



DISASTER MANAGEMENT PLAN
FOR THE YEAR
2018-19

DEPARTMENT OF
HANDLOOMS, TEXTILES AND HANDICRAFTS
ODISHA, BHUBANESWAR

PREFACE

Odisha, due to its sub-tropical littoral location is vulnerable to various natural disasters like tropical cyclones, floods, storm surges, lightning, tsunami and whirlwinds etc. Changing climatic conditions is likely to increase intensity and frequency of natural disasters. Growing economy and industrial development have started giving indications of potential chemical and industrial disasters. Population growths leading to intensification of human settlements in vulnerable areas with increasing urban population pose challenges to disaster management mechanism of the state. The State Disaster Management Plan (SDMP) is the plan for disaster management for the entire State prepared under the Section 23 of Disaster Management Act, 2005. It provides a framework and direction for all phases of disaster management cycle. It covers disaster risk reduction, mitigation, preparedness, response, recovery and better reconstruction.

Section 23 of the Disaster Management Act 2005, provides that there shall be a plan for disaster management for every state. It outlines the broad coverage of the plan as well as the requirements of consultation in the preparation of the state plan. It also provides for annual review and updating of the state plan, and enjoins upon the state governments to make provisions for financing the activities to be carried out under the state plan. It provides for the departments of the state governments to draw up their own plans in accordance with the state plan. All provisions of the DM Act 2005 for preparation of the State Plan have been incorporated in the State Disaster Management Plan -2017 for the state of Odisha.

The role of the Department is to Provide assistance to the OSDMA, Special Relief Commissioner, Collectors and local authorities in disaster management activities. Carry out relief, reconstruction and rehabilitation activities under the supervision of the SRC and the Collector at the State level and at the district level respectively. Co-ordinate preparation and the implementation of plan with other departments, local authorities, communities and stakeholders.

ACKNOWLEDGEMENT

Throughout the process of preparing the Departmental Disaster Management Plan document, many individuals and organisations / institutions have whole heartedly supported as and required while finalising the same. It may not be possible to mention all of them. However, to begin with, our sincere gratitude goes to Sri P.K.Nayak, Chief General Manager-I, OSDMA for his active involvement by way of giving feedbacks, guidance as and when required in preparing this report. We also give our sincere thanks to Sri Laxmi Narayan Nayak, State Project Officer, for providing handholding support for Preparation/Updating of Departmental Disaster Management Plan. Last but not least, we wish to acknowledge the valuable contributions of all the officials working under the Directorate of Textiles, Odisha who have put tremendous effort regarding the improvement of quality, coherence, and content presentation of chapters.

EXECUTIVE SUMMARY

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, the Government of India (GoI) created a multi-tiered institutional system consisting of the National Disaster Management Authority (NDMA) headed by the Prime Minister, the State Disaster Management Authorities (SDMAs) headed by the respective Chief Ministers and the District Disaster Management Authorities (DDMAs) headed by the District Collectors and co-chaired by Chairpersons of the local bodies. These bodies have been set up to facilitate a paradigm shift from the hitherto relief-centric approach to a more proactive, holistic and integrated approach of strengthening disaster preparedness, mitigation, and emergency response.

The DMP has eleven chapters starting with the introduction covering various aspects like, i) objective, ii) scope of the plan, iii) Overview of the Department, iv) progress in Disaster Management (past achievements), v) Acts, Rules and Policies governing the business of the Department, vi) Institutional Arrangement for Disaster Management, vii) Preparation and implementation of Departmental Disaster Management Plan. The second chapter 'Hazard, Risk and Vulnerability analysis' presents the History / past disaster, emerging concerns and Hazard, Risk and Vulnerability mapping with a focus on planning framework aimed at significant reduction in disaster risk and considerably enhance resilience to various disasters. The third chapter deals with the Capacity Building measures. The fourth chapter focuses exclusively on Prevention and Mitigation process about different types of disasters. The fifth chapter is concerned about the preparedness on various challenges about the disaster. The sixth chapter focuses on Response plan and Relief. The seventh chapter is on Relief Restoration and Rehabilitation after disaster. The eighth chapter focuses on Recovery. The ninth chapter explains about the Mainstreaming Disaster Risk Reduction (DDR) in developmental projects of the Department. The tenth chapter is on Provisions for financing the activities. The last chapter deals with Knowledge management.

Chapter-1: **Introduction**

1.1 Objective (Director of Textiles)

- i. To protect and minimize the loss of lives and properties/infrastructure from disasters.
- ii. To minimize the suffering of people due to disasters.
- iii. To minimize the disaster risk and vulnerability of people and infrastructure in the State..
- iv. Promote the culture of disaster risk prevention and mitigation at all levels.
- v. To enhance disaster preparedness for effective response.
- vi. Empower both local authorities and communities as partners to reduce and manage disaster risks.
- vii. To build the capacity of all stakeholders in the state to effectively respond to disasters and promote community- based disaster management.
- viii. Facilitate the mainstreaming of disaster management concerns into the developmental planning and process.
- ix. Develop efficient disaster response/relief mechanism in the state.
- x. To provide clarity on roles and responsibilities for all stakeholders concerned with disaster management.
- xi. To ensure co-ordination and promoting productive partnership with all other agencies related to disaster management.
- xii. Promote “Build Back Better” in recovery, rehabilitation and reconstruction.

Objective (H&CI(O)

The objective of the Disaster Management Plan is to make the Handicraft Sector of Odisha disaster resilient and prepared to respond to disasters with a sense of urgency in a planned way in order to minimize loss of lives and properties such as dwelling houses, work sheds, raw materials, tools & equipment, finished products of handicraft artisans & infrastructures.

1.2 Scope of the Plan: (DT&H(O)

The scope of the plan includes the following:

- i. Taking up of proactive measures to prevent disaster and mitigate its effects.
- ii. Necessary policies and planning to reduce the loss of 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.
- viii. Provide assistance to the OSDMA, Special Relief Commissioner, Collectors and local authorities in disaster management activities.
- ix. Carry out relief, reconstruction and rehabilitation activities under the supervision of the SRC and the Collector at the State level and at the district level respectively.
- x. Co-ordinate preparation and the implementation of plan with other departments, local authorities, communities and stakeholders.

Scope Of The Plan (DH&CI(O))

The scope of the plan includes standard operating procedure to be followed before, during and after the occurrence of disaster.

1.3 Overview of the Directorate: (DTH&(O))

I. Statistical Profile of the Department:

- Textiles & Handloom Department started functioning as a separate Department from 1.07.1991. After addition of Handicraft sector in 2/2012, the name of the Department became **“HANDLOOMS, TEXTILES & HANDICRAFTS DEPARTMENT”**.
- It has two Directorates – (i) Directorate of Textiles and (ii) Directorate of Handicrafts & Cottage Industries.
- Deals with mainly 4 sectors – Handlooms (Handloom weavers/ ancillary workers), Textiles (Coop. Spinning Mills & Power-looms), Sericulture (Sericulture farmers/ rearers) and Handicrafts (Handicraft artisans). Almost all the units under Textiles Sector are under privatisation/liquidation.

A. Handloom Sector:

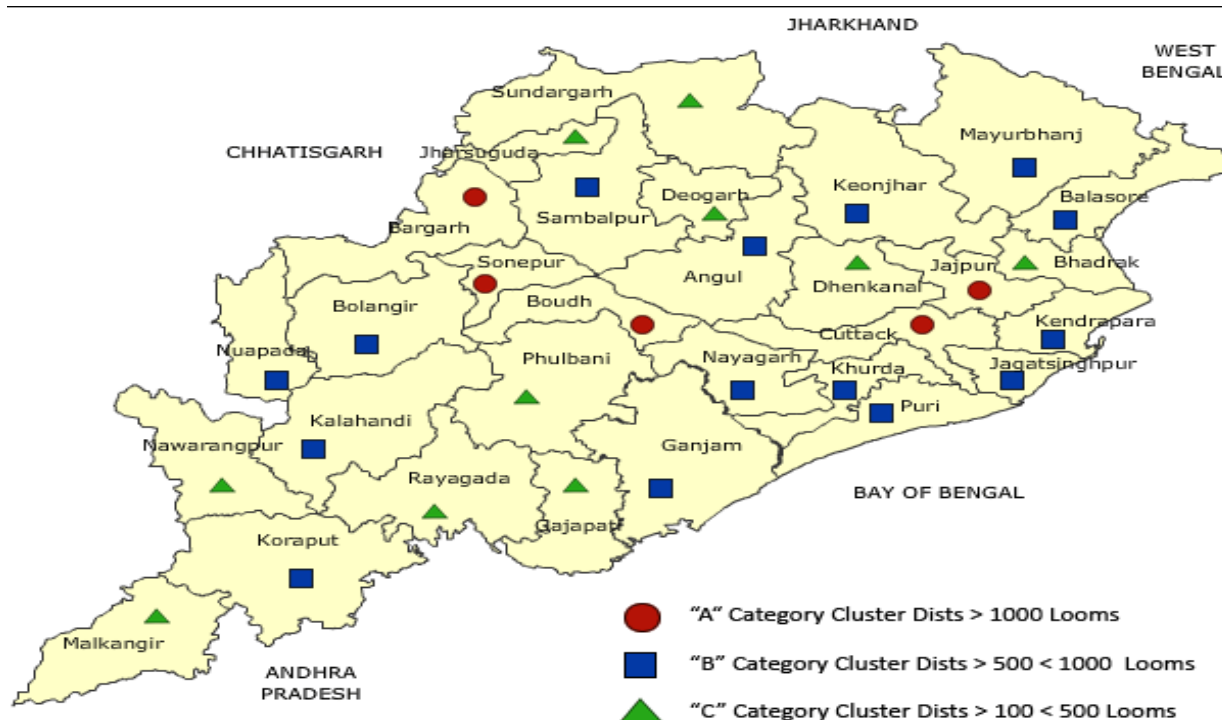


Figure 1.1 : Handloom Map of Odisha

Odisha, the land famous for its rich heritage and artistic culture has high tradition of its handloom products specially known as Ikat fabrics. It is believed that this age-old cottage industries and art of weaving was in existence in the state even prior to 600 B.C. The skill and knowledge imbibed over the generation, has given the Odisha hand-woven textiles an unparalleled depth, range & strength. The traditional products like, “Khandua” of Nuapatana, “Maniabandhi” of Maniabandha, “Habaspuri” of Kalahandi, “Bomkai” of Ganjam & Sonepur, “Kataki” of Jagatsingpur, “Kotpad” of Koraput, “Parda” of Khurda, “Kusumi” of Nayagarh, “Saktapar” and “Bichitrapar” of Bargarh and Sambalpur etc. are unique in reflecting the essence of traditional way of life with expression of their unparallel craftsmanship. Thus Handloom Sector occupies an eminent place in preserving the country’s heritage and culture and plays a vital role in the economy. To protect the weavers from competition in various fields, Government has taken positive steps for registration of traditional product of Odisha under Geographical Indication.

Table – 1.1 : Odisha Handloom at a Glance

Sl. No.	Items					
1	Total No. of weaver population' 2009-10 Census	1,92,339				
2	Total no of Looms 2009-10 Census	43,652				
3	Total no of Households 2009-10 Census	40,683				
4	Working status of weavers Weaving	49,022				
	Preparatory	54,136				
5	No of Identity Card issued	89,613				
6	No. blocks with Coop. societies at present	246				
7	No of Clusters	3+39+19=61				
	Mega	3				
	Mini	39				
	Block Level	19				
8	No of SHG	462				
9	Members of SHG	5595				
10	Status of PWCS/ Year	2014-15	2015-16	2016-17	2017-18	2018-19
	a) No of PWCS i) Working	479	530	514	530	530
	ii) Dormant	55	33	53	53	52
	iii) Under Liquidn.	603	577	573	568	568
	Total	1137	1140	1140	1151	1150
	b) Membership i) in Working PWCS	63158	67827	65491	63719	63945
	ii) in Dormant					8711
	PWCS	6757	3699	6201	8711	
	Total	69915	71526	71692	72430	72656
	c) No of Looms i) in working PWCS	33583	37163	36877	37238	36551
	ii) in Dormant					3223
	PWCS	2454	1711	2297	3223	
	Total	36037	38874	39174	40461	39774

	d) Active Looms	30345	33029	31948	31980	33714
	e) Working Looms i) Cotton	15492	16730	17007	16059	13823
	ii) Silk	5411	6035	5817	5701	3740
	Total	20,903	22765	22824	21760	17563
	f) Production					
	Cotton i) LakhSqr. Mtr	97.66	108.94	96.14	77.53	36.33
	ii) Lakh Rs.	12524.32	14545.42	12860.05	11363.39	6499.81
	Silk i) LakhSqr. Mtr	17.97	22.08	19.05	13.01	4.93
	ii) Lakh Rs.	8042.30	10151.25	8836.40	6520.82	2316.06
	Total i) LakhSqr. Mtr	115.63	131.02	115.19	90.54	41.26
	ii) Lakh Rs.	20566.62	24696.67	21696.45	17884.21	8815.87
11	Conversion charges in lakh Rs. i) Cotton	5187.22	6281.92	5864.55	5664.26	2943.44
	ii) Silk	2661.07	3710.56	3224.4	2462.16	825.25
	Total	7848.29	9992.48	9088.95	8126.42	3768.69
12	Purchase of Yarn i) in lakh Kg.	12.66	14.90	11.52	9.79	3.77
	ii) Lakh Rs.	8544.85	9948.80	8467.86	6714.99	2642.00
13	Awardees:					
	Padma Awardee					04
	Sant Kabir Awardees					13
	National Awardees					96
	State Awardees					101

Table – 1.2 : DISTRICT WISE INFORMATION ON HANDLOOMS

Sl. No	Name of the District	No of Working PWCS	Weaver population as per 2009 Census	No of Looms as per 2009 Census	Production 2018-19 (Lakh Rs)
1	2	3	4	5	6
1	Cuttack	91	24313	7942	2028.75
2	Jagatsinghpur	12	2553	548	62.62
3	Jajpur	32	3561	893	711.10
4	Kendrapara	10	1724	456	54.26
5	Angul	5	1413	323	15.04
6	Dhenkanal	6	950	203	19.11
7	Balasore	23	2872	666	165.55
8	Bhadrak	5	752	161	40.16
9	Bargarh	41	60374	12083	5774.27
10	Sambalpur	3	935	181	8.85
11	Bolangir	30	15527	3904	509.95
12	Boudh	26	13783	3258	144.00
13	Kandhmal	1	332	70	0.11
14	Gajapati	0	38	8	0
15	Ganjam	29	6336	1138	306.77
16	Kalahandi	10	608	147	12.69
17	Nuapada	10	2218	456	27.37

18	Khurda	31	9663	2360	167.99
19	Puri	10	4107	759	108.56
20	Keonjhar	15	1545	354	166.66
21	Mayurbhanj	26	2373	503	131.04
22	Koraput	2	363	77	7.65
23	Malkangiri	0	0	0	0
24	Nawarangpur	2	697	148	11.20
25	Rayagada	0	30	4	0
26	Nayagarh	31	7054	1363	131.21
27	Subarnapur	67	27134	5417	1128.09
28	Sundergarh	5	245	52	33.65
29	Jharsuguda	7	735	156	20.56
30	Deogarh	0	104	22	0
	Total	530	192339	43652	11787.21

Schemes under implementation in Handloom Sector:

➤ **State Plan:**

a. Promotion of Handloom Industry (POHI):

- i. Construction of Fire proof work shed – cum – housing.
- ii. Capacity Building (exposure visit, training on weaving, dyeing, tie & dyeing).
- iii. Distribution of Solar Lantern to Weaver House hold.
- iv. Infrastructure (Common Facility Centre, Office Go-down, Sales Centre, Drum Shed, Concretisation of Loom Pit).
- v. Technology Intervention (Installation of modern loom, loom accessories, mechanised pre-loom machineries).
- vi. Weaver Welfare Fund.
- vii. Setting up of Raw Material Bank.
- viii. Marketing Activity.
- ix. Innovative Proposal.
 - 10% rebate on Sale of Handloom Cloth by Handloom Agencies.
 - Interest subvention on loan to handloom weavers under “MUDRA Weavers’ Scheme”.

➤ **Central Plan:**

- National Handloom Development Programme (NHDP).
- Insurance Scheme: MGBBY / PMJJBY / PMSBY
- Weaver MUDRA Scheme.
- Yarn Supply Scheme.
- Handloom Mark Scheme
- India Handloom Brand.

B. Textiles Sector:

Table 1.3 : Textiles Sector at a Glance

Sl. No.	Activity	Achievements
1	Total area of cotton cultivation	1.56 lakh hector (approx.)
2	Total Production	3.5 lakh bales lint cotton
3	Major cotton cultivation	Kalahandi, Bolangir & Rayagada

	District	
4	Apex Body	SPINFED
5	Co-operative spinning mills	7
6	Total Co-operative power looms	11
7	Textile Mill	03

Schemes under Implementation in Textiles Sector:

State Plan:

1. Promotion of Textiles Industries (POTI)
 - Conducting Training programme for improvising cotton cultivation in the form of workshop, seminar for ginning and pressing unit workers.
 - Training in the field of spinning, power loom and other allied industries.
 - Awareness programme to small entrepreneur of power loom, processing and other allied units.
 - Advertisement and publicity
 - Creation of Data Bank for Textile Industries
 - Formulation of Textiles Policy
 - Establishment of Garment unit
 - Repair and innovation of regional centre of Jute technology research laboratory at Jagatpur, Cuttack.
 - Exposure Visits of Entrepreneurs.
 - Monitoring and Evaluation of Projects.
2. Grant in Aid to closed Spinning mills and power looms.

C. Sericulture Sector:

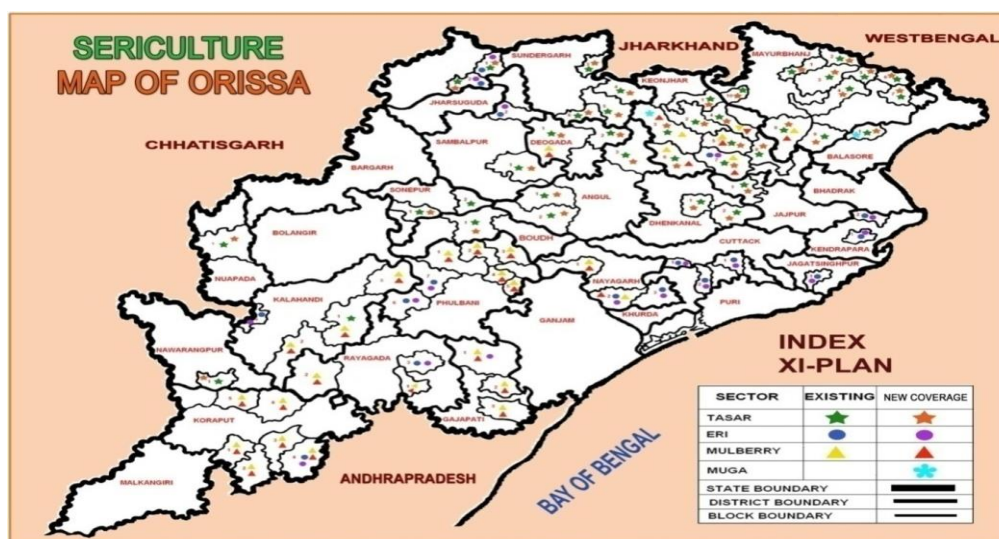


Figure 1.2 : Sericulture Map of Odisha

Government of Odisha focuses sericulture as a sustainable livelihood programme for upliftment of Scheduled Tribes, Scheduled Caste and under privileged people of the State. Sericulture has a long tradition and way of life for tribals in some areas of the State where abundant manpower is available. Sericulture farmers are poor and belong to weaker section of the society. Favourable agro-climatic and soil conditions are available in Odisha for growth of sericulture in the State. The major activities of sericulture comprises of plantation of host plant, rearing of silkworms in the on farm sector and extraction of

the silk yarn from the cocoon, weaving of fabric and marketing in the off farm sector.

Table 1.4: Sericulture Sector of Odisha at a Glance 2018-

19

Sl. No.	Items	Achievements
1	Types of silks produced	Tassar, Mulberry & Eri
2	Cultivation Areas:	
2.1	Tassar	Mayurbhanj, Keonjhar, Sundargarh, Deogarh, Dhenkanal, Angul, Jajapur, Boudh, Sonepur, Kalahandi, Nuapada, Nawrangpur, Balasore, Sambalpur
2.2	Mulberry	Gajapati, Koraput, Rayagada, Phulbani, Deogarh, Kalahandi, Keonjhar, Sonepur, Mayurbhanj, Nayagarh, Khurdha
2.3	Eri	Khurdha, Kendrapada, Jagatsinghpur, Cuttack, Dhenkanal, Angul Nayagarh, Keonjhar, Kalahandi, Koraput, Rayagada, Sambalpur, Sundargarh, Phulbani
3	Nos. of Sericulture Farmers in the State:	
3.1	Tassar Farmers	16,449
3.2	Mulberry Farmers	1492
3.3	Nos. of Eri Farmers in the State	3485
4	No. of Cooperative Society:	
4.1	TRCS	62
4.2	MRCS	41
4.3	Mulberry Reeling units	02
4.4	Apex Marketing Organisation	01 (Serified)

Table – 1.5: District wise information on Sericulture

Sl No.	Name of the zone	Name of the districts	No. of the TRCS/MRCS/ERCS		No. of Ach. Farmer		New plantation taken up during 2018-19 (MGNREGS + RKVY, Eri-POSI)		Plantation maintenance taken up during 2018-19		NO. of DFIs utilised during 2018-19		Cocoon produced during 2018-19	
1	2	3	4		5		6		7		8		9	
1	Baripada	Balaswar & Mayurbhanj	TRCS	21	Tasar (No.)	6230	Tasar (Hc.)	322	Tasar (Hc.)	1170	Tasar (Lakh No.)	8.64	Tasar (Kahan)	26900
			MRCS	1	Mulberry (No.)	5	Mulberry (Ac.)	0	Mulberry (Ac.)	0	Mulberry (No.)	200	Mulberry (Kg.)	34
			ERCS	0										
2	Bhubaneswar	Cuttack, Khurdha, Nayagarh, Jagatsinghpur, Kendrapara	TRCS	0	Tasar (No.)		Tasar (Hc.)		Tasar (Hc.)		Tasar (Lakh No.)		Tasar (Kahan)	
			MRCS	2	Mulberry (No.)	20	Mulberry (Ac.)	0	Mulberry (Ac.)	12	Mulberry (No.)	250	Mulberry (Kg.)	57.4
			ERCS	1	Eri (No.)	1125	Eri (Ac.)	560			Eri (No.)	21730	Eri (Kg.)	940.25
3	Chandragiri	Gajapati	TRCS	0	Tasar (No.)	10	Tasar (Hc.)	94	Tasar (Hc.)	303	Tasar (Lakh No.)	0.02	Tasar (Kahan)	0
			MRCS	2	Mulberry (No.)	361	Mulberry (Ac.)	0	Mulberry (Ac.)	113	Mulberry (No.)	31600	Mulberry (Kg.)	8404
			ERCS	0										
4	Deogarh	Deogarh, Sambalpur	TRCS	3	Tasar (No.)	665	Tasar (Hc.)	29	Tasar (Hc.)	163	Tasar (Lakh No.)	0.9975	Tasar (Kahan)	2514
			MRCS	2	Mulberry (No.)	11	Mulberry (Ac.)	0	Mulberry (Ac.)	0	Mulberry (No.)	1100	Mulberry (Kg.)	180
			ERCS	0	Eri (No.)	300	Eri (Ac.)	150			Eri (No.)	9224	Eri (Kg.)	311.9
5	Dhenkanal	Anugul	TRCS	8	Tasar (No.)	812	Tasar (Hc.)	0	Tasar (Hc.)	210	Tasar (Lakh No.)	2.2885	Tasar (Kahan)	7421

	anal	Dhenkanal, Jajpur					Hc.)		Hc.)		(Lakh No.)	2	ahan)	
			MRCS	0	Mulberry (No.)		Mulberry (Ac.)		Mulberry (Ac.)		Mulberry (No.)		Mulberry (Kg.)	
			ERCS	0	Eri (No.)	380	Eri (Ac.)	190			Eri (No.)	17425	Eri (Kg.)	1047
6	Kalahandi	Kalahandi, Nuapada	TRCS	2	Tasar (No.)	250	Tasar (Hc.)	0	Tasar (Hc.)	90	Tasar (Lakh No.)	0.366	Tasar (Kahan)	1050
			MRCS	3	Mulberry (No.)	45	Mulberry (Ac.)	20	Mulberry (Ac.)	20	Mulberry (No.)	4600	Mulberry (Kg.)	403
			ERCS	0	Eri (No.)	160	Eri (Ac.)	80			Eri (No.)	7400	Eri (Kg.)	420
7	Keonjhar	Keonjhar	TRCS	13	Tasar (No.)	5462	Tasar (Hc.)	320	Tasar (Hc.)	850	Tasar (Lakh No.)	8.92202	Tasar (Kahan)	27411
			MRCS	2	Mulberry (No.)	190	Mulberry (Ac.)	0	Mulberry (Ac.)	0	Mulberry (No.)	11000	Mulberry (Kg.)	197
			ERCS	0	Eri (No.)	250	Eri (Ac.)	125			Eri (No.)	12316	Eri (Kg.)	691
8	Koraput	Koraput, Rayagada, Navarangpur	TRCS	0	Tasar (No.)	10	Tasar (Hc.)	0	Tasar (Hc.)	0	Tasar (Lakh No.)	0.075	Tasar (Kahan)	215
			MRCS	6	Mulberry (No.)	236	Mulberry (Ac.)	8	Mulberry (Ac.)	27	Mulberry (No.)	11150	Mulberry (Kg.)	1622
			ERCS	0	Eri (No.)	320	Eri (Ac.)	160			Eri (No.)	3720	Eri (Kg.)	378.26
9	Phulbani	Phulbani, Boudh	TRCS	1	Tasar (No.)	10	Tasar (Hc.)	20	Tasar (Hc.)	170	Tasar (Lakh No.)	0.03024	Tasar (Kahan)	49
			MRCS	6	Mulberry (No.)	624	Mulberry (Ac.)	50	Mulberry (Ac.)	143	Mulberry (No.)	33250	Mulberry (Kg.)	5532.7
			ERCS	0	Eri (No.)	350	Eri (Ac.)	175			Eri (No.)	4260	Eri (Kg.)	889
10	Sundergarh	Sundergarh, Jharsuguda	TRCS	9	Tasar (No.)	3000	Tasar (Hc.)	60	Tasar (Hc.)	350	Tasar (Lakh No.)	3.47541	Tasar (Kahan)	10106
			MRCS	0	Mulberry (No.)	0	Mulberry (Ac.)	0	Mulberry (Ac.)	0	Mulberry (No.)	0	Mulberry (Kg.)	0
			ERCS	0	Eri (No.)	600	Eri (Ac.)	280			Eri (No.)	14920	Eri (Kg.)	1220
11	DDT Sonapur	Sonapur	TRCS	2	Tasar (No.)	0	Tasar (Hc.)	0	Tasar (Hc.)	0	Tasar (Lakh No.)	0	Tasar (Kahan)	0
			MRCS	0	Mulberry (No.)	0	Mulberry (Ac.)	0	Mulberry (Ac.)	0	Mulberry (No.)	0	Mulberry (Kg.)	0
			ERCS	0										
Total			TRCS	59	Tasar (No.)	16449	Tasar (Hc.)	845	Tasar (Hc.)	3306	Tasar (Lakh No.)	24.8147	Tasar (Kahan)	75666
			MRCS	24	Mulberry (No.)	1492	Mulberry (Ac.)	78	Mulberry (Ac.)	315	Mulberry (No.)	93150	Mulberry (Kg.)	16430
			ERCS	1	Eri (No.)	3485	Eri (Ac.)	1720			Eri (No.)	90995	Eri (Kg.)	5897

Schemes under Implementation in Sericulture Sector:

A. State Plan:

- Promotion of Sericulture Industry

B. Central Plan:

- Mahatma Gandhi National Rural Employment Guarantee Scheme
- Rashtriya Krishi Vikas Yojana
- Central Sector Scheme

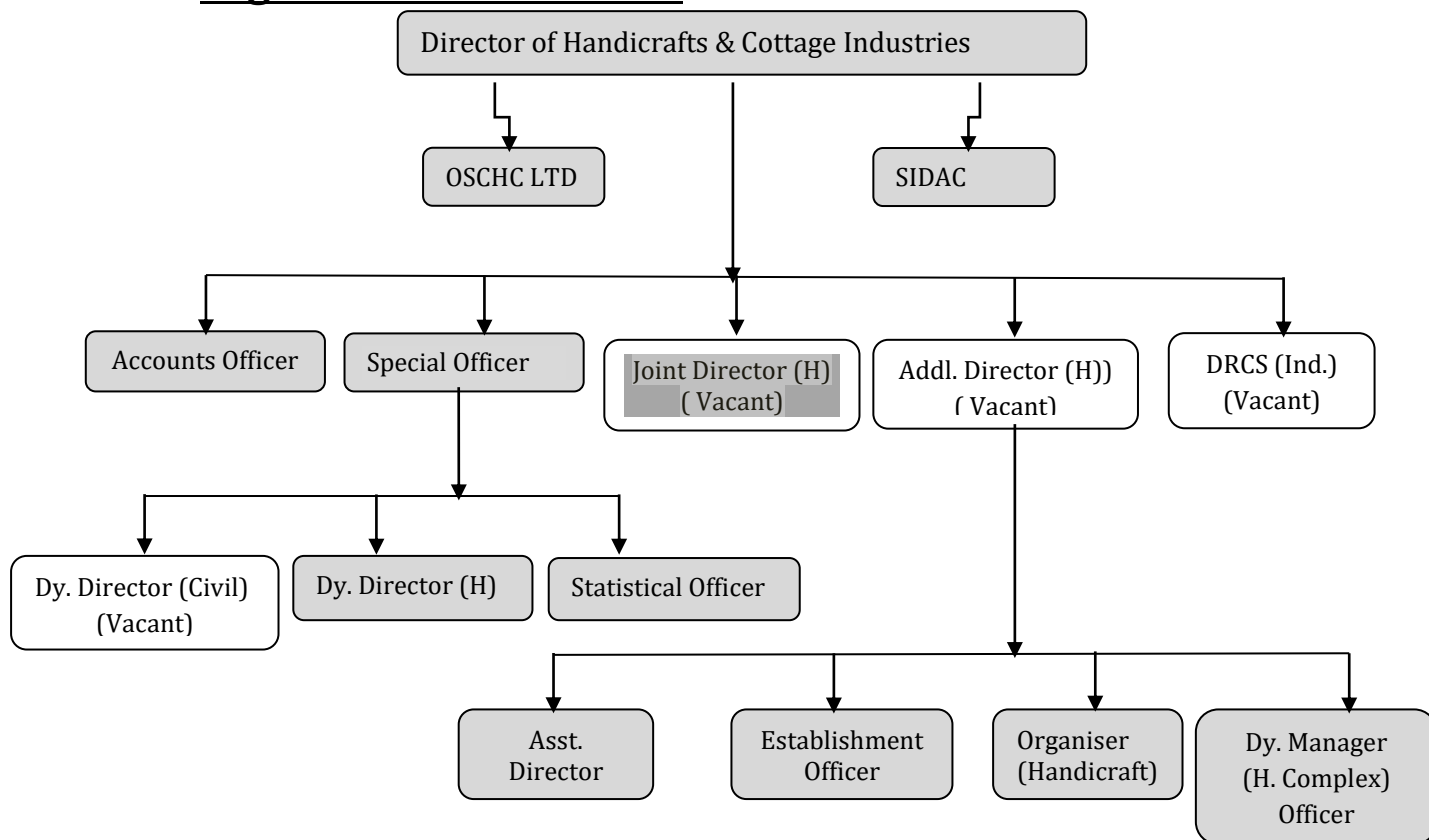
OVERVIEW OF THE DIRECTORATE (H&CI(O))

I. Statistical profile of the Directorate:

- The Directorate of Handicrafts & Cottage Industries under administrative control of Handlooms, Textiles & Handicrafts Department is looking after promotion and development of handicrafts industries in the State.

- (b) The following state level organizations are functioning under the administrative control of this Directorate to facilitate the development,
- (i) Orissa State Co-operative Handicrafts Corporation Ltd.
 - (ii) State Institute for Development of Arts & Crafts
- (c) Deals with handicraft sector (handicraft artisans/ entrepreneurs)

II. Organisational Structure



At the district level respective District Industries Centres/ Regional Industries Centres are implementing various schemes and programmes of the Directorate.

1.4 ***Act, Rules and Policies governing the business of the Directorate: DT&H(O)***

This Directorate of Textiles, Odisha was formed in the year 1972 and was bifurcated from the O/o Registrar Co-operative Societies, Orissa, Bhubaneswar. The aims and objectives of this Directorate is to provide employments to the weavers in the co-operative sector as well as weavers outside the co-operative fold. In the co-operative sector, we have formed the PWCS in the weavers concentrated area by enrolling them as the members of the PWCS and supplying the raw materials for weaving purpose and by giving them the conversion charges and provide employment in the rural areas. The PWCS is registered under the OCS Act, 1962 by the ADT-Cum-ARCS of different zones. The board of management of the society has managed the day to day affairs of the society and acting as per the provision

of the OCS Act and Rules. There are others laws which are also required for running of this Directorate and as well as for PWCS in the state. Those are given below:

1. Orissa Civil Services (CCA) Rules, 1962
2. Minimum wages Act, 1948.
3. Payment of Bonus Act, 1965.
4. Payment of Gratuity Act, 1972.
5. Employees Provident Funds & Miscellaneous Provisions Act, 1952.
6. The Indian Constitution.
7. The Disciplinary Proceeding (Tribunal) Rules, 1952.
8. The Orissa Co-operative Societies Act, 1962 and Rules 1965.
9. RTI Act, 2005.
10. RACP Rules.
11. The Companies Act, 2013

Acts, Rules and Policies governing the business of DH&CI(O).

Odisha has a rich tradition of handicrafts, unique in its characteristics that have evolved along with its art & sculpture, temple architecture, folk art, dance & music. The craftsmanship is unique for its technical perfection and artistic excellence. A huge potential exists in the state for economic development in rural areas through employment and income generation by promoting handicrafts. Next to the handloom sector, they are the major providers of employment in the non-farm sector.

State Scenario

- No. of crafts practiced in the State : 50
- Artisan Population : Around 130000
- No. of working Co-operative Societies : 156
 - Membership : 14422 artisans
- No. of Crafts Villages : 510
 - No. of S.H.Gs promoted : 2288
 - Artisans under SHG fold : 35394
- Annual Production (2017-18) :Rs.120.56 Crores (Approx.)
- Awardees
 - National Level Awardees : 160
 - State Level Awardees : 278
- Artisans provided with Solar Lanterns : 42435

- Artisans covered under AABY : 17710
- Artisans provided with Workshed : 289



1.5 Institutional Arrangement for Disaster Management: DT&H(O)

The Directorate of Textiles & handloom, Odisha shall monitor Disaster Management at the State level along with other agencies under its control like BOYANIKA, SERIFED & SADHAC.

Figure – 1.3 : Organisational structure of the Department

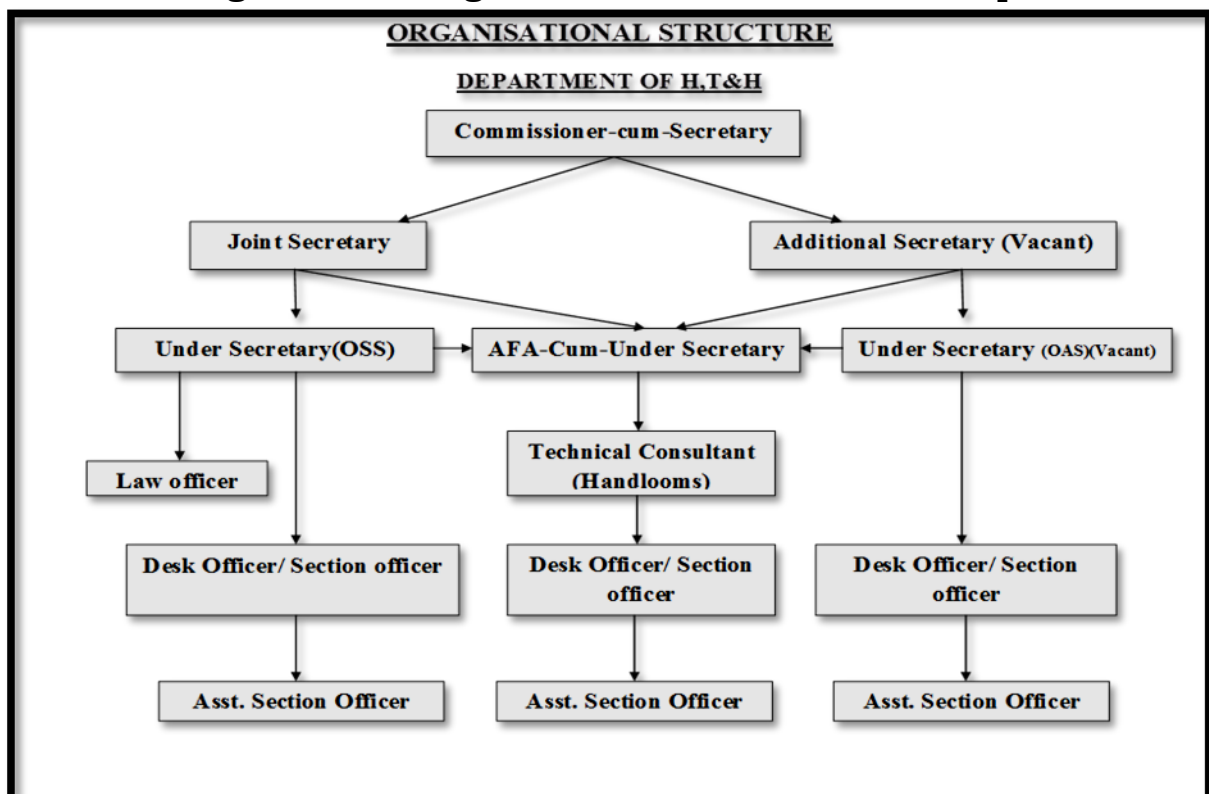
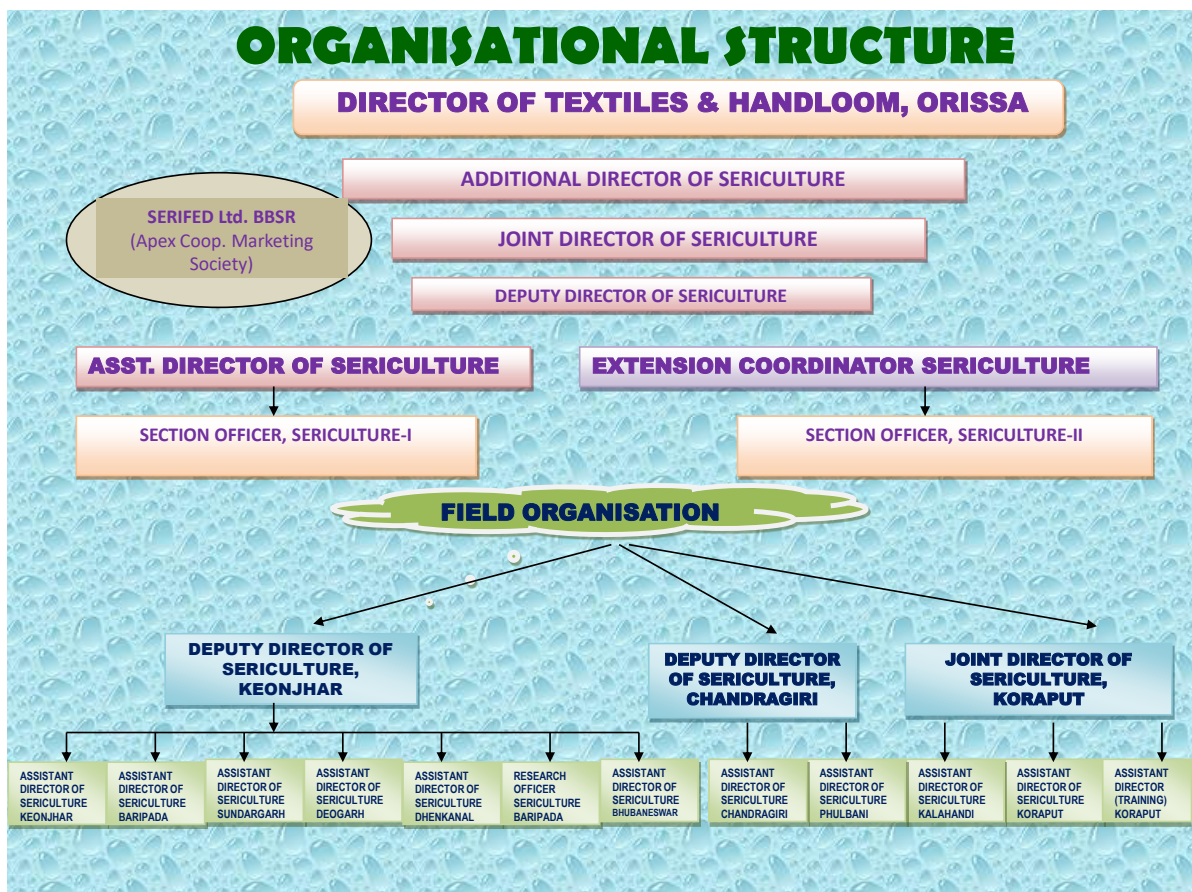
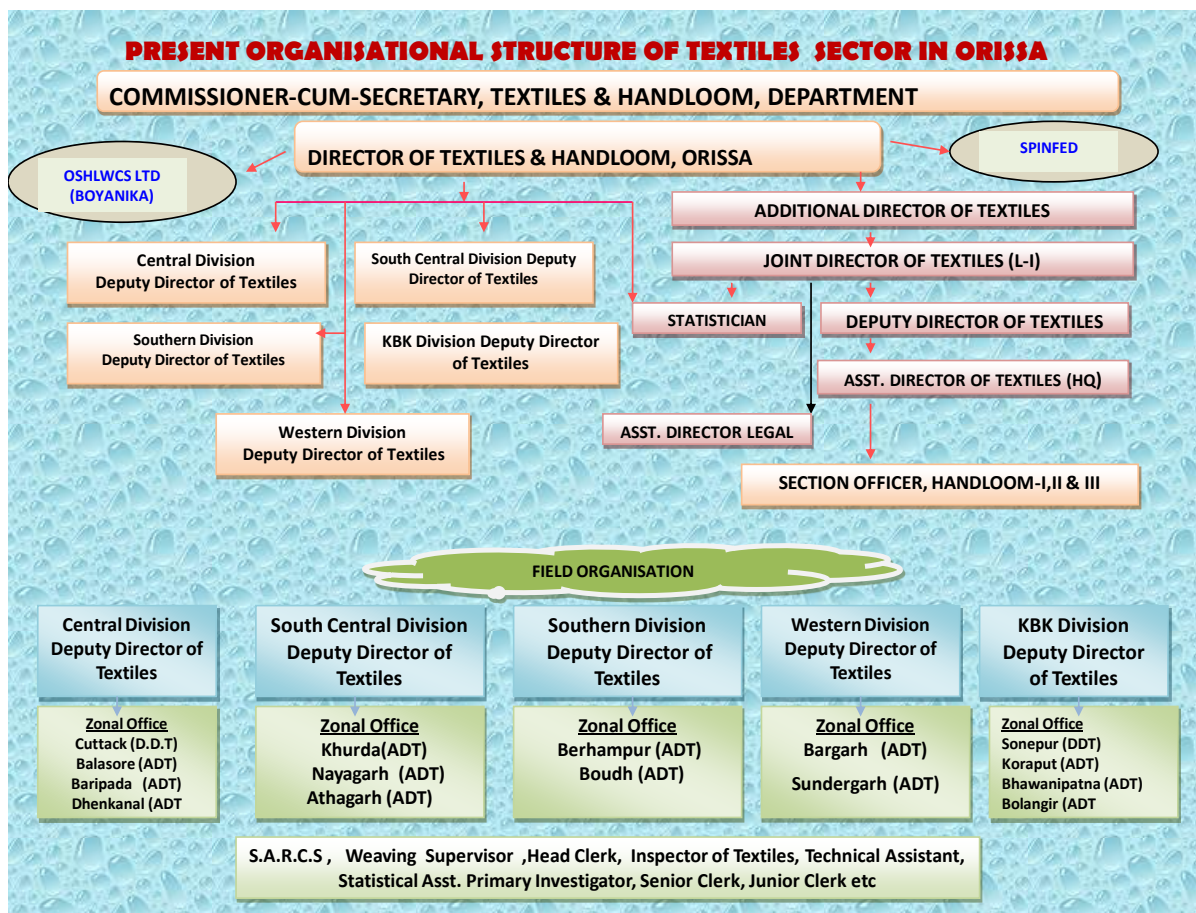


Figure – 1.4: Organ gram of Handlooms & Textiles Sector



Institutional Arrangement for Disaster Management DH&CI(O)

- (a) The Directorate of Handicrafts & Cottage Industries, Odisha shall monitor Disaster Management at the State level along with other agencies under its control like OSCHC Ltd. And SIDAC.
- (b) 31 District Industries Centres/ Regional Industries Centres at the district level.
- (c) Office of the Industries Promotion Officers at Block level
- (d) Primary Handicraft Co-operative Societies

1.6 Preparation & Implementation of Departmental Disaster Management Plan: DT&H(O)

The process of Departmental Disaster Management Plan is being started in the month of January every year and would be finalized and submitted for approval within the stipulated date line as given below.

Sl. No.	Activities to be done	Timeline
1	Consultation within the department and with important stakeholders	
2	Finalization of the Departmental Disaster Management Plan at the Department level and submission of a copy to OSDMA	15 th of April
3	Placing before State Executive Committee (SEC)	

Preparation and Implementation of Departmental Disaster Management Plan DH&CI(O)

The Departmental Disaster Management Plan has been prepared and will be implemented in to-to.

CHAPTER-2:

Hazard, Risk and Vulnerability Analysis

2.1 History / past disasters / losses in the Department:

2.1.1 Causes of losses / damages: DT&H(O)

Sl.	Year	Disaster event / Incident	Location / affected districts	Loss of life	losses / damages caused to	No. of weavers / farmers affected	Total losses assessed (in lakh Rs.)
Handloom Sector							
1	1999-00	Super Cyclone	14	-	Work Shed, Looms,	22020 (Assisted – 1500)	270.00 (Only Work Shed)

2	2011-12	Flood	09	-	Accessories, Raw material and Finished product of weavers.	2260	238.18
3	2012-13	Phailin, Flood	12	-		2676	107.10
4	2018-19	Cyclonic storm TITLI	1	-	Raw materials & Tools & Equipment	12	0.57
Sericulture Sector							
1	2008-09	Flood	12	-	Mulberry, Tassar and Eri Plantation	2545	8.90
2	2011-12	Flood	06	-		337	3.24
3	2012-13	Phailin, Flood	10	-		6684	79.04
4	2018-19	Cyclonic storm TITLI	2	-		544	5.42

2.1 Historical/ Past disasters/ losses in the Directorate of H&CI(O)

Sl. No.	Past Disasters	Losses
1	Super Cyclone during 1999	Dwelling House, Workshed, Raw Material, Finished Goods, Tools & Equipment
2	Severe Cyclonic Storm "PHAILIN" and Flood Following that due to Heavy Rain 2013	A total no. of 3545 handicraft artisans are affected in 14 districts with loss of Dwelling House, Workshed, Raw Material, Finished Goods, Tools & Equipment, Machineries etc. Total losses assessed is Rs.125.09 lakhs
3	Flood during July 2014	A total no. of 711 handicraft artisans are affected in 7 districts (17 Blocks & 2 ULBs) with loss of Dwelling House, Workshed, Raw Material, Finished Goods, Tools & Equipment, Machineries etc. Total losses assessed is Rs.28,99,900/-
4	HUD HUD during October, 2014	A total no. of 718 handicraft artisans are affected in 2 districts (13 Blocks) with loss of Dwelling House, Workshed, Raw Material, Finished Goods, Tools & Equipment, Machineries etc.
5	Titli during October, 2018	A total no. of 15 handicraft artisans are affected in Gajapati district (4 Blocks & 1 ULB) with loss of Raw Material, Finished Goods, Tools & Equipment, Machineries etc.

2.2_Emerging Concerns: DT&H(O)

A. Handloom Sector:

The weavers are mainly affected by natural calamities like Heavy Rain, Flood, Super Cyclone / Cyclone, Fire, Heat Wave, Drought etc., which emerges due to various reasons.

B. Sericulture Sector:

The Sericulture farmers are affected by natural calamities like Heavy Rain, Flood, Cyclone, Heat Wave, Hail stone, Fire, Drought etc., which emerges due to various reasons.

Emerging Concerns H&CI(O)

Cause (Type of Disaster)	Damages	
	Nature	Description
Heavy Rain, Flood, Cyclone & Fire	Infrastructure	Work-shed & Dwelling Houses of handicraft artisans, Common Facility Centres, Training Infrastructure
	Livelihood	Raw Material, Finished products, Semi-finished products, Tools & equipment, Machineries, packaging materials
	Health	Water borne diseases, epidemics, fire injuries, malnutrition

2.3 Hazard Risk Vulnerability Mapping: DT&H(O)

2.3.1 Nature frequency & intensity of disaster to which the department is prone to / or is likely to be implemented in future:

The nature of the disaster depends upon the frequency and intensity of the calamity. The types of disasters, their frequency and intensity are:

Sl.	Type of Disaster	Frequency	intensity
1	Flood	Regular feature	High
2	Cyclone	Rare	Moderate to high
3	Drought	Every 3–5years	Moderate
4	Tsunami	Rare	High
5	Heat Wave	Regular Feature	High
6	Drought	Rare	Moderate to high

Nature, frequency and intensity of disaster to which the Directorate is prone to or is likely to be impacted in future: DH&CI(O).

The nature of disaster depends upon the frequency and intensity of the calamity. The types of disaster, their frequency and intensity are:

Sl. No.	Type of Disaster	Frequency	Intensity
1	Flood/ Heavy Rain	Regular Feature	High
2	Cyclone	Regular Feature	High
3	Drought	Every 3-5 years	Moderate
4	Tsunami	Rare	High

2.3.2 Vulnerability of the Directorate to various hazards:DT&H(O)

Sector	Hazards	Vulnerability
Handloom	Flood/ Heavy Rain/ Cyclone/ Earthquake / Fire	Dwelling House, Work-shed, CFC, Go-down, Looms, accessories, Finished Products, Semi-finished products, Raw Material etc.
Sericulture	Heavy Rain, Flood, Cyclone, Heat Wave, Hail stone, Fire/ Earthquake	Tassar, Mulberry and Eri silkworm rearing, rearing house, rearing equipments, Host plant plantation, silk worm eggs & worm, silk cocoons, silk yarn etc.

2.3.2 Vulnerability of the Directorate to various hazards:DH&CI(O)

Hazards	Vulnerability (Possible Damages)
Flood/ Heavy Rain/ Cyclone/ Earth quack/ Hail Stone/ Fire/ High Tide	(1) Dwelling House, Work-shed, Raw Material, Tools & Equipment, Machineries, Finished & Semi-finished products of artisans/ SHGs/ Cooperatives/ Federation/NGOs/ Craft Schools/ Govt. organizations (2) Govt. infrastructure

2.3.3 Risk Analysis: DT&H(O)

Calculating risk which various hazards/ disaster can cause to department keeping in view its vulnerability and capacity.

The possible intensity of risks involved in handling the hazards by the Directorate is discussed in the table below.

Sl. No.	Hazards	Risks
1	Flood/ Heavy Rain	High
2	Cyclone	High
3	Earthquake	Moderate
4	Heat Wave	Moderate
5	Hail Stone	Moderate
6	Fire	Moderate
7	High Tide	Moderate

2.3.3 Risk Analysis- calculating risk which various hazards/ disaster can cause to department keeping in view its vulnerability and capacity: H&CI(O)

The possible intensity of risks involved in handling the hazards by the Directorate are discussed in the table below.

Sl. No.	Hazards	Risks
1	Flood/ Heavy Rain	High
2	Cyclone	High
3	Earth quake	Moderate
4	Heat Wave	Moderate
5	Hail Stone	Moderate
6	Fire	Moderate
7	High Tide	Moderate

Chapter-3: Capacity-Building Measures

3.1 Gaps in the existing capacity: DT&H(O)

This Directorate does not have any separate infrastructure at the district level, which could function as temporary shelter during disasters. However, Common Facility Centre (CFC), Office-cum-go-down of Primary Weaver's Cooperative Societies may be used as temporary shelter during disaster. The weavers and farmers would be made aware of using this centre as temporary shelter. Besides, they would also be made aware of taking preventive measures to safeguard their finished products and raw materials.

Similarly, capacity building of human resources of the Directorate for disaster preparedness has not yet been taken up. Officers and staff would be empowered to overcome the gaps to mitigate the disaster.

Gaps in the existing capacity DH&CI(O)

This Directorate does not have any infrastructure at the district level, which could function as temporary shelters during disasters. Also capacity building of the human resources of the Directorate for disaster preparedness has not yet been taken up.

3.2 Existing Human Resources in the Department Trained on Disaster Management

No staff of the Directorate/ Field level has been trained on Disaster Management. Steps will be taken to depute staffs to undergo training programmes organized by OSDMA.

3.2 Existing Human Resources in the department trained on Disaster Management (DT&H(O)).

No staff of the Directorate has been trained on Disaster Management. Steps will be taken to depute staffs to undergo training programmes organised by OSDMA.

3.3 Capacity-Building Plan: (DT&H(O)).

3.3.1 Capacity Building Programmes at Different level

Effective disaster response requires trained manpower to deal with complex situation where effective and speedy handling can reduce the impact of a disaster on human life and property. Capacity-building programmes at different level will be taken up to address the following issues.

- i. To keep updated information on areas likely to be affected by natural calamities.
- ii. To assess probable damage in case the calamities occur.
- iii. To assess available network for providing relief to the affected people i.e. Revenue authority, Health centers, NGOs, Panchayat Offices and other line Departments.
- iv. Communication to proper quarter during pre-hazards & post-hazard situation.
- v. Preliminary knowledge on evacuation and availability of safety places for temporary shelter.
- vi. To conduct mock drills four to five times a year to assess their capacity to keep pace with any disaster.
- vii. Post-hazard mitigation plan.
- viii. Coverage of all eligible Weavers/artisans under Health Insurance & Life Insurance schemes.

3.3 Capacity-Building Plans DH&CI(O)

Effective disaster response requires trained manpower to deal with complex situations where effective and speedy handling can reduce the impact of a disaster on human life and property. Capacity-building programmes at different levels will be taken up to address the following issues.

- (i) To keep updated information on areas likely to be affected by natural calamities
- (ii) To assess probable damage in case the calamities occur
- (iii) To access available network for providing relief to the affected people i.e. local revenue authorities, health centres, NGOs, Panchayat Offices and other line departments.
- (iv) Communication to proper quarter during pre-hazard, hazard
- (v) Preliminary knowledge on evacuation and availability of safety places for temporary shelter
- (vi) To conduct mock drills four to five times a year to assess their capacity to keep pace with any disaster
- (vii) Post-hazard mitigation plan
- (viii) Coverage of all eligible artisans under Health Insurance & Life Insurance schemes.

3.3.2 State Level Capacity Building Plans: DT&H(O)

Directorate Level:

Sl. No.	Training for	Programmes
1.	Addl. Director of Textiles / Sericulture, Joint Director of Textiles / Sericulture, Deputy Director of Textiles / Sericulture, Asst. Director of Textiles / Sericulture, Section Officers.	Training cum awareness programme at State level for better supervision, monitoring and taking preventive measures.

3.3.2 State Level Capacity Building Plans DH&CI(O)

For better supervision, monitoring and preventive measures, a daylong training cum awareness programme will be organized at state level.

3.3.3 District-level Capacity-Building Plans DT&H(O)

Sl. No.	Training for	Programmes
1.	Zonal Officer Textiles / Sericulture, SARCS, WS, P O, IT, TA, TI, STA, FA.	Training cum awareness programme at district level for both supervision, monitoring & for taking preventive measures and effective management of disasters.

3.3.3 District-level Capacity-Building Plans (DH&CI(O)

A similar capacity building program will be organized in the district level to sensitize the field staff working directly with handicraft artisans.

3.3.4 Community level Capacity-Building Plans: DT&H(O)

Sl. No.	Training for	Programmes
1.	Representative of PWCS / TRCS / MRCS / ERCS / SHG etc.	Public awareness programmes. Distribution of relevant posters, leaflets, pamphlets in simple Odia language with rescue & shifting of raw materials, finished products, valuable belongings to safer places.

3.3.4 Community level Capacity-Building Plans (DH&CI(O)

A public awareness program will be organized in each craft cluster to sensitize the community. SHG members will be trained regarding rescue and shifting of raw materials, semi-finished products and finished products to safer places.

3.4 Training Need Assessment of the Department: DT&H(O)

The Directorate with the support of OSDMA will organize proper training of officers & staff from time to time at both State and district level so that they can help in rescue, evacuation and relief work at different stage of disaster.

Training Need Assessment of the Department: DH&CI(O)

The Directorate with the support of OSDMA will organize proper training of officers and staff from time to time at different places so that they can help in rescue, evacuation and relief work at different stages of disaster. Disaster Management Committee to be formed at the Directorate level will be kept ready so that they can move to disaster sites/ affected areas on short notice.

3.5 Capacity- Building of Stakeholders and Beneficiaries of the Department: DT&H(O)

Capacity-Building of stakeholders and beneficiaries of the Directorate will be made through Public awareness, since this is an important part in disaster preparedness. The aim of public awareness programmes is to promote an informed, alert and self-reliant community regarding capability of playing its full part in support of and in co-ordination with the agencies and terms responsible for disaster management activities. An essential part of a disaster preparedness plan is the education of those who may be threatened by a disaster.

Capacity-Building of Stakeholders and Beneficiaries of the Dept. DH&CI(O)

Capacity-building of stakeholders and beneficiaries of the Directorate will be made through Public awareness, since this is an important part in disaster preparedness. The aim of public awareness programmes is to promote an informed, alert and self-reliant community regarding capability of playing its full part in support of and in co-ordination with the agencies and teams responsible for disaster management activities. An essential part of a disaster preparedness plan is the education of those who may be threatened by a disaster.

3.6 Requirement of funds for capacity-building programmes:DT(O)

Necessary provision for capacity building programmes would be made under on-going schemes like Promotion of Handloom Industries (POHI) in the Budget to organise the capacity-building programmes.

Requirement of funds for capacity-building programmes DH&CI(O)

Necessary provisions for capacity building programmes will be made in the Annual Budget of the Directorate.

3.7 Annual training calendar of the Department: DT(O)

An annual training calendar would be prepared in consultation with OSDMA.

Annual training calendar of the department DH&CI(O)

An annual training calendar of the Directorate will be prepared in consultation with OSDMA.

3.8 Table top Exercises: DT&H(O)

Table top exercises will be conducted involving the Nodal Officer of the Directorate and other key personnel assigned with disaster management roles & responsibilities in a simulated disaster situation to discuss mitigation & preparedness needs.

Table top Exercises: DH&CI(O)

Table top exercises will be conducted involving the Nodal Officer of the Directorate and other key personnel assigned with disaster management roles & responsibilities in a simulated disaster situation to discuss mitigation & preparedness needs.

3.9 Mock Drill:DT&H(O)

Mock drill is an integral part of the disaster management plan, as it is a preparedness drill to keep the community alert. Search and Rescue Teams at district and block level will carry out mock drills on various disasters situation annually in consultation with district administration. Mock drills will be organised at village level to activate the village level committees. The community's preparedness could be enhanced through mock drill exercise organised once in six months as per the seasonality calendar of natural disaster events that is likely to occur. The Directorate of Textiles will ensure organisation of Mock Drills as above.

Mock Drills: DH&CI(O)

Mock drill is an integral part of the disaster management plan, as it is a preparedness drill to keep the community alert. Search & Rescue teams at district & block level will carry out mock drills on various disaster situation annually. Mock drills will be organized at village level to activate the village level committees. Basically this is a simulation exercise, which if practiced several times, would help in improving the cohesiveness of the community during an emergency. The community's preparedness could be enhanced through mock drill exercise organized once in every six months to match the seasonality of probable occurrence of natural disaster.

Chapter- 4:

Prevention & Mitigation Measures

4.1 Preventive Measures: DT&H(O)

Activities to provide outright avoidance of the adverse impact of hazards and means to minimize related environmental, technological and biological disasters. 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 behaviour contribute to promoting a "culture of prevention".

4.1 Preventive & Mitigation Measures: DH&CI(O)

- i) On occurrence of any hazard, concerned Industries Promotion Officer etc of the area will immediately intimate the same to their respective GM, DICs/ RICs.
- ii) Identify the artisans affected, emergency assistances to be provided and contact officials of the other line department of the area for extending help.
- iii) Arrange shifting of people to safer place.
- iv) GM, DICs/ RICs on getting the information from the field officials will immediately bring the matter to the notice of the District revenue Authority as well as the Nodal Officer of the Directorate.
- v) GM, DIC/ RIC himself may immediately visit the areas on priority and also depute responsible subordinates like DCIO/Asst. Managers etc to co-ordinate the mitigation activities.
- vi) GM, DIC/ RIC shall take step for assessment of losses through field staff and submit the same along with recommendation of other line departments (wherever necessary) to respective quarters for providing rehabilitation assistance. .
- vii) Officials from the Directorate will be deputed to the worst affected area to co-ordinate the relief operation
- viii) Basing on the reports received from the GM, DICs/ RICs, Directorate shall submit proposals to Handlooms, Textiles & Handicrafts Department and Special Relief Commissioner for availing assistance for rehabilitation and restoration.
- ix) Assistance received from various sources shall be channelized through GM, DICs/ RICs to the affected handicraft artisans under the supervision of field functionaries.

4.2 Mitigation Measures:DT(O)

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.

4.2 Ways & Means to prevent or reduce the impact of various disasters: DT&H(O)

4.2.1 Structural Measures

All kutcha houses & worksheds of handicraft artisans will be converted in to pucca houses-cum-workshed to make them disaster resilient.

4.2.2 Non-structural Measures

Steps will be taken to provide early warning of impending disasters.

4.2 Ways & means to prevent or reduce the impact of various disasters: H&CI(O)

4.2.1 Structural measures:

- Kutcha houses and Thatched houses / work shed of handloom weavers and sericulture farmers will be converted into pucca houses-cum-work shed to make them disaster resilient.
- Existing CFC and Go-down of PWCS will be renovated.
- New CFC will be constructed.

4.2.2 Non-structural measures:

- Information, Education and Communication (IEC) activities will be initiated under Non structural mitigation measures.
- Weavers and Sericulture farmers will be enrolled under insurance scheme.
- Stocks in the form of raw materials and finished products will be covered under insurance.
- Continued awareness campaign and encouragement for disaster-proof habitat planning at community level including shifting/relocating from hazard prone areas to safer places.

Chapter-5: Preparedness

5.1 Nodal person: DT&H(O)

Sl. No.	Name & Designation of the Nodal person for Disaster Management in the Department	Contact no.	
		Office	Mobile
1	Sri Sarat Chandra Patra, AO,	Directorate of Textiles, Odisha, Bhubaneswar	9437620100
2	Sri A.P.Das, Additional Director of Textiles	Joint Director of Textiles, Western Division, Bargarh	9437463277
3	Sri S.S.Samant, DDT	Joint Director of Textiles, Central Division	9437304258
4	Sri P.K.Singh, DDT	Deputy Director of Textiles, Southern Division, Berhampur	8895552711
5	Sri P.K.Gantayat, DDT	Deputy Director of Textiles, KBK Division, Koraput	9437746716
6	Sri Utpal Ghose, DDT	Deputy Director of Textiles, South Central Division, Khordha	9438029187

5.1 Nodal person: DH&CI(O)

Joint Director of the Directorate shall function as the Nodal Officer in the Directorate. The General Managers of DICs/ RICs in each district shall act as district level Nodal Officers.

5.2 Emergency Operation Centre (Department): DT&H(O)

The office of the Directorate of Textiles, Odisha shall function as control room at the state level in the field of Handlooms, Textiles and Sericulture sector for disaster management. Divisional / Zonal Offices like Offices like Office of the Joint Director of Textiles / Joint. Director of Sericulture/ Deputy Director of Textiles/Asst. Director of Textiles / Asst. Director of Sericulture in each Division / Zone/District shall function as district level control room. The contact details of Control rooms of all field functionaries are given in Chapter 6 in 6.1.3.

5.2 Emergency Operation Centre (Department) DH&CI(O)

Directorate of Handicrafts & Cottage Industries shall function as Control Room at the State Level for Disaster Management. DICs/ RICs shall function as Control Room for the concerned district.

5.3 Contact details of the Heads of the Department/ Division: DT&H(O)

Sl. No.	Name of the District / Division	Name of the Nodal / Head	Contact no.	
			Office	Mobile
1	HO, Bhubaneswar	Sri Susanta Kumar Barik, OAS (SAG)	0674 -2575783	9437394371
Handlooms & Textiles Sector:				
2.	CD, Bhubaneswar	Deputy Director of Textiles	0674 -2572736	9437304258
3.	WD, Bargarh	Joint Director of Textiles	06646 -247025	9437463277
4.	SCD, Khordha	Deputy Director of Textiles	06755 -21166	9438029187
5.	SD, Berhampur	Deputy Director of Textiles	0680-2291293	8895552711
6.	KBK Division, Koraput	Deputy Director of Textiles	06852- 250204	9437746716
7	DDT, Cuttack	Sri G.D.Das	0671-2549133	9937915474
8	ADT, Athagarh	Sri Sisir Kumar Nag	06723-220214	8895194747
9	ADT, Khurda	Sri Debraj Sahu	06755-220576	9937924403
10	ADT, Nayagarh	Sri Santosh Kumar Parida	06753-252015	9438435781
11	ADT, Balasore	Miss G.G.R.Murmu	06782-262907	9438623620
12	ADT, Baripada	Mrs. Madhusmita Das	06792-252482	9438456564
13	ADT, Bargarh	Sri U.K.Debata	06646-234261	9937832506
14	ADT, Sonapur	Sri Asutosh Mohanty	06654-220232	9439943652
15	ADT, Sundargarh	Sri Laxman Munda	06622-272437	8763347453
16	ADT, Berhampur	Sri P.K.Singh	0680-2291234	8895552711
17	ADT, Koraput	Sri P.K.Gantayat	06852-250464	9437746716
18	ADT, Boudh	Sri Asutosh Mohanty	06841-222085	9439943652
19	ADT, Bhawanipatna	Sri Indra Kandi	06670-230429	9337969442
20	ADT, Dhenkanal	Sri Charan Rout	06762-286691	9937531711
21	ADT, Balangir	Sri H.K.Mahali	06658-223044	9438248153

Sericulture Sector:

Sl. No.	Name of the District / Division	Name of the Nodal / Head	Contact no.	
			Office	Mobile
22	Joint Director of Sericulture (Hq)	Sri S.N.Pattnaik	0674-2575790	9437945607
23	Deputy Secretary Tech, R.O, CSB Bhubaneswar	Sri Dasarathi Behera	0674-2570053	9437828369
24	Managing Director, Serifed	Sri Satya Ranjan Sahoo	0674-2545586	889585759
25	ADS, Baripada	Sri L.Munda	06792-253155	8763347453
26	ADS, Bhubaneswar	Sri S.N.Pattnaik	0674-2725948	9437945607
27	ADS, Chandragiri	Sri Bhagawan Naik	06816-257490	9438746810

28	ADS, Deogarh	Mrs. Lucia Lakra	06641-226790	9437250185
29	ADS, Dhenkanal	Sri S.N.Pattnaik	06762-243103	9437945607
30	ADS ,Kalahandi	Sri Bijaya Mishra	06670-232069	9438470533
31	ADS, Koraput	Sri Bijaya Mishra	06852-250204	9438470533
32	ADS, Keonjhar	Sri L.Munda	06776-253257	8763347453
33	ADS, Phulbani	Sri Bhagawan Naik	06842-253365	9438746810
34	ADS, Sundargarh	Sri L.Munda	06622-272336	8763347453
35	DDT, Sonapur	-	06654-220232	-
36	ADS, (Trg.) Landiguda, Koraput	Sri Bijaya Mishra	06852-250204	9438470533
37	R.O., Sericulture Baripada	Sri L.Munda	06792-256313	8763347453
38	DDS, Chandragiri	Sri Suresh Ch. Behera	06816-257490	9437086489
39	DDS, Keonjhar	Mrs. Lucia Lakra	06766-258252	9437250185
40	JDS, Koraput	Sri S.N.Pattnaik	06852-250204	9437945607

5.3 Contact details of the Heads of the Department/ Division DH&CI(O)

Sl. No.	Name/ Designation of the Official	Office	Fax/Mobile	Email id
1.	Smt. Subha Sarma, I.A.S Commissioner-cum-Secretary to Govt. H.T & H Department	2536995 2322781	2536769 2536162	textsec.or@nic.in
2.	Sri Basant Kumar Dash DIRECTOR, H&CI, ODISHA	0674-2396745	9439359999	dhciori@gmail.com

5.4 Details of Human Resources trained on Disaster Management: DT&H(O)

Officers / Staff of the Directorate are to be trained on Disaster Management. In view of this, Steps will be taken to depute them to undergo training programmes organised by OSDMA.

5.4 Details of Human Resources trained on Disaster Management: DH&CI(O)

Steps will be taken to depute staffs to undergo training programmes organised by OSDMA

5.5 Resources: DT&H(O)

- 26 Zonal offices/ 08 Divisional offices.
- 530 working PWCS and 02 Apex WCS
- 160 Common Facility Centres and 251 Office- cum- Go-down.

Sl.	Type of resource	Description (Utility during Disaster & for preparedness)	details	
			Name of the District / Division	Total in nos.
1	Infrastructure:			
a	Office- cum-Go-down	Temporary Rehabilitation Shelter	Central Division, Bhubaneswar	75
			Western Division, Bargarh	27
			Southern Division, Berhampur	27
			South Central Division, Khordha	73
			KBK Division, Koraput	49
b	Common Facility Centres	Temporary Rehabilitation Shelter	Central Division, Bhubaneswar	61
			Western Division, Bargarh	26
			Southern Division, Berhampur	10
			South Central Division, Khordha	43
			KBK Division, Koraput	20
C	Office	Temporary facilitation centre	26 zonal offices and 8 Divisional offices	

5.5 Resources (H&CI(O))

- 31 DICs/ RICs at district level now under the control of MSME Department
- 13 District Level Training Centres/ Training Schools
- Workshed of Handicraft Co-operative Societies
- Common Facility Centre/ Training Centre at Gandamunda/ Khandagiri
- Training-cum-Production Centre at Ankula, Athagarh
- Cyclone Shelter at Kendubilwa, Khurda

5.6 Important Contact Nos. DH&CI

Sl. No.	Name/ Designation of the Official	Office	Fax/Mobile	Emailid
1	Sri Sanatan Nayak Special Officer, Nodal Officer, DH & CI	0674-2396745	9438453134	dhciori@gmail.com
2	Managing Director, Odisha State Co-operative Handicraft Corporation (Utkalika)	Rasulgarh Industrial Estate, Bhubaneswar	0674- 2586090	oschcltd@gmail.com
3	Member Secretary, State Institute for	Handicrafts Complex,	0674- 2350298,	sidacorissa@gmail.com

Sl. No.	Name/ Designation of the Official	Office	Fax/Mobile	Emailid
	Development of Arts & Craft (SIDAC)	Gandamunda, Bhubaneswar	2350318, 6573705	
4	General Manager, District Industries Centre, ANGUL	At/Po/Dist-Angul	06764-233781	dicangul@nic.in
5	General Manager, District Industries Centre, BALASORE	At/Po/Dist-Balasore	06782-262168	dicbal@nic.in
6	General Manager, District Industries Centre, BHUBANESWAR	Rasulgarh I.E, Bhubaneswar	0674-2580146	dicbbs@nic.in
7	General Manager, District Industries Centre, BHADRAK	At/Po/Dist-Bhadrak	06784-240472	dicbhadrak@nic.in
8	General Manager, District Industries Centre, BOLANGIR	At/Po/Dist-Bolangir	06652-233302 222267	dicblg@nic.in
9	General Manager, District Industries Centre, BARAGARH	At/Po/Dist-Bargarh	06646-233772	dicbargarh@nic.in
10	General Manager, District Industries Centre, BOUDH	At/Po/Dist-Boudh	06841-222714	dicboudh@nic.in
11	General Manager, District Industries Centre, CUTTACK	Khapuria I.E, Cuttak	0671-2344852	dicctc@nic.in
12	General Manager, Regional Industries Centre, DHENKANAL	At/Po/Dist-Dhenkanal	06762-224552 223752 (fax)	ricdkl@nic.in
13	General Manager, District Industries Centre, DEOGARH	At/Po/Dist-Deogarh	06641-226054	dicdeogarh@nic.in
14	General Manager, District Industries Centre, GAJAPATI	At/PO-Pralakhemundi, Dist-Gajapati	06815-222084	dicgajapati@nic.in
15	General Manager, District Industries Centre, GANJAM	Industrial Estate, Berhampur	0680-2290715 2290714(F)	dicgan@nic.in
16	General Manager, District Industries Centre, JAGATSINGHPUR	Gandhi Chawk, Jagatsinghpur	06724-221707	dicispur@nic.in
17	General Manager, Regional Industries Centre, JAGATPUR	Industrial Estate, Jagatpur	0671-2491573 2490544 (F)	rickngr@nic.in
18	General Manager, District Industries Centre,	At/Po/Dist-Jharsuguda	06645-271785	dicjharsuguda@nic.in

Sl. No.	Name/ Designation of the Official	Office	Fax/Mobile	Emailid
	JHARSUGUDA			
19	General Manager, District Industries Centre, KALAHANDI	At/Po- Bhawanipatna, Dist-Kalahandi	06670- 232637 232133	dickal@nic.in
20	General Manager, District Industries Centre, KEONJHAR	At/Po/Dist- Keonjhar	06766- 255418	dickjr@nic.in
21	General Manager, District Industries Centre, KORAPUT	At/Po-Jeypore, Dist-Koraput	06854- 230981	dickor@nic.in
22	General Manager, District Industries Centre, KENDRAPARA	At/Po/Dist- Kendrapara	06727- 220168 (Tele Fax)	dickendrapara@nic.in
23	General Manager, District Industries Centre, MAYURBHANJ	At/PO- Baripada	06792- 252670	dicmay@nic.in
24	General Manager, District Industries Centre, MALKANGIRI	At/Po/Dist- Malkangiri	06861- 231075	dicmalkangiri@nic.in
25	General Manager, District Industries Centre, NAYAGARH	At/Po/Dist- Nayagarh	06753- 253783 2338001	dicnayagarh@nic.in
26	General Manager, District Industries Centre, NABRANGPUR	At/Po/Dist- Nabarangpur	06858- 222303	dicnabarangpur@nic.in
27	District Industries Centre, NUAPARA	At/Po/Dist- Nuapara	06678- 221686 230222	dicnuapada@nic.in
28	General Manager, District Industries Centre, PHULBANI	At/Po- Phulbani, Dist- Kandhamal	06842- 253239 Fax-253279	dicphb@nic.in
29	General Manager, District Industries Centre, P U R I	At/Po/Dist- Puri	06752- 223394 Fax-229971	dicpur@nic.in
30	General Manager, Regional Industries Centre, RAYAGADA	At/Po/Dist- Rayagada	06856- 223002	ricrgd@nic.in
31	General Manager, Regional Industries Centre, ROURKELA	At/Po/Dist- Rourkela	0661- 2400456	ricrkl@nic.in
32	General Manager, Regional Industries Centre, SAMBALPUR	At/Po/Dist- Sambalpur	0663- 2411487	ricsam@nic.in
33	General Manager, District Industries Centre, SUNDARGARH	At/Po/Dist- Sundargarh	06622- 272236	dicsng@nic.in

Sl. No.	Name/ Designation of the Official	Office	Fax/Mobile	Emailid
34	General Manager, District Industries Centre,DIC, SUBARNAPUR	At/Po/Dist- Sonepur	06654- 220865	dicsubarnapur@nic.in

5.7 Preparedness at Department level: (DT&H(O))

- a) The coastal belt of Odisha is both flood-prone & cyclone-prone and other areas are generally prone to cyclone. As per the past occurrence the Dist. of Ganjam, Gajapati, Khurda, Puri, Cuttack, Jagatsingpur, Kendrapada, Bhadrak, Balasore, Mayurbhanj, Keonjhar, Jajapur, Dhenkanal, Nayagarh are prone to hazards of natural calamities like flood, cyclone and heavy rain.
- b) In hazard prone areas, the SARCS, Weaving Supervisor, Production Officer, Inspector of Textiles, Technical Assistant, Technical Inspector, Senior Tassar Assistant, Field Assistant at block level shall act as base level field officers for the concerned block and coordinate with the nodal officer at the district offices.
- c) Nodal officer in the district level, Dy. Director, Textiles, Asst Director, textiles, Dy. Director, Sericulture/ Asst. Director, sericulture shall identify weavers and farmers of the above disaster prone areas and prepare database.
- d) Identification of safer places nearest to the affected areas to utilise the Common facility Centre and organisational buildings available for providing shelter to the affected people during occurrence of calamities.
- e) The following disaster management cells will be constituted with an objective to assess loss for restoration and rehabilitation.

Constitution of Disaster Management Cell :

a. State Level

- | | | |
|--------------------------------|---|----------|
| i. Commissioner -cum-Secretary | - | Chairman |
| ii. Additional/Joint Secretary | - | Member |
| iii. AFA-cum-Under Secretary | - | Member |
| iv. Concern S.O/D.O | - | Member |

b. Directorate Level

- | | | |
|--|---|---------------|
| i. Additional/Joint Director of Textiles | - | Nodal Officer |
| ii. Deputy Director of Textiles | - | Member |
| iii. Deputy Director of Sericulture | - | Member |
| iv. Concerned Section Officers | - | Member |

c. Zonal Level

- | | | |
|---|---|---------------|
| i. Zonal officer Textiles/ Sericulture | - | Nodal Officer |
| ii. SARCS/PO | - | Member |
| iii. Weaving Supervisor/Technical Inspector- | | Member |
| iv. Representative of lead PWCS/TRCS/MRCS/ERCS- | | Member |

5.7 Preparedness at Department level (DT&H(O))

a) The coastal belt of Odisha is both flood-prone & cyclone prone and other areas are generally prone to cyclone. As per past occurrence, the districts of Ganjam, Gajapati, Khurda, Puri, Cuttack, Jagatsinghpur, Kendrapra, Bhadrak, Balasore, Mayurbhanja, Keonjhar, Jajpur, Dhenkanal, Nayagarh are prone to hazards of natural calamities like Flood/ Cyclone/ Heavy rain.

(b) In hazard prone areas, the Industries Promotion Officers at Block level shall act as base level field officers for the concerned block and coordinate with the nodal officers at district level offices

(c) Nodal Officers in the district level i.e. GM, DICs/ RICs shall identify artisans of the above disaster prone areas and prepare a database.

(d) Identification of safer places nearest to the affected areas to utilize the Common Facility Centres and Organisational buildings available for providing shelter to the affected people during occurrence of calamities.

The following Disaster Management Cells will be constituted with an objective to assess loss for restoration and rehabilitation

1. State Level

(a) Special Officer	-	Nodal Officer
(b) Dy. Director (Civil)/ Dy. Director (H)	-	Member
(c) Asst. Director (H)/ Deputy Manager (HC)	-	Member
(d) One Handicraft Artisan (Awardee)	-	Member

2. District Level

(a) General Manager, RIC/ DIC	-	Nodal Officer
(b) District Cottage Industries Officer (DCIO)	-	Member
(c) Asst. Manager	-	Member
(d) Industries Promotion Officer (Hq.)	-	Member
(e) A prominent handicraft artisan of the district	-	Member

3. Block Level

(a) Industries Promotion officer (concerned block)-	Nodal Officer
(b) A prominent handicraft artisan of the block	- Member

Chapter 6: Response Plan

6.1 Public Warning System: DT&H(O)

6.1.1 Existing arrangements of the Department for information collection and dissemination.

- i. On occurrence of any hazard, concern SARCS, Weaving Supervisor, Production Officer, Inspector of Textiles, Technical Assistant, Technical Inspector, Senior Tassar Assistant, Field Assistant of the area will immediately intimate the same to their respective Zonal Officers /Divisional Officers.

- ii. Identify the Weavers/ Farmers affected emergency assistances to be provided and contact the officials of the other line department of the area for extending help.
- iii. Arrange shifting of people and valuable to safer place.
- iv. Concerned Zonal officers/Divisional Officers on getting the information from the field officials will immediately bring the matter to the notice of the District revenue Authority as well as the Nodal Officer of the Directorate.
- v. Concerned Zonal officers/Divisional Officers himself may immediately visit the areas on priority and also depute responsible subordinates like SARCS, Weaving Supervisor, Production Officer, Inspector of Textiles, Technical Assistant, Technical Inspector, Senior Tassar Assistant, Field Assistant to co-ordinate the mitigation activities.
- vi. Concerned Zonal officers/Divisional Officers shall take step for assessment of losses through field staff and submit the same along with recommendation of other line departments (wherever necessary) to respective quarters for providing rehabilitation assistance.
- vii. Officials from the Directorate will be deputed to the worst affected area to co-ordinate the relief operation.
- viii. Basing on the reports received from the Zonal officers/Divisional Officers, Directorate shall submit proposals to Handlooms, Textiles & Handicrafts Department and Special Relief Commissioner for availing assistance for Rehabilitation and restoration.
- ix. Assistance received from various sources shall be channelized through Zonal officers/Divisional Officers to the affected handloom weavers/ sericulture farmers under the supervision of field functionaries.

6.1 Public Warning System

6.1.1 Existing arrangements of the department for information collection and dissemination

The information will be collected by the IPOs at Block level and submitted to GM, RICs / DICs who in turn will forward the same to DH&CI.

6.1.2 Existing system of Public Warning in the departments

There are 31 RICs & DICs in 30 districts of the State headed by General Managers who will be providing the warnings to Handicrafts Societies/SHGs / Artisans to take preventive measures upon receipt of clear instructions about the impending disaster from District Administration / Government.

6.1.3 Establishment of control rooms at State and District level:

The General Managers, DICs/ RICs will be instructed to be present in the

office and keep in touch with the control room operated by the District administration.

6.1.2 Existing system of Public Warning in the departments. (DT&H(O))

On receipt of information from media / State Govt. regarding occurrence of any natural calamities / hazards the Nodal Officer coordinates with the State Govt. and passes instruction to down the line (District level Offices)

6.2 Inter-Departmental Coordination

6.2.1 State Level *(Note: Inter-departmental coordination will be operated through Special Relief Commissioner.)*

6.2.2 District Level *(Note: Inter-departmental coordination will be operated by the District administration.)*

6.1.3 Establishment of control rooms at State and District level –DT&H(O)

Sl. No	State/ district	Contact Person	Contact no. of the control room	Contact No.	E-Mail ID
1	State - Odisha	Sri Sarat Ch. Patra, Accounts Officer,	0674-2575783	9437620100	textileorissa@yahoo.co.in
2	Cuttack (excluding Athagarh Sub-Division)	Sri D. Nandy, DDT	0671-2549133	9937225468	ddtexcuttack@gmail.com
3	Cuttack (Only Athagarh Sub-Division)	Sri Sisir Kumar Nag	06723-220214	8895194747	adtexathagarh@gmail.com
4	Jagatsinghpur	Sri D. Nandy, DDT	0671-2549133	9937225468	ddtexcuttack@gmail.com
5	Kendrapada	Sri D. Nandy, DDT	0671-2549133	9937225468	ddtexcuttack@gmail.com
6	Jajapur	Sri D. Nandy, DDT	0671-2549133	9937225468	ddtexcuttack@gmail.com
7	Khordha	Sri Debraj Sahu	06755-220576	9937924403	khurda.adt@gmail.com
8	Puri	Sri Debraj Sahu	06755-220576	9937924403	khurda.adt@gmail.com
9	Nayagarh	Sri S. K. Parida	06753-252015	9438435781	adtexngr@yahoo.com
10	Balasore	Miss G.G.R.Murmu	06782-262907	9438623620	adtbalasore@gmail.com
11	Bhadrak	Miss G.G.R.Murmu	06782-262907	9438623620	adtbalasore@gmail.com
12	Mayurbhanj	Mrs. Madhusmita Das	06792-252482	9438456564	adtbpd@gmail.com
13	Keonjhar	Mrs. Madhusmita Das	06792-252482	9438456564	adtbpd@gmail.com
14	Sambalpur	Sri H. K. Mahali	06646-234261	9438248153	debatauk@yahoo.com
15	Bargarh	Sri H. K. Mahali	06646-234261	9438248153	debatauk@yahoo.com
16	Subarnapur	Sri A. Mohanty	06654-220232	9439943652	ddtsnp@gmail.com
17	Sundergarh	Sri Laxman Munda	06622-272437	8763347453	adtsundargarh@gmail.com
18	Deogarh	Sri Laxman Munda	06622-272437	8763347453	adtsundargarh@gmail.com
19	Jharsuguda	Sri Laxman Munda	06622-272437	8763347453	adtsundargarh@gmail.com
20	Ganjam	Sri P.K.Singh	0680-2291234	8895552711	adt.bam@gmail.com
21	Gajapati	Sri P.K.Singh	0680-2291234	8895552711	adt.bam@gmail.com
22	Koraput	Sri P.K.Gantayat	06852-250464	9437746716	adtkpt@gmail.com
23	Nawrangpur	Sri P.K.Gantayat	06852-250464	9437746716	adtkpt@gmail.com
24	Malkangiri	Sri P.K.Gantayat	06852-250464	9437746716	adtkpt@gmail.com

25	Rayagada	Sri P.K.Gantayat	06852-250464	9437746716	adtkpt@gmail.com
26	Boudh	Sri A. Mohanty	06841-222085	9439943652	adtboudh@gmail.com
27	Kandhamala	Sri A. Mohanty	06841-222085	9439943652	adtboudh@gmail.com
28	Kalahandi	Sri Indra Kandi	06670-230429	9337969442	adt-kalahandi.od@nic.in
29	Nuapada	Sri Indra Kandi	06670-230429	9337969442	adt-kalahandi.od@nic.in
30	Dhenkanal	Sri Charan Rout	06762-286691	9937531711	adtdhenkanal@gmail.com
31	Angul	Sri Charan Rout	06762-286691	9937531711	adtdhenkanal@gmail.com
32	Bolangir	Sri H.K.Mahali	06658-223044	9438248153	adtbolangir@gmail.com

Sericulture Sector

Sl No.	State/district	Contact person	Contact no. of the control room	Contact No.	E-mail ID
1	H.O., Bhubaneswar	Sri. S.N.Pattnaik	0674-2575790	9437945607	sericultureorissa@yahoo.co.in
2	Mayurbhanj	Sri.Laxman Munda	06792-253155	8763347453	baripadaads@yahoo.com
3	Khordha	Sri. S.N.Pattnaik	0674-2575790	9437945607	bhubaneswarads@yahoo.com
4	Boudh	Sri.Bhagaban Nayak	06842-253365	9438746810	adsphulbani@yahoo.com
5	Deogarh	Mrs.LuciaLakra	06641-226790	9437250185	adsdeogarh@yahoo.com
6	Dhenkanal	Sri. S.C. Behera	06762-224564	9437086489	adsdhenkanal@yahoo.com
7	Kalahandi	Sri.Bijaya Mishra	06670-232069	9438470533	adskalahandi@gmail.com
8	Koraput	Sri.Bijaya Mishra	06852-250204	9438470533	adskoraput@yahoo.com
9	Keonjhar	Sri.Laxman Munda	06766-258257	8763347453	adskeonjhar@yahoo.com
10	Kandhamal	Sri.Bhagaban Nayak	06842-253365	9438746810	adsphulbani@yahoo.com
11	Sundergarh	Sri.Laxman Munda	06622-272336	8763347453	adssundergarh@yahoo.com
12	Subarnapur	Sri.Bhagaban Nayak	06842-253365	9438746810	adsphulbani@yahoo.com

6.2 Inter-Departmental Coordination DT&H(O)

6.2.1 State level:

The Nodal Officers of the Directorate (Separate for Handloom & Sericulture Sector) shall coordinate with State Government, OSDMA and other line Departments and ensure collection of damage assessment report from zonal (District) level and submission of the same to State Govt.

6.2.2 District level:

The Nodal Officers / persons at the Zonal level (Separate for Handloom & Sericulture Sector) shall coordinate with Emergency Officer of the district, State Government, OSDMA and other line Departments and ensure collection of damage assessment report from field level and submission of the same to the Directorate.

6.2.3 Appointment of Nodal Officers to support Inter-Departmental Coordination: DT&H(O)

Sl. No	Level	Name of the Nodal Officer	Contact No.	Alternative contact no.	Roles/ Responsibilities
1	State	Sri Sarat Ch. Patra, Accounts Officer	9437620100	-	Ensure collection of damage assessment report from field level and submission of the same to the Govt.
2	Division:				
	Western Division, Bargarh	Sri A.P.Das, Addl. Director of Textiles	9437463277	-	Ensure that the reports are submitted to the District Administration as well as to the Directorate by the Zonal Officers
	Central Division, Bhubaneswar	Sri S.S.Samant, DDT	9437304258	-	
	Southern Division, Berhampur	Sri P.K.Singh, DDT	8895552711	-	
	KBK Division, Koraput	Sri P.K.Gantayat, DDT	9437746716	-	
	South Central Division, Khordha	Sri Utpal Ghose, DDT	9438029187	-	

6.2.3. Appointment of Nodal Officers to support Inter-Departmental Coordination: DH&CI(O)

Sl No.	Level	Name of the Nodal Officer	Contact No.	Alternative Contact No.	Roles/ Responsibility
1	State level	Sri Sanatan Nayak Special Officer Nodal Officer, DH&CI(O)	0674-2396745	9438453134	As stipulated in Section 4.1 Prevention & Mitigation Measures
2	District Level	General Manager, RIC/ DIC of concerned District	Contact Nos provided at Section 5.6 (Important Contact Numbers)		

6.3 Incident response teams (IRTs): DH&CI(O)

Sl. No.	Level	Name of the IRT	Team Member	Roles/ Responsibilities
1	State	Director of Textiles & Handlooms, Odisha	Additional DT, JDT, DDT, DDS, Concerned Section Officers	<ol style="list-style-type: none"> 1. Coordinate with State Govt. and other line Department. 2. Ensure reporting of the affected areas and assess damage thereof. 3. Assess the staff and other logistic requirement for operation. 4. Ensure availability of funds at district / block level to meet the contingency expenses. 5. Plan and arrange necessary inputs for response measures. 6. Manage the fund and maintain

				financial record. 7. Maintain an inventory of all related guidelines, procedure, action plan, district map and contact no. 8. Develop the media messages up to date status of disaster mitigation and response work. 9. Document the lessons learnt, circulate printing material on contingent and DM plan. 10. Capacity building.
2	District / Block	Concerned Zonal Officer	SARCS, WS, PO, IT, TA, TI, STA, FA, Head Clerk.	1. To coordinate with Directorate, District Authorities and line Department at District level. 2. To prepare and activate District Disaster Plan. 3. To manage the overall response activities in the field. 4. To develop the media message. 5. To mobilise resources for response measure. 6. To collect and store disaster related information for post incident analysis. 7. Capacity building.

6.3 Incident Response Teams (IRTs) DH&CI(O)

Incident Response Teams (IRTs) will be formed and function at different levels which shall be in coordination for implementation of disaster related Plans.

SI No.	Level	Head of the IRT	Team members	Roles/Responsibilities
1	State	Director of Handicrafts & Cottage Industries, Odisha.	1. Addl. DH&CI. 2. Special Officer 3. Deputy Director(H) 4. AD(H) 5. A.O 6. Statistical Officer	1. Coordinate with State Government and other line Departments. 2. Ensure Reporting of the affected area and assess damage thereof. 3. Assess the staff and other logistic requirement for operation. 4. Ensure availability of funds at District and block level to meet contingency expenses. 5. Plan and arrange necessary inputs for response measures for manage the fund and maintenance of financial relating records 6. Maintain an inventory of all related guidelines, procedures, action plans, district maps and Contact numbers. 7. Develop the media messages up to date status of disaster mitigation

				<p>and response work</p> <p>8. Document the lessons learnt. Circulate printing material on contingent and DM plans.</p> <p>9. <i>Capacity Building</i></p>
2	District	GM RIC / DICs	GM, DIC, Asst. Manager/IP O Head Clerk / Sr. Clerk.	<p>1. To coordinate with Directorate, District Authorities and line departments at District level.</p> <p>2. To prepare and activate district disaster plan.</p> <p>3. To manage the overall response activities in the field.</p> <p>4. To develop the media messages.</p> <p>5. To mobilize resources for response measures.</p> <p>6. To collect and store disaster related information for post</p>
3	Block	IPO	IPO	<p>1. To supervise collection of disaster related information report to the District IRT</p> <p>2. To prepare and activate disaster plan at block level</p> <p>3. To coordinate with District Authority, Tahasildar. BDO, PRI members etc.</p> <p>4. To implement the plan.</p> <p>5. To ensure availability of resources for response measures.</p> <p>6. Capacity Building.</p>

6.4 Disaster Specific Response Plan of the Department: DT&H(O)

Sl. No.	Natural Calamity	Responsibility	Response Time line	Who is responsible
1	Flood	Estimate of Area under submergence/ inundation/ sand cast	24 hrs.	Concerned zonal officer and SARCS, Weaving Supervisor, Production Officer, Inspector of Textiles, Technical Assistant, Technical Inspector, Senior Tassar Assistant, Field Assistant for both district and block level.
2		Assessment of Damage	After 7 days of submergence/ receding of flood	- Do -
3	Cyclone/ Hailstorm/ Tidal Waves	Area affected by submergence/ saline inundation/ sand cast/ lodging of crops etc.	Immediate after occurrence.	- Do -

6.4 Disaster Specific Response Plan of the Department- DH&CI(O)

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 & AA0, IPO at block level Collector & GM, RIC / DIC at District level. Revenue and DM Dept. at state level
2	- Do -	Assessment of Damage	After 7 days of submergence/ receding of flood	
3	Cyclone/ Hailstorm / Tidal waves	Handicrafts Artisan work-sheds /raw-materials/ tool-kits/ affected . damaged.	Immediate after occurrence	
4	Earthquake	Handicrafts Artisan work-sheds /raw-materials/ tool-kits/ affected .	Immediate after occurrence	

6.5 Roles of NGOs and Voluntary organisation for better coordination: DT&H(O)

The role of any NGO or Voluntary Organisation in future will be explored for better coordination.

Roles of NGOs and Voluntary Organization for better coordination. DH&CI(O)

The services of the local NGOs may be utilized for reaching the remote areas for damage assessment and with relief materials.

6.6 Standard Operating Procedure for different Departments: DT&H(O)

Name of the Department	On receiving warning	Response time	Post disaster.
Handlooms, Textiles & Handicrafts (Directorate of Textiles & Handloom)	Disseminate alert to all district level Nodal Officer for mobilising field level staff to vulnerable areas for intimating weavers / sericulture farmers and to keep close liaison with related line Department.	Measures to shift the Weavers / Sericulture farmers to nearby safer places (CFC / Go-Down of PWCS / TRCS/ MRCS / ERCS) and arrange emergency response from concerned line department	To restore the livelihood (Loom / Accessories / Finished products / Raw Material / DFLs / Rearing House / Host plant etc.) of the weavers / sericulture farmers

6.6. Standard Operating procedure for different departments: DH&CI(O)

Name of the Department	On Receiving Warning	Response time	Post Disaster
HT&H	1. Disseminate the alert to all RICs / DICs. 2. IPOs to be enlisted for damage assessment work. 3. Use of Public Address System in Auto rickshaws to alert the Handicraft	Immediate	Damage assessment work to be taken up on urgent basis.

	Artisans to take precautionary measures for storage of raw materials and finished goods in safe houses / cyclone shelter/ local RCC roofed sheds.		Reporting of the damage to DH&CI / Nodal Office.
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6.7 Relief: DT&H(O)

6.7.1 Reporting procedure and formats for damage assessment and others:

- After occurrence of any hazard, concern field functionaries like SARCS, Weaving Supervisor, Production Officer, Inspector of Textiles, Technical Assistant, Technical Inspector, Senior Tassar Assistant, Field Assistant etc shall visit to the affected area immediately and assess the damage/loss and report the same to their respective District / Zonal level Nodal Officers in prescribed format (**existing formats for damage assessment enclosed**).
- Concerned District / Zonal level Nodal Officers on getting the information from the field officials will immediately bring the matter to the notice of the District revenue Authority as well as the Nodal Officer of the Directorate.
- Concerned District / Zonal level Nodal Officers himself may immediately visit the areas on priority and also depute responsible subordinates like SARCS, Weaving Supervisor, Production Officer, Inspector of Textiles, Technical Assistant, Technical Inspector, Senior Tassar Assistant, Field Assistant, etc for necessary co-ordination.

6.7 Relief : DH&CI(O)

6.7.1 Reporting Procedures and formats for damage assessment and others

(i) 2-3 Groups of IPOs of DICs along-with Jr. Clerk & Sr. Clerk will be formed to cover the affected GPs to identify the affected Handicrafts Societies/ Artisans. They will submit reports to RICs / DICs who in turn will send the reports with counter signature of concerned GMs to Directorate of Handicrafts & Cottage Industries, Odisha, Bhubaneswar.

(ii) The format for damage assessment is briefly outlined below :

Sl.	Name and address of the Handicrafts Artisan Unit	Brief description of damage		Amount assessed as per rated to be notified by R&DM Dept. / Eye Estimate
		Raw Material/ goods in progress/ finished goods	Tools/ equipment	

6.7.2 Illustrate list of activities identified as an immediate nature: DT&H(O)

There are no such specific identified activities of immediate nature to be taken up by the Directorate. But, the information of affected weavers / farmers shall be brought to the notice of related line department by the District / Zonal level Nodal Officers for necessary restoration.

6.7.3 Minimum Standards of relief: DT&H(O)

The District / Zonal level Nodal Officers shall coordinate with concerned Revenue authorities for provide necessary relief to the affected weavers / farmers.

6.7.4 Management of relief supplies / speedy management: DT&H(O)

The District / Zonal level Nodal Officers shall coordinate with concerned Revenue authorities for management of relief supplies / speedy management to the affected weavers / farmers.

Chapter 7

Relief Restoration and Rehabilitation DT&H(O)

1. Concerned District / Zonal level Nodal Officers on getting the damage assessment report from the field officials in prescribed format shall consolidate the same and report to the Nodal Officer of the Directorate for sanction of necessary funds for restoration and rehabilitation of affected weavers / farmers.
2. The State Nodal Officer after receipt of damage assessment report from the district / Zonal level nodal officers shall consolidate the same and submit to the SDMA & SRC with recommendation of the Directorate of Textiles, Odisha through HT&H Department for necessary sanction of funds in the following format.

Sector	Damage in physical terms	Requirement of funds for repair of immediate nature	Out of Amount available from annual maintenance budget	Out of Amount available related schemes / programme/ other sources	Out of Amount proposed to be met from CRF/ NCCF
1	2	3	4	5	6
Handloom Sector	Damage of infrastructure of PWCS / SHGs				
	Damage of dwelling house – Fully / Partly				
	Damage of work shed – Fully / Partly				
	Damage of Loom – Fully / Partly				
	Damage of Accessories				
	Damage of Raw Material				
	Damage of finished product				
Sericulture Sector	Damage to Tassar/ Mulberry/ Eri plantation				
	Damage to Tassar/ Mulberry/ Eri DFL				
	Damage to Tassar/ Mulberry/ Eri crop				
	Damage to Tassar/ Mulberry/ Eri Cocoon				
	Damage to infrastructure of individual Tassar / Mulberry / Eri unit				
	Damage to infrastructure of institutional Tassar / Mulberry / Eri unit				
	Damage to equipment of Tassar / Mulberry / Eri farmer.				

Restoration & Rehabilitation: H&CI(O)

7.1 Damage and Loss Assessment

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/artisans comes to normal. This phase mainly covers damage assessment, disposal of debris, disbursement of assistance for work-shed, formulation of assistance packages, monitoring and review, cases of non-starters, rejected cases, relocation, town planning and development plans, awareness and capacity building, 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 OSDMA & SRC office in the prescribed format as detailed below for smooth & quick processing.

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/ programmes/ 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 & norms
(1)		(2)	(3)	(4)	(5)	(6)
	Raw materials/ Goods in process/finished goods					
	Tools / Equipment					

Chapter – 8

Recovery (DT&H(O))

- Steps are taken for allocation of funds and utilisation thereof in a regular basis from the ongoing developmental schemes / programmes of the State / Central Govt. for strengthening infrastructural facilities both for individual

and institutional bodies to prevent / mitigate / minimise the damage / loss of weavers / sericulture farmers due to occurrence of any hazard / natural calamity.

- The management of recovery process shall be monitored closely with proper coordination of State Govt. / Directorate / local Revenue authorities and field functionaries to ensure implementation of the recovery plan with effective service delivery minimising overlap and duplication at district level and below.

Recovery: DH&CI(O)

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-term process in which everyone has a role including the PRI members, NGOs and especially the affected people, their families and the community.

The Role of the Directorate is to explore the scope for

- Preparation of Recovery plan for affected handicrafts artisans & their livelihoods.
- Organise 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)
- Allocate funds for the stabilization of the repaired & reconstructed infrastructure.

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 (DDR) in developmental projects of the Department.: DT&H(O)

To resist hazard impact and reduce future disaster risk the H,T&H Department has formulated plan / programmes to provide assistance to the individual weavers / sericulture farmers for construction of work shed / houses with RCC roof and Common Facility Centres / Storage Houses / Go-Downs for PWCS / TRCS / MRCS / ERCS out of the ongoing developmental schemes of both State / Central Govt.

Sl. No.	Scheme / Project	Activities for DRR
1.	Promotion of Handloom Industries	Construction of Work Shed – cum – Housing for weavers
		Construction / Renovation of CFC / Go-Down for PWCS
		Concretisation of loom pit of weavers
		Construction of Drum Sheds
		Construction / Renovation of Sales outlet
		Supply of Solar Lanterns
		Technology Intervention (Installation of moden loom, loom accessories, mechanised pre-loom machineries).
		Weaver Welfare Fund
		Enrolment of weavers under Insurance Scheme like MGBBY / PMJJBY / PMSBY
		Setting up of Raw Material Bank.
2.	Promotion of Sericulture Industries	Construction of go-downs
		Construction of Grainage buildings
		Supply of Gum-boot, torch light, umbrella

Mainstreaming DDR in Development Projects:

H&CI(O)

9.1 Identification of existing programmes of the Department

Welfare Schemes

- **Construction of Work-shed-cum-Housing for Handicraft Artisans:** Financial assistance of Rs.1,20,000/- to Rs.1,30,000/- is provided for construction of 25Sq. Mt.. dwelling house with work-shed.
- **Aam Aadmi Bima Yojana:** Handicraft Artisans are covered under Life Insurance Scheme (Aam Aadmi Bimay Yojana) free of cost on payment of Artisan's share of insurance premium by Government.
- **Distribution of Solar Lanterns to Artisan Households:** Each artisan family is being provided with one "Solar Lantern" free of cost to augment productivity

Other General Schemes

- **Guru Sishya Parampara Training:** Training programmes conducted by Awardees in different handicrafts for transfer of their traditional skill to next generation of artisans for preservation of traditional craft heritage
- **MCM Training Programme:** The objective of the training is to increase the handicrafts artisan of the state as handicraft sector provides the best opportunity for self employment with minimum capital investment and this can be achieved through organized training followed by rehabilitation assistance. The trainees should take-up business activities with bank linkages or own finance after completion of the training programme.
- **Silpi Unnati Yojana (SUY):** Financial assistance up to Rs.20,000/- is being provided as margin money for availing bank finance up to Rs.100,000/- for setting up own production unit
- **Establishment of Craft Village:** Craft clusters are developed on SHG mode with need-based interventions like skill up-gradation training, supply of improved tools & equipments, design development, margin money for bank linkage, marketing support etc. to ensure livelihood of handicraft artisans.
- **Design Development under Handicrafts:** Design Development Training Programmes are organized in different clusters for new product designing & development by engaging reputed national/ state level designers
- **Strengthening of Industrial Cooperative Societies:** Financial Assistance up to Rs.5.00 lakhs provided to working primary handicraft cooperative societies to take up interventions like Common Work Shed, Raw material Bank, Show Room, Working Capital etc. to augment production.

9.2 Devising plans for factoring Disaster Risk Reduction features into developmental programmes

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.

9.3 Scope for integrating different schemes for Disaster Risk Reduction (DRR) activities:

Sl.	Scheme / Project	Possible activities for DRR
1.	Institutional Training,	Skill training is provided in different crafts in crafts schools at State and district level.

2.	Craft Village	For development of craft clusters through training, bank linkage and exposure visit.
3.	Silpi Unnati Yojana	Providing financial assistance for setting up of his/ her own enterprise with 20% subsidy on the project cost up to Rs.1.00 lakh.
4.	Work-shed-cum-Housing	Providing financial assistance to handicrafts artisans for construction of dwelling house with work-shed with a grant of Rs.1,20,000/- in plain areas to Rs.1,30,000/- hilly areas.
5.	Strengthening of ICS	The Indl. C.S. engaged in production/sale of handicraft products need to be strengthened with necessary infrastructure like CFC/Show-room/ revolving funds/improved machinery etc.
6.	Marketing Assistance & Publicity	Provide a platform to the C.S. /SHGs/ individual artisans for marketing their product through different exhibitions.
7.	Distribution of Solar Lanterns	To enhance the productivity during the night hour / interruption of power supply and to minimize stress on artisans eyes as support to their continuous work.
8.	Aam Aadmi Bima Yojana	Life Insurance Coverage of handicrafts artisans.
9.	Guru Sishya Parampara Training	Transfer of traditional skill of National/ State Awardees/National Merit Certificate winner to the new generation of artisans by imparting training.
10.	MCM Training Programme	Imparted training to the handicrafts artisans by engaging reputed master craft persons.

Chapter – 10

Provisions for financing the activities: DT&H(O)

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): DT&H(O)

As per the provisions of Disaster Management Act, 2005 sub-section (1)(a) of Section (48) and based on the recommendation of the 13th 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 13th Finance Commission for each year the Finance Commission period 2010-15 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 instalments in June and December respectively in each financial year. Likewise, the State Government transfers its contribution of 25% to the SDRF in two instalments 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 format is annexed at Annexure 1 to 7.

10.1 State Disaster Response Fund (SDRF) H&CI(O)

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 different DICs/RICs.

10.2 National Disaster Mitigation Fund : DT&H(O)

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-XIV 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-XIV did not make any specific recommendation for a mitigation fund.

10.2 National Disaster Mitigation Fund : DH&CI(O)

Central Government may provide Fund for the projects exclusively for the purpose of mitigation.

10.3 Recommendations of the Fourteenth Finance Commission: DT&H(O)

In regard to grants for disaster management, Fourteenth Finance Commission (FC-XIV) has adopted the procedure of the XIII FC and used past expenditures on disaster relief to determine the State Disaster Response Fund corpus. While making recommendations, XIV FC have taken note of the additional responsibility cast on States and their district administrations under the Disaster Management Act. XIV FC has also taken note of the location-specific natural disasters not mentioned in the notified list, which are unique to some States.

10.3 Recommendations of the Fourteenth Finance Commission: DH&CI(O)

In regard to grants for disaster management, Fourteenth Finance Commission (FC-XIV) has adopted the procedure of the XIII FC and used past expenditures on disaster relief to determine the State Disaster Response Fund corpus. While making recommendations, XIV FC have taken note of the additional responsibility cast on States and their district administrations under the Disaster Management Act. XIV 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: DT&H(O)

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.

10.4 Release of Funds to Departments and Districts: DH&CI(O)

Funds required towards damage of raw-material/ goods in progress/ finished goods, tools/equipment of the affected artisans has been transferred to different DICs/RICs.

10.5 Allocation by Ministries and Departments: DT&H(O)

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.

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

10.5 Allocation by Ministries and Departments: DH&CI(O)

(4) Every Ministry or Department of the Government of India shall make provisions, in its annual

(5) budget, for funds for the purposes of carrying out the activities and programmes set out in its disaster management plan.

10.6 Fund provision for disaster preparedness & capacity building of the Department: DT&H(O)

Sl. No.	Categories	Sub-categories	Total provision of funds in lakh for the financial year 2018-19
1	Mitigation	Structural	Funds have been

		Non-structural	provisioned in the existing scheme / components which can be used for infrastructure / capacity building measures.
2	Capacity Building	Training programmes	
		Mock Drill	
		IEC material	
3	Procurement	Materials	
		Resources	

10.6 Fund provision for disaster preparedness & capacity building of the Department: DH&CI(O)

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 lakhs for the financial year 2019-20
1	Mitigation	Structural	-
		Non-Structural	-
2	Capacity-Building	Training Programmes	Capacity Building: Rs.200.00 lakhs

10.7 Flexi Funds as a part of Centrally Sponsored Schemes

All Central Ministries shall keep at least 10 percent 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. 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;
- d) 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 however, 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.

Annexure - 1**Damage Assessment Report (Handloom Sector)****Format –I****Losses to Individual Weavers and Ancillary Worker**

Sl. No.	Name of the affected Weaver/ Ancillary Worker	Father's/ Husband's Name	Name the Village	Name of the G.P	Name of the Block	Name of the District	No. of person affected / sustained loss										Remarks
							Dwelling House		Work Shed		Loom		Accessories		Raw Material (value)	Finished Product (Value)	
							Fully	Partially	Fully	Partially	Fully	partially	Fully	Partially			
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18

Annexure - 2**Format-II****Losses to institutions (WCS/ SHG)**

Sl. No	Name of PWCS/ SHG	Name the village	Name of the G.P.	Name of the Block	Name of the District	Damages						
						Go-Down		CFC		Raw Material (Value)	Finished Product (Value)	Others
						Fully	Partially	Fully	partially			
1	2	3	4	5	6	7	8	9	10	11	12	13

Annexure - 3**Format-III****Individual Weavers/ Ancillary Workers (Damage loss)**

Sl. No.	Name of the Zone	Name of the District	Name of the Block	No. of Benf. Affected	No. of Dwelling House-Cum-Work Shed Damaged										Remarks
					Fully Damaged Pucca House		Fully Damaged Kutcha House		Severely Damaged Pucca House		Severely Damaged Pucca House		Partially Damaged Pucca/ Kutcha House		
					No.	Amt.	No.	Amt.	No.	Amt.	No.	Amt.	No.	Amt.	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16

Annexure - 4**Format-IV****Individual Weavers/ Ancillary Workers (Damage loss)**

Sl. No.	Name the zone	Name of the District	Name of the Block	No. of Benf. affected	Nature of Damage (As per assessment)							Nature of Damage (As per NDRF/Looms & Accessories)			Remarks
					Looms & Accessories				Raw Material & Finished Product	Total Amount					
					Needs		Needs Repair				Needs replacement		Need Repair		
											No.	Amt.	No.		
					No.	Amt.	No.	Amt	No.	Amt.		No.	Amt.	No.	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16

Annexure - 5**Damage Assessment Report (Sericulture Sector)****Format-I** (Rs. in lakh)

<i>Sl. No.</i>	<i>Name of the Zone</i>	<i>Name of the District</i>	<i>Name the Block</i>	<i>No. of farmers affected</i>	<i>Extents of Damage to</i>			<i>Total in Hec.</i>	<i>Total assistance sought for (Rs. in lakh)</i>
					<i>Tasar</i>	<i>Mulberry</i>	<i>Eri</i>		
<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>	<i>6</i>	<i>7</i>	<i>8</i>	<i>9</i>	<i>10</i>

Annexure - 6**Format-II** (Rs. in lakh)

<i>Sl. No</i>	<i>Name of the zone</i>	<i>Name of the District</i>	<i>Name the Block</i>	<i>No. of farmers affected</i>	<i>Extents to Damage to sericulture crop (Nos. of Dfls)</i>			<i>Extents to Damage to sericulture crop (Rs. in Lakh)</i>			<i>Estimated value of the cocoon crop damaged (Rs. in lakh)</i>			<i>Total value affected (Rs. in lakh)</i>
					<i>Tasar</i>	<i>Mulberry</i>	<i>Eri</i>	<i>Tasar</i>	<i>Mul.</i>	<i>Eri</i>	<i>Tasar</i>	<i>Mulberry</i>	<i>Eri</i>	
<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>	<i>6</i>	<i>7</i>	<i>8</i>	<i>9</i>	<i>10</i>	<i>11</i>	<i>12</i>	<i>13</i>	<i>14</i>	<i>15</i>

Annexure - 7**Format-III**

(Rs. in lakh)

<i>Sl. No</i>	<i>Name of the zone</i>	<i>Name of the District</i>	<i>Name the Block</i>	<i>No. of farmers affected</i>	<i>Extents to Damage to Individual Units (Nos.)</i>			<i>Extents to Damage to Institutional Units (Nos.)</i>			<i>Extents of Damage equipments if any, (Nos.)</i>			<i>Total value</i>
					<i>Tasar</i>	<i>Mulberry</i>	<i>Eri</i>	<i>Tasar</i>	<i>Mul.</i>	<i>Eri</i>	<i>Tasar</i>	<i>Mulberry</i>	<i>Eri</i>	

Chapter-11

Knowledge Management (DH&CI(O)

11.1 Objectives for 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.

11.2 Best Practices & innovation in the Department

The Best and Innovative practices in the Department will be documented in the following format and disseminated for replication in future.

Thematic Area	Best Practice	Technology Intervention	Opportunity for replication

11.3 Process for knowledge management

- Need of creating network of knowledge institutions;
- Knowledge is power, keeping this in mind the Department strives to refresh the minds of the staff by arranging training programme.
- Multidisciplinary coordination committee meetings are held under the Chairmanship of District Collector for sharing information and updation of field knowledge base.
- The Department proposes to depute teams of officials to different states for making comparative studies and provide inputs for enrichment of our own knowledge base

The information will be collected in the following format.

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

11.4 Implementation Roadmap for Knowledge Management

- Provide substantive high-level national and international technical expertise on DRR and CCA (Risk Assessment, strengthening techno-legal frameworks for DRR, Design and implementation of mitigation activities, etc.), also linked to local knowledge
- Build capacities by working with training institutions that can in turn deploy trainers/ resource persons to the sub-district level
- Develop capacities of select vulnerable communities to enhance their resilience to cope with disasters and climate variability, with government's support
- Promote systematic collection, storage and analysis of data as well as sharing of learning and experiences through knowledge management initiatives by setting up of a Knowledge Management Centre at the national level. This centre will work in close collaboration with UN-Solution Exchange Network.

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 fr from SDRF/NDRF as per the t of works indicated in the revised items & norms
	2	3	4	5	6
Raw-material/ goods in process/Finished					
Tools/equip ment					

Format for working out the requirements under the head of repair of damaged infrastructure of immediate nature: H&CI(O)

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
Handicraft Units	Raw Materials/ goods in process/Finished Goods					
	Tools/ equipment					
Total						

Guidelines of Flexi-funds within Centrally Sponsored Scheme

F. \\
0.55(5)4'FM/201i
Ministry of Finance
Department of Expenditure
Plan Finance-11 Division

New Delhi, dated January 6, 2014

Office Memorandum

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

Objectives

The introduction of a flexi-fund component within the Centrally Sponsored Schemes (CSS) has been made to achieve the following objectives:-

- (i) To provide flexibility to States to meet local needs and requirements within the overall objective of each programme or scheme;
- (ii) To pilot innovations and improve efficiency within the overall objective of the scheme **and its expected outcomes;**
- (iii) To undertake **mitigation/restoration activities in case of natural calamities** in the sector catered by the CSS.

Budgetary Allocation

- 2. Central Ministries concerned shall keep at least 10% of their Plan budget for each CSS as flexi-funds, except for Schemes 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. RKVY)**

Allocation of State Share

- 3. After approval of the Plan Budget, Central Ministries shall communicate tentative allocations for each CSS to States including the allocation of flexifunds by the end of May of every financial year. In the CSS that are demand-driven or project-driven and it is not feasible to make allocations to States, tentative allocations for a quarter/half-year/year shall invariably be communicated to States by the end of May of every financial year. Allocation to the States shall be based on transparent and equitable criteria. Central Ministries shall make allocations for 10% of flexi-funds for the CSS amongst States in the same proportion as tentative State allocations in the **90% portion of the CSS,**
- 4. Flexi-funds will be a part of the CSS and the name of the concerned CSS will precede the word 'flexi-funde, in the communication to States. There will be no separate budget and account head for this purpose.

5. As flexi-funds are a part of the concerned CSS, the same State share (including beneficiary contribution, if any) would be applicable for the flexi-fund component as well. However, States may provide additional share (including beneficiary contribution if any) over and above the required State share for the flexi-funds component of the allocation **for the CSS.**

Use of flexi-funds

6. States may use the flexi-funds **for the CSS to meet** the objectives mentioned above in accordance **with the broad objectives of the main Scheme.** The flexi-funds may also be utilized for **mitigation/restoration activities** in the event of natural calamities in accordance with the broad objectives of the CSS. However, the specific guidelines of the CSS, applicable for 90% of the CSS allocation, will not be essential for the Flexi-funds component of the CSS, except for State share requirements.
7. The flexi-funds of a CSS in a particular sector, however, shall not be diverted to fund activities/schemes in other sectors. For example, if a particular CSS relates to elementary education, the flexi-funds for that scheme can only be used for elementary education and not for agriculture or any other sector. But it would be permissible to converge flexi-funds of different schemes to improve efficiency and effectiveness of outcomes.
8. The purpose of providing flexi-funds is to enable States to undertake new innovative schemes in the particular area covered by the CSS. Flexi-funds shall not be used to substitute State's own non-Plan or Plan schemes/expenditure. It shall also not be used for construction/repairs 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 expenditure.
9. Schemes taken up with Flexi-funds shall invariably carry the name of concerned CSS.
10. The State-level Sanctioning Committee (SLSC) may sanction projects under the flexi-funds component States will be not be required to send the project to Ministries for approval under the flexi-funds window as the SLSC will have a representative **of the concerned Ministry and Planning Commission.** States wishin2 to use flexi funds as part of the normal 90% component are free to do so.

Release of Flexi-funds

11. Release of flexi-funds for each CSS may be made on a prorata basis along with the normal releases under CSS. In other words, no separate system for release or for utilization certificates for flexi-funds would be required.
12. Flexi-funds within each CSS will be subject to the same audit requirements as the main CSS including the audit by the Comptroller & Auditor General of India (CAG)

ISI onitorine & Evaluation

13. Web-based requirements for reporting the use of flexi-funds may be designed by adding modules to the existing MIS. Outcomes (medium term) and outputs (short term) need to be part of the MIS along with pictures/images and good practices to ensure greater transparency and cross-learning across States. For this purpose, web portal for sharing best practices is proposed to be -created in Planning Commission.

14. Evaluation of flexi-funds may be done through the existing evaluation processes including those by Ministries, Programme Evaluation Organisation (PEO) and Independent Evaluation Organisation (IEO), Planning Commission and 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 flexi-funds are well identified/measured.
15. These guidelines will be applicable from the financial year 2014-15.

(Dr.Saurabh Garg)

Joint Secretary (Plan Finance-II) Government of India

To,

- I. Secretaries,
All the 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

Thematic Area	Best Practice	Technology Intervention	Opportunity for replication

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

11.2 Process for Knowledge management

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

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

