

GOVERNMENT OF ASSAM
ASSAM STATE DISASTER MANAGEMENT AUTHORITY

Right to Information
Proactive Disclosure under Section 4 (1) (b) OF THE RTI Act, 2005

(I) PARTICULARS OF ASDMA'S ORGANIZATION, FUNCTIONS AND DUTIES

As mandated by the Disaster Management Act, 2005, the Govt. of Assam has adopted the Act with Notification in the official gazette in the month of Dec'2006. The Revenue and Disaster Management Department is the administrative department of ASDMA.

ORGANISATIONAL STRUCTURE :

STATE DISASTER MANAGEMENT AUTHORITY : As per provision under Section 14 (1) & (2) of the Disaster Management Act, 2005, the State Govt. has established the State Disaster Management Authority, chaired by the Hon'ble Chief Minister, Assam, with the Hon'ble Minister, Revenue & Disaster Management Deptt. as its Vice Chairperson.

STATE EXECUTIVE COMMITTEE : The State Executive Committee (SEC) was constituted as per provisions of Section 20 (1) & (2) of the Disaster Management Act, 2005, to execute the mandate of the State Authority and assist the State Authority in the performance of its functions and to coordinate action in accordance with the guidelines laid down by the State Authority and to ensure compliance of directions issued by the State Government under the Disaster Management Act.

DISTRICT DISASTER MANAGEMENT AUTHORITY : As per provision under Section 25 (1) of the Disaster Management Act, 2005, 27 District Disaster Management Authorities were constituted for each of the 27 districts of the State, which are under the chairmanship of the Deputy Commissioners. The District Authority shall act as the district planning, coordinating and implementing body for disaster management and take all measures for the purposes of disaster management in the district in accordance with the guidelines laid down by the National Authority and the State Authority.

FUNCTIONS OF THE STATE DISASTER MANAGEMENT AUTHORITY

The powers and functions of the State Authority may be such as defined under Section 18 (1) & (2) of the Disaster Management Act, 2005.

FUNCTIONS OF THE STATE EXECUTIVE COMMITTEE

The powers and functions of the State Executive Committee may be such as defined under Section 22 (1) & (2) of the Disaster Management Act, 2005.

FUNCTIONS OF THE DISTRICT DISASTER MANAGEMENT AUTHORITY

The powers and functions of the District Authority may be such as defined under Section 30 (1) & (2) of the Disaster Management Act.

VISION OF ASDMA

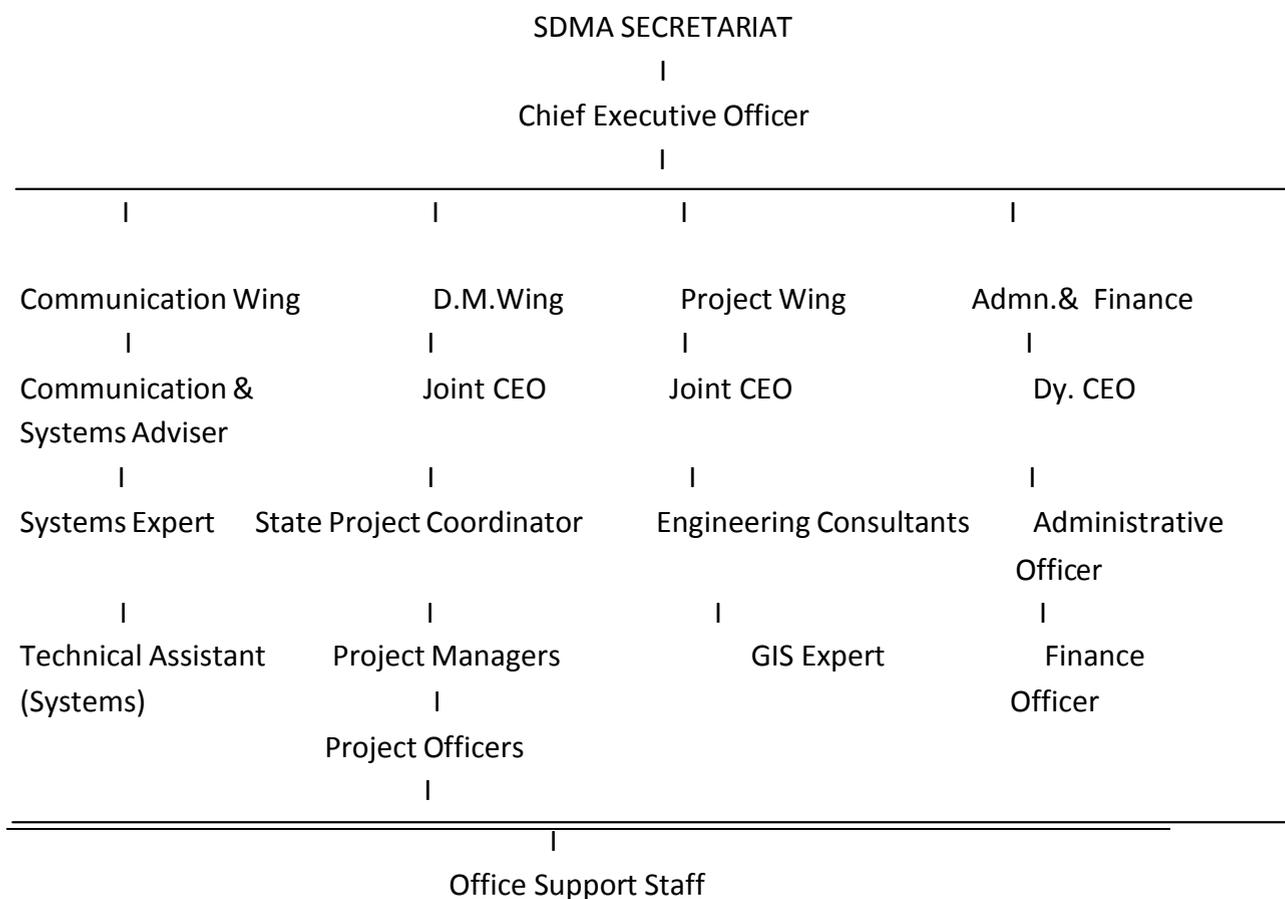
To create “A State Prepared” and build “A Safer Assam”

ASDMA SECRETARIAT

The State Government also provides the State Authority with such officers, consultants and employees, as it considers necessary, for carrying out the functions of the State Authority. These officers, consultants and employees are engaged on deputation from other Govt. Departments and also on contract, as approved by the State Government.

The Secretariat of ASDMA has become functional since 2010.

The organogram of ASDMA Secretariat is as shown below, which is headed by the Chief Executive Officer and has four wings:



(II) DUTIES OF ASDMA OFFICERS AND EMPLOYEES:

The ASDMA Secretariat is headed by the **Chief Executive Officer**, in the rank of Commissioner & Secretary, Govt. of Assam and has four divisions, namely, (1)Communication Wing (2)Disaster Management Wing (3) Project Wing and (4) Administration & Finance Wing

Communication & Systems Advisor :

The Communication & System Advisor will head the Communication Wing and work with the State Disaster Management Authority under the direct supervision of the CEO.

However, the post of Communication & System Advisor has been lying vacant since inception.

Joint Chief Executive Officer(Disaster Management Wing) :

The Joint Chief Executive Officer (Disaster Management Wing) will be responsible for all disaster preparedness, prevention, mitigation and response related matters , including strengthening of DM institutions, formulation of projects, Hazard Risk and Vulnerability Assessment of the State and taking appropriate initiatives as per the DM Act. He/she will be assisted in his/ her works by the State Project Coordinator, the two Project Managers and the four Project Officers.

State Project Coordinator

The State Project Coordinator will look after all matters relating to Disaster Mitigation and Disaster Response.

Joint Chief Executive Officer (Project Wing) :

The Joint Chief Executive Officer (Project Wing) will work with the State Disaster Management Authority as head of the Project Wing under the direct supervision of the Chief Executive Officer, ASDMA.

Deputy Chief Executive Officer (Admn. & Finance) :

The Deputy Chief Executive Officer (Admn. & Finance) will head the Administrative and Financial wing of ASDMA and be in charge of all the administrative and financial matters of ASDMA. He will be assisted by the Administrative Officer and the Finance Officer.

Administrative Officer

The Administrative Officer will look after all establishment matters relating to HR requirement, creation/retention of posts, recruitment, etc. and other matters relating to logistic, stationeries, and other requirement for ASDMA.

Finance Officer

The Finance Officer will look after all financial matters, prepare budget estimates and coordinate with all concerned in government for release of funds for ASDMA and maintain a watch on various expenses with reference to budget estimates . The duties and responsibilities of the Finance Officer shall be governed by the instructions given in Annexure II of the Delegation of Financial Rules, 1999, Govt. of Assam.

Engineering Consultant

The Engineering Consultant will discharge all duties and responsibilities relating to implementation of any technical project taken up by ASDMA.

GIS Expert

The GIS Expert will undertake all works relating to Geographic Information Systems of ASDMA and render technical advise / assistance in respect of execution of any project taken up by ASDMA or any other technical matter as would be required by ASDMA.

Project Manager

The Project Manager will design and formulate programmes and project documents in the thematic areas of Disaster Risk Reduction/ Management / Response and provide technical advise to ASDMA on DRM, particularly pertaining to initiatives for DRM framework enhancement. The Project Manager will also be responsible for formulating the response strategy.

Systems Expert

The Systems Expert will be responsible for promotion, planning, design, development and implementation of computerization of the SDMA & DDMA's, design and implementation of computer aided Information Systems and managing Information Systems, etc.

Project Officer (State HQ)

The State headquarter Project Officers will assist in all matters relating to Disaster Risk Reduction /Disaster Management of the State.

District Project Officer

The District Project Officers will be posted at the district headquarter to work with the District Disaster Management Authority under the direct supervision of the Deputy Commissioners and will facilitate and assist the DDMA in all Disaster Management works.

Technical Assistant (Systems)

The Technical Assistant (Systems) will provide support to the Systems Expert in the maintenance of the computer systems of the ASDMA and the DDMA's.

Senior Assistant (UDA) / Junior Assistant (LDA)

The Senior Assistants and Junior Assistants will provide secretarial support.

(III) THE PROCEDURE FOLLOWED IN THE DECISION MAKING PROCESS, INCLUDING CHANNELS OF SUPERVISION AND ACCOUNTABILITY

The Assam State Disaster Management Authority is the Apex Body for taking any decision on matters pertaining to ASDMA and lays down policies and plans for disaster management in the State.

The SEC constituted under the chairmanship of the Chief Secretary to the Govt. of Assam assists the State Authority in the performance of its functions and coordinates action in accordance with the guidelines laid down by the State Authority. It further ensures the compliance of directions issued by the State Government under the Act.

The Chief Executive Officer, ASDMA is responsible for day to day functionality of the ASDMA Secretariat under the overall supervision and direction of the SEC. The officers and employees act under the direct control of CEO. The organisation chart of ASDMA indicates the structural placement of the employees and the channels in which proposals are to be routed for taking decisions at the top level.

(IV) THE NORMS SET BY IT FOR THE DISCHARGE OF ITS FUNCTIONS

The Assam State Disaster Management Authority is guided by the Disaster Management Act, 2005. Further, the Assam State Disaster Management Policy and Disaster Management Rules provide the guideline and basic framework for implementation of the different disaster management activities in the State.

The ASDMA Policy has laid down the approach, objectives and the roles and responsibilities of the Assam State Disaster Management Authority, the State Executive Committee, the District Disaster Management Authorities and the local authorities, which include the Panchayati Raj institutions, Municipalities, Urban Local bodies etc.

The Administrative and Financial Guidelines of ASDMA provides the broad guidelines for the administrative and financial powers of the office bearers of ASDMA.

(V) THE RULES, REGULATIONS, MANUALS AND RECORDS HELD BY ASDMA OR UNDER ITS CONTROL OR USED BY EMPLOYEES FOR DISCHARGING ITS FUNCTIONS

At present the Rules and Regulations being held by ASDMA or used by employees for discharging their functions are, as under:-

1. The Disaster Management Act, 2005
2. The Assam State Disaster Management Policy,2010
3. The Assam State Disaster Management Rules,2010
4. The Delegation of Administrative and Financial Powers

It may be noted here that in the absence of any clear orders, instructions or guidelines given in the above documents on any matter related to ASDMA, the Authority discharges its functions in accordance with the rules, regulations, instructions, manuals etc. issued by the Govt. of Assam from time to time.

(VI) STATEMENT OF THE CATEGORIES OF DOCUMENTS THAT ARE HELD BY ASDMA OR UNDER ITS CONTROL

The documents held by ASDMA include relevant files on subjects dealt with in the Authority and service documents of its officials.

Besides, the following are the details of different categories of the documents held in ASDMA:-

Sl. No.	Category of the Document	Name of Document
1.	Acts	Disaster Management Act,2005
2.	Policies	Assam State Disaster Management Policy,2010
3.	Rules	Assam State Disaster Management Rules,2010
4.	Manuals	Delegation of Administrative and Financial Powers

(VII) THE PARTICULARS OF ANY ARRANGEMENT THAT EXISTS FOR CONSULTATION WITH, OR REPRESENTATION BY THE MEMBERS OF THE PUBLIC IN RELATION TO THE FORMULATION OF ITS POLICY AND IMPLEMENTATION THEREOF

The Authority's website www.asdma.gov.in acts as an information tool for the general public, which facilitates in the implementation of its policies and programmes.

(VIII) STATEMENT OF THE BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES OF THE ASSAM STATE DISASTER MANAGEMENT AUTHORITY CONSTITUTED AS ITS PART OR FOR THE PURPOSE OF ITS ADVICE

The Authority's website www.asdma.gov.in acts as an information tool for the general public, which facilitates in the implementation of its policies and programmes.

Details of council / committee constituted in the ASDMA are given below:-

STATE EXECUTIVE COMMITTEE (SEC):

The State Executive Committee was constituted to assist the State Authority in the performance of its functions and to coordinate action in accordance with the guidelines laid down by the State Authority and ensure compliance of directions issued by the State Government under this Act. The SEC consists of the following members :

1. Chief Secretary, Assam -	Chairperson
2. Principal Secretary, Home & Political Deptt. -	Member
3. Principal Secretary, Finance Deptt. -	Member
4. Principal Secretary, Health & F W Deptt. -	Member
5. Principal Secretary, Agriculture cum APC -	Member
6. Principal Secretary, Rev. & D M Deptt. -	Member Secy

Besides the above, the Additional Chief Secretary (Works), Additional Chief Secretary (Food & Civil Supplies), Additional Chief Secretary (Planning & Development Deptt.), Director General of Police, Director General of Home Guards and Civil Defence, Commissioner & Secretary, Power, Commissioner & Secretary, Panchayat & Rural Development, Commissioner & Secretary, Sports & Youth Welfare, Secretary, Food & Civil Supplies, Commissioner & Secretary, PWD,

Commissioner & Secretary, PHE, Commissioner & Secretary, Irrigation and Secretary, Water Resources will be special invitees to the meetings of the State Executive Committee.

The meetings of the State Executive committee are held regularly as per provisions of the DM Act.

IX) OFFICERS AND EMPLOYEES OF THE ASDMA

Sl.No	Name	Designation
1.	Shri. Pramod Kr. Tiwari	Chief Executive Officer (IAS cadre officer in the rank of Commr.&Secy.)
2.	Vacant	Joint Chief Executive Officer, Disaster Management Wing (ACS cadre officer in the rank of Addl.Secretary)
3.	Vacant	Joint Chief Executive Officer, Project Wing (in the rank of Chief Engineer)
4.	Ashim Kr. Chetia	Deputy Chief Executive Officer, Finance & Administration Wing (ACS cadre officer in the rank of Joint Secretary)
5.	Vacant	Communication & System Advisor
6.	Nandita Hazarika	State Project Coordinator(ACS cadre officer in the rank of Deputy Secretary)
7.	Ruby Sharma	Administrative Officer (ACS cadre officer in the rank of Deputy Secretary)
8.	Chandra Kanta Chetia	Finance Officer
9.	Rajesh Dutta	Engineering Consultant (Earthquake Mitigation)
10.	Vacant	Engineering Consultant (Flood Mitigation)
11.	Mukta Ram Deka	Project Manager (Disaster Risk Reduction)
12.	Mirza Mohammad Irshad	Project Manager (Disaster Response & Recovery)
13.	Biren Baishya	GIS Expert
14.	Ranjan Kr Borah	Project Officer (Disaster Risk Reduction)
15.	Bhupali Goswami	Project Officer (Training & Capacity Building)

16.	Sushmita Dutta	Project Officer (Awareness Generation)
17.	Kripal jyoti Majumdar	Project Officer(Response)
18.	Kakoli Acharyya	District Project Officer (Udalguri District)(attached to State HQ)
19.	Jagadish Bhattacharya	District Project Officer (Kamrup District)
20.	Pankaj Kr Choudhury	District Project Officer (Bongaigaon District)
21.	Dhanjit Kr Das	District Project Officer (Baksa District)
22.	Minakshi Das	District Project Officer (Morigaon District)
23.	Ronney P Rajkumar	District Project Officer (Golaghat District)
24.	Hemanta Baishya	District Project Officer (Goalpara District)
25.	Ananta Samanta	District Project Officer (Nalbari District)
26.	Kaustav Talukdar	District Project Officer Kamrup (Metro)
27.	Smita Chetia	District Project Officer (Tinsukia)
28.	Mohammad Ahmed	District Project Officer (Dima Hasao)
29.	Ruby Gogoi	District Project Officer (Sonitpur)
30.	Dr Rajib Dutta Choudhury	District Project Officer (Lakhimpur)
31.	Joydeep Choudhury	District Project Officer (Darrang)
32.	Dipjyoti Hatikakoti	District Project Officer (Dibrugarh)
33.	Rupam Jyoti Bora	District Project Officer (Sibsagar)
34.	Pran Krishna Gogoi	District Project Officer (Jorhat)
35.	Jayanta Dutta	District Project Officer (Barpeta)
36.	Sanjib Das	District Project Officer (Nagaon)
37.	Siju Das	District Project Officer (Hailakandi)
38.	Shamim Ahmed Laskar	District Project Officer (Cachar)
39.	Ikbal Hussain Laskar	District Project Officer (Karimganj)

40.	Bijayanta Goswami	District Project Officer (Kokrajhar)
41.	Kusumbar Choudhury	District Project Officer (Chirang)
42.	Partha Pratim Sharma	District Project Officer (Karbi Anglong)
43.	Lohit Gogoi	District Project Officer (Dhemaji)
44.	Vacant	District Project Officer (Dhubri)
45.	Abhijit Deka	Systems Expert
46.	Pradeep Sena Sinha	Technical Assistant (Systems)
47.	Anupam Baruah	Technical Assistant (Systems)
48.	Matiur Rahman	Senior Assistant
49.	Vacant	Senior Assistant
50.	Doli Das	Junior Assistant
51.	Moushumi Bayan	Junior Assistant
52.	Vacant	Junior Assistant

(X) MONTHLY REMUNERATION RECEIVED BY THE OFFICERS AND EMPLOYEES OF ASDMA

SL. NO.	NAME	DESIGNATION	EMOLUMENTS (Amt.in Rupees)	SYSTEM OF COMPENSATION AS PROVIDED IN ITS REGULATION
1.	Pramod Kr. Tiwari, IAS	Chief Executive Officer	As per IAS Pay Rules	As per Govt. Rules and Regulations
2.	Ashim kr. Chetia, ACS	Deputy Chief Executive Officer	As per ACS Pay Rules	
3.	Nandita Hazarika, ACS	State Project Coordinator	As per ACS Pay Rules	
4.	Ruby Sharma, ACS	Administrative Officer	As per ACS Pay Rules	

(XI) THE BUDGET ALLOCATED TO ASDMA SINCE INCEPTION**Budget Allocation to ASDMA for the Financial Year 2009-10**

Sl no.	Head of Account	Plan	Non-Plan	Total
1.	2029-LR-800-OE-State Disaster Management Authority-09-GIA(Non-Plan)	Nil	2.44 Crores	Rs.2.44 Crores

Budget Allocation to ASDMA for the Financial Year 2010-11

Sl no.	Head of Account	Plan	Non-Plan	Total
1.	2245-Relief on account of Natural Calamity-80 General-800-OE-(c)1008-09-GIA(Non-Plan)	Nil	5.00Crores	Rs.5.00Crores
2.	2245-Relief on account of Natural Calamity-II-Other State Plan & Non Plan Schemes-Capacity Building For Disaster Response (13 th Finance Commission Grant)	Nil	5.00 Crores	Rs.5.00 Crores

Budget Allocation to ASDMA for the Financial Year 2011-12

Sl no.	Head of Account	Plan	Non-Plan	Total
1.	2245-Relief on account of Natural Calamity-80 General-800-OE-(j)Assam State Disaster Management Authority-32-GIA(Non-Plan)	Nil	6.00 Crores	Rs.6.00 Crores
2.	2245-Relief on account of Natural Calamity-80 General-800-OE-(k) Capacity Building For Disaster Response -32-GIA(Non-Plan) (13 th Finance Commission Grant)	Nil	5.00 Crores	Rs.5.00 Crores

Budget Allocation to ASDMA for the Financial Year 2012-13

Sl no.	Head of Account	Plan	Non-Plan	Total
1.	2245-Relief on account of Natural Calamity-80 General-800-OE-4259-Assam State Disaster Management Authority-31-GIA(Non- Plan) 32-GIA(Non- Plan)	Nil	1.0859 Cr 7.9141 Cr	Rs.9.00 Crores

2.	2245-Relief on account of Natural Calamity-80 General-800-OE-2907-Capacity Building For Disaster Response - 32-GIA(Non-Plan) (13 th Finance Commission Grant)	Nil	5.00 Crores	Rs.5.00 Crores
3.	2029-LR-II-State Plan & Non Plan Schemes-800-OE-04-32-GIA(State Specific Scheme)	1.00 Crore	Nil	Rs. 1.00 Crore

(XII) THE MANNER OF EXECUTION OF SUBSIDY PROGRAMMES INCLUDING THE AMOUNTS ALLOCATED AND THE DETAILS OF BENEFICIARIES OF SUCH PROGRAMMES

ASDMA does not operate any subsidy programme

(XIII) PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMITS OR AUTHORIZATIONS GRANTED

No concessions, permits or authorizations are being granted by this Authority.

(XIV) DETAILS IN RESPECT OF THE INFORMATION, AVAILABLE TO OR HELD BY ASDMA, REDUCED IN AN ELECTRONIC FORMAT

As in the ASDMA's website : www.asdma.gov.in

(XV) THE PARTICULARS OF FACILITIES AVAILABLE TO CITIZENS FOR OBTAINING INFORMATION, INCLUDING THE WORKING HOURS OF A LIBRARY OR READINGROOM, IF MAINTAINED FOR PUBLIC USE

Most of the information regarding the working of ASDMA and the activities undertaken by it are published in the Annual Reports and the quarterly newsletters and updated on the website, www.asdma.gov.in. The ASDMA does not have a library or a reading room at present.

(XVI) THE NAMES, DESIGNATIONS AND OTHER PARTICULARS OF THE PUBLIC INFORMATION OFFICERS IN THE ASDMA

SL.No	Details	State Public Information Officer	First Appellate Authority
1.	Name	Ms Ruby Sharma	Shri Ashim kr. Chetia
2.	Designation	Administrative Officer	Deputy Chief Executive Officer (Administration & Finance Wing)
3.	Phone	0361-2237221	0361-2237221
4.	Email id	asdmaghy@gmail.com	asdmaghy@gmail.com

(XVII) Such other information as maybe prescribed