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**MINUTES OF THE 2<sup>ND</sup> MEETING OF THE STATE EXECUTIVE COMMITTEE  
HELD ON 25.10.2010 UNDER THE CHAIRPERSONSHIP OF CHIEF  
SECRETARY TO THE GOVT. OF HIMCHAL PRADESH**

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List of participants is attached.

At the outset, Pr. Secretary (Revenue) welcomed worthy Chief Secretary and other participants and thereafter agenda items were taken up for discussion;

**1. MINUTES OF PREVIOUS MEETING**

The minutes of the previous meeting held on 20.5.2010 were noted and confirmed.

**2. ACTION TAKEN ON DECISIONS OF PREVIOUS MEETING**

The action taken on the decisions of the previous meeting were reviewed as under:-

| Decision  | Action taken   | Further direction, if any |
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| <b><u>Item No. 1: Infrastructure availability:</u></b><br>The need was felt regarding establishing Emergency Operation Centre at State level. The existing Control Room at the Secretariat was proposed to be upgraded to EOC. The establishment of Disaster Management Cell along with proper technical staff was also discussed. The Chairperson had directed to put up a concept note for consideration of the Government. | This item is being taken up separately as Agenda Item Nos. 5, 6 and 7. | -                         |



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**Item No. 2 Forecasting****Disaster:**

Existing Metrological Networks established by different institutions such as IMD, Universities and Snow Avalanche Study Engineering was discussed. Chairperson directed that land be provided to DC Shimla Chamba & Kangra for installation of Radar by IMD.

Regarding availability of land for installation of Doppler Weather Radar by IMD at Shimla, a notification under section-4 of Land Acquisition Act, 1894 has been issued and the concerned authority has been requested to speed up the process. Regarding the identification of land in Chamba and Kangra districts, the Deputy Commissioners have been requested to speed up the process.

Noted.

IPH Department was also directed to provide required information to the CWC on water marks for website.

Pr. Secretary (IPH) has been requested to provide the necessary data to CWC.

The Chief Secretary took a serious view on the issue for not providing the information to the CWC. The I&PH department was asked to supply the information before 15<sup>th</sup> November, 2010.

This was also suggested that a link between respective organizations engaged in the

Requests have been made to IIT Roorkee, the Wadia Institute of Himalayan

The Revenue Department was directed that there should be proper follow up



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process of Seismic investigation be established so that data may be procured on regularly basis and made available to the concerned departments.

Geology, Dehradun and to IMD to provide the necessary data at regular basis.

with the concerned institutes and a visit by some officer should be made to the institutes. Communication through e-mail should be used to expedite the process.

**Item No. 3 Capacity building and training to key players:**

Inspite of the fact that the State has institutions like IIT Hamirpur, HIPA and State Council for Science & Technology have enough potential to train the Engineers, Architects and Masons, yet this effort so far has remained sporadic and inconsistent and after deliberation it was suggested to draw a calendar of training for different group of Stakeholders. All departments were advised to identify the training needs of the department and identify the personnel required to be trained.

The Himachal Pradesh Institute of Public Administration (HIPA) has been requested to prepare a training calendar on various aspects of disaster management.

The Chief Secretary felt that efforts made so far in imparting training are inadequate. Proper leadership is not coming up and efforts seems sporadic. The Chief Secretary directed that Training Needs Assessment workshops be organized in which various HODs & DCs should be invited. Further, experts from the NDMA should be invited for guidance. Such a workshop will identify what kinds of courses are required and for whom. Further this be organized by the State Council for Science & Technology and



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|  |   | necessary funds be provided to them. This may be organized in November/December and thereafter the departments will run their own courses.   |
| <p><b><u>Item No.4 Capacity building of Community:</u></b></p> <p>The role of the NGOs for community preparedness and their capacity building was discussed and it was suggested that a schedule of training, awareness and sensitizing programmes be drawn in consultation with active NGOs such as SEEDs India and resources for this be identified and provided. Contact with NDMA be established immediately in this regard.</p> | <p>A draft proposal has been prepared for conducting capacity building programmes with support of NGOs and the same is being sent to NDMA for approval.</p> | <p>The Chief Secretary appreciated the work of HIPA done so far for the capacity building of the community. The Pr. Secretary (Revenue) apprised that the project proposal for submission to the NDMA is in final stages and shall be submitted to NDMA shortly.</p> |
| <p><b><u>Item No. 5 Development of Plan:</u></b></p> <p>It was informed that a draft of State Disaster Management Plan has been prepared with the support of SEEDs India. The Chairperson directed that all</p>  | <p>This is being taken up separately as Agenda Item No.4.</p>   | <p>Pr. Secretary (Revenue) explained the position regarding the State Disaster Management Plan. The Chief Secretary directed that priority should be given</p>   |



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departments should examine the draft and send their comments within 15 days which will be examined by expert group to be constituted by State Relief Commissioner for incorporating the departments' specific comments and suggestions. Thereafter the report will be placed before the Cabinet for approval.

for the finalization of district plans, especially in disaster prone districts like Shimla, Mandi, Kullu, Kinnaur, Chamba and Kangra. A consultant be engaged by the department for the preparation of State/ District Plans. NDMA experts should also be consulted while formulating the plans. Chief Secretary further directed that henceforth there should be no delay in implementation.

**Item No. 6: Assessment of vulnerable buildings:**

The need to identify vulnerable buildings such as schools, hospitals and offices was emphasized. The committee agreed that this exercise be taken up on priority basis. In this regard the team comprising Engineers and Architects of PWD and Housing Board be constituted who will prepare an inventory of such buildings as well as proposal for funding from respective agencies. Such teams should complete their work within

No compliance report has been received from any quarter. Request reminder has been issued again.

Pr. Secretary (PWD) informed that vulnerability of Government buildings to fire hazard will be assessed immediately and plans will be prepared. The Chief Secretary desired that comprehensive information be collected at the earliest. Further proper training programmes should be formulated for masons and engineers. Also training programs should be formulated for outside architects. A proper training



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| <p>fortnight.</p> <p>It was also directed that important government buildings specially Secretariat and DC offices should be immediately inspected for fire hazard. Secretary (SAD) and Deputy Commissioners will submit their report in this regard within a fortnight.</p> <p>Need for identification and propagation of new fire resistance technologies was also felt as a measure against disaster for old and heritage buildings.</p>             |  | <p>manual be formulated accordingly in this regard.</p> |
| <p><b><u>Item No. 7 Observance of Disaster Reduction Day:</u></b></p> <p>The ACS proposed that Disaster Reduction Day be observed throughout the State on 14<sup>th</sup> October, 2009 to ensure and assess the preparedness of all organs of the system. On this day awareness and Educational campaigns be organized alongwith mock Drills. It will be mandatory for all the departments/institutions to assess their Disaster Vulnerability and</p> | <p>At the time of conducting the Mock Drill in Shimla City on 22nd and 24<sup>th</sup> May, 2010, all the participating officers had been directed to observe Disaster Reduction Day on 14<sup>th</sup> of October every year.</p> | <p>Noted.</p>   |



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preparedness on this day. It was agreed that this proposal be accepted and implemented in the right spirit and with full participation by all govt. and semi Govt. institutions including the schools.

**Item N.8 Identification of Nodal Officers:**

All departments may identify a Nodal Officer to deal with the subject of Disaster Management. The officer should be responsible for evolving department specific plans as well as the State and District Plan in coordination with other stakeholders and implementation mechanism prevailing in the State of H.P. All departments shall appoint a Nodal Officer within a fortnight.

Most of the departments have appointed the Nodal Officers to deal with the subject of disaster management. However, all the departments have once again been requested to send the updates of the Nodal Officer for compilation of data at State headquarters.

The Joint Secretary (Revenue) explained that many departments have appointed lower level officers as Nodal Officer. During this year's monsoons, lots of problems were faced due to lack of information. Chief Secretary directed that all departments nominate senior officers as their nodal officer along with their telephone number, fax number and e-mail ID etc. Further, it was also decided that the Disaster Management Cell must have its own website fully equipped with the required information. The website must be created at the



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|   |   | earliest.   |
| <p><u>Item No. 9 Pooling of resources:</u></p> <p>The Chairperson directed that all departments must provide the information on the resources available with them including man-power, equipment and funds earmarked for the purpose of Disaster Management. The information may be provided to the Revenue Department for compiling the inventory.</p> | <p>No compliance report has been received from any quarter. Request reminders have been issued again to the departments for providing the necessary data.</p> | <p>The Pr. Secretary (Revenue) apprised that not even a single department has supplied the information regarding availability of manpower, equipments available with them to mitigate a disaster. The Chief Secretary observed that the departments only had human resources and no separate financial resources for disaster management. It was presumed that in case of any disaster happening all departments would provide the necessary support to deal with the same.</p> |

### 3. PREPARATION OF STATE DISASTER MANAGEMENT PLAN. .

As discussed vide Agenda Item No.2 (5).



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4. **FINANCIAL POSITION OF STATE DISASTER MANAGEMENT AUTHORITY.**

The Rs. 13.00 lakhs mentioned at serial No.2 be earmarked for HIPA for all districts while Rs.5 lakhs be earmarked for the State Council for Science & Technology for which the Council will submit proposal.

5. **EMERGENCY OPERATION CENTRE/CONTROL ROOM AT STATE HEADQUARTERS.**

After detailed deliberation, it was directed by the Chief Secretary that "a protocol" be developed regarding the role of the EOC. For this NDMA could be consulted. Thereafter staff requirements and other support would be decided.

6. **REQUIREMENT OF EQUIPMENT FOR EMERGENCY OPERATIONS CENTRE.**

This item will be taken up later.

7. **TRAINING PROGRAMMES FOR DISASTER MANAGEMENT AT BLOCK LEVEL.**

It was decided that trainings will be organized by HIPA right upto the Block level. But initially the districts more prone to the disasters like Kangra, Chamba, Mandi, Shimla, Kullu and Kinnaur be taken up. The first priority would be to have workshops at the District level. These should be chaired by the DCs and should involve District level officers of concerned departments, ULBs, selected PRI representatives and civil society institutions. These workshops should be completed by December as was directed in the September meeting.

8. **STRENGTHENING OF DISTRICT DISASTER MANAGEMENT AUTHORITY.**

It was decided that funds be allotted to specific sub-divisions in Kinnaur, Kullu, Shimla and Chamba districts after prioritization.



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9. **EX-POST-FACTO SANCTION OF RS. 58,242/-**

It was decided that such sanction cases should not come to the meeting and the Pr. Secretary (Revenue) should decide such matters at his own level.

10. **REGARDING APPROVAL OF STATE DISASTER MANAGEMENT RULES.**

The draft rules were considered. Chief Secretary directed that the draft rules be circulated to Law, Finance and other departments for comments/suggestions. Thereafter the matter be brought to the Cabinet on the 18<sup>th</sup> or 27<sup>th</sup> November.

11. **OTHER ITEMS WITH THE PERMISSION OF CHAIRPERSON**

(1) It was desired that the Authority's website be set up on priority.

(2) In the context of recent heavy snowfall when rescue operations had to be mounted for tourists, a system be developed whereby the Meteorological Department gives warnings about weather hazards in advance. Such warnings can go to DCs/SDMs. The DCs should also check weather reports on sites like Yahoo and BBC weather etc. for issue of warnings to lower levels.

12. The meeting ended with thanks to the Chairperson and participants.

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List of Participants

1. Sh. P.Mitra, Pr. Secretary (Revenue) to the Govt. of H.P.
2. Sh. T.G.Negi, Pr. Secretary (AR) to the Govt. of H.P.
3. Sh. Ajay Mittal, Pr. Secretary (Home) to the Govt. of H.P.
4. Dr. P.C. Kapoor, Pr. Secretary (PW) to the Govt. of H.P.
5. Sh. Ajay Tyagi, Pr. Secretary (Fin) to the Govt. of H.P.
6. Sh. P.C. Dhiman, Pr. Secretary (Health) to the Govt. of H.P.
7. Sh. Ajay Bhandari, Secretary (GAD) to the Govt. of H.P.
8. Sh. Rajneesh, Special Secretary (Fin) to the Govt. of H.P.
9. Sh. Amit Kashyap, Special Secretary (IPH) to the Govt. of H.P.
10. Dr. Nagin Nanda, Director (Env) Sci & Tech. Department, Shimla
11. Sh. S.C.Pal, Joint Secretary (Fts) to the Govt. of H.P.
12. Dr. S.S. Randhawa, Scientific Officer, State Council for Science & Technology, Shimla
13. Sh. Anupam Kashayap, Joint Secretary (Rev) to the Govt. of H.P.

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