

# *Information about GSDMA*

## *Right to Information Act, 2005*



**GUJARAT STATE DISASTER MANAGEMENT AUTHORITY**

Block No. 11, 5th Floor, Udyog Bhavan,  
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[www.gsdma.org](http://www.gsdma.org)

## Preface

The Gujarat State Disaster Management Authority (GSDMA) is a statutory organization working for rehabilitation and reconstruction of areas affected in the Gujarat Earthquake 2001, and for long-term disaster management capacity building.

As a statutory authority, we have great pleasure in publishing information related to the authority to comply with the provisions of the '**Right to Information Act**'. We have provided all the necessary information in a proactive manner, and also in a manner which will be easy to understand and accessible to the public. However, we solicit your suggestions and comments in order to improve this document and make it more useful to the public.

We hope that the readers will find this document useful.

A handwritten signature in black ink, appearing to read 'Rajesh Kishore', is positioned above the printed name and title.

**(Rajesh Kishore)**  
**Chief Executive Officer**  
**The Gujarat State Disaster Management Authority**

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## **Chapter- I**

### **The particulars of organization, functions and duties – GSDMA**

#### **1.1 Creation of Authority :**

The GSDMA has been constituted by the Government of Gujarat by the GAD's Resolution dated 8th February, 2001. The Authority has been created as a permanent arrangement to handle the natural calamities. The objectives for constitution of this authority have been clearly spelt out and precisely defined in para (2) of the said Resolution. These are as follows:-

1. To provide relief to the people for the loss incurred due to natural calamity and to undertake rehabilitation and reconstruction as also social and economic activities or restoration of the situation.
2. To make efforts to minimize the impact of natural calamities through precautionary programmes and schemes.
3. To analyse and study the reasons of natural calamities and to suggest the remedies to avoid or minimize the effects of such natural calamities.
4. To make the best use of the funds, grants, donations, assistance received from Government of India and other foreign countries or from any other institutions/persons for prevention of such natural calamities or for handling the after-effects; To obtain loans and make proper use of the funds received by the Authority.

The headquarters of this authority are at Gandhinagar and its jurisdiction is throughout the entire state of Gujarat. It is supposed to function as an autonomous body. Its activities are non-profitable and is duly registered as a charitable institution under the Societies Registration Act, 1860, with the competent Authorities. The Authority works under the aegis of the Rehabilitation and Reconstruction Division, a separate cell created under the GAD.

In the year 2002 the Government of Gujarat declared, "Disaster Management Policy" for the state. Following this policy the Government passed "Gujarat State Disaster Management Act, 2003". The bill was passed by the state assembly on

March 28, 2003 and the Act has come into force from May 13, 2003. The State of Gujarat become the first state in India to have enacted an Act to provide legal and regulatory framework for disaster management.

With the effect of the Gujarat State Disaster Management Act 2003, the Society constituted earlier as GSDMA, stands dissolved under Section 49 of the Act, and the Authority under sub-section 1 of the Section (6) came to an existence.

The Government of Gujarat vide Notification No. DMA-1003-1488-B dated 29<sup>th</sup> August, 2003 in the Official Gazette established an Authority in the name of Gujarat State Disaster Management Authority with effect from 1<sup>st</sup> September, 2003 and specified Gandhinagar as the headquarters of the said Authority under the sub section (1) & (3) of the Section 6 of the Act.

## **1.2 Constitution of the Authority:**

Section 7 of the GSDM Act 2003 provides the constitution of the Authority. Accordingly the Authority shall consist of chair person and not more than fourteen other members as follows, namely.

- (a) the Chief Minister of the State, *ex-officio*, who shall be the Chairperson;
- (b) two Ministers nominated by the Chief Minister by virtue of their office from amongst the Council of Ministers of the State;
- (c) the Chief Secretary of the State, *ex-officio*;
- (d) the Secretary to the Government of Gujarat, Revenue Department, *ex-officio*;
- (e) the Chief Executive Officer of the Authority, *ex-officio*;
- (f) the State Relief Commissioner, *ex-officio*; and
- (g) the Director General of Police of the State, *ex-officio*;
- (h) such other officers of the State Government as may be appointed by the State Government by virtue of their office:

Provided that when a proclamation made under Article 356 of the Constitution is in force in the State, the Central Government may appoint three persons, in place of the Chief Minister and other two Ministers, to be the Chairperson and members of the Authority and the persons so appointed shall vacate their office upon the revocation or cesser of operation of such proclamation.

The members of the Authority shall hold office during the pleasure of the State Government and shall receive such remuneration as may be prescribed.

### **1.3 Duties and Functions of the Authority :**

Chapter VI (Section 12 to 19) of the Act provides the duties and functions of the authority. According to this provision of the Act :

12.(1) Subject to the provisions of this Act, the Authority shall be primarily responsible for promoting an integrated and coordinated system of disaster management including prevention or mitigation of disaster by the State, local authorities, stake holders and communities,

(2) The Authority shall-

- (a) act as the central planning, coordinating and monitoring body for disaster management and post-disaster reconstruction, rehabilitation, evaluation, and assessment;
- (b) assist the State Government in formulation of policy relating to emergency relief notwithstanding that the implementation of emergency relief shall be the responsibility of the Revenue Department and other departments of the Government;
- (c) inform the State Government and departments of Government on progress and problems in disaster management;
- (d) promote general education and awareness on disaster management, emergency planning and response;
- (e) and matters incidental thereto.

(3) The State Government, the Collector, concerned officers of the State Government and the local authorities in the State shall give such assistance and support to the Authority in performing its functions as may be required by the Authority

13.(1) The Authority shall take reasonable steps to collect or cause to be collected data on all aspects of disasters and disaster management and analyze such data; and cause and conduct research and study relating to the potential effects of events that may result in disasters;

- (2) The Authority may, by notice in writing, require any person to provide such information as may be useful for the purpose of subsection (1) to the Authority within such period as may be specified in the notice.
  - (3) The Authority shall ensure that any information furnished by a person under subsection (2) shall not be divulged except for the purpose of performing its functions under this Act.
14. The Authority shall act as a repository of information concerning disasters and disaster management, and shall-
  - (a) establish an institute;
  - (b) ensure the establishment of communication links and setting up of emergency communication and early warning systems in the State;
  - (c) maintain database of information required for the disaster management operations;
  - (d) ensure establishment of communication links with disaster management agencies in India and other countries, including institutions performing functions similar to those of the Authority;
  - (e) to exchange information, and to have access to international expertise on disaster management.
15. (1) The Authority shall develop or cause to be developed guidelines for the preparation of disaster management plans and strategies and keep them update and shall assist such departments of Government, local authorities and person, as may be specified by the Authority in preparation of plans and strategies and coordinate them.
  - (2) The plan preparing authority while preparing the plan under sub-section (1) shall make suitable provisions in the plan after considering the following, namely:-
    - (a) the types of disaster that may occur and their possible effects;
    - (b) the communities and property at risk;
    - (c) provision for appropriate prevention and mitigation strategies;
    - (d) inability to deal with disasters and promote capacity-building;

- (e) the integration of strategies for prevention of disaster and mitigation of its effects with development plans, programmes and such other activities in the State;
  - (f) provision for assessment of the nature and magnitude of the effects of a disaster;
  - (g) contingency plans including plans for relief, rehabilitation and reconstruction in the event of a disaster, providing for -
    - (i) allocation of responsibilities to the various stakeholders and coordination in carrying out their responsibilities;
    - (ii) procurement of essential goods and providing essential services;
    - (iii) establishment of strategic communication links;
    - (iv) dissemination of information; and
    - (v) other matters as may be provided for in the regulations.
  - (h) any other matter required by the Authority.
- (3) The Authority shall prepare, or cause to be prepared, and maintain a master plan for the State.

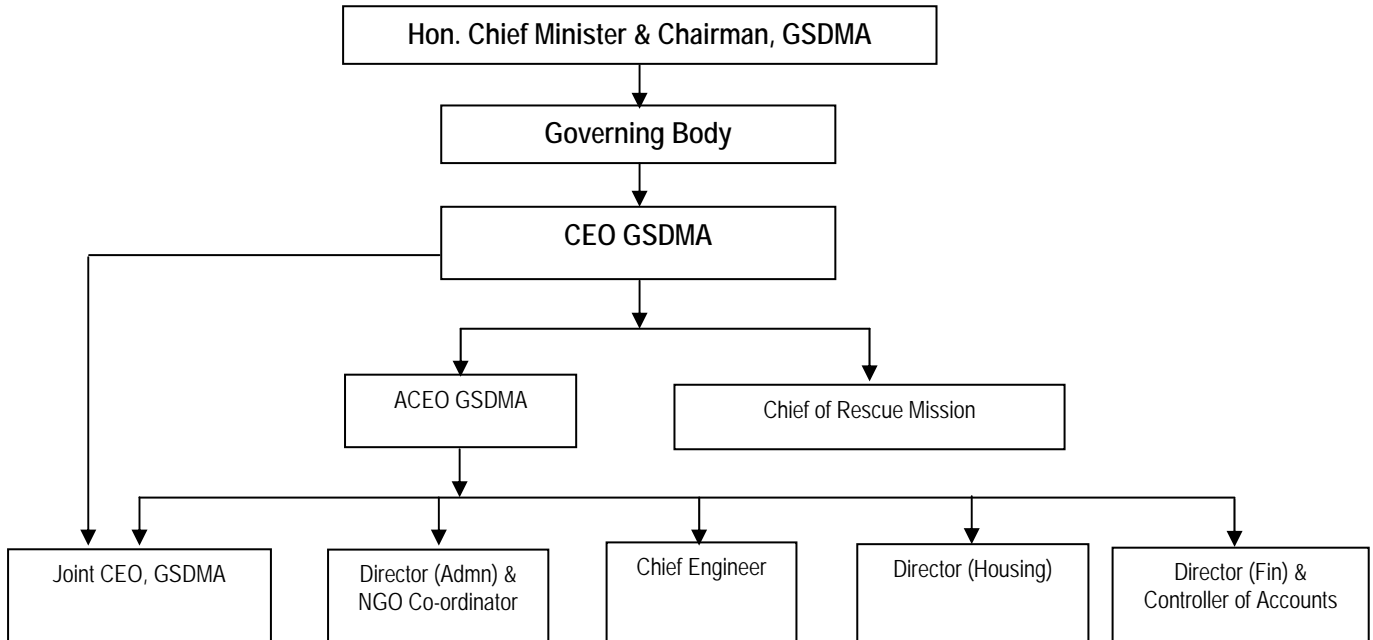
16. (1) The Authority shall promote or cause to be promoted awareness and preparedness and advise and train the community, and stakeholders with a view to increasing capacity of the community and stakeholders to deal with potential disasters by –

- (a) publishing guidelines and recommendations in this behalf;
- (b) facilitating access to its electronic database;
- (c) promoting disaster management capacity-building and training programmes amongst communities and other stakeholders;
- (d) assisting in the development of methodologies for reduction of vulnerability of disasters;
- (e) coordinating the integration of methodologies for awareness and preparedness with development plans, programmes and such other activities; and
- (f) acting in any other manner as it deems fit in this behalf.

- (2) The Authority shall formulate such policy relating to mechanisms for risk transfer including insurance for disaster preparedness as it deems necessary and implement the same or cause to be implemented.
- 17.(1) The Authority may recommend the appropriate authority to take into consideration the matters to be specified by the authority for mitigation of a disaster while preparing new plans.
- (2) The Authority may inspect existing development plans made by the appropriate authority and may recommend the appropriate authority to vary the plan after considering matters for mitigation of disaster specified by the authority.
- (3) The Authority may inspect the quality of construction of any building or structure in any local area in the State and where the Authority is of the opinion that the quality of construction of such building or structure is such that it may result in loss of life or damage to any property if a disaster occurs, it may recommend the local authority to take such action as may be necessary under the relevant local authority law to avoid such a consequence.
- 18.(1) The Authority shall assist the State Government in formulating policies relating to relief activities.
- (2) Where the Authority is of the opinion that the relief provided by the Commissioner or the Collector is not adequate the Authority shall recommend the Government to modify the norms followed by the Commissioner or the Collector and, where necessary, recommend other relief measures.
19. On the expiry of a disaster declaration, the Authority shall, where necessary, act as an agency for facilitating and coordinating rehabilitation and reconstruction activities by departments of the Government.

#### 1.4 Organization :-

The Authority is not having any subordinate or field office yet. The organization chart of the authority is given below.



The list of other officers and employees who are supporting the above officers in performing their duties and functions are as under.

##### *Support Staff under Chief Executive Officer*

Sr. No.	Designation	Cadre/Source	Category
1	Private Secretary & Eng Steno	Through Contract	III

##### *Support Staff under Additional Chief Executive Officer*

Sr. No.	Designation	Cadre/Source	Category
1	Private Secretary & Eng Steno	Through Placement Agency	III

##### *Support Staff under Joint Chief Executive Officer*

Sr. No.	Designation	Cadre/Source	Category
1	Dy. Director (DM)	Through Contract	I
2	Dy. Director (DM)	Through Contract	I

3	Senior Executive	Through Contract	II
4	Senior Executive	Through Contract	II
5	Senior Executive	Through Contract	II
6	Senior Executive	Through Contract	II
7	Senior Executive	Through Contract	II

*Support Staff under Director (Admn.)*

Sr. No.	Designation	Cadre/Source	Category
1	Asstt Director	Through Contract	II
2	Stenographer (Guj)	Through Contract	III
3	Office Executive	Through Placement Agency	III
4	Office Executive	Through Placement Agency	III
5	Office Executive	Through Placement Agency	III
6	Office Executive	Through Placement Agency	III

*Support Staff under Director (Housing)*

Sr. No.	Designation	Cadre/Source	Category
1	Senior Executive	Through Contract	II
2	Junior Executive	Through Contract	III
3	Office Executive	Through Placement Agency	III

*Support Staff under Chief of Rescue Mission*

Sr. No.	Designation	Cadre/Source	Category
1	Office Executive	Through Placement Agency	III

*Support Staff under Director (Finance) & Controller of Accounts*

Sr. No.	Designation	Cadre/Source	Category
1	Deputy Director (Accounts)	On Deputation from DAT	I
2	Asstt Director (Accounts)	On Deputation from DAT	II
3	Asstt Director (Accounts)	On Deputation from DAT	II
4	Asstt Director (Accounts)	On Deputation from DAT	II

5	Asstt Director (Accounts)	On Deputation from DAT	II
6	Office Executive	On Deputation from DAT	III

*Support Staff under Chief Engineer (Procurement)*

Sr. No.	Designation	Cadre/Source	Category
1	Executive Engineer	On Deputation from State Engineering Service	I
2	Executive Engineer	On Deputation from State Engineering Service	I
3	Deputy Executive Engineer	On Deputation from State Engineering Service	II
4	Deputy Executive Engineer	On Deputation from State Engineering Service	II
5	Asstt Executive Engineer	On Deputation from State Engineering Service	III
6	Office Executive	Through Placement Agency	III

*Other Support Staff*

Sr. No.	Designation	Cadre/Source	Category
1	Driver	Through Placement Agency	III
2	Driver	Through Placement Agency	III
3	Driver	Through Placement Agency	III
4	Driver	Through Placement Agency	III
5	Driver	Through Placement Agency	III
6	Driver	Through Placement Agency	III
7	Driver	Through Placement Agency	III
8	Driver	Through Placement Agency	III
9	Peon	Through Placement Agency	IV
10	Peon	Through Placement Agency	IV
11	Peon	Through Placement Agency	IV
12	Peon	Through Placement Agency	IV
13	Peon	Through Placement Agency	IV
14	Peon	Through Placement Agency	IV
15	Peon	Through Placement Agency	IV
16	Peon	Through Placement Agency	IV
17	Peon	Through Placement Agency	IV

Though the GSDMA is not having any subordinate or field office; it has a training wing named as Gujarat Institute of Disaster Management. The brief details about GIDM, is given below.

## About GIDM

The Gujarat Institute of Disaster Management (GIDM) was established on 26<sup>th</sup> January 2004 by the GoG with the aim of human resource development (HRD) for disaster management in the state. GIDM was conceived as a state level autonomous institution, which was to work in close collaboration with the GSDMA. GIDM is expected to become a premier state level institute for training, education and research in disaster management, with state of the art facilities. The main thrust of the institute is to provide proper insight, knowledge and skills to stakeholders at various levels in the state, so that they can accomplish appropriate disaster management tasks.

Although GIDM is currently functioning in the premises of SPIPA (Sardar Patel Institute of Public Administration) at Ahmedabad, will finally be located at Gandhinagar. The erstwhile NDM Cell of SPIPA, which was providing disaster management training only to government officers in the state, has been merged with GIDM since 1<sup>st</sup> April 2004.

### (i) Objectives

The salient objectives of the institute are to: o Impart training on all stages of disaster management, for disasters, which are likely to occur in the state. In order to achieve this, the institute will:

- Identify training needs of different target groups and conduct their training programmes.
- Design and develop appropriate training courses and training materials.
- Conduct "Training of Trainers" programmes.
- Increase awareness and education of stakeholders on disaster management through mass media, audio-visual aids and extension machinery.
- Offer open and distance education courses on various aspects of disaster management for different target groups.
- Act as an information/resource center for disaster management by building up of a resource base through seminars, conferences, research studies and networking with knowledge based Institutions/Agencies and make such resources available to the stakeholders whenever needed.
- Conduct and support research in disaster management for improving the quality of training, education and for systems development.
- Provide consultancy services in the field of disaster management research, education and training and in allied sciences.

### (ii) Current Activities

Since its inception, the institute has been involved in designing training courses, developing training Modules and in conducting short-term training courses ranging from 2 to 5 days, which are targeted at the following:

- Officials from all Govt. Departments at State/District/Taluka levels
- PRIs / ULBs representatives
- Member of Community/Youth Organizations
- Professionals – Engineers, Doctors, planners, Paramedics, Factory Inspectors, Technicians etc.
- NGO/Private Sector representatives

During the period from May 2004 to April 2005, GIDM had conducted **33 training programmes** and trained **770 Govt. Officers** of various departments, namely, Revenue, Panchayat, R&B, Irrigation, Directorate of Factory Inspectorate, Health, Agriculture and Forest & Environment.

### (iii) Main Themes of Training

GIDM offering training courses on following themes:

- Basic Skills of Disaster Management Trainer
- Basic Skills of Disaster Managers
- Disaster Management Planning process
- Damage and Loss Assessment Methodology
- Incident Command System
- EOC/Control Room Management
- Role of IT/GIS in Disaster Management
- Earthquake Management
- Cyclone Management
- Flood and Drought Management
- Industrial/Chemical Disaster Management
- Community Based Disaster Risk Management
- Urban Risk Management
- Psycho-Social Trauma Management

GIDM has scheduled a number of *training courses* on above themes in current training year (May 2005- April 2006). Training strategy of the institute is to strengthen the department specific capacities to deal with disasters.

### (iv) Present staff at GIDM

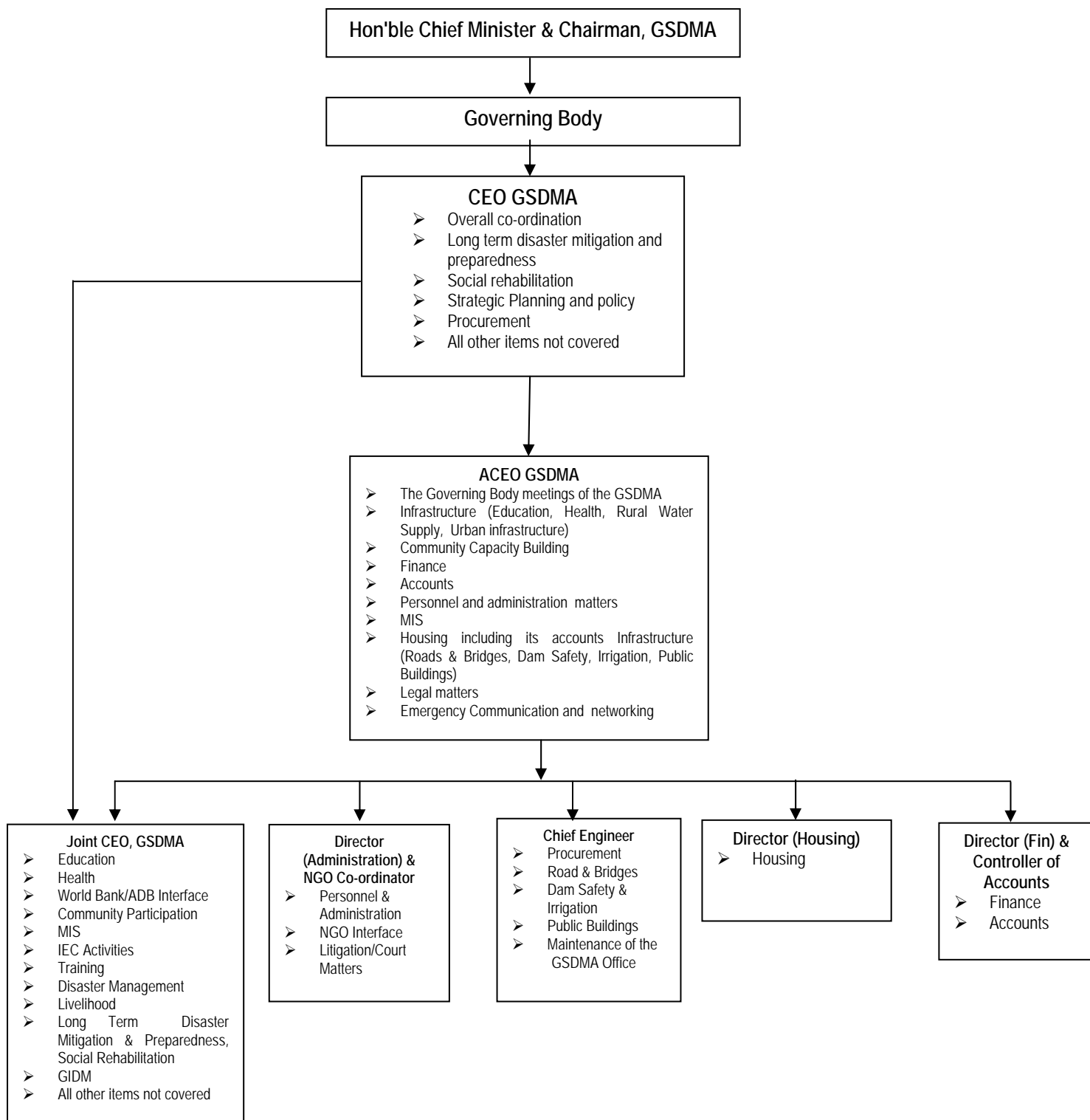
Sr. No.	Designation	Cadre/Source	Category
1	Faculty Head/Professor	On deputation	I
2	English typist	on deputation	III

## **Chapter – II**

### **The powers and duties of officers and employees**

- 2.1 The powers and functions of the Chief Executive Officer has been defined under Section 20 of the Chapter VII of the Gujarat State Disaster Management Act, 2003 which read as under;
- 2.2 The Chief Executive Officer shall exercise and perform the following powers and functions, namely:-
- (a) coordinate and monitor activities relating to prevention and mitigation of disasters, including capacity-building;
  - (b) coordinate and monitor rehabilitation and reconstruction activities;
  - (c) monitor the progress of the preparation and updating of disaster management plans and coordinate the implementation of such plans;
  - (d) prepare and submit periodically a report to the Authority on the activities undertaken by the Authority;
  - (e) delegate his powers and functions to officers and employees of the Authority;
  - (f) to exercise such powers and perform such functions as may be delegated by the Authority; and
  - (g) to exercise such other powers and perform such other functions as may be specified by the regulations.
- 2.3 In order to provide broad guidelines for the administration of GSDMA and for the maintenance of accounts at GSDMA, Operational Manual has been prepared and adopted by the GSDMA vide its 23rd meeting agenda item no.4 dated 3.7.2001 passed by the Governing Body of GSDMA.
- 2.4 As mentioned in earlier Chapter GSDMA is chaired by the Chief Minister, with 7 (seven) members and its Chief Executive officer as a Member Secretary. The CEO GSDMA is responsible for the overall management and implementation of the projects. The CEO & ACEO act under the general guidance of the Governing Body and are fully accountable for the functioning of the GSDMA in meeting its objectives.

The present organizational chart is placed below :



The delegation of powers by the Governing Body to the CEO, ACEO and the other directors are as under.

<b>A.</b>	<b>GENERAL POWERS</b>	<b>Authority</b>	<b>Extent of Power</b>	<b>Remarks</b>
1	To negotiate for entering into agreements with Central Government, State Government, Central and State Govt. PSUs, local authorities, banks, cooperative, NGOs, CBOs, International Agencies for the purpose of fulfilling the objectives of the Authority	CEO	Full Power	
2	To execute contracts, deeds, instruments, and assurance and in particular:	CEO	Full Power	
	a) All service agreement			
	b) Security bonds for the performance of their duties by Authority employees			
	c) Lease of houses, premises or other immovable Property			
	d) To hire or give on hire any machinery, equipment, appliance vehicles.			
3	To enter into arrangements with any consultancy firm or taking up feasibility studies or preparation of scheme in connection with affairs of the Authority	CEO	Full Power	
4	To execute agreement on behalf of the Authority in connection with banking, insurance, procurement and execution of any work.	CEO	Full Power	
5	To institute and prosecute, compromise, withdraw or abandon any legal proceeding by the Authority or its Officer and to defend, compromise, withdraw and abandon any legal proceeding by the Authority or its officer.	CEO	Full Power	
	ACEO can also exercise above powers in their functional areas.			
<b>B.</b>	<b>ADMINISTRATIVE POWERS</b>			
1	a) Appointment to any post on deputation from Government equivalent to Director and above.	As per direction of Govt. of Guj.	Full Power	
	b) Appointment of post other than above	ACEO	Full Power	
2	Hiring Personnel on Contract Basis	ACEO	Full Power	
3	Sanction of journey of officers and staff of the Authority	ACEO & Director*	Full Power	*Staff working under them
4	Sanction of leave, increment to the officers and staff of the Authority	ACEO & Director*	Full Power	*Staff working under them
5	To outsource any work of GSDMA	ACEO	Full Power	

<b>C.</b>	<b>FINANCIAL POWERS</b>		
1	To buy or procure any materials or stores required for the Authority	ACEO	Full Power
2	To buy or procure moveable assets required for the Authority	ACEO	Full Power
3	To approve payment for procurement and services availed by the Authority	ACEO	Full Power
4	To pay for feasibility studies or schemes for project reports or any other report undertaken or prepared by any consultancy firm or technical organisation	ACEO	Full Power

5	For and on behalf of the Authority to draw, endorse, and negotiate all such cheques, bills of exchange, promissory notes, hundis, drafts, Government and other securities as shall be necessary in or for carrying on the affairs of the Authority	Director (F)	Full Power
6	To make and give receipts release and other discharge for money received by the Authority and the claims and demands of Authority	Director (F)	Full Power
7	To invest surplus funds in short term deposits / fixed deposits	ACEO	Full Power
8	a) To open bank account of the Authority	Governing Body	Full Power
	b) To open Operate or authorise operation of other accounts	ACEO	Full Power
9	To receive money or securities for deposits	Director (F)	Full Power
10	To sanction contingent expenditure including new telephone connection, periodicals, stationery, repairs etc.	ACEO Director (F)	Full Power Non-recurring Rs.40000 in each case and recurring Rs.10000 in each case.
11	To pass claims in respect of salary wages, T.A., Advances, allowances, medical reimbursement and other personal entitlement of all officers and staff of the Authority	Director (F)	Full Power
12	Sanction of all advances including advances for Moped/Scooter/Motorcycle/Motor car/Computer and house building	ACEO	Full Power
13	Payment of work bills, supplier bills, works advance, and suppliers advance	Director (F)	Full Power
14	Repairs to vehicles	ACEO Director (Admn)	Full Power Upto Rs.50,000/-
15	Hiring of vehicles	Director (Admn.)	Full Power
16	Payment of all statutory dues including PF, Income Tax, Professional Tax, Telephone Bills, Municipal Tax, Rent, Electric, Gas, Water Charges, Insurance etc.	Director (F)	Full Power
17	Sanction of expenditure for Meeting, Conference, Training or other publicity programme	ACEO	Full Power
18	To execute or authorise any person, a Power of Attorney, Instruments, Deed, Contracts or Agreements on behalf of the Authority	ACEO	Full Power
19	To hold or participate in Seminar, Training Course, Conferences or Meet in India and approve expenditure for the same	CEO	Full Power
20	To treat any VIPs, Visitors, Experts or a Guest of the Authority and approve expenditure on boarding, lodging, transportation and entertainment of such personality	Director (Finance)	Full Power
21.	To make all such arrangements, or to do such acts on behalf of Authority as may be necessary for attainment of the object in the event of emergencies and to take such measures as may be appropriate to safeguard the interest of the Authority	CEO	Full Power

<b>D. AWARD OF WORK AND PROCUREMENT OF MATERIALS</b>			
1	Sanction of schemes to fulfill the objectives of the authority	CEO & ACEO	Full Power
2	Administrative Approval to proposals confirming World Bank / ADB and other norms.	CEO & ACEO	Upto Rs.10.00 Crores
3	Procurement of Materials	CEO	Full Power subject to procurement Guidelines
4	Grant of extension of time in respect of works	CEO	Full Power
5	Powers to sanction Purchase of Heavy Machinery	CEO	Full Power

6	Sanction of extra/substituted items and approval of Deviation from contract not exceeding 10% of the original estimate	CEO	Full Power
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The powers delegated as above can be exercised by the next higher authority. Further delegation made by the ACEO, GSDMA is as under.

1. Vide Circular No. GSDMA/Accounts/Del/Powers/4 dated 3.8.2003

Sr. No.	Particulars	Authority to whom delegated
1.	To sanction all advances to various line departments/implementing agencies in respect of the contracts, works or consultancy services etc (except in case of final payment)	Chief Engineer (Procurement)
2.	To sanction advances to various Collectors and DDOs against the Housing Component	Director (Housing)
3.	Advances like Moped, Scooter, Motor cycle, House Building, Provident Fund etc. to the Government employees on deputation & petty advances to employees etc.	Director (Admin.)
4.	Advance to GSDMA's consultants or suppliers, advance towards pay and allowances (Incremental Operating Costs) to implementing agencies.	Joint CEO/Head/Director of the concerned branch

2. Vide Circular No. GSDMA/Accounts/Office Order/Dated 5.3.2004

To work as Controller of Accounts	Senior Duty Class – I officer	NA	Senior Duty Class – I officer
To operate all the Bank Accounts	Senior Duty Class – I officer	NA	Senior Duty Class – I officer
To sign the payment orders after the sanction of the competent Authority obtained on relevant file	Senior Duty Class – I officer	NA	Senior Duty Class – I officer

3. Vide Circular No. GSDMA/Accounts/Delegation of Powers/18845 dated 25.10.2004

C.	FINANCIAL POWERS	Officer	Power	Officer to whom powers delegated
(1)	(2)	(3)	(4)	(5)
1	To buy or procure any materials or stores required for the Authority	ACEO	Full Power	JCEO/CE(P)/*Director
2	To buy or procure moveable assets required for the Authority	ACEO	Full Power	JCEO/CE(P)/Director
3	To approve payment for procurement and services availed by the Authority	ACEO	Full Power	JCEO/CE(P)/Director

4	To pay for feasibility studies or schemes for project reports or any other report undertaken or prepared by any consultancy firm or technical organisation	ACEO	Full Power	JCEO/CE(P)/Director
5	To invest surplus funds in short term deposits / fixed deposits	ACEO	Full Power	Director (Finance)
6	To open operate or authorize operation of other accounts	ACEO	Full Power	Director (Finance)
7	Sanction of all advances including advances for Moped/Scooter/ Motorcycle/Motor car/Computer and house building	ACEO	Full Power	Director (Admn)
8	Sanction of expenditure for Meeting, Conference, Training or other publicity programme	ACEO	Full Power	Director (Admn)
9	To execute or authorise any person, a Power of Attorney, Instruments, Deed, Contracts or Agreements on behalf of the Authority	ACEO	Full Power	Director (Admn)

The powers delegated as above can be exercised by the next higher authority "Director" means Director dealing with the concerned subject matter. All other staff members of the GSDMA are suppose to work under the direction, guidance and instructions of their respective officers as mentioned in Chapter – 1, so as to support them in their fulfillment of duties and functions.

### Chapter – III

#### **The procedure followed in the decision making process including channels of supervision and accountability.**

- 3.1 According to provision of GSDM Act, 2003, the Governing Body of the GSDMA is Apex Body for taking any decision on matters pertaining to GSDMA. All policy matters, administrative and financial decisions are being taken by this Governing Body. Day to day administrative except affairs which are to be decided by the CEO of GSDMA as provided in the Act and the financial decisions are to be taken by the Committee or by an officer to whom the powers are delegated by the Governing Body. Such delegation of powers have been given in details in foregoing chapter II. Accordingly, the decisions are being taken in the Authority.
- 3.2 There is a subcommittee headed by the Chief Secretary and Procurement Committee headed by CEO, GSDMA. Procurement of any material machinery or equipments is decided by the Procurement Committee where the Secretary of the concerned department is a member. There is a provision of obtaining technical sanction and administrative approval from the competent authority before entrusting or executing any work from the funds given by the GSDMA.
- 3.3 The channel of supervision in GSDMA is as per the details given in para 1.4 of the Chapter I. A chart of supervision channel and the subjects allotted to individuals regarding subordinate staff to support these individuals in performing their functions and duties are given in great details. All the decisions will be in writing except in emergency. For taking any decision the files will be opened at subordinate levels and route through the channel of submission. Decision on file will be as per the delegation of powers to each individual officer. Even in case of the emergency the verbal instructions/orders of the competent authority will be within the framework of rules and will be followed and implemented by the subordinate/support staff. In such cases the matter will be put up to the competent authority for written confirmation at the earliest. The decision taken in the meeting of more than two members will be minutised at the earliest and will be sent to all concerned. The implementation of any such decision will be approved on file by the

appropriate authority after scrutinizing the matter with the provisions of relevant rules and regulations.

## **Chapter - IV**

### **The norms set by GSDMA for the discharge of its functions**

4.1 The norms set by GSDMA for discharge of its functioning have been discussed at length in the Chapter I, II & III. However, for achieving the objectives of the GSDMA, the following activities have been identified.

1. To undertake social and economic activities for rehabilitation and resettlement of affected people that would include new Housing infrastructure, Economic Rehabilitation, Social rehabilitation and other related Programmes;
2. To prepare programmes and plans to mitigate losses on account of distort as a strategy for long term Disaster Preparedness;
3. To undertake research and study regarding causes for losses on account of natural disasters and to suggest remedial measures for minimizing the same;
4. To obtain funds for rehabilitation and resettlement, and to ensure optimum utilization of these funds obtained in the form of grant, aid assistance or loan from Government of India, World Bank and ADB, USAID, DFID, IFRC, Donors, NGOs, and from financial institutions, public and private trusts or any other organization.
5. To manage Gujarat Earthquake Rehabilitation and Reconstruction Fund.
6. To act as nodal agency, and to co-ordinate various issues relating to the deserving victims, out of the funds, either directly or through as common fund, created for these purpose in any other feasible mode;
7. To provide or to arrange financial assistance, so as to achieve the object of the GSDMA;
8. To raise money through financial instruments, bonds, deposit or such other manner as may be permissible under the provisions of Societies Registration Act, 1860 and the Bombay Public Trust Act, 1950.
9. To develop approach, philosophy, policy guidelines and action plan and other relevant aspects for meeting out disaster of any kind;

10. Management, Administration, Investment and Re-Investment of funds out of sales proceeds received from the sale of land, buildings, equipments, furniture, fixtures, debris or any other thing or article or Infrastructure;
11. To act as a nodal agency and to co-ordinate various issues related to the maintenance of hygienic living conditions, welfare of victims, environmental maintenance and such other welfare measures, as may be assigned to the deserving authority;
12. To undertake management information system.
13. To undertake activities for community participation.
14. To undertake various IECV activities.
15. Imparting training to different stakeholders in disaster management
16. To undertake livelihood programmes after following the disaster
17. To undertake long term disaster mitigation and preparedness programme
18. To undertake social rehabilitation programme
19. To establish Gujarat Institute of Disaster Management Institute

4.2 Staff members of the GSDMA are jointly and severally required to exercise their discretion with reference to the following principles.

- (i) The GSDMA may not practice any form of discrimination or preferential treatment in its relations with third parties, be they beneficiaries of GSDMA of goods or services, or persons or institutions involved in any way in the GSDMA's activities or the results of those activities. The GSDMA shall exclusively apply the decision, making the selection procedure described in the present manual.
- (ii) Maximum cost-effectiveness, in relation to the general objectives set forth in point no.1.2, Should always be sought in decision making at all levels within the GSDMA and in the practical application of its procedures.

4.3 The GSDMA is required to perform a public service. Its employees are accordingly under an obligation to observe confidentiality, impartiality and discipline similar to that required of civil servants. Employees may not, in the performance or their functions, engage in political or religious propaganda. GSDMA employees are required to observe absolute impartiality. They are expected to accord equal treatment to the users of the public service provided by the GSDMA, namely the beneficiaries and the contractors. GSDMA employees are furthermore required to demonstrate the loyalty to Government demanded of public services concessionaires.

## Chapter - V

The Rules, Regulations, Manuals and Records hold by GSDMA or under its control or used by employees for discharging its functions.

5.1 At present the Rules and Regulations being used for decision making process are as under.

1.

- (A) Title : The Gujarat State Disaster Management Act, 2003
- (B) Kind of document : State's Special Act
- (C) Availability to : (1) At any Government Book Depot at the payment of required fees
- (2) GSDMA website viz., [www.gsdma.org](http://www.gsdma.org)
- (3) Can be seen at the library of the GSDMA office.
- (4) Extract xerox copy of required section can be available from GSDMA office on payment of fees

2.

- (A) Title : The Gujarat State Disaster Management Authority - Operation Manual
- (B) Kind of document : Manual
- (C) Availability to : (1) GSDMA website viz. [www.gsdma.org](http://www.gsdma.org)
- (2) Can be seen from library of the GSDMA office
- (3) Extract xerox copy of required portion can be available from GSDMA office on payment of fees

3.

- (A) Name of document : Procurement under IBRD Loan and IDA Credits
- (B) Kind of document : Guidelines of the World Bank
- (C) Availability to : (1) Being a document of World Bank it can be available only from the World Bank, 1818, H Street, N.W. Washington DC, 20433
- (2) Can be available on website : <http://www.worldbank.org>

4.

- (A) Name of document : Selection and Employment of consultants by World Bank Borrowers.
- (B) Kind of document : Guidelines of the World Bank
- (C) Availability to : (1) Being a document of World Bank it can be available only from the World Bank, 1818, H Street, N.W. Washington DC, 20433
- (2) Can be available on website : <http://www.worldbank.org>

5.

- (A) Name of document : ભૂકંપગ્રસ્ત વિસ્તારોના પુન : વસવાટ / પુન : સ્થાપન અંગેના પેકેજો અને અન્ય સરકારી હુકમો
- (B) Kind of document : સરકારી હુકમો, પરિપત્રો અને પત્રોનો સંગ્રહ
- (C) Availability to : સામાન્ય વહીવટ વિભાગ, ગુજરાત સરકાર, જુલાઈ ૨૦૦૧ નું પ્રકાશન

6.

- (A) Name of document : ભૂકંપગ્રસ્ત વિસ્તારોના પુન : વસવાટ / પુન : સ્થાપન અંગેના પેકેજો અને અન્ય સરકારી હુકમો
- (B) Kind of document : સરકારી હુકમો, પરિપત્રો અને પત્રોનો સંગ્રહ
- (C) Availability to : સામાન્ય વહીવટ વિભાગ, ગુજરાત સરકાર, મે ૨૦૦૩ નું પ્રકાશન

7.

- (A) Name of document : Gujarat State Disaster Management Policy
- (B) Kind of document : Policy guidelines
- (C) Availability to : (1) At any Government Book Depot on payment of fees
- (2) GSDMA website [www.gsdma.org](http://www.gsdma.org)
- (3) Can be seen at GSDMA office library
- (4) Extract photocopy of required portion can be available from GSDMA office on payment of fees

8.

- (A) Name of document : Gujarat Earthquake Reconstruction and Rehabilitation Policy

- (B) Kind of document : Policy guidelines
- (C) Availability to : (1) At any Government Book Depot on payment of fees
- (2) GSDMA website [www.gsdma.org](http://www.gsdma.org)
- (3) Can be seen at GSDMA office library
- (4) Extract photocopy of required portion can be available from GSDMA office on payment of fees

It may be noted here that in absence of any clear orders, instructions or guidelines given in the above documents on any matter related to GSDMA, the decision of competent authority of GSDMA/the prevalent government norms will be followed in the decision making process and in decision making at the GSDMA.

## Chapter – VI

Statement of the categories of documents that is held in GSDMA on its control.

6.1 The details of different categories of the documents held in GSDMA is given below.

Sr. No.	Category of the document	Remarks
1	Acts	GSDM Act, 2003
2	Policies	Disaster Management Policy Rehabilitation Policy
3	Manuals	Operational Manual
4	Study Reports	Study Reports on various subjects pertaining to Disaster Management
5	Compilation of Rehabilitation Packages and Govt Circulars	GAD publications
6	Project Reports	Project Reports on various projects of Disaster Management
7	Periodical Progress Reports	Progress report on various projects of the World Bank and Asian Development Bank.
8	Account Books and other relevant record	Pertaining to accounts of GSDMA
9	Correspondence files	Correspondence with various stakeholders
10	Government Circulars and Books	Pertaining to Disaster Management

## **Chapter - VII**

### **The particulars of the arrangements that exist for consultation with or representation by the members of the public in relation to the formulation of GSDMA's policy or its implementation thereof**

In any policy decision which concerns public/any participant stakeholders approach is used in the form of constitution of committees where representation is provided or in the form of workshops/discussions there view is elicited both through formal and informal suggestions are made.

#### **7.2 People's Participation in Disaster Management**

As narrated in forgoing paras main work area of the Authority is disaster preparedness and disaster mitigation. Disaster Preparedness and mitigation can not be achieved without people's participation. Keeping in view this very much fact;

- (a) The Authority is undertaking massive programme of education and training, of the community during the year.
- (b) Undertaking livelihood based projects through NGOs in disaster affected areas.
- (c) With the cooperation of state UNDP the Authority is preparing village level disaster management teams and village level disaster management plans.
- (d) Undertaking Certification Programme for masons.
- (e) The Authority is getting third benefit monitoring programme for its activities and projects where the common people voice is documented for future planning and implementation.

#### **7.3 Representation by the members of the public**

The Governing Body of the Authority is an apex forum for taking any decision regarding the functions of the Authority. The Hon'ble Chief Minister of the State and two Ministers from the Council of Ministers are members of the Governing Body of the Authority. Thus the Authority has unique representation of the elected members in formulation of the policies as well as in implementations thereof.

7.4 The PRIs are the dominant stakeholders of the disaster management, especially for relief distribution and recovery phases. There is a representation of elected members of PRIs in district, taluka and village level disaster management committees. In these committees representatives of the weaker section is also ensured. The procedure has been established to discuss the plans, policies and programmes of the disaster management in the GRAM SABHAs now meets at regular intervals. In the villages, the disaster management teams have been formed. These teams are preparing and implementing the village disaster management plan themselves under the guidance of the government representative after due discussion. Every year the GSDMA is organizing workshops and seminars to know the views of private peoples for building the opinion and framing the policies.

7.5 The Authority is also expecting certain things from the public. These expectations are incorporated in the GSDM ACT, 2003. The community groups and the other people are expected to coordinate with the disaster management work as mentioned in the Chapter XII (Section 28,29,30 & 31) of the Act which read as :

1. Each community group and each youth organization such as the National Cadet Corps, National Service Scheme, Nehru Youth Kendra may-
  - (a) assist the State Government, the Authority, the Commissioner and the Collector in all disaster management activities;
  - (b) participate in capacity-building, vulnerability reduction programmes and training activities;
  - (c) assist in relief operations under the supervision of the Commissioner and the Collector;
  - (d) assist in conducting detailed damage assessment and in carrying out reconstruction and rehabilitation activities in accordance with the guidelines framed by the Authority; and
  - (e) provide such assistance to the Authority, the Commissioner and the Collector and take such other steps as may be necessary for disaster management.

2. (1) Each Factory as defined under the Factories Act 1948, shall-
    - (a) assist the State Government, the Commissioner and the Collector in all disaster management activities;
    - (b) ensure that their staff are adequately trained;
    - (c) ensure that all necessary resources are in a ready-to-use state;
    - (d) ensure that its buildings and other structures are in compliance with all specifications stipulated by the departments of the Government and the Authority;
    - (e) carry out relief operations under the supervision of the Commissioner and the Collector;
    - (f) assist in conducting damage assessment and in carrying out reconstruction and rehabilitation activities in accordance with the guidelines framed by the Authority;
    - (g) prepare a disaster management plan in conformity with the other disaster management plans of local authorities, departments of Government having regard to the guidelines laid down in this behalf by the Authority;
    - (h) take all other steps and provide such assistance to the Authority, the Commissioner and the Collector and take such other steps as may be necessary for disaster management.
  - (2) Each factory shall be responsible for effective implementation of the plan drawn up by it in this behalf.
  - (3) Each private and public sector entity shall provide assistance to the Authority, the Commissioner, the Collector and take such other steps as may be necessary for disaster management.
3. All voluntary agencies, including non-governmental organizations, which desire to participate in disaster management activities may,-
    - (a) participate in capacity-building, vulnerability reduction programmes and training activities;
    - (b) assist in relief operations under the supervision the of Government, the Commissioner and the Collector;

- (c) assist in assessing damage and in carrying out reconstruction and rehabilitation activities in accordance with the guidelines framed by the Authority;
  - (d) provide such assistance to the Authority, the Commissioner and the Collector as may be necessary for effective disaster management.
4. It shall be the duty of every citizen to assist the Commissioner, the Collector or such other person entrusted with or engaged in disaster management whenever his aid is demanded generally for the purpose of disaster management and particularly for the following purposes, namely :-
- (a) Prevention,
  - (b) Response,
  - (c) Warning,
  - (d) Emergency Operation,
  - (e) Evacuation, and
  - (f) Recovery

## Chapter VIII

### STATEMENT OF THE BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES OF GSDMA.

8.1 The above details are given in following statement.

Sr. No.	Name of the Board or committee	Designation of the members	Whether the meetings are open for the public	Whether minutes are accessible for public	Remarks
1	2	3	4	5	6
1	Governing Body (Constituted vide GR No. MKM-102001-830-KH dated 8 <sup>th</sup> February, 2001)	<ol style="list-style-type: none"> <li>1. Hon Chief Minister of the State, ex-officio Chairperson.</li> <li>2. Hon. Minister (Industries)</li> <li>3. Hon. Minister (Finance &amp; Revenue)</li> <li>4. Chief Secretary</li> <li>5. ACS (Personnel), GAD</li> <li>6. ACS, Finance Department</li> <li>7. PS (UD &amp; UHD)</li> <li>8. PS, (R &amp; B Department)</li> <li>9. Relief Commissioner of State</li> <li>10. Chief Executive Officer of the Authority</li> </ol>	-No-	Yes, after approval in next meeting subject to provision of section 8 & 9 of RTI Act 2005 and Official Secret Act	-
2	Sub-committee of the Governing body of the GSDMA. (Constituted vide GAD circular No. DMA-102001-1306-B. dated 24-7-2001)	<ol style="list-style-type: none"> <li>1. Chief Secretary, Chairman</li> <li>2. Principal Secretary, Finance Department</li> <li>3. CEO, GSDMA</li> <li>4. Secretary of the Concerned Department</li> </ol>	-No-	Yes, after approval in next meeting subject to provision of section 8 & 9 of RTI Act 2005 and Official Secret Act	-
3	Procurement Committee	<ol style="list-style-type: none"> <li>1. CEO, GSMDA, Chairman</li> <li>2. Secretary (Expenditure), Finance Department</li> <li>3. Secretary of the concerned Department</li> <li>4. Chief Engineer (Procurement), Member Secretary</li> </ol>	-No-	Yes, after approval in next meeting subject to provision of section 8 & 9 of RTI Act 2005 and Official Secret Act	-



## Chapter - IX

### **Directory of the Officers and employees of the GSDMA**

Sr. No.	Name	Designation	Phone No. (Office/Resi)		Mobile	Residential Address
(1)	(2)	(3)	(4)		(5)	(6)
1	Shri Rajesh Kishore, IAS	Chief Executive Officer	(O)	23259502	94273 07100	D-1, Samarpan Appartments, Gulbai Tekra, Ahmedabad.
			(R)	26462644		
			(F)	23259275		
2	Shri H D Vala	Chief Engineer (Procurement)	(O)	23259219	94273 07103	A-24, Skylark, Opp. Satellite Police Station, Nr. Jai Shefali Row Houses, Ahmedabad.
			(R)	26769786		
			(F)	23259275		
3	Shri J C Chudasama	Director(Housing)	(O)	23259501	94273 07104	15, Sanidhya Bungalows, 132 Ring Road, Satellite, Ahmedabad - 15.
			(R)	26762386		
			(F)	23259275		
4	Shri D B Mehta	Director (Administration)	(O)	23259500	94273 07102	
			(F)	23259275		
5	Shri V R Dave	Director (Finance)	(O)	23259278	94273 07105	302, Shetrunjya Apartment, Opp. Shankar Ashram, Nr. Rajnagar Bus Stop, Paldi, A'bad -7
			(R)	26642486		
			(F)	23259289		
6	Shri J D Jani	Controller of Accounts	(O)	23259279	98794 76540	10/B, Bank of Baroda Adarsh Society, Bhatta's Stand, Paladi. Ahmedabad.
			(R)	26634260		



Sr. No.	Name	Designation	Phone No. (Office/Resi)		Mobile	Residential Address
(1)	(2)	(3)	(4)		(5)	(6)
7	Shri H K Shah	Executive Engineer	(O)	23259287		04, Roopjyoti society, Nr. Jaltarang bus stand, Vejalpur, Ahmedabad.
			(R)	2681089		
8	Shri B K Mehta	Dy. Director (Accounts)	(O)	23259019	-----	Plot No. 4/1, Sector – 4A, Gandhinagar.
			(R)	23245267		
9	Shri H M Joshi	Assistant Director (Accounts)	(O)	23259289	-----	B-6, Devcity, Op. Nirman Tower, Chankyapuri Crossing to High Court Road, Ghatlodiya, Ahmedabad - 61
			(R)	27474245		
10	Shri S R Shukla	Assistant Director (Accounts)	(O)	23259304	-----	33, Rami's Chawl, Rakhial Road, Ahmedabad.
			(R)	22772833		
11	Shri S J Pancholi	Assistant Director (Accounts)	(O)	23259304	98252 53285	16/Indralok Society, Nr. GST Rly. Crossing, Ranip, Ahmedabad
			(R)	27530762		
12	Shri Y R Momin	Deputy Executive Engineer	(O)	23259287	-----	23, Green Park Society, B/h. Agro Petrol Pump, Sarkhej Road, Ahmedabad – 380 055.
			(R)	26826003		
13	Shri L V Vyas	Deputy Executive Engineer	(O)	23259287	-----	Plot No.439/1, Sector 3C, Gandhinagar
			(R)	23224616		
14	Shri J H Gadhavi	Dy. Director (Disaster Mngt)	(O)	23259247	98254 98952	Plot No.362/1, Sector -3B, Gandhinagar
			(R)	23228552		
15	Shri S S Raval	Dy. Director (Housing)	(O)	23259306	98240 66968	39, Maulin Tenaments, Jodhpur char rasta, Satellite, Ahd - 15.
			(R)	-----		



Sr. No.	Name	Designation	Phone No. (Office/Resi)		Mobile	Residential Address
(1)	(2)	(3)	(4)		(5)	(6)
16	Shri D H Pandya	Dy. Director (Procurement)	(O)	23259021	98799 55161	7, Parimiti Appartments, B/h. Jawaharnagar Society, Nr. Bansidhar Society, Vasna, Ahmedabad - 380007.
			(R)	26610005		
17	Shri V N Trivedi	Asstt. Director (Admn.)	(O)	23259246	-----	D-165, Karmachari Nagar, Ghatlodiya Road, Ahmedabad -61
			(R)	27410913		
18	Shri P K Pancholi	Dy. Director (Information)	(O)	23259283		542/1, Near Kolavda Nagar Soc., Sector-28, Gandhinagar
			(R)	23211226		
19	Shri R D Bhavsar	Asst. Manager (Accounts)	(O)	23259018	-----	30/354, Sahyog Apartment, Sector-24, G'nagar
			(R)	23245415		
20	Shri Birju Patel	Sector Manager	(O)	23259306	-----	152, Patel Vas, Vasna, Sarkhej Road, Ahmedabad -7.
			(R)	26607650		
21	Shri Siddharth Chaudhary	Sector Manager	(O)	23259246	93274 64272	Plot No.876/2, Sector - 3 A, Gandhinagar
			(R)	-----		
22	Shri Arif Vohra	Sector Manager	(O)	23259014	98240 25520	Plot No. 438/B/1, Geetanjali Park, Sector - 8, Gandhinagar
			(R)	-----		
23	Shri Vipul B Modi	PS to Chief Executive Officer	(O)	23259303	-----	Plot No.239/2, Sector - 5A, Gandhinagar
			(R)	23233275		
24	Shri L G Ambujakshan	PS to Jt. Chief Executive Officer	(O)	23259276	-----	C-7, Green City Cooperative Housing Society, Vavol, Gandhinagar - 382016.
			(R)	23233781		



Sr. No.	Name	Designation	Phone No. (Office/Resi)		Mobile	Residential Address
(1)	(2)	(3)	(4)		(5)	(6)
25	Shri Sunil R Modi	Stenographer (Gujarati)	(O)	23259220	-----	10, Balkrishna Flats, Hawada Ni Pole, Gomtipur, Ahmedabad - 380 021.
			(R)	22174751 (PP)		
26	Ms Shital Trivedi	Asst. Manager	(O)	23259283	-----	6, Parth Appartment, Plot No.266, Sector - 29, Gandhinagar
			(R)	23231897		
27	Shri Paritosh Upadhyay	Asst. Manager	(O)	23256240	-----	82, Vakharianagar No.3, Nr. Police Parade Ground, Kalol - 382 721.
			(R)	(02764) 226908		
28	Shri Yogin Pathak	Asst. Manager	(O)	23259283	-----	Plot No.822/1, Sector 5C, Gandhinagar
			(R)	23229208		
29	Shri Sanjay Maru	Asst. Manager	(O)	23259220	-----	Block No. 241/1, Sector - 3B, Gandhinagar
			(R)	55728101		
30	Shri Dharmesh Joshi	Asst. Manager	(O)	23259283	98243 18068	Plot No. 1111/2, Sector - 4A, Gandhinagar
			(R)	-----		
31	Shri Rajesh Joshi	Asst. Manager	(O)	23259021	-----	21, Ashutosh Society, Bhairavnath, Maninagar
			(R)	25461583 (PP)		
32	Shri Jaysinh Chauhan	Asst. Manager	(O)	23259286	-----	Plot No.1649/1, Sector - 2D, Gandhinagar
			(R)	23231519		
33	Shri Shailesh Ramanuj	PA to Joint CEO	(O)	23259303	98243 54481	Block No. 101/4, 'J' Type, Sector - 9, Gandhinagar
			(R)	-----		

Sr. No.	Name	Designation	Phone No. (Office/Resi)		Mobile	Residential Address
(1)	(2)	(3)	(4)		(5)	(6)
34	Dipak Prajapati	Driver	(O)	23259220	-----	Plot No.880/2, Sector - 5 C, Gandhinagar
			(R)	23241579		
35	Firoz Zam	Driver	(O)	23259220	98245 42635	Block No.50/3, Ch Type, Sector - 16, Gandhinagar
			(R)	-----		
36	Gopalsinh A Chauhan	Driver	(O)	23259220	98985 96832	Block No.124/5, "Chh" Type, Sector - 30, Gandhinagar.
			(R)	-----		
37	Jaswantsingh Bihola	Driver	(O)	23259220	23277591 (PP)	Ratanpur, Post. Lavarpur, Gandhinagar
			(R)	-----		
38	Jayesh B Bhavsar	Driver	(O)	23259220	-----	A/2, Nirmalnagar Society, Nr. Rajguru Factory, Vatva Gam, Ahmedabad
			(R)	25711611 (PP)		
39	Pravin Chauhan	Driver	(O)	23259220	9426557937	Block No.124/5, "Chh" Type, Sector - 30, Gandhinagar.
			(R)	-----		
40	Jagdish Patel	Driver	(O)	23259220	94260 31075	Block No.127, Sector-1, Nirnaynagar, Chandoliya Road, Nava Vadaj, Ahmedabad
			(R)	-----		
41	Anvar Mansuri	Driver	(O)	23259220	98980 26208	Block No. 245/2, Sector - 4 A, Gandhinagar
			(R)	-----		
42	Mukesh Madhavi	Peon	(O)	23259220	98246 79613	Block No.662, Pillo Patto, Adarsh Nagar, Sector - 24, Gandhinagar
			(R)	-----		



Sr. No.	Name	Designation	Phone No. (Office/Resi)		Mobile	Residential Address
(1)	(2)	(3)	(4)		(5)	(6)
43	Mustufa I Bakrolia	Peon	(O)	23259220	-----	Block No.4/5, J-1 Type, Sector - 24, Gandhinagar
			(R)	-----		
44	Jitendra Gadhavi	Peon	(O)	23259220	-----	Block No.101/7, 'J' Type, Sector - 20, Gandhinagar
			(R)	-----		
45	Piyush Parmar	Peon	(O)	23259220	-----	Block No.392/6, J-2 Type, Sector - 23, Gandhinagar
			(R)	-----		
46	Mahesh Parmar	Peon	(O)	23259220	-----	Block No.77, Chamundapura, Kolvada, Gandhinagar.
			(R)	-----		
47	Rajesh Thakur	Peon	(O)	23259220	-----	Plot No.500/1, Sector - 13A, Gandhinagar
			(R)	55729233		
48	Ramesh Patani	Peon	(O)	23259220	-----	Amrutlal Keshavlal ni Chali, Chamanpura Chakla, Asharva, Ahmedabad
			(R)	22133450 (PP)		
49	Ratan Rathwa	Peon	(O)	23259220	-----	Bungalow No.201/K, Sector - 19, Gandhinagar
			(R)	23254847		
50	Suresh Vankar	Peon	(O)	23259220	-----	Block No.2/2, "Chh" Type, Sector - 17, Gandhinagar
			(R)	-----		

## Chapter X

### Monthly remuneration received by the officer and employees of the GSDMA

SN	Name	Designation	Emolument (Rs.)	System of Compensation as provided in its regulation
1	Shri Rajesh Kishore, IAS	Chief Executive Officer	39552	As per Government Rules and Regulation
2	Shri J.C.Chudashama	Director (Housing & Emergency Comm.)	27147	
3	Shri V R Dave	Director (Finance)	24799	
4	Shri J D Jani	Controller of Accounts	22043	
5	Shri B K Mehta	Deputy Director (Accounts)	19948	
6	Shri H D Vala	Chief Engineer (Procurement)	33392	
7	Shri H K Shah	Executive Engineer	26382	
8	Shri Y R Momin	Deputy Executive Engineer	23990	
9	Shri L V Vyas	Deputy Executive Engineer	21295	
10	Shri D S Pal	Assistant Engineer	22667	
11	Shri H M Joshi	Assistant Director (Accounts)	17314	
12	Shri S R Shukla	Assistant Director (Accounts)	14928	
13	Shri S J Pancholi	Assistant Director (Accounts)	15028	
14	Shri Rajesh Bhavsar	Dy. Accountant	12537	

Other appointees are on contract basis or through placement agencies on need base.

## Chapter XI

**The budget allocated to each of GSDMA's agency, indicating the particulars of all plans proposed expenditures and reports on disbursements made.**

Gujarat Emergency Earthquake Reconstruction & Rehabilitation Programme (GERRP) assisted by GSDMA, World Bank, Asian Development Bank & the Government of Gujarat is in effect in which various important works of reconstruction and rehabilitation such as assistance to the private buildings, water supply, Roads, Electric supply and strengthening of the dams. In earthquake affected districts in the state has been taken up Gujarat Emergency Earthquake Reconstruction & Rehabilitation Programme (GERRP) funding Agencies i.e World Bank & Asian Development releases finance on "Reimbursement base" as and when the expenditure is incurred in the programme.

The aggregate estimated cost of the said project is Rs.6115.00 Crore. In which estimated expenditure to be borne by the World Bank is Rs.3180 Crore, Rs.1572 Crore by ADB, and Rs.1363 Crore by the Government of Gujarat. This project is in force from the financial year 2001-2002 in which the year wise expenditure is as under:-

**(Rs. in Crore)**

<b>Financial Year</b>	<b>Aggregate Expenditure</b>
2001-2002	1522.92
2002-2003	911.53
2003-2004	655.76
2004-2005	676.59
2005-2006 (Up to August 2005)	253.19
<b>Total</b>	<b>4009.99</b>

The details of the Budget of GSDMA approved for the year 2005-2006 is as under: -

**(Rs. in Crore)**

<b>Sr. No.</b>	<b>Particulars</b>	<b>Amount (Rs.)</b>
1	Irrigation & Flood Control	87.88
2	Energy	18.79
3	Roads & Bridges	166.97
4	General education	-----
5	Technical Educations	40.00
6	Youth & Cultural activities	-----
7	Water Supply	342.23
8	Urban development	198.41
9	Housing	158.48
10	GSDMA	212.58
<b>Total....</b>		<b>1225.34</b>

A part from the GEERP Project, Gujarat Emergency Earthquake Reconstruction & Rehabilitation Fund (GERRF) is maintained by GSDMA which consists of amount of the donation received by Member of the Parliament and other donations. The particulars of the receipts and expenditure thereof is as under:-

**(Rs. in Crore)**

<b>Sr.No.</b>	<b>Particulars</b>	<b>MPLAD (Lok Sabha)</b>	<b>MPLAD (Rajya Sabha)</b>	<b>Amount of Donations</b>	<b>Hyogo Fund</b>	<b>Total</b>
A	Fund Received	22.63	26.30	95.07	6.45	150.45
B	Total Spent Fund	17.04	25.19	19.53	6.05	67.81
C	Saving (A-B)	5.59	1.11	75.54	0.40	82.04
D	Earmarked fund for Specific Works	-----	-----	63.21	-----	63.21
E	Available amount for determining works	5.59	1.11	12.33	0.40	19.44
F	Accrued Interest	1.25	1.03	18.32	1.16	21.76
	<b>Total Available Fund</b>	<b>6.84</b>	<b>2.15</b>	<b>93.86</b>	<b>1.56</b>	<b>104.41</b>

## **Chapter XII**

The manner of execution of subsidy programmes including the amounts allocated and the details of beneficiaries of such programmes:

This Authority is not executing any subsidy programmes.

## Chapter XIII

### **Particular of recipients of concessions, permits or authorizations granted**

Regarding recipients of concessions, permits or authorization. No concessions permits or authorizations are being granted by this authority. However, at present following programmes run by GSDMA where assistance is being provided are given below.

#### **1. Housing Sector**

The January- 2001 earthquake caused major loss of life, injury and damage to property and infrastructure. The Govt. of Gujarat launched, a massive rehabilitation program incorporating both short-term and long-term activities, with a long-term view of building multi-hazard resistant disasters. Govt. of Gujarat formulated a Rehabilitation policy and an elaborate Rehabilitation Program to be implemented.

Housing has been the utmost affected sector due to the earthquake. Total 2,22,035 houses were destroyed and 9,17,158 houses were damaged. As part of the earthquake rehabilitation and reconstruction program, Government had decided to provide assistance for repair and reconstruction of houses under packages. All partially damaged houses were categorized in G1, G2, G3 and G4 category. All fully destroyed houses were categorized in G5 category. Categories are defined as:

Sr.	Category	Damage Type	Number of affected houses
1	G – 1	Buildings with minor damage of about ½ inch crack	4,09,148
2	G – 2	Building with minor damage of about 10%	2,58,141
3	G – 3	Building with damages of about 25%	1,44,887
4	G – 4	Building with damages of about 50%	1,04,982
5	G – 5	Buildings with damages more than 50% (Fully collapsed)	2,22,035

## Formulation of packages

The Government of Gujarat announced six special packages of assistance for reconstruction, retrofitting and repairs of approximately 1.2 million houses destroyed and damaged in the earthquake. The Government policy is such that the grant to individuals for reconstruction is purely an 'assistance' and not 'compensation'. Assistance was calculated on the basis of damage / carpet area of the affected house. Ceiling amount for assistance was fixed in different packages for e.g. cash assistance upto a ceiling Rs. 1,75,000 for house reconstruction in urban areas and Rs. 90,000 for rural areas. The financial assistance is given to beneficiary in one to three installments depending on the category.

G – 1 Category cases are given assistance in signal installment and at the beginning of the actual work.

G – 2 to G – 4 category cases are given in two installments. 1<sup>st</sup> installment is mobilization amount (40%) and is given to beneficiary before commencement of the actual work while 2<sup>nd</sup> and final installment (60%) is given at the completion of work.

G – 5 category: Assistance is given in three installments. 1<sup>st</sup> installment is mobilization amount (40%) and is given to beneficiary before commencement of the actual work, 2<sup>nd</sup> installment (40%) is given at the intermediate stage of work and 3<sup>rd</sup> installment (20%) is given at the completion of work.

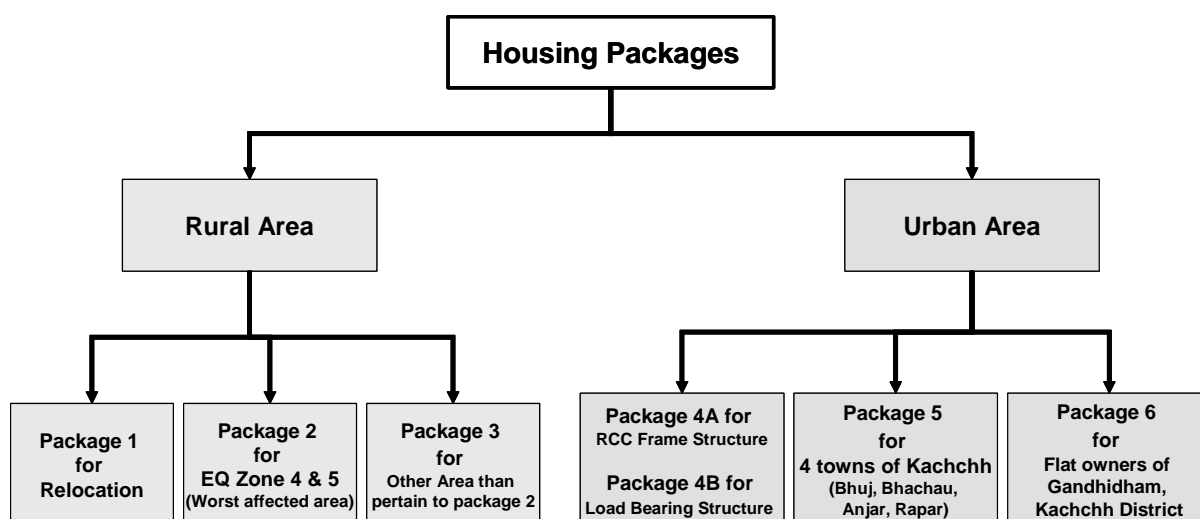
Tenants have been given due care while providing assistance for reconstruction. Assistance for rental house, which were affected in the earthquake, has been given jointly to the owner and the tenant, with a written consent from the owner to reinstate the earlier tenants after reconstruction. Bombay Rent Control Act has been used for identification of such tenants.

The second and third installment is released to the beneficiaries only after the certification by engineers that the previous installment has been fully utilized and the earthquake and cyclone resistant features have been incorporated in the construction. Repairs of 9,08,710 houses completed and 1,97,091 houses were reconstructed as on 31<sup>st</sup> August 2005.

Summary of these packages is as follows:

Package No.	Criteria
I	Rural areas in seismic Zone IV & V with more than 50% of house collapsed (Relocated village)
II	Rural areas in seismic zone IV and V where beneficiaries opted for insitu reconstruction.
III	Other than seismic zone IV and V where individual houses are destroyed / partial damage except urban areas
IV – A	Areas unde Municipal Corporation, Urban development Authority and other municipalities except four towns of Kachchh district for RCC framed structure
IV – B	Areas under Municipal Corporation, Urban development Authority and other municipalities except four towns of Kachchh district for Load Bearing structures.
V	Four worst effected towns of Kachchh district (Bhuj, Bhachau, Anjar, Rapar)
VI	Flat owners of Gandhidham, Kachchh District.

The Collector in urban area and the DDO in rural area are the executing and implementing authority.



## 2. Cottage Industries

To restore the livelihood of artisans a three-pronged strategy was conceived. The first being immediate restoration of livelihood, the second is assistance in enhancing the skills of artisans, and the last is to promote the artisans at large in the state, to promote their marketing ability.

To restore the livelihood of the affected people, six packages as described below have been formed for this purpose.

Package 1	Toolkits to artisans
Package 2	Distribution of Looms to handloom weavers
Package 3	Toolkits to handicraft artisans
Package 4	Loan subsidy to self-employed persons
Package 5	Tools to masons
Package 6	Working capital assistance to handloom weavers

The above mentioned bankable schemes are fully completed. Under these schemes, toolkits have been disbursed to 18,309 artisans, 12,652 handicraft artisans, 27,000 masons, 3,419 looms to handloom weavers. In addition to this, working capital assistance has also been provided to 2,500 handloom weavers, loan subsidy to 14,245 self-employed persons.

For marketing the goods prepared by the rural artisans, Handloom and Handicraft Parks are being set up. These parks will have facilities to hold exhibitions, conduct trainings, development of new products. 2 handloom and handicraft parks are being taken up for execution through SEWA – Ahmedabad and Nehru Foundation for Development – Ahmedabad at a cost of Rs. 150 Lakhs each. The idea of setting up such parks is to bring the scattered crafts persons closer to the market and help them find linkages to world beyond their ordinary reach. The Handicraft Park is a place where pleasure, recreation, learning, buying and exchange between different communities of people would take place.

Enhancing the skills of artisans will lead to sustainable development of the artisans and increase their ability to sustain the economic impacts of future disasters.

The following measures have been taken to enhance the skills of the artisans:

- Students of National Institute of Design (NID) and National Institute of Fashion Technology (NIFT) have been involved for upgrading and improving the design and quality of products.
- Central Leather Research Institute (CLRI) has been involved in training the artisans in making leather products using the latest technology.
- NID has been involved in training the leather workers on improvement of products.

### 3. Women's Livelihood Restoration Project (WLRP)

A disaster situation often finds women more vulnerable, particularly those who have lost the primary bread earner of the family or those in female-headed families. A Women's Livelihood Restoration Project (WLRP) was started to ensure that more than 15,000 women in 15 talukas of the most affected districts would have access to a wide range of services pertaining to their livelihood. The uniqueness of this project is that it aims to look for integrated solutions involving capacity building, and enabling women to earn higher and sustainable levels of income through processes that empower.

The objectives of women's livelihood program are as follows:

- *To provide an opportunity to women with livelihood options leading to their economic independence, in turn to have access and control over resources and income*
- *To bring about gender equity by enhancing the social status of the women.*
- *To create awareness amongst community on issues related to women and their social status.*

The project aims at economic upliftment of the women affected by the earthquake. US \$5 million has been ear marked for this project. Till date more than 14,000 women have benefited under this project.

The project is being implemented through the Women and Child Development Department – Government of Gujarat through various NGOs active in the field of livelihood restoration. There are twelve NGOs implementing independent projects and various other small projects related to self employment activities are being implemented through small NGOs. Training has been given to over 1,500 women on sewing, dairying, embroidery, mirror cutting, pinning and printing, farm yard manual, animal husbandry, tying, etc. 56 women have been trained as co-operative leaders, and 6 women have been trained on educating their peers on dairying activities.

#### 4. Japan Fund for Poverty Reduction (JFPR) Project "Sustainable Income and Basic Human Needs of the Poor in Disaster Prone Areas of Gujarat"

GSDMA is executing the Asian Development Bank (ADB) funded Japan Fund for Poverty Reduction (JFPR) project for "Sustainable Income and Basic Human Needs of the Poor in Disaster Prone Areas of Gujarat". The project has commenced from 1st January 2004 and would be coming to an end on 31st December 2006. The project is being implemented by Rural Development Department through various NGOs.

The main purpose of the project is to sustain income and basic human needs of the poor in the disaster-prone areas of the State. The focus of the JFPR Project is on access to drinking water, adoption of better and nontraditional technologies (tool Centers), better marketing and support services to sustain and enhance livelihoods (transport cooperatives and market centers) and targeting of vulnerable groups and indigenous people.

JFPR will be financing US\$3.4 Million on a grant basis for implementation of the project.

Out of the total allocation of the JFPR Project, an amount of US \$ 3,135,055 is earmarked for three components (Rural Transport, Tools Centre and Modernizing the Poor's Technology) under which the projects are given to various NGOs for implementation. A total of 19 projects amounting to US\$ 2,254,797 has been sanctioned till 30/9/2005 and the balance amount will be tied up shortly.

A small Project Implementation Unit (PIU) is set up in the office of Commissioner of Rural Development – Govt. of Gujarat to coordinate the NGO activities and provide for consolidated reporting to ADB. The Project Implementation Unit in consultation with the GSDMA scrutinizes and approves the project proposals received from various NGOs. The PIU also monitors the projects implemented through various NGOs on a regular basis and reports to GSDMA and the Asian Development Bank.

## **Chapter - XIV**

### **Details in respect of the information available to or held by it, reduced in an electronic format**

- Time to time publication of multimedia presentations of progress.
- Campaigns materials like dos and don'ts of kite flying, dipawali, flood etc.
- Guidelines, policies and Act.

## **Chapter - XV**

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

Most of the information regarding the working of GSDMA and the activities undertaken by it are published on the website. The library of GSDMA is not open to the public as it is maintained for internal references only.

## Chapter XVI

The names, designations and other particulars of the Public Information Officer in the GSDMA

Sr. No.	Details		Government Information Officer	Assistant Government Information Officer	First Appeal Officer
1	Name		Shri J.C.Chudasama	Shri J.H.Gadhavi	
2	Designation		Director (EC & H)	Deputy Director	Joint Chief Executive Officer
3	Phone	Office	079-23259501	079-23259306	079-23259303 / 23259451
		Resi	9825084318	079-23228552	
4	Fax		079-23259275	079-23259275	079-23259275 / 23259302
5	Email		j.chudasama@gsdma.org	j.gadhavi@gsdma.org	
6	Address		15 Sanidhya Bungalows, Nr. Bileshwar Mahadev, Satellite, Ahmedabad-15	-	

## **CHAPTER XVII**

### **Other information**

Following information is given in public interest.

- 17.1 The authority is running the mason's certification programme. The authority is issuing the certificates to the masons after giving training and competency obtain in all 10 skills. The details of program is given below;

#### **17.2 Mason's certification program**

##### **Background**

The Bhuj Earthquake of January 26th 2001 resulted in devastating deaths and damage of the buildings. Typically, more than 70% of deaths in the earthquake can be attributed to collapse of masonry buildings. Some of the reasons for poor performance of masonry structures are: inadequate knowledge of good masonry practices in areas of earthquake hazard, Lack of motivation and absence of incentives coupled with inadequate regulatory mechanism to promote good masonry.

Geographically Gujarat lies in earthquake hazard zones and it is necessary to promote earthquake resistant practices in masonry to avoid such damage in a future earthquake. The Bhuj earthquake has provided an opportunity to the State to fulfill the long-standing need for a formalized program of certification of masons, which would assure quality, and skills of masons.

##### **Problems faced due to untrained Mason force**

Trained manpower engaged in construction work is less than 5% Safety, Productivity and Quality is compromised due to engagement of untrained manpower.

##### **Why Mason skill certification is required**

A large number of practicing masons in Gujarat have learnt the trade from hands-on experience in the field. It is not uncommon to find the practice of masonry as a trade adopted by many generations within a family. Such masons may not be able to spare the time and resources to attend a full time mason three-year training

course but would benefit immensely from additional knowledge of good masonry practices in areas of earthquake risk. A skill certification program will allow them to test their skills and improve themselves in the areas they are deficient in.

In rural Gujarat the masons are employed not only for masonry work but also for the design and construction of houses. Such practices distinctly reflect the significance of developing competency level of masons wherein he/she is skilled not only in masonry practice but also possesses fundamental skills of other fields such as carpentry and plumbing together with seismic detailing of load bearing structures.

### **Objectives of Mason Certification Program:**

1. To create a stock of Masons in the state whose competency is well established
2. To establish masonry as a recognized trade requiring well defined skills and discourage rampant practice of unskilled laborers working as masons
3. To create a sense of pride amongst the Masons for their trade
4. To improve the overall quality of construction in the State
5. To improve safety standards in the construction trade

### **Should Certification of Masons be made compulsory?**

In most places across the world, certification of masons is not a compulsory requirement for practice as mason. However, voluntary certification programs are in place in many countries. Similarly the certification is not meant to be made compulsory in Gujarat. The State may consider methods of creating a demand for certified masons by insisting on use of some percentage of certified masons in government-funded projects.

### **Process of Certification of Masons:**

The Gujarat State Disaster Management Authority (GSDMA), has identified training skills for the Masons, under the Mason Certification programme. A detailed training module has been constituted based on identified skills. The training module has been constituted under three heads:

- Core Skills
- Basic Skills

➤ Advanced Skills

Total ten training modules have been designed covering these three levels of skills. The training modules and training guidelines are priced publications available with GSDMA at a very reasonable rate. The process of training and certification of Masons is covered under two schemes:

The process of training Masons involves following stages:

**STAGE I:**

The training agency (NGO's or Cement Companies etc) will purchase the training manual and guidelines from GSDMA.

**STAGE II:**

The training agency will identify Masons and will mobilize them to participate in the certification programme. A group of 30 Masons can be formed by the training agency. Similar unit groups can be further formed for training.

**STAGE III:**

The training agency will be training the Masons in the areas where masons are found lacking in these 10 basic skills. This training will be based on the guidelines prepared by GSDMA.

**STAGE IV:**

After the completion of the training, the agency will request Gujarat Council of Vocational Training (GCVT), to visit their area where the agency is based to assess the Masons and provide certification. After the assessment, if GCVT finds that a mason is good only in eight skills and weak in other two, then the mason will be deemed to have passed the test for eight skills and get retrained by the agency in the two skills, which he did not pass. The competency certification will be provided only if the Masons pass the assessment test for all the ten modules. The agency will continue training the Masons till the ten training modules have been completed successfully.

## STAGE V:

After final certification of the Mason, the NGO/agency, which trained the Mason, will be paid Rs.2000/- per mason as the cost of training imparted to them.

Till date, 62 masons have been certified, upon training and conduct of exams, through this program.

### 17.3 List of Publications by GSDMA is given below;

Sr. No.	Title	Remarks
(1)	(2)	(3)
1	Gujarat State Disaster Management Act	Gujarati and English
2	Gujarat State Disaster Management Policy	English Publication
3	Gujarat earthquake Reconstruction & Rehabilitation Policy	English Publication
4	Gujarat State Earthquake Management Plan	English Publication
5	આપત્તિ વ્યવસ્થાપન એક સમજ	Gujarati Booklet for training
6	Home owners guide on fire safety	Gujarati and English
7	ભૂકંપ સલામતી માટે મકાન માલિકોને ઉપયોગી માર્ગદર્શિકા	Gujarati and English
8	Sheltered dreams to constructed vision	English Pamphlet
9	કડિયાકામનું સાહિત્ય	Gujarati Publication
10	Housing Insurance Program	Gujarati and English
11	Gujarat Earthquake Rehabilitation – Rebuilding Lives Village Partnership Procedure Manual	Gujarati and English
12	Standard operating procedure for taluka level officers	English Publication
13	તાલુકા આપત્તિ વ્યવસ્થાપન યોજના (TDMP) તૈયાર કરવા માટેની માર્ગદર્શિકા	Gujarati Publication
14	તાલુકા આપત્તિ વ્યવસ્થાપન યોજના (TDMP) અંતર્ગત કાર્યપદ્ધતિઓ	Gujarati Publication
15	તાલુકા આપત્તિ વ્યવસ્થાપન યોજના – "નમૂનો"	Gujarati Publication
16	માર્ગદર્શિકા ગ્રામ આપત્તિ વ્યવસ્થાપન યોજના	Gujarati Publication
17	Fastening the seatbelt ... The Gujarat Initiatives	English Publication
18	શોધ અને બચાવ	Gujarati Publication
19	આપત્તિ જોખમ વ્યવસ્થાપન કાર્યક્રમ – રૂપરેખા	Gujarati Publication
20	આફત વિહંગાવલોકન	Gujarati Publication
21	વાવાઝોડા સામે પૂર્વ તૈયારી અને સુરક્ષા	Gujarati Publication
22	ઔદ્યોગિક અકસ્માતો	Gujarati Publication
23	ભૂકંપ પૂર્વ તૈયારી અને સુરક્ષા	Gujarati Publication
24	સ્વયં સેવક શા માટે	Gujarati Publication

25	શોધ અને બચાવ ટુકડી માટેની કાર્ય પધ્ધતિ	Gujarati Publication
26	આગોતરી ચેતવણી તથા સંદેશા વ્યવહાર	Gujarati Publication
27	પ્રાથમિક સારવાર	Gujarati Publication
28	આરોગ્ય અને પ્રાથમિક સારવાર માટેની કાર્ય પધ્ધતિ	Gujarati Publication
29	કાર્ડિઓ પલ્મોનરી રીસસીટેશન (સી.પી.આર.)	Gujarati Publication
30	આટલું તો જરૂર કરો	Gujarati Publication
31	26 January, 2002, Gujarat Epicenter of Progress	English Publication
32	Grit and Grace – The story of Reconstruction	English Publication
33	From tears to smiles	English Publication
34	Beyond Reconstruction	English Publication
35	School Safety Initiative	English Publication

#### 17.4 [www.gsdma.org](http://www.gsdma.org)

The website [www.gsdma.org](http://www.gsdma.org) of Gujarat State Disaster Management Authority (GSDMA), the prime department into disaster preparedness and management contains vital information about disaster preparedness and management. It is very much target oriented and contains general and educative information for various disasters like Earthquake, Cyclone, Flood and industrial accidents. The website has statistics and case studies of the past disasters as well as various projects like National Cyclone Risk Mitigation Project supported by World Bank, Guidelines on Establishment of Emergency Response Centres and Strengthening Capacities of Municipal Corporations and Municipalities.

#### 17.5 Multi-disciplinary Search & Rescue & Fire Fighting Teams for all districts

It has been noticed from the past experiences, that multi-disciplinary teams with basic knowledge and training of Search & Rescue (SAR), Fire Fighting (FF) and Pre-Hospital Emergency Medical Aid (PHEMA), together with elementary awareness of Hazardous materials (hazmats), accident management drills etc have a crucial role during emergencies. Although there are some such teams in a few municipal corporations they are not able to cover all the districts in the state. Besides, the existing capabilities of already trained first responders need to be further augmented by additional multi-disciplinary government staff who are suitably trained in such activities. This vital need has been identified by GSDMA, as a high priority activity for all the districts in the state.

The three regional training centres for SAR & FF training at Rajkot, Surat & Vadodara will function directly under the Chief Fire Officers of Municipal Corporations at these three locations. These three regional training centres will impart training to staff from eight districts each as mentioned against each regional training center.

- a) Rajkot - Rajkot, Kutch, Jamnagar, Porbandar, Amreli, Surendranagar, Junagadh & Bhavnagar
- b) Surat - Surat, Valsad, Navsari, Dangs, Narmada, Bharuch, Panchmahals & Dahod.
- c) Vadodara - Vadodara, Kheda, Anand, Patan, Mehsana, Banaskantha, Sabarkantha & Gandhinagar.

Every DC will be required to nominate 5 (five) multi-disciplinary staff members from all concerned departments for every training programme in each month. The GSDMA will facilitate training of the members of these teams by providing trainers, training aids etc. The identification of the government staff from each district will be done by respective District Collectors.

### **State Level Training for Fire & Emergency Services of Municipal Corporations**

Search And Rescue (SAR) related training for Fire & Emergency Services of Municipal Corporation is presently conducted by GSDMA at the Kotarpur Fire Training Area of Ahmedabad Municipal Corporation (AMC). Since there is no other State Government owned facility for this purpose, the AMC Fire & Emergency Services equipments and staff are used for imparting training to all the fire personnel of seven Municipal Corporations in the State.

A typical SAR training course is for 24 working days (6 days a week). All ranks from the Fire and Emergency Services having working experience of basic fire fighting equipments can attend this training. Additional qualitative requirements for attending this course are as follows:

- 1. Education qualification - 12th Standard**
- 2. Body weight not to exceed 70 Kgs**
- 3. Age preferably under 35 yrs but in any case not exceeding 45 years.**
- 4. Physically fit and mentally robust willing to undertake rigorous physical exertion.**

5. A working knowledge of basic fire fighting equipments is desirable, although it is not mandatory.

The GSDMA has planned 5 such courses in this year as follows :

<b>Sr. No.</b>	<b>From</b>	<b>To</b>
1	3-7-2005	30-7-2005
2	3-8-2005	3-9-2005
3	12-9-2005	11-10-2005
4	17 to 29-102005	07 to 22-11-2005
5	28-11-2005	27-12-2005