बिहार सरकार
आपदा प्रबंधन विभाग

अधिसूचना

संचिकाः–01 / प्रा०आ०(SEOC)–60 / 2022 / 3958 / आ0प्र0, पटना–23 दिनांक– 16-10-26

राष्ट्रीय आपदा प्रबंधन प्राधिकरण (NDMA), गृह मंत्रालय, भारत सरकार, नई दिल्ली से प्राप्त दिशा–निर्देश के आलोक में बिहार सरकार द्वारा राज्य में घटित होने वाली विभिन्न आपदाओं के दौरान बेहतर एवं त्वरित समन्वय, आपदा प्रबंधन के कार्य में गतिशीलता एवं सक्षमता हेतु Incident Response System (IRS) का गठन किया जाता है। Incident Response System (IRS) को क्रियान्वित करने हेतु जिलास्तरीय Incident Response Team को निम्नवत् गठित किये जाने की अधिसूचना की जाती हैः–

DISTRICT LEVEL INCIDENT RESPONSE TEAM

A. COMMAND & COORDINATION

1. **Responsible Officer: Divisional Commissioner** - Overall supervision & policy guidance.
2. **Incident Commander: District Magistrate** - Overall command, strategy & Decision making.
3. **Safety Officer: SP, District** - Safety of responders & public.
4. **Deputy Incident Commander: ADM, Disaster** - Assists IC & takes charge in absence.
5. **Information Officer: DPRO, District** - Media briefing & public information.
6. **Liaison Officer: ADM (Disaster Management)** - Coordination with external agencies.

B. SECTION CHIEFS

7. **Operation Section Chief: DDC** - Directs all field/tactical operations.
8. **Planning Section Chief: ADM (Disaster Management)**-Data collection, planning & documentation.
9. **Logistic Section Chief: ADM (Disaster Management)** Resources, supply, finance & support services.

C. Operation Section

10. **Staging Area Manager: SDO** - Manages deployment area.
11. **Rescue & Response Branch: ADMO** - Rescue, relief for natural/man-made disaster.
12. **Transport Branch: DTO** - Road, Rail, Water & Air transport coordination.

D. Planning Section

13. **Situation Unit: ADMO/DEOC In-charge/DSP Hq** - Situation analysis.
14. **Resource Unit: DSO & Civil Surgeon** - Tracking resources.
15. **Documentation Unit: DPRO/DIO/NIC/ADMO & IT Manager** - Record keeping.
16. **Demobilization Unit: ADM Disaster** - Demobilization planning.

E. Logistic Section

17. **Service Branch: SDC/ADMO** - Communication, Medical, Food.
18. **Support Branch: EO, ULBs** - Resource, Facility & Ground support.
19. **Finance Branch: DTO/ADMO/BDO/CO/Dist. Account Officer** - Finance, Time, Compensation, Procurement, Cost.

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(संतोष कुमार मल्ल)
प्रधान सचिव,

ज्ञापांकः–01/प्रा०आ०(SEOC)–60/2022/3958/आ0प्र0, पटना–23 दिनांक–16-10-26

प्रतिलिपिः–सभी विभागों के अपर मुख्य सचिव/प्रधान सचिव/सचिव को सूचनार्थ एवं आवश्यक कार्यार्थ प्रेषित।

(मो० नदीमुल गफ्फार सिद्दीकी)
अपर सचिव

ज्ञापांकः–01/प्रा०आ०(SEOC)–60/2022/3958/आ0प्र0, पटना–23 दिनांक–16-10-26

प्रतिलिपिः–पुलिस महानिदेशक, बिहार/निदेशक, सूचना एवं जन–सम्पर्क विभाग, बिहार, पटना को सूचनार्थ एवं आवश्यक कार्यार्थ प्रेषित।

अपर सचिव

ज्ञापांकः–01/प्रा०आ०(SEOC)–60/2022/3958/आ0प्र0, पटना–23 दिनांक–16-10-26

प्रतिलिपिः–सभी प्रमण्डलीय आयुक्त, बिहार को सूचनार्थ एवं आवश्यक कार्यार्थ प्रेषित।

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ज्ञापांकः–01/प्रा०आ०(SEOC)–60/2022/3958/आ0प्र0, पटना–23 दिनांक–16-10-26

प्रतिलिपिः–सभी जिला पदाधिकारी/पुलिस अधीक्षक, बिहार को सूचनार्थ एवं आवश्यक कार्यार्थ प्रेषित।

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ज्ञापांकः–01 / प्रा०आ०(SEOC)–60 / 2022 / 3958 / आ0प्र0, पटना–23 दिनांक–16-10-26

प्रतिलिपिः–राष्ट्रीय आपदा प्रबंधन प्राधिकरण (NDMA), गृह मंत्रालय, भारत सरकार, नई दिल्ली को सूचनार्थ एवं आवश्यक कार्यार्थ प्रेषित।

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अपर सचिव

ज्ञापांकः–01 / प्रा०आ०(SEOC)–60 / 2022 / 3958 / आ0प्र0, पटना–23 दिनांक–16-10-26

प्रतिलिपिः–मुख्य सचिव के विशेष कार्य पदाधिकारी, बिहार को सूचनार्थ एवं आवश्यक कार्यार्थ प्रेषित।

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अपर सचिव

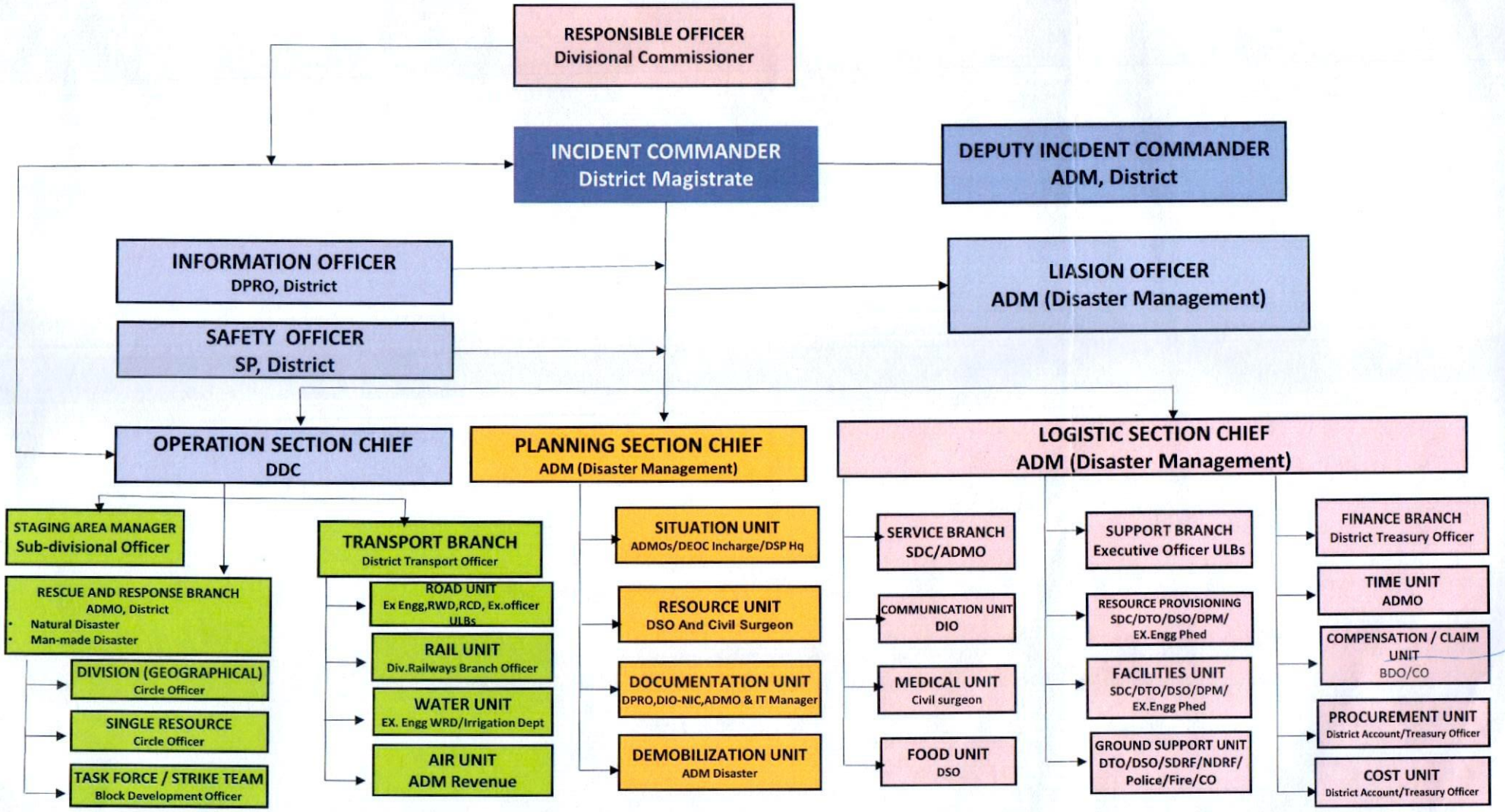
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प्रतिलिपिः–माननीय मंत्री के आप्त सचिव / प्रधान सचिव के वरीय प्रधान आप्त सचिव / आई०टी० मैनेजर, आपदा प्रबंधन विभाग, बिहार, पटना को सूचनार्थ एवं आवश्यक कार्यार्थ प्रेषित।

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INCIDENTS RESPONSE SYSTEM (IRS) – DISTRICT LEVEL (BIHAR)



District Level Incident Response System		
IRS Position	**Designation of Officers**	**Roles/Responsibilities**
(1)	(2)	(3)
Responsible Officer (RO)	**Divisional Commissioner**	**1. Overall Supervision** ➢ Supervise disaster response at **division level** ➢ Ensure proper implementation of IRS **2. Policy Direction & Guidance** ➢ Provide instructions and guidelines to districts ➢ Ensure alignment with government policies **3. Inter-District Coordination** ➢ Coordinate between multiple districts ➢ Manage resource sharing **4. Monitoring & Review** ➢ Review progress of response operations ➢ Ensure efficiency and effectiveness **5. Decision Support** ➢ Take major administrative decisions when required. ➢ Support Incident Commander (DM) **6. Resource Mobilization** ➢ Arrange additional resources from: • Other districts • State level
COMMAND STAFF		
Incident Commander (IC)	**District Magistrate**	**1. Overall Command & Control** ➢ Head of entire disaster response at district level ➢ Takes final decisions **2. Incident Action Plan (IAP) Approval** ➢ Approves and implements: ➢ Plans prepared by Planning Section **3. Coordination** ➢ Coordinate with: • All departments • NDRF/SDRF/FIRE/CIVIL DEFENCE

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		➢ Police, Health, NGOs **4. Resource Deployment** ➢ Allocate and deploy: • Manpower • Equipment • Relief materials **5. Monitoring & Supervision** ➢ Monitor all operations: • Rescue • Relief • Rehabilitation **6. Emergency Decision Making** ➢ Take quick decisions in: • Crisis situations • Life-saving operations **7. Public Information & Safety** ➢ Ensure public safety measures ➢ Issue directions and warnings
Information Officer (IO)	**District Public Relations Officer**	**1. Public Information Dissemination** ➢ Provide accurate information to: • Public • Media **2. Media Management** ➢ Handle: • Press releases • Media briefings • Prevent rumors and misinformation **3. Awareness & Advisory** ➢ Issue warnings and safety advisories ➢ Inform about: ➢ Relief camps ➢ Safe routes **4. Information Collection** ➢ Collect verified information from: • Different departments • Field units

		5. Communication with Public ➢ Ensure clear communication between: • Administration • Citizens **6. Rumor Control** ➢ Monitor and control: • Fake news • Panic situations
Liaison Officer (LO)	**ADM, Disaster**	**1. Coordination with Agencies** ➢ Act as link between: • Government departments • NGOs • External agencies (NDRF/SDRF, Army, etc.) **2. Inter-Departmental Coordination** ➢ Ensure smooth coordination among: • Different departments • Field units **3. Communication Facilitation** ➢ Facilitate communication between: • Incident Commander • Supporting agencies **4. Information Sharing** ➢ Share important information with: • Stakeholders • Partner organizations **5. Resource Coordination** ➢ Help in mobilizing resources from: • External agencies • Neighboring districts **6. Problem Resolution** ➢ Resolve coordination issues ➢ Ensure smooth functioning of response system
Safety Officer (SO)	**SP**	**1. Ensure Safety of Personnel** ➢ Ensure safety of: ➢ Rescue teams

		➢ Field staff ➢ Volunteers **2. Risk Assessment** ➢ Identify potential hazards at disaster site ➢ Suggest safety measures **3. Law & Order Maintenance** ➢ Maintain: • Law and order • Crowd control **4. Accident Prevention** ➢ Prevent secondary incidents ➢ Ensure use of safety equipment **5. Safety Guidelines & Instructions** ➢ Issue safety protocols for: • Rescue operations • Field activities **6. Coordination with Emergency Services** ➢ Coordinate with: • Police • Fire services • Medical teams
OPERATIONS SECTION CHIEF (OSC)	**DDC**	**1. Execution of Response Operations** ➢ Implement disaster response activities: • Search & rescue • Evacuation • Relief distribution **2. Coordination of Field Units** ➢ Coordinate all operational units like: • Road, Rail, Air, Water Units • Medical, Transport, Rescue teams **3. Deployment of Resources** ➢ Deploy: • Personnel • Equipment • Vehicles to affected areas

		4. Monitoring Field Activities ➢ Supervise ongoing operations ➢ Ensure timely and effective action **5. Implementation of Incident Action Plan (IAP)** ➢ Execute plans prepared by Planning Section **6. Emergency Response Decisions** ➢ Take quick operational decisions at ground level **7. Coordination with Other Sections** ➢ Work closely with: • Planning Section • Logistics Section • Finance Section
Staging Area Manager (SAM)	**Sub-Divisional officer (SDM)**	**1. Establish Staging Area** ➢ Set up a **staging area** (temporary holding area) near disaster site ➢ Ensure proper location and accessibility **2. Resource Reception & Holding** ➢ Receive incoming: • Personnel • Equipment • Vehicles **3. Resource Organization** ➢ Arrange and organize resources for quick deployment ➢ Maintain readiness of teams **4. Deployment of Resources** ➢ Dispatch resources as per orders of: ➢ Operations Section Chief **5. Record Keeping** ➢ Maintain records of: ➢ Resources received ➢ Resources sent

		6. Coordination ➢ Coordinate with: • Field units • Logistics Section
RESCUE AND RESPONSE BRANCH	**ADMO, District**	1. Coordinate rescue and response activities during disasters. 2. Ensure timely deployment of rescue teams and emergency resources. 3. Monitor search, rescue and evacuation operations in affected areas. 4. Coordinate with NDRF, SDRF, Police, Fire Services and Health Department. 5. Ensure availability of relief materials, boats, vehicles and communication systems. 6. Supervise establishment of relief camps and emergency shelters. 7. Maintain coordination with Block and Panchayat level officials. 8. Monitor casualty reports, relief distribution and situation updates. 9. Prepare and submit daily incident and response reports to district authorities. **10.** Ensure safety of response personnel and perform duties assigned by District Administration/IC.
DIVISION (GEOGRAPHICAL)	**Circle Officer**	1. Lead and coordinate disaster response activities within the assigned geographical division. 2. Assess disaster situation and identify affected areas, population and resource requirements. 3. Supervise evacuation, rescue and relief operations at field level. 4. Coordinate with Police, Health, Fire Services, SDRF/NDRF and local administration. 5. Ensure establishment and management of relief camps and shelters. 6. Monitor distribution of relief materials, food, water and essential supplies. 7. Maintain communication with District Control Room and higher authorities. 8. Ensure damage assessment and verification of affected families/property. 9. Prepare and submit situation reports, resource status and incident updates. **a.** Ensure safety of personnel, maintain law and order and perform duties assigned by IC/DDMA.
SINGLE RESOURCE	**Circle Officer**	1. Perform assigned disaster response tasks as a Single Resource under IRS. 2. Coordinate rescue, relief and evacuation activities in the assigned area. 3. Assess ground situation and report incident updates

		to higher authorities. 4. Ensure timely deployment and proper utilization of available resources. 5. Coordinate with local officials, Police, Health and emergency teams. 6. Supervise distribution of relief materials and essential services. 7. Ensure safety of affected people and response personnel. 8. Maintain communication with Incident Response Teams and Control Room. 9. Prepare and maintain records, reports and IRS Forms related to operations.
TASK FORCE / STRIKE TEAM	**Block Development Officer**	1. Lead and coordinate Task Force/Strike Team operations during disasters. 2. Ensure rapid deployment of manpower, vehicles and relief resources in affected areas. 3. Coordinate rescue, evacuation and relief distribution activities at block level. 4. Maintain coordination with CO, Police, Health, Fire Services and line departments. 5. Supervise establishment and management of relief camps and shelters. 6. Monitor availability of food, drinking water, medicines and essential supplies. 7. Ensure proper communication and reporting with District Control Room and IRS authorities. 8. Maintain records of deployed resources, personnel and operational activities. 9. Ensure safety, discipline and effective functioning of Task Force/Strike Team members.
Transportation Branch	**District Transport officer** Transport	**1. Transport Arrangement** ➢ Arrange vehicles for: • Rescue teams • Evacuation of affected people **2. Movement of Relief Materials** ➢ Transport: ➢ Food ➢ Water ➢ Medicines ➢ Equipment **3. Emergency Transport Support** ➢ Provide:

		• Ambulances • Special vehicles for emergency response **4. Route Planning & Management** ➢ Identify: • Safe routes • Alternative routes • Avoid traffic congestion **5. Fuel Supply Management** ➢ Ensure continuous fuel supply for: • Vehicles • Machinery **6. Vehicle Coordination & Maintenance** ➢ Maintain vehicle readiness ➢ Coordinate between departments
Road Unit	**Executive Engineer (EE) Rural Works Department (RWD) Road Construction Department (RCD) Executive Officer of ULBs**	**1. Road Clearance & Restoration** ➢ Remove debris, fallen trees, landslides ➢ Restore blocked roads quickly **2. Ensure Connectivity** ➢ Maintain road access for: • Rescue teams • Ambulances • Relief supply vehicles **3. Emergency Repair Work** ➢ Temporary repair of damaged roads/bridges ➢ Create diversion routes if needed **4. Support Relief Operations** ➢ Facilitate movement of: • NDRF/SDRF teams • Food, water, medical aid **5. Route Planning & Coordination** ➢ Identify safe and shortest routes ➢ Coordinate with: • Police • Transport department • Other line departments

		6. Hazard Removal ➢ Clear dangerous structures near roads ➢ Ensure safe passage in affected areas
RAIL UNIT	**□ Divisional Railway Branch Officers**	**1. Restoration of Railway Services** ➢ Clear damaged tracks ➢ Resume train operations as early as possible **2. Track & Infrastructure Repair** ➢ Repair railway tracks, bridges, signals ➢ Temporary restoration for emergency movement **3. Accident Site Management** ➢ Support rescue operations in train accidents ➢ Provide equipment (cutters, cranes, etc.) **4. Evacuation & Medical Support** ➢ Arrange special trains for: • Evacuation of victims • Transport of injured persons **5. Transport of Relief Material** ➢ Move relief supplies (food, water, equipment) ➢ Provide logistics support to response teams **6. Coordination** ➢ Coordinate with: • District Administration • Police • NDRF/SDRF
WATER UNIT	**Executive Engineer (WRD / Irrigation Department)**	**1. Flood Monitoring & Control** ➢ Monitor river water level (e.g., Ganga River) ➢ Strengthen embankments ➢ Take flood prevention measures **2. Embankment & Structure Protection** ➢ Repair breaches in: • Dams

		• Barrages • River embankments **3. Evacuation Support** ➢ Help in shifting people to safe areas ➢ Coordinate with NDRF/SDRF teams **4. Risk Area Identification** ➢ Identify flood-prone / danger zones ➢ Issue alerts and warnings **5. Support Relief Operations** ➢ Transport relief materials through water routes ➢ Provide access where roads are cut off
AIR UNIT	**ADM Revenue**	**1. Aerial Rescue & Evacuation** ➢ Rescue stranded people from: • Flood areas • Remote/inaccessible locations • Airlifting injured persons **2. Air Transport of Relief Material** ➢ Deliver: • Food • Water • Medicines • Especially where roads/rail are cut off **3. Aerial Survey & Assessment** ➢ Conduct air surveys of disaster areas ➢ Provide real-time situation reports **4. Medical Evacuation (Air Ambulance)** ➢ Shift critically injured to hospitals quickly **5. Dropping Relief Supplies** ➢ Drop packets in cut-off areas (air dropping) **6. Coordination** ➢ Coordinate with: • District Administration • NDRF/SDRF • Army/Police

PLANNING SECTION CHIEF	**ADM (Disaster Management)**	**1. Situation Assessment** ➢ Collect and analyze disaster-related information ➢ Assess damage, needs, and available resources **2. Incident Action Plan (IAP)** ➢ Prepare **Incident Action Plan (IAP)** for response operations ➢ Update plans regularly based on situation **3. Documentation & Reporting** ➢ Maintain records of: • Actions taken • Resources used • Prepare reports for higher authorities **4. Resource Planning** ➢ Identify and plan use of: • Manpower • Equipment • Relief materials **5. Future Planning** ➢ Anticipate future needs and risks ➢ Suggest strategies for upcoming operations **6. Information Management** ➢ Maintain data on: • Affected population • Relief camps • Infrastructure damage
SITUATION UNIT	**ADMOs/ DEOC incharge /DSP-Hq,**	**1. Situation Monitoring** ➢ Continuously monitor disaster situation ➢ Track changes (flood level, damage, weather, etc.) **2. Data Collection & Analysis** ➢ Collect real-time data from: • Field teams • Police • Departments

		• Analyze and update status **3. Situation Reports (SITREP)** ➢ Prepare regular Situation Reports (SITREP) ➢ Share updates with higher authorities **4. Mapping & Display** ➢ Maintain maps showing: • Affected areas • Relief camps • Blocked routes **5. Information Flow Management** ➢ Ensure proper communication between: • Field units • Control room • District administration **6. Early Warning & Updates** ➢ Provide timely alerts about: • Risks • Changing disaster conditions
RESOURCE UNIT	**District Supply Officers (DSO) And Civil Surgeon**	**1. Resource Identification** ➢ Identify available resources: • Food grains • Medicines • Equipment • Vehicles **2. Resource Inventory Management** ➢ Maintain updated list of: • Manpower • Materials • Machinery **3. Allocation of Resources** ➢ Allocate resources as per need ➢ Ensure proper distribution to affected areas **4. Medical Resource Management** ➢ Arrange: • Medicines

		• Medical teams • Health supplies **5. Relief Material Management** ➢ Manage supply of: • Food • Water • Essential items **6. Tracking & Monitoring** ➢ Track usage and availability of resources ➢ Prevent shortage or mismanagement
DOCUMENTATION UNIT	**DPRO, DIO-NIC, ADMO & IT Manager**	**1. Record Keeping** ➢ Maintain complete records of: • Actions taken • Orders issued • Decisions made **2. Data Compilation** ➢ Collect and compile data from: • Situation Unit • Field teams • Various departments **3. Digital Data Management** ➢ Maintain online/digital records (NIC support) ➢ Update disaster-related information systems **4. File & Document Management** ➢ Organize: ➢ Reports ➢ Maps ➢ Photos ➢ Videos **5. Evidence & Documentation** ➢ Keep photographic/video evidence of: • Damage • Relief work • Useful for reports and future reference **6. Reporting Support**

		➢ Assist in preparing: • Incident Action Plan (IAP) documents • Final reports for government
DEMOBILIZATION UNIT	**ADM Disaster**	**1. Demobilization Planning** • Prepare plan for **safe withdrawal of resources** • Decide when and how resources will be released **2. Resource Release** ➢ Gradual return of: • Personnel • Equipment • Vehicles to their respective departments **3. Record of Returned Resources** ➢ Maintain proper records of: • Resources used • Resources returned **4. Health & Safety Check** ➢ Ensure medical check-up of: • Response personnel • Prevent spread of diseases after operation **5. Post-Operation Review Support** ✓ Assist in: ✓ Review of operations ✓ Lessons learned **6. Closing of Relief Operations** ➢ Ensure proper closure of: ➢ Relief camps ➢ Temporary facilities
LOGISTIC SECTION CHIEF	**ADM, Disaster Management**	**1. Arrangement of Resources & Supplies** ➢ Ensure availability of: • Food • Water • Medicines • Equipment **2. Relief Camp Management Support**

		➢ Arrange: • Shelter/tents • Basic facilities (toilets, lighting, bedding) **3. Essential Services Support** ➢ Ensure: • Electricity • Communication systems • Fuel supply **4. Supply Chain Management** ➢ Procure, store, and distribute relief materials ➢ Prevent shortage or delay **5. Equipment & Facility Support** ➢ Provide necessary tools and machinery ➢ Set up control rooms and support centers
SERVICE BRANCH	**SDC/ADMO**	**1. Emergency Medical Services** ➢ Provide: • Doctors, nurses, ambulances • Medicines and first aid • Manage health services in relief camps • Treatment of injured persons • Disease control and vaccination **2. Transport Services** ➢ Arrange vehicles for: • Evacuation • Movement of teams and materials **3. Food & Essential Supplies** ➢ Ensure supply of: • Food grains • Drinking water • Essential commodities **4. Relief Camp Support** ➢ Provide: • Basic facilities • Health and sanitation support **5. Fire Fighting Support**

		• Manage sub-groups at the incident place. • Check availability of fire brigade vehicles. • Coordination with inter department.
COMMUNICATION UNIT	**DIO**	**1. Communication System Setup** ➢ Establish communication networks: • Wireless • Telephone • Internet **2. Coordination & Information Flow** ➢ Ensure smooth communication between: • Control room • Field teams • Different departments **3. IT & Digital Support** ➢ Maintain: • Email systems • Disaster management portals • Data sharing platforms **4. Public Information & Media** ➢ Share information with public via: • Media • Press releases • Announcements (through DPRO) **5. Emergency Communication** ➢ Provide backup systems during failure: • Satellite phones • Wireless sets **6. Message Recording & Transmission** ➢ Record important messages/orders ➢ Ensure timely delivery to concerned units **7. DGM- District General Manager (Communication)** • Emergency number generation. • Restoration of telecommunication services. • VHF radio set/ Satellite phones etc.

MEDICAL UNIT	**Civil surgeon**	**1. Medical Treatment** ➢ Provide treatment to: • Injured persons • Affected population • Set up medical camps **2. Emergency Health Services** ➢ Arrange: • Ambulances • Doctors, nurses • First aid services **3. Medicine & Equipment Supply** ➢ Ensure availability of: • Essential medicines • Medical equipment **4. Disease Prevention & Control** ➢ Prevent outbreaks like: • Cholera • Diarrhea • Malaria • Conduct vaccination and awareness **5. Health Services in Relief Camps** ➢ Monitor health conditions ➢ Ensure sanitation and hygiene **6. Dead Body Management** ➢ Proper handling and identification of dead bodies ➢ Prevent health hazards
FOOD UNIT	**District Supply Officers**	**1. Food Supply Management** ➢ Ensure availability of: • Food grains (rice, wheat) • Ready-to-eat food • Essential commodities **2. Food Distribution** ➢ Distribute food to: • Affected population • Relief camps

		3. Procurement & Storage ➢ Procure food items
SUPPORT BRANCH	**Executive officer ULBS**	**1. Infrastructure Support** ➢ Provide and maintain: • Temporary structures • Shelters • Relief camp infrastructure etc **2. Road & Connectivity Support** ➢ Clear and repair roads ➢ Ensure connectivity to affected areas etc **3. Water Supply & Sanitation Support** ➢ Arrange: • Drinking water • Temporary sanitation facilities etc **4. Equipment & Machinery Support** ➢ Provide: • JCBs, cranes, tools • Construction equipment **5. Camp Setup Support** ➢ Help in setting up: • Relief camps • Control rooms
RESOURCE PROVISIONING UNIT	**SDC/DTO/ DSO/DPM/ Executive Engineer (PHED)**	**1. Procurement of Resources** ➢ Arrange and procure: • Food items • Water supply • Medicines • Equipment **2. Transportation Arrangement** ➢ Arrange vehicles for: • Movement of relief materials • Deployment of teams

		3. Water Supply Arrangement ➢ Ensure drinking water through: • Tankers • Pipelines (PHED support) **4. Essential Commodities Supply** ➢ Ensure supply of: • Food grains • Fuel • Daily essentials **5. Resource Distribution** ➢ Distribute resources to: • Relief camps • Affected population **6. Coordination & Monitoring** ➢ Coordinate with departments ➢ Monitor availability and usage of resources
FACILITIES UNIT	**SDC/DTO/ DSO/DPM/ Executive Engineer (PHED)**	**1. Relief Camp Setup & Management** ➢ Establish and manage: • Relief camps • Shelter homes **2. Medical Facility Arrangement** ➢ Set up: • Temporary hospitals • First aid centers **3. Basic Amenities Provision** ➢ Ensure: • Drinking water • Toilets and sanitation • Lighting and electricity **4. Accommodation Facilities** ➢ Arrange stay for: • Affected people • Response teams

		5. Transport & Access Support ➢ Ensure access to facilities ➢ Arrange transport for shifting people **6. Maintenance & Hygiene** ➢ Maintain cleanliness and hygiene in camps ➢ Prevent disease outbreak
GROUND SUPPORT UNIT	**DTO/DSO/SDRF/ NDRF/Police/ Fire/Circle Officer(CO)**	**1. Vehicle Arrangement** ➢ Arrange vehicles for: • Rescue teams • Evacuation • Transport of relief materials **2. Fuel Management** ➢ Ensure availability of: • Petrol • Diesel for all vehicles and equipment **3. Transport Coordination** ➢ Coordinate movement of: • Personnel • Equipment • Supplies **4. Vehicle Maintenance** ➢ Ensure vehicles are: • Functional • Properly maintained **5. Parking & Movement Control** ➢ Manage: • Parking areas • Movement of vehicles at disaster site **6. Support to Field Operations** ➢ Provide transport support to: • NDRF/SDRF • Police • Medical teams

FINANCE BRANCH	**District Treasury Officer**	**1. Fund Management** ➢ Arrange and manage funds for disaster operations **2. Expenditure Control** ➢ Monitor spending ➢ Ensure proper use of government funds **3. Payment of Bills** ➢ Pay for: • Relief materials • Transport • Services **4. Compensation Distribution** ➢ Provide financial assistance to: • Affected people • Victims' families **5. Record Keeping** ➢ Maintain: • Bills • Vouchers • Expenditure records **6. Audit & Transparency** ➢ Ensure proper accounting ➢ Facilitate audit after disaster
TIME UNIT	**ADMO**	**1. Personnel Time Record** ➢ Maintain duty records of: • Officers • Staff • Response teams **2. Attendance & Duty Schedule** ➢ Prepare and manage: • Duty rosters • Shift schedules

		3. Work Hours Tracking ➢ Record: • Working hours • Overtime of personnel **4. Support for Payment** ➢ Provide time data for: • Salary • Wages • Allowances **5. Documentation of Deployment** ➢ Keep records of: • When personnel were deployed • Duration of deployment **6. Coordination with Finance Unit** ➢ Share time records for: • Cost calculation • Financial reporting
COMPENSATION/ CLAIM UNIT	**BDO/CO**	**1. Assessment of Loss & Damage** ➢ Assess: • Loss of life • Property damage • Crop/asset loss **2. Processing Compensation Claims** ➢ Receive and verify claims from: • Affected persons • Ensure proper documentation **3. Distribution of Compensation** ➢ Provide financial assistance to: • Victims • Families of deceased **4. Record Maintenance** ➢ Maintain records of: • Claims received • Payments made

		5. Verification & Approval ➢ Verify eligibility of beneficiaries ➢ Prevent fraud or duplication **6. Coordination** ➢ Coordinate with: • Revenue Department • Relief authorities
PROCUREMENT UNIT	**District Account Officer/District Treasury Officer**	**1. Procurement of Goods & Services** ➢ Purchase required items: • Food materials • Medicines • Equipment • Relief supplies **2. Emergency Purchasing** ➢ Arrange urgent procurement during disasters ➢ Follow fast-track procedures **3. Vendor/Supplier Management** ➢ Identify and coordinate with: • Suppliers • Contractors **4. Cost Management** ➢ Ensure procurement at: • Reasonable cost • As per government norms **5. Documentation & Billing** ➢ Maintain: ➢ Purchase records ➢ Bills and invoices **6. Transparency & Compliance** ➢ Follow rules and procedures ➢ Prevent misuse or corruption
COST UNIT	**District Account**	**1. Cost Analysis** ➢ Calculate total cost of:

	Officer/District Treasury Officer	• Relief operations • Resources used **2. Expenditure Tracking** ➢ Track daily expenses of: • Different units • Departments involved **3. Cost Record Maintenance** ➢ Maintain detailed records of: • Spending • Resource utilization **4. Cost Control** ➢ Suggest measures to: • Reduce unnecessary expenses • Use resources efficiently **5. Financial Reporting** ➢ Prepare reports on: ➢ Total expenditure ➢ Cost analysis **6. Support Audit Process** ➢ Provide data for: ➢ Audit ➢ Financial verification