14	Jharsuguda	9438200044	cso.js@gmail.com
15	Kalahandi	9438200045	oscscltd@gmail.com
16	Kandhamal	9438200046	cso.kandhamal@gmail.com
17	Kendrapara	9438200047	cso.kendrapada@gmail.com
18	keonjhar	9438200048	oscscltdkjr@yahoo.com
19	Khurda	9438200049	cso.khordha@gmail.com
20	Koraput	9438200050	csodm@rediffmail.com
21	Malkangiri	9438200051	districtmanagermkg1@gmail.com
22	Mayurbhanj	9438200052	cso-may@nic.in
23	Nabarangpur	9438200053	csongp@gmail.com
24	Nayagarh	9438200054	cso-nay@nic.in
25	Nuapada	9438200055	cso.npd@gmail.com
26	Puri	9438200056	cso.puri@gmail.com
27	Rayagada	9438200057	csodmrgda@gmail.com
28	Sambalpur	9438200058	cso.sambalpur2013@gmail.com
29	Sonepur	9438200059	sonepurcso@gmail.com
30	Sundargarh	9438200060	cso.sng@gmail.com

6.2 Inter-Departmental Coordination

6.2.1 State Level (Note: Inter-departmental coordination at the state level may be elaborated)

6.2.2 District Level (Note: Inter-departmental coordination at the state and district level may be elaborated)

6.2.3 Appointment of Nodal Officers to support Inter-departmental coordination

Sl No.	Level	Name of the Nodal Officer	Contact No.	Alternative contact no.	Roles/Responsibilities
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6.3 Incident Response Teams (IRTs)

Incident Response Team will be constituted at State and District level to tackle any disaster.

Role of the District Incident Response Team are:-

- i. To coordinate with Department, OSCSC, Food Aid Agencies (WFP) and District Authority
- ii. To activate Disaster Plan
- iii. To prepare Food Aid plan and procure required resources as per incident specific action plan.
- iv. To manage the overall response activities in the field
- v. To deploy adequate staff for the response and monitor effectiveness
- vi. To develop the media messages regarding up to date status of disaster mitigation and response work
- vii. To Procure necessary Food stock necessary for response measures
- viii. To collect and store disaster related information for post incident analysis
- ix. To visit the affected areas to assess the extent of damage

Role of the State Incident Response Team are:-

- i. To coordinate with State Government, Central Government, Food Aid Agencies and other concerned Departments
- ii. To facilitate execution of orders for declaring the disaster
- iii. To prepare a status report regarding the disaster
- iv. Visit the spot and assist the District Response Team for pre disaster planning

- v. Assess the staff and other logistic requirement for field operation and monitor effectiveness
- vi. To ensure availability of funds at District and block level to meet contingency expenses
- vii. To develop the media messages regarding up to date status of disaster mitigation and response work
- viii. To arrange necessary Food stock necessary for response measures
- ix. To monitor and guide the district response team
- x. To maintain an inventory of all related guidelines, procedures, action plans, district maps and Contact numbers.
- xi. To document the lessons learnt at different stages of disaster management and make suggestion for necessary addition/alteration.

Table- 16 IRT at State level for FS & CW Deptt.

Sl. No	Post	Role
1	MD-OSCSC ltd.	Chairman
2	Addl. Secy., FS & CW Deptt.	Member
3	Joint Secy., FS & CW	Member -Convenor
4	GM-PDS, OSCSC	Member
5	Controller, Legal Metrology	Member
6	Joint Secy., FS & CW Deptt.	Member
7	Addl. Director, FS & CW Deptt.	Member
8	Manager, Storage, OSCSC	Member
9	Manager, Procurement	Member
10	Dy. Director, FS & CW Dept.	Member

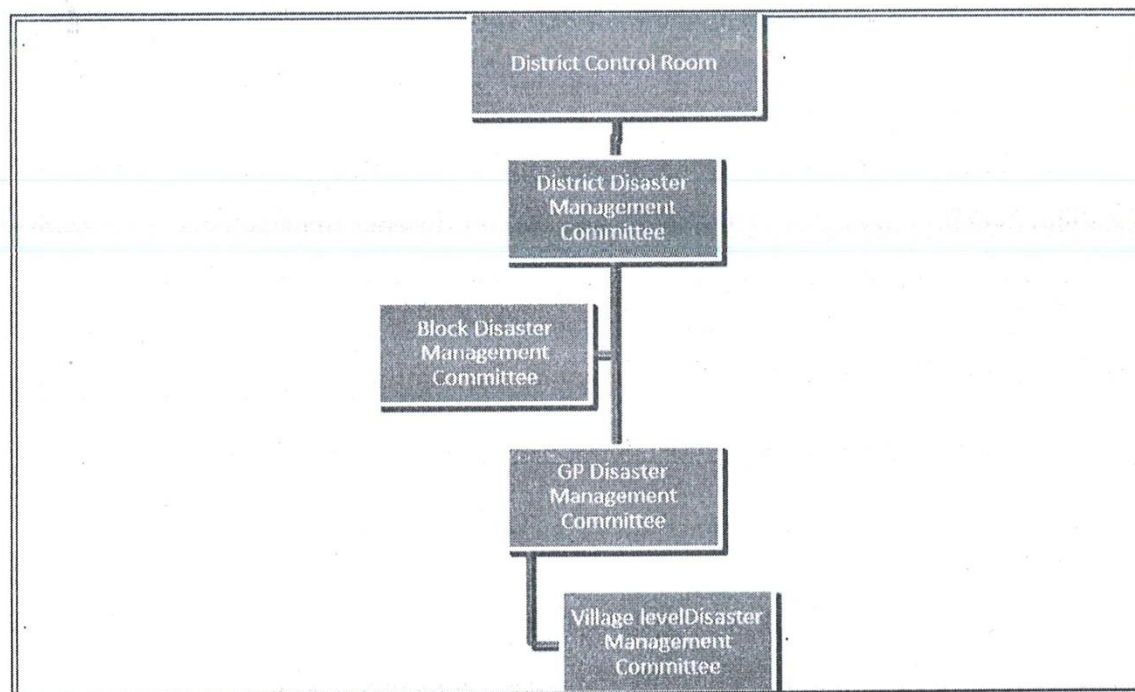
Table -17 IRT at each District level for FS& CW Deptt.

Sl. No	Post	Role
1	DM-cum-CSO	Chairman
2	ACSO, Hqrs.	Convenor
3	Accounts Manager, OSCSC	Member
4	Selected ACSOs and Inspector of Supplies (5)	Members

IRT at District level shall meet at least twice in a year after getting proceedings of meetings/ instructions/ guidelines from State IRT State level. 1st meeting will be held on 1st week of January and 2nd meeting on 1st week of June every year.

Figure -5: Schematic Diagrams of Various Disaster Management Committees

At each district there is Control Room headed by District Collector. There is District Disaster Management Committee at the District level, Block Disaster Management Committee at Block Level, GP Disaster Management Committee at GP level and Village Disaster Management Committee at the village level.



6.4 Disaster Specific Response Plan of the Department

(Note: Response plan for major disasters such as Cyclone/Flood/Earthquake/Flash flood / Drought (relevant to the department) state and district level to be prepared).

Sl No.	Natural Calamity	Responsibility	Response Time line	Who is responsible
1	Flood	Estimate of Area under Submergence/ inundation/ Sand Cast	24 hours	RI /ARI &VAW/AO at GP level Tahasildar & AAO at block level Collector & DDA at District level Revenue and DM Dept. at state level
2		Assessment of Damage	After 7 days of submergence/ receding of flood	-Do-
3	Drought/ Moisture Stress	Area under moisture stress	At regular intervals during the cropping season	-Do-
4	Cyclone/ Hailstorm/ Tidal waves	Area affected by submergence/ saline inundation/ sand cast/ lodging of crops etc	Immediate after occurrence	-Do-
5	Pest & Disease attack	Area affected	24 hours in case of emergencies/ as Monitored through e-pest surveillance On a weekly basis.	VAW/AO at GP level AAO at block level DDA/PPO at District level DDA (Plant Protection) at State Level

6.5 Roles of NGOs and Voluntary Organization for better coordination

National Social Service, National Cadet Corps, Nehru Yuva Kendras, village level SHGs and other welfare organizations will be involved in rescue and relief operations. They will be intimated about the measures taken by the department and their feedback will be considered for further streamlining the post operations.

System of assessing Damage.

The Inspector of Supplies based at the Block level should keep all the record of the damage of Godowns. The loss and damage to Godowns will be submitted by him, which will be compiled at district level for onward transmission to District Collector and OSCSC in the prescribed format. The assessment will be done by departmental field staff and compiled by the CSOs as per the prescribed format.

1.6. Standard Operating procedure for the Department.

Primary Tasks
<ul style="list-style-type: none">• To coordinate with Government of Odisha and State Disaster Management Authority.• To coordinate the Relief Recovery operations in the wake of disasters.• To ensure timely supply and distribution of food grains to affected people.• To declare and notify Disaster Situation.
Preparedness Functions
<ul style="list-style-type: none">• Establish infrastructure at the district level in working order and all inventories updated.• Train personnel on operations.• Ensure basic facilities for personnel who will work at district level for disaster response.• To coordinate the preparedness functions of all line departments.• Establish disaster management funding mechanisms to ensure adequate resources for preparedness work, and quick availability of resources for relief and rehabilitation when required.• Help DDMC with additional resources for disaster preparedness.• On annual basis report to the OSDMA of the preparedness activities.• Establish and activate help lines through police and district public relations office.• Prepare a list of potential Food Storage Centers with clearly specifying their capacity

and check upon their capacity for providing food to people with varying social behavior.

- Prepare & update inventory of resources every quarter.

Mitigation

- Ensure that funds are being allocated for disaster management.
- Ensure that structural and non-structural mitigation measures are taken at Block and District level.
- Establish warning system between State – District and in high risk zones.
- Monitor implementation of construction norms for all types of buildings and storage infrastructure.

Alert and Warning Stage

- Maintain contact with forecasting agencies and gather all possible information regarding the alert.
- Ensure activation of State level EOC in standby mode.
- Instruct all ESFs to remain in readiness for responding to the emergency.
- Advise concerned DDMA to carry out evacuations where required, and to keep transport, relief and medical teams ready to move to the affected areas at a short notice.
- Dispatch field assessment teams, if required.
- Provide assessment report to the SDMA.

Response

- Coordinate and plan all activities with OSDMA
- Conduct Rapid Assessment and launch Quick Response.
- Conduct survey in affected areas and assess requirements of relief
- Distribute emergency relief material to affected population.
- Coordinate all activities involved with emergency provisions of temporary shelters, emergency mass feeding, Community Kitchen and bulk distribution of coordinated

relief supplies for victims of disasters.

- **Ensure the supply of sufficient food grains through the Public Distribution System.**
- Prepare a list of relief items/ food items to be distributed.
- Formulate sector specific teams such as transport, material and equipment for responding to the disaster incident.
- Prepare a transportation plan for supply of relief items.
- Convene meetings of all NGOs, Youth Clubs, and Self Help Groups operating in the district and assign them unambiguous responsibilities for relief, recovery and rehabilitation.
- Call for emergency meeting to take stock of the situation. Develop an action plan.
- Appoint In-charge Officers of Response base.
- Ensure damage and need assessment

Recovery and Rehabilitation

- Ensure preparation of rehabilitation plan for displaced population through PRIs.
- Organise initial and subsequent technical assessments of disaster affected areas and determine the extent of loss and damage and volume and nature of relief required.
- Keep OSDMA informed of the situation.
- Ensure supply of food, medical supplies and other emergency items to the affected population.
- Visit and coordinate the implement of various rehabilitation programmes.
- Coordinate the activities of NGOs in relief and rehabilitation programmes.
- Allocate funds for the repair, reconstruction of damaged infrastructure after considering their overall loss and damage.
- Prepare an evacuation plan for population from the dangerous area / buildings as per the advice of agencies identified for issuing warnings before, during & after the incident.

SPO at District, Block and GP Level.

Activities	Responsibility	Timeline				
		Flood/ Cyclone	Drought/ Heat wave	Tsunami/ Lightening	Manmade	
Preparedness					Fire	Others
Mock Drill	Sarpanch	May	January	Quarterly	Quarterly	Quarterly
Communication from Block to GP	BDO	T-3 days	T-10 days	Immediate	NA	NA
Communication from GP to Block	Sarpanch	NA	NA	NA	Immediate	Immediate
Awareness campaign for disaster preparedness	Sarpanch/ EO	April	December	Quarterly	Quarterly	Quarterly
Pre-Arrangement for evacuation						
Coordination with Inspector of schools to use school building as cyclone shelters	BDO	T-3 days	T-10 days	Immediate	NA	NA
Assessing the medical facilities	Sarpanch	T-3 days	T-10 days	Immediate	NA	NA
Arrangement of flood/Cyclone shelters	Sarpanch	T-3 days	T-10 days	Immediate	NA	NA

Activities	Responsibility	Timeline				
		Flood/ Cyclone	Drought/ Heat wave	Tsunami/ Lightening	Manmade	
Resource Mapping & Gap Analysis to prevent calamity	BDO/Sarpanch	April	December	NA	NA	NA
Medical Stock at BNRGSK	BDO/Sarpanch	Monthly	Monthly	Monthly	Monthly	Monthly
Insurance Cover for Assets & Livestock	Sarpanch/EO	Annual	Annual	Annual	Annual	Annual
Response					Fire	Riots/other s
Communication from GP to Block	Sarpanch/EO			Immediate	Immediate	Immediate
Evacuation to temporary shelters	BDO/Sarpanch/EO	T-0 days	T-0 days	T-0 days	T-0 days	T-0 days
Ensuring drinking water, Sanitation & medical facilities	BDO/Sarpanch/EO	T-0 days	T-0 days	T-0 days	T-0 days	T-0 days
Mobilising of relief distribution	BDO/Sarpanch/EO	T-0 days	T-0 days	T-0 days	T-0 days	T-0 days
Communicate with the district administration for assistance	BDO	T-0 days	T-0 days	T-0 days	T-0 days	T-0 days

Activities	Responsibility	Timeline				
		Flood/ Cyclone	Drought/ Heat wave	Tsunami/ Lightening	Manmade	
Post Disaster					Fire	Riots/ Others
Identification of victims for compensation	Sarpanch/EO	T+7 days	T+7 days	T+7 days	T+7 days	T+7 days
Arrange work under MGNREGS, SGSY & NRLM	BDO	T+7 days	T+7 days	T+7 days	T+7 days	T+7 days
Meeting fund requirements for Social Security, Consumption and economic activities through loans from Community Investment Support Fund (CISF)	PD/Collector/ BDO/Sarpanch	T+7 days	T+7 days	T+7 days	T+7 days	T+7 days
Reconstruction of houses through rural housing Schemes	BDO	T+30 days	T+30 days	T+30 days	T+30 days	T+30 days
IAY – 95% allocated for construction of						

Activities	Responsibility	Timeline				
		Flood/ Cyclone	Drought/ Heat wave	Tsunami/ Lightening	Manmade	
houses						
5% allocated for BPL families affected by natural calamities						
Mo-Kudia – 25% is reserved for household affected due to Fire, Flood, Riot and Elephant Menace.						
Reconstruction of local infrastructures through the following Schemes	BDO	T+30 days	T+30 days	T+30 days	T+30 days	T+30 days
CC Roads – construction of inter village roads						
BRGF – to fill critical gaps in local infrastructure in 20 districts						
GGY - to fill critical gaps in						

Activities	Responsibility	Timeline				
		Flood/ Cyclone	Drought/ Heat wave	Tsunami/ Lightening	Manmade	
local infrastructure for the remaining 10 districts						

Checklist.

Sl.	Activity	Question
1	Setting aims of the Plan	<ul style="list-style-type: none"> What should be included in the aims and objectives?
2	Preparing community profile	<ul style="list-style-type: none"> Which parameters are to be mapped in the profile?
3	Assessment of the Community	<ul style="list-style-type: none"> What are the risks and vulnerabilities in the community? What are the weaknesses and strengths?
4	Warning Systems	<ul style="list-style-type: none"> What kinds of warning systems are going to be used?
5	Evacuation Procedures	<ul style="list-style-type: none"> Who authorizes evacuation and when? What routes are to be followed? Who will look after those people in the
6	Emergency Shelters	<ul style="list-style-type: none"> What buildings have been chosen for this purpose (e.g. shelter home, schools etc)? What equipment is available there and who is responsible for their failsafe operation?

7	Search and Rescue	<ul style="list-style-type: none"> • Who is responsible? • What equipment is available and where is it?
8	Damage/Needs Assessment— Initial and On-going	<ul style="list-style-type: none"> • Who is responsible? • How will it be done?
9	Road Cleaning/ Debris Clearing	<ul style="list-style-type: none"> • Who is responsible? • What equipment is available and where is it?
10	Communication	<ul style="list-style-type: none"> • How will our community be in contact with the outside world after a disaster?
11	Law and Order/Security	<ul style="list-style-type: none"> • Who is responsible?
12	Transport	<ul style="list-style-type: none"> • Who is responsible for arranging transport in an emergency? • What vehicles are available and where are they?
13	Repair of Community Services (Water, Electricity, Phones)	<ul style="list-style-type: none"> • Who is responsible?
14	Health	<ul style="list-style-type: none"> • Who will coordinate First Aid assistance? • What clinics, equipment and supplies are available?
15	Personal Support for those Affected by Disasters	<ul style="list-style-type: none"> • Who has experience of training? • Who will coordinate this assistance?
16	Welfare	<ul style="list-style-type: none"> • What will be done to provide shelter, food and clothing for those in need?
17	Relief Supplies	<ul style="list-style-type: none"> • Who will identify the neediest and how will it be done? • How can emergency supplies be obtained after a
18	Outside Assistance	<ul style="list-style-type: none"> • What is available? • How are requests made?

19	Testing the Community Plan	<ul style="list-style-type: none"> • How will this be done? • How will a mock drill be conducted?
20	Revision and Updating of the Community Plan	<ul style="list-style-type: none"> • How often will this be done? • How will it be done and who will be involved?
21	Making the Community Aware of the Plan	<ul style="list-style-type: none"> • How will this be done? • How will community members give their input to the Plan?
22	Risk Reduction (Mitigation) Activities	<ul style="list-style-type: none"> • How will these be identified? • Who will carry out these activities?
23	Documents	<ul style="list-style-type: none"> • Community maps, contact names and addresses.

Chapter – 7

Relief, Restoration & Rehabilitation

7.1 Relief

7.1.1 Reporting Procedures and formats for damage assessment and others

(Department wise procedures and formats for damage assessment to be elaborated in tables.)

7.1.2 Illustrative list of activities identified as of an immediate nature

Drinking water supply (RWSS)

- ✓ Repair of damaged platforms of hand pumps/rising wells/spring-tapped chambers/public stand-post, cistern
- ✓ Restoration of damaged stand post including replacement of damaged pipe lengths with new pipe-lengths, cleaning of clear water reservoir (to make it leak proof)
- ✓ Repair of damaged pumping machines, leaking overhead reservoirs and water pumps including damage intake- structure, approach gantries/jetties.

Roads (PWD)

- ✓ Filing up of breaches and potholes, use of pipe for creating waterways, repair and stone pitching of embankments.
- ✓ Repair breached culverts
- ✓ Providing diversions to the damaged/washed out portions of bridges to restore immediate connectivity.
- ✓ 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 to roads to restore traffic.

Irrigation

- ✓ Immediate repair of damaged canal structure and earthen/masonry works of tanks and small reservoirs with the use of cement, sand bags and stones.
- ✓ Repair weak areas such as piping or rate holes in dam walls/embankments.
- ✓ Removal of vegetative material/building material/debris from canal and drainage system
- ✓ Repair of embankments of minor, medium and major irrigation projects.

Health:

- ✓ Repair of damaged approach roads, buildings and electrical lines of PHCs/ Community Health Centers

Community assets of Panchayats

- ✓ Repair of village internal roads
- ✓ Removal of debris from drainage/sewerage lines
- ✓ Repair of internal water supply lines
- ✓ Repair of street lights
- ✓ Temporary repair of primary schools, Panchayat offices, Community halls, Anganwadi etc.

Power: Repair of Poles/ conductors and transformers up to 11 Kv.

7.1.3 Minimum Standards of Relief

7.1.4 Management of relief supplies/speedy management

1.2 Rehabilitation and Restoration;

Rehabilitation and restoration comes immediately after relief and rescue operation of the disaster. This post disaster phase continues until the life of the affected people comes to normal. This phase mainly covers damage assessment, disposal of debris, disbursement of assistance for houses, formulation of assistance packages, monitoring and review, cases of non-starters, rejected cases, non-occupancy of houses, relocation, town planning and development plans, awareness and capacity building, housing insurance, grievance redress and social rehabilitation etc.

The district is the primary level to respond to any natural calamity & take up restoration & rehabilitation activities wherein the role of the heads of the department play a vital role to evaluate, assess the quantum of loss & report the situation to the Special Relief commissioner/ State Government for assistance. Further, The Department must undertake all the steps for restoration & rehabilitation of all such infrastructure damaged in disaster by supplying essential commodities, group assistance to the affected people, damage assessment and administering appropriate rehabilitation and restoration measures.

However, for any assistance from the state government the requisition must reach the SDMA & SRC office in the prescribed format as detailed below for smooth & quick processing.

Damage & Loss Assessment

Sector		Damage in physical terms	Requirement of funds for repair of immediate nature	Out of (3), amount available from annual maintenance budget	Out of (3), amount available from related schemes/ programs/ other sources	Out of (3), amount proposed to be met from CRF/NCCF in accordance with list of works indicated in the Appendix to the revised items and norms
Roads & Bridges	PWD Roads	No. of breaches- Length of Road damaged – No. of culverts damaged – No. of culverts washed away –				
	Rural Roads	No. of Roads damaged – Length of Road damaged – No. of breaches – No. of CD/Bridge damaged– No. of CD/Bridge washed away –				
	Urban Roads	Length of drain damaged – Length of Road damaged No. of culverts damaged –				
	Panchayat Roads	No. of Roads damaged – Length of breaches – Length of Road damaged – No. of culverts damaged – No of culverts washed away				
	River/Canal Embankment Roads	No of Roads damaged in river embankments– Length of Road damaged in river embankments – No of Roads damaged in canal embankments – Length of Road damaged in canal embankments –				
Drinking Water Supply	Rural Water Supply	No of Tube wells damaged – No of platforms damaged – No. of Rural pipe water supply system damaged -				
	Urban Water Supply					
Irrigation	River Embankment	No of breaches – Length of breach in Km – No of partial damage -				
	Canal Embankments	No of breaches – Length of breach in Km – No of partial damage -				
	M I projects	No of Minor Irrigation projects damaged -				
	Clearance of Drainage channels	Length of drainage channels congested with vegetative materials –				
Primary Education	Primary School Buildings	No of Primary School buildings damaged -				
PHCs	PHCs	No of Primary Health Centres damaged -				
Community assets owned by Panchayats	Community Halls	No of Panchayat Ghar/Community Hall damaged -				
	AWW Centres	No of Anganwadi Centres damaged -				
Power	Electrical lines	No of Primary sub-stations damaged – 33 KV lines damaged – 11 KV lines damaged – Distribution Transformers damaged – LT lines damaged –				
Total						

Chapter 8

Recovery:

A series of long term activities framed to improve upon the repaired activities in the Reconstruction & rehabilitation phase are covered under Recovery phase. Recovery includes all aspects of mitigation and also incorporates the continuation of the enabling process, which assists the affected persons and their families not only to overcome their losses, but also to achieve a proper and effective way to continue various functions of their lives. The Recovery process is therefore a long-terms process in which everyone has a role – the Government including the PRI members, NGOs and especially the affected people, their families and the community.

The Role of the Departments are to explore the scope for

- Preparation of Recovery plan for displaced population, vulnerable groups, environment, livelihoods
- Organize initial and subsequent technical assessments of disaster affected areas and determine the extent of recovery works necessitated in addition to reconstruction & rehabilitation works.
- Evaluate the extent of works under SDRF/NDRF & other sources(damaged infrastructures)
- Explore opportunities for external aids like (International Agencies / Civil Society / Corporate Sector)
- Allocate funds for the stabilization of the repaired & reconstructed infrastructure.
- Integrate Climate change & Disaster Risk Reduction features in the recovery programmes

The heads of the department will be the coordinator of all Recovery activities under the department. The role of the Heads of the department will be to:

- Generally monitor the management of the recovery process;
- Ensure implementation of the recovery plan at the district level & below.
- Ensure Effective service delivery minimizing overlap and duplication;

Chapter – 09

Mainstreaming Disaster Risk Reduction (DRR) in developmental projects of the department

9.3 Identification of existing programmes of the Department

9.4 Devising plans for factoring Disaster Risk Reduction features into developmental programmes.

[Devise appropriate policy for “Sustainable development” by factoring disaster risk concerns, can help reduce disaster losses, protect existing development gains and avoid new risks. Identify national and other development programs connected with your department and induce strategic interventions for accomplishing “sustainable development” objectives.]

Mainstreaming DRR involves incorporating disaster risk reduction into development policy and practice. It means radically expanding and enhancing disaster risk reduction so that it becomes normal practice, fully institutionalized within an agency’s relief and development agenda.

Mainstreaming has three purposes:

- (a) To make certain that all the development programmes and projects, are designed with evident consideration for potential disaster risks and to resist hazard impact,
- (b) To make certain that all the development programmes and projects do not inadvertently increase vulnerability to disaster in all sectors: social, physical, economic and environment
- (c) To make certain that all the disaster relief and rehabilitation programmes and projects are designed to contribute to developmental aims and to reduce future disaster risk.

Mainstreaming DRR into the developmental plans is an important mandate of the Disaster Management Act 2005. Integration of disaster risk reduction measures into ongoing flagship programmes of the department is being used as an entry point for mainstreaming

DRR in development plans. Steps for ensuring the incorporation of DRR into various ongoing programmes/plans are as follows:

- (a) Identification of key programme/projects of the department.
- (b) Identification of entry points within the programme for integration of DRR (structural, nonstructural and other mitigation measures) at various levels viz. state, district and local levels
- (c) Close coordination with concerned departments such as State Planning Commission and Finance Department for promoting DRR measures into development plans and policies
- (d) Allocation of dedicated budget for DRR within the departmental plans
- (e) Preparation of guidelines for integration of disaster risk reduction measures into development plans of the department at the district and sub-district level.
- (f) Review & Incorporation of DRR provisions in the policies, rules & regulations

Chapter -10:

Provisions for financing the activities

As per the sub-section (2) of Section (40) of the DM act, every department of the state government while preparing the Departmental Disaster Management Plans shall make provision for financing the activities specified therein.

10.1 State Disaster Response Fund (SDRF)

As per the provisions of Disaster Management Act, 2005 sub-section (1)(a) of Section (48) and based on the recommendation of the 15th Finance Commission, the Government of Odisha has constituted the State Disaster Response Fund (SDRF) replacing the Calamity Relief Fund (CRF). The amount of corpus of the SDRF determined by the 15th Finance Commission for each year the Finance Commission period 2015-20 has been approved by the Central Government. The Central Government contributes 75% of the said fund. The balance 25% matching share of contribution is given by the State Government. The share of the Central Government in SDRF is released to the State in 2 installments in June and December respectively in each financial year. Likewise, the State Government transfers its contribution of 25% to the SDRF in two installments in June and December of the same year.

As per the Guidelines on Constitution and Administration of the State Disaster Response Fund (SDRF) laid down by the Ministry of Home Affairs, Government of India, the SDRF shall be used only for meeting the expenditure for providing immediate relief to the victims of cyclone, drought, earthquake, fire, flood, tsunami, hailstorm, landslide, avalanche, cloud burst and pest attack. The State Executive Committee (SEC) headed by the Chief Secretary, SEC decides on all matters connected with the financing of the relief expenditure of immediate nature from SDRF.

(The reporting formats of the department for SDRF norms is annexed at Annexure- 1 to 3)

10.2 National Disaster Mitigation Fund

As per Section 47 of the DM Act 2005, Central Government may constitute a National Disaster Mitigation Fund for projects exclusively for the purpose of mitigation. This Section has not been notified by the Government so far. As mentioned earlier, the FC-XV restricted its recommendation to existing arrangements on the financing of the already constituted funds (National Disaster Response Fund and State Disaster Response Fund) only, as per its terms of reference. The FC-XV did not make any specific recommendation for a mitigation fund.

10.3 Recommendations of the Fourteenth Finance Commission

In regard to grants for disaster management, Fourteenth Finance Commission (FC-XV) has adopted the procedure of the XIV FC and used past expenditures on disaster relief to determine the State Disaster Response Fund corpus. While making recommendations, XV FC have taken note of the additional responsibility cast on

States and their district administrations under the Disaster Management Act. XV FC has also taken note of the location-specific natural disasters not mentioned in the notified list, which are unique to some States.

10.4 Release of Funds to Departments and Districts:

Funds required towards pure relief to affected persons / families for natural calamities in shape of emergency assistance, organizing relief camp / free kitchen / cattle camp, agriculture input subsidy and other assistances to affected farmers, ex-gratia as assistance for death cases, grievous injury, house building assistance, assistance to fisherman / fish seed farmers / sericulture farmers, assistance for repair / restoration of dwelling houses damaged due to natural calamities are administered through the respective collectors.

Part funds towards repair / restoration of immediate nature of the damaged public infrastructure are released to the Departments concerned. On receipt of requisition from the Collectors / Departments concerned, funds are released after obtaining approval / sanction of S.E.C. However, funds towards pure relief are released under orders of Special Relief Commissioner / Chief Secretary and the same is placed before the State Executive Committee in its next meeting for approval. To save time, Collectors have been instructed to disburse the ex-gratia assistance from the available cash and record the same on receipt of fund from Special Relief Commissioner.

10.5 Allocation by Ministries and Departments

Section 49 provides for Allocation of funds by Ministries and Departments. It states that:

“(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.”

10.6 Fund provision for disaster preparedness & capacity building of the department

(Note: Provision of funds for different capacity building programmes and preparedness measures to be elaborated)

Formats for provision of funds for disaster management in the annual budget of the department

Sl No.	Categories	Sub-Categories	Total provision of funds in TRS for the financial year 2018-19
1	Mitigation	Structural	A token Provision of TRS-1 has been provided in the Annual Budget for the F.Y. 2018-19.
		Non-Structural	
2	Capacity-Building	Training Programmes	
		Mock drills	
		IEC materials	
3	Procurement	Materials	
		Resources	

10.7 Flexi Funds as a part of Centrally Sponsored Schemes

As per Department of Expenditure, Ministry of Finance, O.M No. 55(5)/PF-II/2011 dated 6.1.14, all Central Ministries shall keep at least 10% of their Plan budget for each CSS as flexi-fund (except for schemes which emanate from a legislation or schemes where the whole or a substantial proportion of the budgetary allocation is flexible). In the year 2016, as per the instructions of the NITI Aayog, Government of India vide its O.M dated 06.09.2016 have **raised flexi-funds available in each CSS to 25%** of the overall annual allocation under each scheme. States may use the flexi-funds for the CSS to meet the following objectives:

- a) Provide flexibility to States to meet local needs and requirements within the overall objective of each program or scheme;
- b) Pilot innovations and improve efficiency within the overall objective of the scheme and its expected outcomes;
- c) **Undertake mitigation /restoration activities in case of natural calamities** in the sector covered by the CSS;

The utilization of flexi-funds for mitigation/restoration activities in the event of natural calamity must be in accordance with the broad objectives of the CSS. It is possible to combine flexi-fund component across schemes within the same sector but the flexi-funds of a CSS in a particular sector shall not be diverted to fund activities/schemes in another sector. The flexi-funds constitute a source of funding for mitigation activities within overall objectives of the particular National Disaster Management Plan 143 CSS(s) under which they are allocated and this would still leave a gap in terms of funding purely mitigation related projects especially those addressing cross cutting themes that cover multiple sectors.

(The guidelines of Flexi-funds within centrally sponsored schemes is annexed at Annexure-4)

Annexure- 1

Reporting formats of the department for SDRF norms

Sector	Damage in Physical terms	Requirement of funds for repair of immediate nature	Out of (3) amount available from annual budget	Out of (3) amount available from related schemes/ programmes / other sources	Out of (3) amount proposed* to be met from SDRF/NDRF as per the list of works indicated in the revised items & norms
1	2	3	4	5	6
Roads & Bridges					
Drinking water Supply works (Rural)					
Drinking water Supply works (Urban)					
Irrigation					
**Power					
Primary Health Centres					
Community assets in social sectors covered by Panchayats					

Annexure-2 Format for working out the requirements under the head of repair of damaged infrastructure of immediate nature.

Sector		Damage in physical terms	Requirement of funds for repair of immediate nature	Out of (3), amount available from annual maintenance budget	Out of (3), amount available from related schemes/ programs/ other sources	Out of (3), amount proposed to be met from CRF/NCCF in accordance with list of works indicated in the Appendix to the revised items and norms
Roads & Bridges	PWD Roads	No. of breaches- Length of Road damaged – No. of culverts damaged – No. of culverts washed away –				
	Rural Roads	No. of Roads damaged – Length of Road damaged – No. of breaches – No. of CD/Bridge damaged- No. of CD/Bridge washed away –				
	Urban Roads	Length of drain damaged – Length of Road damaged No. of culverts damaged –				
	Panchayat Roads	No. of Roads damaged – Length of breaches – Length of Road damaged – No. of culverts damaged – No of culverts washed away				
	River/Canal Embankment Roads	No of Roads damaged in river embankments- Length of Road damaged in river embankments – No of Roads damaged in canal embankments – Length of Road damaged in canal embankments –				
Drinking Water Supply	Rural Water Supply	No of Tube wells damaged – No of platforms damaged – No. of Rural pipe water supply system damaged -				
	Urban Water Supply					
Irrigation	River Embankment	No of breaches – Length of breach in Km – No of partial damage -				
	Canal Embankments	No of breaches – Length of breach in Km – No of partial damage -				
	M I projects	No of Minor Irrigation projects damaged -				
	Clearance of Drainage channels	Length of drainage channels congested with vegetative materials –				
Primary Education	Primary School Buildings	No of Primary School buildings damaged -				
PHCs	PHCs	No of Primary Health Centres damaged -				
Community assets owned by Panchayats	Community Halls	No of Panchayat Ghar/Community Hall damaged -				
	AWW Centres	No of Anganwadi Centres damaged -				
Power	Electrical lines	No of Primary sub-stations damaged – 33 KV lines damaged – 11 KV lines damaged – Distribution Transformers damaged – LT lines damaged –				
Total						

Annexure-3

Animal Husbandry (Replacement of Animals)

[illegible]

Annexure-4

Guidelines of Flexi-funds within Centrally Sponsored Scheme

GOVERNMENT OF ODISHA
FINANCE DEPARTMENT

No 26221 /F, Date 26/9/2016
FIN-PF-BT-0002-2014

From

Sri A.K.K. Meena, IAS
Special Secretary to Government.

To

The DC-cum-ACS to Government/
Principal Secretaries to Government/
Commissioner-cum-Secretaries to Government/
Special Secretary to Government/
E.I.C-cum-Secretary to Government
All Departments of Government

Sub: Guidelines for Flexi-Funds within Centrally Sponsored Schemes (CSSs)-revised.

Sir/Madam,

Ministry of Finance, Government of India had earlier issued guidelines for Flexi-Funds of at least 10% of each Centrally Sponsored Schemes (CSSs) in order to provide flexibility to States to meet local needs and requirements within the overall objective of each programme and scheme, pilot innovations and improved efficiency within the overall objective of the scheme and its expected outcomes and undertake mitigation/restoration activities in case of natural calamities in the sector covered by the CSSs vide Office Memorandum dated 6th January, 2014. Further, basing on the recommendations of the Sub-Group of Chief Ministers and consultation with stake holders, NITI Aayog has issued instructions for rationalisation of CSS raising it from 10% to 25% for all States. **Accordingly Government of India have raised the availability of Flexi-Funds from 10% to 25% in each CSS vide Office Memorandum dated 6th September, 2016.** Copy of the guidelines is enclosed for reference.

3. The revised guidelines lay down that, States may, if they so desire, set aside 25% of any CSS (including the central and state share for any given scheme in a financial year) as flexi fund to be spent on any sub-scheme or component or innovation that is in line with the overall aim and objectives of the approved scheme. **Name, Acronym and the Logo of the CSS concerned are to be retained by the States for the flexi fund component as these are core feature of any CSS failing which the central contribution will cease and the flexi fund component will become a purely State scheme.** Besides, the principles relating to use, monitoring, evaluation and audit of flexi-funds have also been laid down in the guidelines.

It is, therefore, requested to take necessary steps for preparation of innovative projects in CSS segments in accordance with the principles of the guidelines for flexi-fund issued by Ministry of Finance, Government of India for approval and monitoring of the projects by the State Level Sanctioning Committee (SLSC) and execute the projects fulfilling the objectives of the CSS.

Shok
24/5/16

Special Secretary to Government

Memo No 26222 /F,

Date 26/9/2016

/ Copy with copy of the enclosure forwarded to FAs/AFAs of all Departments of Government for information and necessary action.

Deputy Secretary to Govt.
24.9.16

Memo No 26223 /F,

Date 26/9/2016

/ Copy with copy of the enclosure forwarded to all Budget and Expenditure Branches of Finance Department for information and necessary action. **They are requested to nominate an Officer of appropriate rank to represent Finance Department in the SLSC constituted in P&C Department.**

Deputy Secretary to Govt.
24.9.16

Memo No 26224 /F,

Date 26/9/2016

/ Copy with copy of the enclosure (both hard and soft copy) forwarded to the Head, State Portal Group, IT Centre, Odisha Secretariat with a request to upload the same in the website of Finance Department with the caption "Guidelines for Flexi-Funds within Centrally Sponsored Plan Schemes (CSS)_revised".

Deputy Secretary to Govt.
24.9.16



F.No. 55(5)/PF-II/2011
Ministry of Finance
Department of Expenditure
Plan Finance-II Division

New Delhi, dated 6th September, 2016

Office Memorandum

Subject: Guidelines for Flexi-Funds within Centrally Sponsored Schemes.

Reference is invited to this Department OM of even no. dated 6th January, 2014 on the subject mentioned above. It was stipulated that the Central Ministries should provide 10% of their budget under each CSS as a flexi-fund, except for schemes which emanate from a legislation or where the whole or a substantial proportion of the budgetary allocation is flexible.

2. Based on the recommendations of the Sub-Group of Chief Ministers and consultations with stake holders, NITI Aayog has issued instructions for Rationalization of CSS, vide OM No. O-11013/02/2015-CSS & CMC dated 17th August, 2016. As per para 6 of the said OM, flexi-funds available in each CSS has been raised from the current level of 10% to 25% for States, and 30% for UTs, of the overall annual allocation under each scheme.

3. These instructions will be applicable for Centrally Sponsored Schemes, except those which emanate from a legislation (e.g. MGNREGA), or, schemes where the whole or a substantial proportion of the budgetary allocation is flexible (e.g. Rashtriya Krishi Vikas Yojna, Border Area Development Program, Shyama Prasad Mukherjee Rurban Mission etc.). The provisions of this Department's OM No.55(5)/PF-II/2011 dated 6th January, 2014 *ibid* are substituted as follows:

Objectives

4. The flexi-fund component within the Centrally Sponsored Schemes can be used to achieve the following objectives:

- (i) To provide flexibility to States to meet local needs and requirements within the overall objective of any given Scheme at the sub-head level;
- (ii) To pilot innovation to improve efficiency within the overall objective of any given Scheme at the sub-head level;
- (iii) To undertake mitigation/ restoration activities in case of natural calamities, or to satisfy local requirements in areas affected by internal security disturbances.

Fund Allocation and Approval

5. States may, if they so desire, set aside 25% of any Centrally Sponsored Scheme (including the central and state share for any given scheme in a financial year) as flexi fund to be spent on any sub-scheme or component or innovation that is in line with the overall aim and objectives of the approved Scheme.

6. The States, who want to avail of the flexi-fund facility, should constitute a State Level Sanctioning Committee (SLSC) on the lines of RKVY to sanction projects or activities under the flexi-fund component. However, participation of the concerned Central Ministry would be mandatory in the SLSC before the flexi-fund facility is invoked under any Centrally Sponsored Scheme.

7. It may be noted that the Name, Acronym and the Logo are the core feature of any Centrally Sponsored Scheme, which must be retained for the flexi fund component as well. If the States change any of these core features, the central contribution will cease and the flexi fund component will become a purely state scheme.

Use of flexi-funds

8. The flexi-fund would continue to be part of the parent Centrally Sponsored Scheme. It may be operated at the level of the Scheme, Sub-scheme and its Components, but not at the level of the Umbrella Program, *for example*, flexi-funds can be spent on any sub-scheme or component, including creation of a new innovative component, under the primary education scheme, but cannot be used to move primary education funds to the higher education or to any other sector. However, it would be permissible to use flexi-funds to converge different schemes under an umbrella program to improve efficiency and effectiveness of outcomes, *for example*, nutrition mission can be used to converge anganwadi services with maternity benefits, and health care networks can be used to provide a continuum of health care services across the primary, secondary and tertiary levels.

9. It may also be noted that the purpose of flexi-funds is to enable the States to satisfy local needs and undertake innovations in areas covered by the Centrally Sponsored Schemes. Flexi-funds should not be used to substitute State's own schemes and project expenditures. It should also not be used for construction/repair of offices/residences for government officials, general publicity, purchase of vehicles/furniture for offices, distribution of consumer durables/non-durables, incentives/rewards for staff and other unproductive expenditures.

Monitoring, Evaluation & Audit

10. Web-based reporting for the use of flexi-funds may be designed by adding modules to the existing MIS. Outcomes (medium term) and outputs (short term) should be part of the MIS along with pictures/images and good practices to ensure greater transparency and learning across States.

11. Evaluation of flexi-funds may be done through the existing evaluation mechanism, including those set by the Ministries, NITI Aayog, or by independent third parties. Terms and conditions for evaluation may be designed in such a manner that outcomes of the Scheme as a whole, as well as the flexi-funds are well identified and measurable.

12. Flexi-funds within each CSS will be subject to the same audit requirements as the parent Centrally Sponsored Scheme, including audit by the Comptroller & Auditor General.

13. *These guidelines issue with the approval of the Finance Minister and come into force with immediate effect.*


(Arunish Chawla)

Joint Secretary to the Government of India

1. Secretaries, All Departments/Ministries, Government of India.
2. Chief Secretaries, All States/Union Territories.

Chapter – 11: Knowledge Management

Knowledge management (KM) is a multidisciplinary approach to achieve the departmental objectives by creating, sharing, using and managing information as well as technology of an organization. Thrust must be given towards exploring all possible opportunities of knowledge requirement for augmenting the departmental potentials like physical assets, human resources & services. Implementing a complete knowledge management takes time and money. However, risks can be minimized by taking a phased approach that gives beneficial returns at each step & tangible results quickly with enhanced efficiency, better decision making and greater use of tested solutions across the department.

Objectives for knowledge Management: Describe the Department Specific objective both short term & long term (*Information & Technology needs and the drivers as well as collaboration that will provide momentum and justification to the endeavor.*)

11.1 Best Practices & innovation in the Department

Thematic Area	Best Practice	Technology Intervention	Opportunity for replication

11.2 Process for Knowledge management

Technology Needs	Current State of Technology	Prioritization	Collaborating Institute (Address Contact person & details)

11.3 Knowledge partners

Details of Institutions With Address, Mail ID, Contact of Nodal Person			
District Level	State Level	Nation Level	International

Implementation Roadmap for Knowledge Management

Annexure:

- Emergency contact Nos.
- List of Item wise suppliers for department in case of emergency.
- Resource list (IDRN)
- List of NGOs, CBOs, VOs, associated with the department.
- Essential formats for requisition,damage assessment & reporting
- List of infrastructures available with the deptt.
- Reporting formats of the department for SDRF norms
- Format for working out the requirements under the head of repair of damaged infrastructure of immediate nature
- Guidelines of Flexi-funds within Centrally Sponsored Schemes