

# **MANUAL OF INFORMATION**

**(under section 4 (1) (b) of RTI ACT, 2005)**

## **(1) THE PARTICULARS OF THE ORGANISATION, FUNCTIONS AND DUTIES;**

### **The Organizational Setup:**

Orissa State Disaster Management Authority (OSDMA) was set up by the Government of Orissa in the immediate aftermath of the super cyclone in 1999 as an autonomous organization vide Finance Department Resolution No IFC-74/99-51779/F dated the 28<sup>th</sup> December 1999. It was registered under the Societies Registration Act, 1860 on 29.12.1999 as a non-profit making and charitable institution for the interest of the people of Orissa, with its headquarters at Bhubaneswar and jurisdiction over the whole State. The Revenue & Disaster Management Department is the administrative departments of OSDMA vide Revenue Department Resolution No.39373/R dated the 26<sup>th</sup> August 2000. Subsequently, Govt. in Revenue & Disaster Management vide Resolution No.IVF (OSDMA) 16/08-42317 dated 27.09.2008 notified the change of name of the organization into Orissa State Disaster Management Authority. The Bye-Law of the Society (**Annexure-I**) lays down the aims and objectives of the Society, constitution of the Governing Body, powers of the Governing Body, Chairman & Managing Director and funds of the Society.

The Chief Secretary to Government of Orissa is the Chairman of the Authority and has overall power of supervision, direction and control over the affairs of the Authority and the functioning of the office bearers. The Managing Director of the Society appointed by the Government of Orissa is its Member Secretary and Chief Executive Officer of the Society. He remains in overall charge of planning, implementation and monitoring of all activities of the Authority. He remains in overall charge of the funds of the Authority. He also remains in overall charge of the assets, records and documents of the Authority.

### **The main aims and objectives of OSDMA as in its Bye-law are:**

- (a) to take up relief, restoration, and reconstruction activities and measures for socio-economic revival for mitigating the damages caused or likely to be caused due to any disaster.
- (b) to take up programmes and schemes that will prevent occurrence of any disaster or minimise the damaging effect due to any disaster;

- (c) to undertake specific studies to identify programmes and schemes to be taken up, to evaluate the various measures taken and suggest suitable action ;
- (d) to accept grants, donation, funds from the State Government, Government of India, bilateral or multi-lateral funding agencies, non-governmental organizations (NGOs), semi-governmental organizations, State Government and Central Government undertakings, Public or Private Companies, Trusts, private individuals interested in participating in or supporting the disaster mitigation works ;
- (e) to raise loans, if necessary ; and
- (f) to utilize funds of the Society either directly or through Government Departments, State or Central Government Undertakings, Semi-Government Organizations, NGOs or Private Philanthropic Organizations for achieving its aims and objectives.

The following programmes have been taken up by OSDMA: -

**A. WORLD BANK ASSISTED CYCLONE-DAMAGE RECONSTRUCTION WORKS (OWRCP- PART- H):**

The estimated cost of the programme was about Rs.270.00 crore involving 670 packages (156 Road Works, 395 Irrigation Works, 20 Piped Water Supply & 64 Rural Water Supply works, 34 Cyclone Shelters Works comprising 37 Shelters and 1 package under APICOL comprising 500 Agro Service Centers). The works commenced in the year 2000-01 and by the end of the project closure date i.e. 30<sup>th</sup> September, 2004, 583 packages worth Rs.231.67 crore were completed. 69 packages were closed / rescinded due to various reasons. A total payment of Rs.269.95 crore was made by the project closure date and reimbursement claim Rs.238.12 crore was received from the World Bank through Government of Orissa. 18 packages, which were substantially completed by the project closure date, were then taken up under CRF, out of which 14 are now complete and 4 are closed. Besides, 2 rescinded packages comprising two Cyclone Shelters which were partly executed and then rescinded were also taken up under CRF and completed. The brief sector-wise details are given below: -

1. **Embankment Sector:** The reconstruction works in irrigation sector mainly comprise renovation and strengthening flood, canal, and saline embankments and improvement of drainage channels. Out of 395 packages, 50 packages were rescinded. Of the balance 345 packages, 337 packages were completed and most of the works in remaining 8 packages were complete under World Bank assistance. These 8 packages were then taken up under CRF and completed. Flood embankment for a length of about 877 km and canal

embankment of 332 km has been raised/ strengthened and 82 spurs and 19 sluices have been renovated/ reconstructed with World Bank assistance.

2. **Road Sector:** 275 km of road have been repaired and renovated under Works Department, 448 km of road under Rural Development Department and about 85 km of urban road under Housing & Urban Development Department with World Bank assistance. 8.2 km of road works under Works Department, 66.6 km of road under R.D. Department which could not be completed with World Bank assistance in the stipulated project closure period have been completed with CRF assistance.
3. **Cyclone Shelters:** 37 Multi-purpose cyclone shelters have been constructed by OSDMA in six coastal districts.
4. **Water Supply:** Works in respect of installation of pump sets, construction of bore wells and tube wells and laying of pipe lines were undertaken in 20 urban locations in the cyclone-affected districts. Similar works were also undertaken in 64 rural locations with World Bank assistance.
5. **Agro Service Centre:** 500 Agro Service Centres have been set up with World Bank assistance.

#### **B. WORKS TAKEN UP UNDER CRF:**

During the period from 2001 to 2007, 11 works (4 roads under H&UD Department, 3 roads under Works Department and 4 Irrigation Works) were taken up out of CRF. With an expenditure of Rs.7.02 crore out of CRF, works in 10 projects have been completed and one project was partly complete. The project, which was partially executed, was completed with departmental funding.

A sum of Rs.19.21 crore was sanctioned for taking up permanent flood proofing measures in Baitarani River System comprising 8 packages. All these 8 packages under Jajpur Irrigation Division of Water Resources Department have been completed. The work was executed during the period from 2005 to 2008.

During the period from 2006 to May' 2010, repair/ restoration/ strengthening of irrigation infrastructure comprising 26 packages have been taken up with the sanctioned amount of Rs.34.88 crore out of CRF. Of these, 14 packages have been completed with expenditure of Rs.12.82 crore (final payments are due) and works in

10 packages involving Rs.5.61 crore are under progress. Balance 2 packages are in the process of tendering/ re-tendering.

**C. EDUCATION INFRASTRUCTURE:**

A large number of School buildings damaged in the Super Cyclone were immediately repaired under the then ongoing development programmes. Besides this, a number of cyclone resistant pucca school buildings have been constructed by different agencies with funds from various sources. Agency-wise details of the school buildings constructed are available in the website.

Construction of the school buildings under CMRF, CRF and MPLADS funds of Lok Sabha MPs were entrusted with OSDMA. Apart from this, OSDMA monitored the progress of construction of school buildings out of other funds which were executed by various agencies.

**D. DFID- ASSISTED ORISSA POST CYCLONE RECONSTRUCTION OF PRIMARY SCHOOL BUILDINGS PROGRAMME:**

After detailed survey, 3254 Primary school buildings in 13 cyclone affected districts were identified for reconstruction under the DFID- assisted Orissa post cyclone reconstruction of primary school buildings programme. The construction of the buildings commenced in the year 2003 and by the end of the project period (i.e. 2007), 3132 primary School buildings have been constructed and handed over to the school committees. Orissa Primary Education Programme Authority (OPEPA) executed the project under the overall supervision of Orissa State Disaster Management Authority (OSDMA). A total amount of Rs.203.42 crore was received from DFID through Government of Orissa out of which Rs.192.64 crore has been spent. DFID has been moved for sanction to utilize the balance available funds for construction of school-cum-cyclone shelters in the coastal districts with compound wall in the needy schools and to provide basket ball field in some selected schools.

**E. RESTORING ESSENTIAL HEALTH-CARE SERVICES UNDER DFID ASSISTANCE:**

DFID had extended support to State Govt. to restore essential health care service in the cyclone-affected districts. A sum of Rs.7.35 crore was received from DFID. Health & Family Welfare Dept executed the project. The project has been completed.

#### **F. LIFT IRRIGATION PROGRAMME UNDER DFID ASSISTANCE:**

DFID had sanctioned Rs.27.89 crore for rehabilitation of Lift Irrigation Points. This project was implemented by OSDMA through Orissa Lift Irrigation Corporation (OLIC). Against the target of 2587 LIPs, 32 projects were dropped and work in 2555 has been completed. All the 2555 projects have been handed over to the Water Users' Associations (Pani Panchayats). A sum of Rs.26.63 crore has been utilized.

#### **G. MULTIPURPOSE CYCLONE SHELTERS:**

The loss of life during the Super Cyclone in 1999 was mostly due to lack of safe shelters. 23 Cyclone Shelters were constructed by Indian Red Cross Society prior to Super Cyclone. It was observed that 42,000 people took shelter in these buildings and saved their lives during Super Cyclone. In view of above experience, Govt. of Orissa decided to construct some Cyclone Shelters and IIT, Kharagpur was entrusted by the State Govt. with the job of identifying locations for construction of Cyclone Shelters in 10 km zone of the seashore in six coastal districts namely Balasore, Bhadrak, Kendrapara, Jagatsinghpur, Puri and Ganjam. IIT, Kharagpur initially identified 512 locations for the purpose. Basing on their recommendations construction work of Multipurpose Cyclone Shelters (MCS) of 2000 and 3000 capacities as per the requirement, was taken up with funds made available from CMRF (60), World Bank (37) under supervision of OSDMA. All 97 Cyclone Shelters have been completed.

In addition to the multi-purpose cyclone shelters constructed by OSDMA, a number of buildings came up both in Private and Government sector in the reconstruction phase of the Super Cyclone in the affected areas. Indian Red Cross Society also constructed some more Cyclone Shelters. Taking these into account, another study was conducted through IIT, Kharagpur in 6 coastal districts and areas adjoining Chilika Lagoon to identify the gaps and locations for construction of Cyclone Shelter. It is intended that every single individual in this 10 km zone would be provided with a safe shelter with maximum travel distance restricted upto 2.25 km and without crossing a natural barrier. The study has identified 370 locations for construction of Cyclone Shelters in 6 coastal districts and around Chilika Lagoon.

In addition to 97 MCS buildings already constructed, 41 more Multi-purpose Cyclone Shelters have been taken up for construction with funds sanctioned out of

Prime Minister's National Relief Fund (PMNRF). Of these, construction of 28 buildings has been completed. The list of Multipurpose Cyclone Shelters is available in the official website of OSDMA i.e. [www.osdma.org](http://www.osdma.org).

The Cyclone Shelters are designed to withstand a wind speed of 300 km per hour and the plinth level of these buildings has been fixed above the recorded high tide level to protect from possible storm surge and high floods. Apart from functioning as safe shelters during cyclones and floods these buildings can be used for multiple purposes as community assets. Most of these buildings have been constructed within the school premises for use as schools and for other community activities during normal time.

Community based Cyclone Shelter Management and Maintenance Committees (CSMMC) constituted at the shelter level are responsible for the sustainable maintenance and management of these large sized buildings by generating resources on putting these buildings in income generating use. The MCS buildings have been handed over to the respective CSMMCs for management and maintenance.

#### **H. MULTIPURPOSE FLOOD SHELTERS:**

Construction of 50 multi-purpose flood shelters have been taken up with Chief Minister's Relief Fund in 9 flood prone districts during the year 2009-10. Fund to the tune of Rs.14 crore has been released out of CMRF in the 1<sup>st</sup> phase.

#### **I. STRENGTHENING COMMUNICATION:**

**VHF:** A dedicated civil VHF network has been set up to strengthen the communication between the field offices and the district headquarters with financial assistance under Eleventh Finance Commission. Now there are 414 VHF base stations are available covering all district headquarters, block headquarters, some tahasils, some disaster prone GPs, ODRAF units and other locations. The details are available in the website.

**Satellite phones:** 35 Satellite phones have been procured and provided to the district collectors and other disaster managers at the state level.

**HAM Radio:** OSDMA is promoting installation of Amateur (HAM) Radio stations and training to volunteers in its operation. 21 nos. of HAM Radio stations have been set up in vulnerable locations to facilitate communication of emergency information to General Public during natural calamities.

## **J. ORISSA DISASTER RAPID ACTION FORCE (ODRAF):**

Five Orissa Disaster Rapid Action Force (ODRAF) units have been set up at Cuttack, Chatrapur, Balasore, Jharsuguda and Koraput to assist the civil Administration at the time of calamities to clear relief lines, take up search & rescue operations and help in management of disasters. The ODRAF units have been carved out of the Orissa State Armed Police (OSAP) Battalions and the Armed Police Reserve (APR) of District Police. The 5 ODRAF units are located at the following locations:

- i. 6<sup>th</sup> Battalion OSAP, , Cuttack
- ii. 2<sup>nd</sup> Battalion, OSAP, Jharsuguda
- iii. 3<sup>rd</sup> Battalion, OSAP, Koraput
- iv. 8<sup>th</sup> Battalion, OSAP, Chatrapur
- v. District Police, Balasore

91 different types of emergency equipment have been provided to each of the ODRAF unit to handle multi faceted operations like Water Rescue, Relief Line Clearance, Collapsed Structure Search and Rescue (CSSR), Medical First Responder (MFR), Transportation, Communication, Personal Protective Equipment (PPE) and Logistics.

During the year 2009-2010, five more ODRAF Units have been established at Bhubaneswar, Paradeep, Bolangir, Rourkela & Baripada. These newly created units have been supplied 15 types of equipments in first phase. Steps are being taken to provide all required equipments as supplied to other 5 units.

Construction work of four ODRAF Buildings have been taken up at a cost of Rs.650 lakhs during the year 2009-10.

Comprehensive training programmes are chalked out for capacity building of ODRAF personnel in the state and national level training institutions. Logical Skill Matrix has been developed to monitor the level of efficiency of ODRAF personnel in different response activities. The ODRAF personnel have been sent to National Institute of Disaster Management (NIDM), New Delhi, National Industrial Security Academy (NISA), Hyderabad, Sea Explorer's Institute, Kolkatta, Atal Bihari Bajpayee Mountaineering Institute, Manali for different training programmes. The ODRAF personnel have been trained in Basic First Aid, Self Contained Breathing Apparatus

(SCBA), Rescue from Heights, Boat Operations, Maintenance of Chain Saw and Inflatable Tower Light, etc.

Standard Operating Procedures (SOP) for the personnel and equipment have been prepared and communicated to all concerned to be followed in letter and spirit. Most of the equipment are under Annual Maintenance Contract (AMC) to facilitate their readiness for emergency response activities.

The ODRAF units have been provided with communication equipment like telephone, fax, VHF and mobile phones. Steps are being taken to set up HAM Radio Stations at ODRAF units.

The ODRAF units have extended commendable service since their inception with special reference to flood relief operations in 2003, 2006, 2007, 2008. During the flood situations in June and September 2008, more than 5000 persons were rescued and evacuated by ODRAF. The ODRAF rendered exemplary service during the train accident at Jajpur road and in road accident at Mahanadi Bridge at Cuttack in February 2009. The ODRAF demonstrated its prowess in night time disaster management by clearing 3 major arterial roads through out the night in the immediate aftermath of devastating whirl wind in Rajkanika block of Kendrapara district on 31<sup>st</sup> March 2009.

Besides the ODRAF units, the State Fire Service units have also been strengthened with 24 types of emergency equipment and training programmes. Emergency equipment are being provided to 50 selected fire stations in the vulnerable areas of the State to allow these units to act as mini ODRAFs for handling emergency situations. The fire service personnel have also been trained in different emergency operations along with ODRAF personnel.

Emergency equipment like tree cutters, inflatable tower lights and others have been provided to the districts, independent sub-divisions and the multipurpose cyclone shelters constructed by OSDMA. The community members and Govt. officials have been trained to operate the equipment.

The Bronto Skylift available with the Bhubaneswar Fire Service Unit has been repaired and made operational after a long gap. The equipment is also placed under AMC to ensure its all time operability for effective rescue operations from high rise buildings. Accessories are also being provided for better operability of the Bronto Sky Lift.



The Biju Pattnaik State Police Academy, Bhubaneswar has been strengthened by providing emergency and training equipment to the institutions for training of the police personnel in emergency management.

Mock drills have been conducted involving ODRAF, State Fire Service, National Disaster Response Force (NDRF), State Port Organisation and Community Volunteers for better coordination among the stakeholders for effective management of disasters.

**K. STRENGTHENING OF EMERGENCY OPERATION CENTRES (EOC):**

Multi-hazard resistant Emergency Operations Centre (EOC) buildings have been constructed at 16 District headquarters and the State level EOC has been set up in the Cell Office of SRC at Rajiv Bhawan. Construction of such buildings in the remaining 14 Districts have also been taken up.

Communication and other EOC equipment have been supplied to State EOC and District EOCs of 30 districts. The equipment provided to the district EOCs include Computer, Fax, VHF system, Lifebuoy, Lifejacket, Generator set, etc. Equipment like inflatable tower light, branch cutter, etc. have also been provided to 28 Sub-divisional EOCs and three RDC's, EOCs.

**L. DISASTER RISK MANAGEMENT (DRM) PROGRAMME:**

Gol-UNDP DRM programme was implemented in 155 disaster prone blocks spread over 16 districts of Angul, Balasore, Bhadrak, Cuttack, Ganjam (Part), Jajpur, Jagatsinghpur, Kendrapada, Khordha, Keonjhar (Part), Koraput, Mayurbhanj (Part), Nuapada, Puri, Rayagada and Sambalpur. Under the programme, Disaster Management Committees were formed at district and block level. Members of Block Disaster Management Committees were trained. 7248 volunteers of 155 blocks have been trained in preparation in village disaster management plans. 716 block level master trainers of 16 districts have been trained in search & rescue through Civil Defence organization; 957 master trainers of 16 districts have been trained in first aid with assistance of St John Ambulance. 764 block and district level trainers have been trained in disaster mental health in collaboration with American Red Cross. 8487 teachers have been trained at district and block level. 16 district disaster management plan, 155 block disaster management plans, 2994 GP disaster management plans and 22487 village disaster management plans have been

prepared under the programme. Other activities included school safety programme in 15 districts (150 high schools), tsunami preparedness in six coastal districts, construction and strengthening of State and District Emergency Operation Centres, strengthening of GIS cell of OSDMA, awareness and IEC activities as well as capacity building programmes.

#### **M. URBAN EARTHQUAKE VULNERABILITY REDUCTION PROGRAMME (UEVRP):**

Govt. of India-UNDP Urban Earthquake Vulnerability Reduction Project (UEVRP), a component of the Government of India UNDP Disaster Risk Management (DRM) programme was implemented in Bhubaneswar, Cuttack and Sambalpur cities. These urban areas come under the Earthquake Risk Zone-III i.e. moderate damage risk zone as per the earthquake risk zonation map prepared by Bureau of Indian Standards and published by Building Material Technology Promotion Council of India (BMTPC). Multi-hazard preparedness and mitigation activities with special reference to seismic vulnerability reduction are taken up under the project. A host of activities under the following major components as mentioned below were implemented under the project.

- Preparedness and response planning
- Awareness generation
- Training and capacity building
- Techno-legal regime
- Networking

For smooth implementation of the programme, City Disaster Management Committee (CDMC) had been constituted under the chairmanship of Revenue Divisional Commissioner. City Awareness Committee (CAC) under the chairmanship of Municipal Commissioner/ Executive Officer and City Enforcement Committee (CEC) under the leadership of Vice Chairman of the local development authority had also been constituted in each programme city to support the CDMC in implementation of different activities under the programme. The City Awareness Committee looks into awareness, preparedness, training, capacity building, sectoral planning and other related activities. The City Enforcement Committee deals with the techno-legal aspects to ensure construction of earthquake resistant buildings. The activities of these committees are supervised and monitored by the CDMC.

## **N. DISASTER RISK REDUCTION (DRR) PROGRAMME: (2009-2012)**

OSDMA would be implementing the GoI-UNDP Disaster Risk Reduction (DRR) Programme which is envisaged to support Central and State government initiatives by providing critical inputs that would enhance the efficiency and effectiveness of the efforts in Disaster Risk Reduction. The programme strives to strengthen the institutional structure to undertake disaster risk reduction activities at various levels including risk being enhanced due to climate change and develop preparedness programmes, policies and practices in order to minimize the risk to life and property. The programme has two components:

1. Institutional Strengthening and Capacity Building for Disaster Risk Reduction.
2. Urban Risk Reduction.

Institutional Strengthening and Capacity Building for disaster risk reduction project would be implemented in the three districts in Orissa such as **Bolangir, Ganjam and Kendrapara**. Urban Risk Reduction Project covers **Bhubaneswar, Angul and Talcher** Urban areas.

## **O. NATIONAL PROGRAMME FOR CAPACITY BUILDING OF ENGINEERS IN EARTHQUAKE RISK MANAGEMENT (NPCBEERM):**

The Government of India sponsored NPCBEERM programme was implemented in the state for capacity building of serving as well as privately practising Engineers in earthquake resistant design and construction practices. Four government engineering colleges i.e. (i) National Institute of Technology(NIT), Rourkela, (ii) University College of Engineering(UCE), Burla, (iii) Indira Gandhi Institute of Technology (IGIT), Sarang and (iv) College of Engineering and Technology (CET), Bhubaneswar have been identified as State Resource Institutes (SRI) for imparting capacity building training to the Engineers. Faculty members from the SRIs have undergone Training of Trainers programme at IIT, Kharagpur which is declared as the National Resource Institute (NRI) for Orissa under the programme. Ministry of Home Affairs has placed funds with OSDMA for conducting the training programme. 320 Government and privately practising civil engineers will be trained under the project. One training programme has been conducted by the CET, Bhubaneswar. Funds have been provided to the other SRIs for conducting the training programmes.

**P. NATIONAL PROGRAMME FOR CAPACITY BUILDING OF ARCHITECTS IN EARTHQUAKE RISK MANAGEMENT (NPCBAERM):**

Government of India sponsored NPCBAERM programme was implemented in the state for capacity building of serving as well as privately practising Architects in earthquake resistant design and construction practices. National Institute of Disaster Management (NIDM), New Delhi was the nodal agency for implementation of the project at national level. OSDMA monitors implementation of the project at the state level. Two institutions i.e. (i) Department of Architecture, College of Engineering and Technology (CET), Bhubaneswar and (ii) Pilo Modi College of Architecture, Cuttack are declared as State Resource Institutes (SRI) for imparting capacity building training to the Architects. Faculty members from the SRIs have undergone Training of Trainers programme at JNTU, Hyderabad which is declared as the National Resource Institute (NRI) for Orissa under this programme. Two training programmes have been conducted by the SRIs with the funding provided by the Ministry of Home Affairs, Govt. of India.

**Q. CONCRETE PEDAL PUMP:**

Emergency supply of concrete pedal pumps to cyclone and flood affected farmers in Orissa was taken up by the Food and Agriculture Organisation (FAO) in the districts of Kendrapada (Mahakalpada and Rajnagar blocks) and Jagatsinghpur (Kujang and Erasama Blocks). In the first phase 650 pedal pumps have been supplied to small and marginal farmers. A workshop was organized at Kendrapada for propagation of the technology. To promote the technology, the programme has been extended to Jajpur and Ganjam districts in its second phase along with the above two districts. Concrete pedal pumps have been supplied to 680 small and marginal farmers of Jajpur, Jagatsinghpur, Ganjam and Kendrapada districts.

**R. AWARENESS BUILDING AND DOCUMENTATION:**

Information plays a vital role in assessing the potential of hazards and reducing the impact of disasters on people. It helps policy makers and disaster managers in adopting effective mitigation measures and enhancing the community's disaster resilience. The success of a disaster management initiative depends on the sharing of information with all stakeholders. Keeping this in view, OSDMA brings out books, documents and other IEC materials for dissemination of information.

OSDMA brings out reports and documents on calamities and responses. It has brought out a compilation titled **Managing Disasters in Orissa: Background, Challenges and Perspectives** comprising submissions made by sub-groups formed by the Government of Orissa to look into multiple hazards facing the state. It has also brought out booklet titled **Voicing Silence: Experience of Women with Disasters in Orissa**, which highlights the sufferings of women during disasters and their role in prevention, preparedness and mitigation. In association with Care India, Orissa office, it has published an account of the Civil Society Response to the Orissa Super Cyclone. With support from UNICEF, OSDMA has brought out two books-- **Bipatti, Biparjaya & Suraksha** in Oriya and **Understanding Hazards, Dealing with Disasters** in English-- for school students. These and several other publications have generated awareness about the need for disaster preparedness and pooled valuable data on initiatives taken in Orissa and elsewhere.

OSDMA had organized a national workshop on 13<sup>th</sup> March, 2006 to ascertain the causes of unusual rise of temperature in Orissa and to suggest the measures to be taken to mitigate the heat wave situation. Eminent scientists, experts and disaster managers from different parts of the country participated in the said workshop. The proceeding of the workshop has been published in shape of a book titled **“Understanding Heat Waves in Orissa”**

In addition to books, manuals and posters, OSDMA has produced several short video films on various aspects of disaster management for generating awareness among people.

## **S. GEOGRAPHIC INFORMATION SYSTEM (GIS):**

Geographic Information System (GIS) is a tool which combines layers of information on various themes to enable the managers to take the most appropriate decisions under the given circumstances. GIS has emerged in the recent times as a powerful tool for management of disasters. A GIS cell has been set up in OSDMA to act as a decision support system for effective management of disasters. Digital data for different layers like district boundary, block boundary, Gram Panchayat boundary, village boundary, rivers, drainage network, land use, land cover and demographic profile of the state have been procured from the Orissa Space Application Centre (OSAC), Bhubaneswar. Some layers of information have been created by OSDMA.

Hazard mapping of Orissa with reference to the vulnerability atlas of India published by Building Material Technology Promotion Council of India (BMPTC) has been done on GIS platform. Tsunami vulnerability mapping of the villages located within 1.5 km from the coastline in six coastal districts is being taken up on GIS platform. GIS is used in identification of the Coastal Regulatory Zone (CRZ) for implementation of the National Cyclone Risk Mitigation Project (NCRMP) and other associated works. Vulnerability analysis and preparation of the district level vulnerability maps have been initiated by the GIS cell.

#### **T. NATIONAL CYCLONE RISK MITIGATION PROJECT (NCRMP):**

The National Cyclone Risk Mitigation Project (NCRMP) is proposed to be implemented in 13 States and Union Territories including Orissa with assistance from Government of India and the World Bank. Orissa State Disaster Management Authority (OSDMA) has been identified as the Nodal Agency for implementation of the project. The project will be implemented in the coastal districts of Balasore, Bhadrak, Kendrapara, Jagatsinghpur, Puri & Ganjam and parts of Khurda adjoining the Chilika Lake. The Government of India with World Bank assistance will provide 75% of the Project cost as grant and the State Government will bear 25% of the project cost. The project has following four components-

**Component A-** On last mile connectivity i.e. VHF connection to villages within 2-5 km of sea shore-100% grant by GoI to be executed by NDMA.

**Component-B-** On Structural measures-75: 25 share between centre & State to be implemented by Orissa State Disaster Management Authority (OSDMA).

**Component-C-** On Capacity building activities- 100% Grant by GoI to be implemented by Gopabandhu Academy Of Administration, Orissa.

**Component-D-** Project Implementation and Monitoring cost-100% by GoI to OSDMA.

Investment Proposal involving a cost of Rs.576.12 crore for Orissa under Component-B was submitted to National Disaster Mitigation Authority (NDMA) by OSDMA with following components. Construction of Cyclone Shelters, construction of all weather approach roads to Cyclone Shelters and raising & strengthening of Saline Embankments are major components of the programme.

## **(2) POWERS AND DUTIES OF OFFICERS**

### **Chairman:-**

- (i) The Chairman has the overall power of supervision, direction and control over all affairs of the Authority and the functioning of the office bearers.
- (ii) The Chairman may invite such persons other than the members of the Governing Body to the meetings of the Governing Body as he thinks proper for specialized input and ideas.

### **Managing Director:-**

The Managing Director of the Authority is the member secretary of the society. As per the bye-law of the Society, the Managing Director shall –

- (a) act as the Chief Executive Officer(CEO) of the Society, represent the Society in all matters and sue and be sued on behalf of the Authority.
- (b) convene the meeting of the Governing Body and record the minutes of the proceedings.
- (c) remain in overall charge of planning implementation and monitoring of all activities of the Authority.
- (d) remain in overall charge of the assets records and documents of the Authority.
- (e) remain in overall charge of the funds of the Authority and open and operate the Authority's accounts in the Banks.
- (f) Discharge such other functions as may be assigned to him by the Chairman or the Governing Body

### **Other officers:**

Other officers in the organization have been assigned the following duties and responsibilities:

<b>Executive Director</b>	<p>Overall supervision of General and Disaster Management wing of OSDMA</p> <p>Assignment as per delegation of power under operation manual of OSDMA.</p> <ol style="list-style-type: none"> <li>1. GoI-UNDP-DRR Programme</li> <li>2. Amendment of Relief Code</li> <li>3. National / State DM Act, Plan &amp; Policy</li> <li>4. Mock / Response Drill</li> <li>5. Standard Operating Procedure (SOP)</li> </ol>
<b>Executive Director (Projects)</b>	Overall supervision of Projects wing of OSDMA
<b>Chief General Manager (Projects)</b>	<ol style="list-style-type: none"> <li>1. <b>Engineer in charge of NCRMP</b></li> <li>2. Duties &amp; responsibilities relating to execution of works</li> <li>3. Compilation of reports/ passing of payments</li> <li>4. Procurement plan and other issues</li> <li>5. Procurement post review</li> <li>6. Review of Third Party Quality Auditor (TPQA)</li> <li>7. Supervision of all works in <b>Balasore and Bhadrak</b> districts</li> </ol>
<b>General Manager (Projects)-IV</b>	<ol style="list-style-type: none"> <li>1. <b>Nodal Engineer for flood shelter and PMNRF Shelters and CONCOR shelter works</b></li> <li>2. Supervision of all works in Kendrapara and Jagatsinghpur districts for NCRMP works and flood shelters of Balasore district</li> <li>3. All Legal matters</li> </ol>
<b>General Manager (Projects)-V</b>	<ol style="list-style-type: none"> <li>1. Engineer in charge of ICZMP works</li> <li>2. Supervision of al works in Puri and Ganjam districts for NCRMP works and flood shelters of Puri district</li> </ol>



<p><b>General Manager (Mechanical)</b></p>	<p><b>A-i)</b> Access the Type and quantity of Emergency Equipments required for the Disaster Management</p> <p>ii) Convene the Procurement Committee meeting for finalization of type and quantity of Emergency Equipments to be procured</p> <p>iii) Convene the Technical Committee meeting for finalization of Technical specification of the equipments to be purchased</p> <p>iv) Prepare the Tender documents for the equipments to be purchased</p> <p>v) Publication of Tender documents &amp; Sale of tender papers</p> <p>vi) Receipt and opening Technical Bid of Tender</p> <p>vii) Convene the Technical Committee for finalization Technical Bid</p> <p>viii) Opening of Price Bid</p> <p>ix) Preparation of comparative statement of Price Bid and get it checked by Finance Wing of OSDMA</p> <p>x) Convene the Purchase Committee meeting for finalization of Price Bid of the tender received and get it approved from M.D./ CS as applicable</p> <p>xi) Issue of Purchase Orders to the firm recommended by Purchase Committee and approval of M.D./CS</p> <p>xii) Conducting Pre-delivery- Inspection and the commissioning of the equipments to be received</p> <p>xiii) Process of the bills of the firm and pursue the bills in finance cell till payment is made to the firm</p> <p>xiv) Co-ordinate with finance cell for issue of U.C., release of C.R.F. funds etc.</p> <p>xv) Convene the Annual Maintenance Contract Committee meeting.</p> <p>xvi) Execute AMC Agreement with firm to ensure the maintenance of the equipments in all 10 ODRAF units, district emergency operation centers, 138 Multipurpose Cyclone Shelters, 150 Fire Stations, Fire Training Institutes.</p> <p><b>B-</b> Deployment of Search &amp; Rescue Team of 10 ODRAF Unit, Fire Service Units, at the time of Natural &amp; Manmade Disaster. Conducting Mock drill at ODRAF, Fire Service &amp; Multi Purpose Cyclone Shelters periodically. Arranging in-house &amp; outside training of ODRAF, Fire Service Personnel for their Capacity augmentations.</p>
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<p><b>General Manager –I</b></p>	<ol style="list-style-type: none"> <li>1. NCRMP (National Cyclone Risk Mitigation Project) - Nodal Officer <ol style="list-style-type: none"> <li>i. Cyclone Shelter Management</li> <li>II. Formation of CSMMC and Identification of task force members in NCRMP and ICZMP Shelters</li> <li>iii. Training and Orientation on Shelter Management</li> </ol> </li> <li>2. ICZMP- Nodal Officer</li> <li>3. Fire/Heat Wave/Drought/</li> <li>4. IEC activities / Media Management/ Printing and Publication of Posters Newsletter</li> <li>5. Emergency Flood Management ( Air Dropping Operation)</li> </ol>
<p><b>General Manager (P&amp;A)</b></p>	<ol style="list-style-type: none"> <li>1. Office establishment/Legal matters (administrative related)</li> <li>2. Advertisements.</li> <li>3. Deployment of officers for training/seminars, conferences.</li> <li>4. Procurement of office equipment, furniture, stationeries, etc. / Publication of advertisements / Journals Books.</li> <li>5. Meeting of all secretaries./ CRF Meeting / SLNC committee meeting</li> <li>6. Assembly and Parliament Questions/Answers /House Committee / Standing Committee.</li> <li>7. Vehicle arrangement.</li> <li>8. Logistic arrangement for VVIP visit/ meeting/ workshops/ DP Day function etc.</li> <li>9. Governing Body Meeting.</li> <li>10. Organisation of DP day</li> <li>11. Disaster Management Trainings. / Communication System (Satellite, VHF, HAM Radio)</li> <li>12. ISO certification.</li> <li>13. Perform the duties of Public Information Officer of OSDMA under RTI Act, 2005.</li> <li>14. Chief Vigilance Officer of OSDMA.</li> <li>15.Capacity Building for Disaster Response under 13th Finance Commission Grant.</li> </ol>
<p><b>General Manager (P&amp;A) in charge of GM-III</b></p>	<ol style="list-style-type: none"> <li>1. Multipurpose Cyclone Shelters/School–cum–Cyclone Shelters/DFID Projects.</li> <li>2. Tsunami/Coastal/Erosion/Earthquake/LandSlide/ Cyclone</li> <li>3. Flood Shelters</li> <li>4. Crisis Management Plan</li> <li>5. IDRN/IDKN</li> <li>6. NIDM/NDMA/MHA matters</li> <li>7. Coordination with Industrial Houses/PSUs/Railway Coordination/Xavier Institute</li> <li>8. Climate Change</li> <li>9. IMD</li> <li>10.Capacity Building / 13<sup>th</sup> Finance Commission</li> <li>11.Component ‘C’ of NCRMP</li> </ol>

	12. Flood Management Information System (Bathymetric Study)
<b>General Manager (P&amp;A) in-charge of General Manager –IV</b>	<ol style="list-style-type: none"> <li>1. Coordination with NGOs/ UN Ststems</li> <li>2. Coordination with Volunteer based organizations.</li> <li>3. Construction of school buildings</li> <li>4. Coordination with commercial tax authorities.</li> <li>5. Setting up of EOC/ upgradation of control rooms.</li> <li>6. Monitoring of construction of Health Institutions with CMRF.</li> <li>7. CRF Meeting</li> <li>8. Social Capital Restoration Programme</li> <li>9. Preparation/ updating voluntary database/ training, etc.</li> <li>10. Pedal pump.</li> <li>11. Coordination with nodal officers of Govt. Depts.</li> <li>12. Primary School building construction with DFID assistance.</li> </ol>
<b>Chief General Manager (Finance &amp; Accounts)</b>	<ol style="list-style-type: none"> <li>1. Overall charge of Finance Branch</li> <li>2. Drawing &amp; disbursement of salary and other expenses</li> <li>3. Audit &amp; Audit compliance</li> <li>4. Budget</li> <li>5. Scrutiny of all work / consultancy bills</li> <li>6. Tender evaluation &amp; purchase committee meeting</li> <li>7. Filling of Sales tax &amp; Income Tax Returns</li> <li>8. Financial Management Reporting</li> </ol>

<b>Accounts Officer</b>	<ol style="list-style-type: none"> <li>1. Preparation of salary bills and deposit of recoveries</li> <li>2. Scrutiny of Work bills related to all project works</li> <li>3. Deposit of Sales Tax, Income Tax, Cess, Royalty with detail list in the 1<sup>st</sup> week of each month</li> <li>4. Preparation of quarterly &amp; yearly Income Tax returns</li> <li>5. Generation of all Payment, Receipt &amp; adjustment vouchers in the principle of double entry system of accounting adhering to the guide lines of World Bank with in online cheque printing in Tally Accounting Software</li> <li>6. Preparation of Bank Book, Cash Book, Trial Balance and all subsidiary ledgers</li> <li>7. Preparation of monthly &amp; quarterly Financial Returns as per requirement of World Bank</li> <li>8. Preparation of Budget</li> <li>9. Maintenance of Fixed Deposit Register</li> <li>10. Fund Management</li> <li>11. Statutory, Internal &amp; A.G audit compliance</li> <li>12. Issue of Form-16-A to the contractors, suppliers &amp; staff</li> <li>13. Preparation of Financial reports for Assembly question, House Committee, Steering Committee &amp; RTI Act</li> <li>14. Preparation of Utilization certificate</li> <li>15. Release of S.D amount</li> <li>16. Any work assigned by M.D/CGM (F&amp;A)</li> </ol>
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<b>GIS Expert &amp; Environment Specialist</b>	<ol style="list-style-type: none"> <li>1. Environment Specialist for National Cyclone Risk Mitigation Project (NCRMP) &amp; Integrated Coastal Zone management Project (ICZMP)</li> <li>2. CRZ mapping of project sites.</li> <li>3. Identify sites for which EMP and EIA required as per ESMF guidelines of the World Bank.</li> <li>4. Reviewing the ESMF project parameters</li> <li>5. Fill up the application forms (site specific) and apply for environmental clearance</li> <li>6. Discharge all duties and responsibilities relating to work of Geographic Information System (GIS) Cell of OSDMA</li> <li>7. Development and management of GIS database for disaster application</li> <li>8. Project planning and monitoring using GIS</li> <li>9. Liaise with related Government Departments/organizations, if required, in connection with execution of GIS work and provide technical support for smooth implementation of the project.</li> <li>10. Daily weather monitoring based on data of IMD and other organization</li> </ol>
<b>System Expert &amp; MIS Specialist</b>	<ol style="list-style-type: none"> <li>1. Purchase/procurement and installation of IT systems, Xerox machine etc.</li> <li>2. Annual maintenance of computer/ Xerox machines /Inverters etc.</li> <li>3. Matters related to purchase of computer consumables.</li> <li>4. Networking (LAN) of OSDMA.</li> <li>5. Regular updating of OSDMA information in the website of OSDMA.</li> <li>6. Matters related to Internet connectivity from STPI and other sources.</li> <li>7. Arrange PowerPoint presentation for meetings / seminars etc.</li> <li>8. Communication systems (Satellite phones, VHF, HAM Radio).</li> <li>9. Maintenance of IT equipment supplied to 10 nos of ODRAF units</li> <li>10. Updating of MIS and flow of web based information in NCRMP.</li> <li>11. Prepare statements relating to NCRMP progress</li> <li>12. Other related assignments</li> </ol>

<b>Shelter Coordinator &amp; Social Management Specialist</b>	<ol style="list-style-type: none"> <li>1. Formation of Cyclone Shelter Management &amp; Maintenance Committee (CSMMC) &amp; Flood Shelter Management &amp; Maintenance Committee (FSMMC)</li> <li>2. Handing over the completed Multipurpose Cyclone/Flood Shelter to CSMMC &amp; FSMMC respectively.</li> <li>3. Shelter level Capacity Building training of various stakeholders like CSMMC members, shelter level Taskforce volunteers.</li> <li>4. Shelter level social mobilization, identification of shelter level task force volunteers</li> <li>5. Coordinating with Nodal NGOs on social issues, shelter management and Training</li> <li>6. Coordination with District, Block, Tahasil &amp; Gram Panchayat for shelter management.</li> <li>7. Coordinating for selection of sites for Multipurpose Cyclone/Flood shelters</li> <li>8. Social Management Specialist under NCRMP and ICZMP.</li> <li>9. Training programme(Search and rescue and first Aid) , Mock drills, Shelter Management,</li> <li>10. Nodal Person for College level Capacity Building.</li> <li>11. Coordination for Mission visits</li> <li>12. Logistics Management</li> </ol>
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### **(3) THE PROCEDURE FOLLOWED IN THE DECISION MAKING PROCESS, INCLUDING CHANNELS OF SUPERVISION AND ACCOUNTABILITY**

The Governing Body of OSDMA finalizes the policy decisions for OSDMA. The Managing Director who is the chief executive of OSDMA implements the policy decisions of the Governing Body under the overall supervision, direction and control of the Chairman. The officers/ employees of OSDMA act under the direct control of the Managing Director. The organization chart of OSDMA (**Annexure-II**) indicates the structural placement of the employees and the channel in which the proposals are routed for taking decisions by the Managing Director or the Chairman.

The officers of OSDMA follow the procedure laid down in the Operations Manual in the decision making process in order to implement the programmes taken up by OSDMA. The Chairman/ Managing Director/ other officers take all decisions as per the delegation of powers made in their favour in pursuance of the provisions in the Operations Manual.

#### **(4) THE NORMS SET BY OSDMA FOR THE DISCHARGE OF ITS FUNCTIONS**

The Bye- Law of the Society lays down the aims and objectives of OSDMA. It has also outlined the role and responsibilities of the Chairman and Managing Director of the OSDMA. The Governing Body of the OSDMA has delegated the powers & functions to the Chairman and the Managing Director. Managing Director has delegated some of his general, financial and administrative powers to the officers of OSDMA in pursuance of the provisions in the Operations Manual.

OSDMA implements different restoration projects or disaster preparedness programmes after the same are approved by the Governing Body. These projects or programmes are implemented as per the guidelines of the related reconstruction projects/disaster preparedness programmes, the procedure laid down in the Resolution issued by the Government in Revenue Department and the provisions of the Operations Manual of OSDMA.

OSDMA implements the projects/ programmes through the existing government machinery of the line departments. It discharges the role of facilitator, monitors the implementation through the line departments and makes arrangement to ensure proper quality standard. The payment in respect of the projects implemented by OSDMA are made at the level of OSDMA. In some cases, OSDMA also implements projects/ programmes directly.

All the officers of OSDMA act as per the procedure laid down in the Operations Manual of OSDMA or instruction of Government, if any. The general financial and administrative rules of Govt. of Orissa are followed when any provision/procedure is not available in the Operations Manual. Steps are taken to dispose of all letters/ requests/ proposals as early as possible. At intervals, the disposals are reviewed by the Managing Director in a staff meeting.

#### **(5) THE RULES, REGULATIONS, INSTRUCTIONS, MANUALS AND RECORDS HELD BY THE ORGANISATION OR UNDER ITS CONTROL OR USED BY ITS EMPLOYEES FOR DISCHARGING ITS FUNCTIONS**

The Governing Body of OSDMA has taken number of policy decisions in its different meetings held on different dates. Minutes of the meetings are held for reference. OSDMA has prepared its Operations Manual, which provides the procedure for implementation of these decisions. Different programmes/ projects have their own

guidelines. Each individual project/ programme has its own record. Revenue Department has issued a Resolution which indicates procedure for taking up of different restoration programmes.

The officers/ employees of OSDMA follow the decisions of the Governing Body, the provisions of its Operations Manual and guidelines of the respective projects/ programmes for their implementation. For effective implementation of these projects/ programmes, they maintain different records relating to each reconstruction project/ programme under their charge. There are separate payment record/ records for each project/ programme, which are normally maintained in the finance wing.

#### **(6) STATEMENT OF THE CATEGORIES OF DOCUMENTS THAT ARE HELD BY IT OR UNDER ITS CONTROL**

All files and documents relating to the subjects indicated under para-2 are held by the respective base level officers.

Besides, the following records / documents are maintained electronically by finance branch:

- (a) Bank Book
- (b) Cash Book.
- (c) Journal Register.
- (d) All subsidiary Ledgers.
- (e) Fund wise all Receipt and Expenditure Accounts.
- (f) All Receipt and Payment Vouchers.
- (g) Printing of online cheques.

#### **(7) THE PARTICULARS OF ANY ARRANGEMENT THAT EXIST FOR CONSULTATION WITH OR REPRESENTATION BY THE MEMBERS OF THE PUBLIC IN RELATION TO THE FORMULATION OF ITS POLICY OR IMPLEMENTATION THEREOF**

The Governing Body of the OSDMA finalizes the policy decisions of OSDMA and approves the reconstruction projects/disaster preparedness programmes to be taken up by OSDMA. The Governing Body comprises members from different fields of the society including economists, educationalists and NGOs who work in different fields including rural areas.

Public consultations are held for implementation of different projects in course of social/ environmental screening. In implementation of the Gol-UNDP sponsored



Disaster Risk Management Programme, disaster management plans at village, Gram Panchayat, Block, District and State level are formulated after due consultation with different stake holders. Disaster management plans at village level are prepared by the members of the particular communities. OSDMA facilitates public participation in the management and maintenance of the Multipurpose Cyclone shelters. A project titled Social Capital Restoration Programme (SCRIP), a component of WB-assisted Cyclone Reconstruction Project, was implemented through the NGOs with public participation.

**(8) STATEMENT OF THE BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES CONSISTING OF TWO OR MORE PERSONS CONSTITUTED AS ITS PART OR FOR THE PURPOSE OF ITS ADVICE, AND AS TO WHETHER MEETINGS OF THOSE BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES ARE OPEN TO THE PUBLIC, OR THE MINUTES OF SUCH MEETING ARE ACCESSIBLE FOR PUBLIC**

OSDMA has formed different committees to assist it in effectively implementing different projects/ programmes and carrying out its activities. Recommendations of these committees are taken into consideration while taking the decisions. The minutes of such meetings are accessible to public.

There are two procurement related committees, which recommend for procurement of emergency equipments. The Procurement Committee headed by MD, OSDMA with Secretary, Revenue, Secretary, Works, Special Relief Commissioner, Inspector General of Police (Law & Order) . Inspector General of Police, Fire Service & Home Guard and others as members recommends the details of equipments and their quantity required for Disaster Management particularly by the ODRAF Units. The Purchase Committee headed by SRC, Orissa lays down procedure for procurement and finalizes the tenders for procurement of emergency equipment.

For sustainable maintenance and management of Cyclone Shelters and School-cum-Shelters through social mobilization, a State Level Committee with MD, OSDMA, Secretary, RD Department, Secretary, School and Mass Education Department, Secretary, Panchayati Raj Department, SRC, Orissa, Secretary, IRC Society and representative of BGVS has been formed. Senior most official member presides over the meetings.

An internal Purchase Committee with Executive Director as chairman has been formed which evaluates all quotations for purchase of stationeries and equipments for office use. Managing Director finalizes the quotations basing on the recommendations of the Committee.

A state level Project Steering Committee has been constituted under the chairmanship of the Chief Secretary, Orissa to identify the priority areas, considered the investment proposals and review and monitor the progress of the activities to be taken up under the Gol-World Bank National Cyclone Risk Mitigation Project, which is going to be implemented in the State soon. The other members of the Committee are the Principal Secretary to Government, Revenue Department, the Commissioner-cum-Secretary to Government, Forest & Environment Department, the Commissioner-cum-Secretary to Government, Rural Development Department, the Commissioner-cum-Secretary to Government, Water Resources Department, the Special Relief Commissioner, Orissa, the Commissioner-cum-Secretary to Government, Panchayati Raj Department, the Principal Chief Conservator of Forest, Orissa, the Principal Chief Conservator of Forest (Wildlife), Orissa, the Secretary to Government, Works Department, the Engineer-in-Chief, Water Resources Department, the Honorary Secretary, Indian Red Cross Society, Orissa. The Managing Director, OSDMA is the Member Convener of the Committee.

## 9) DIRECTORY OF ITS OFFICERS AND EMPLOYEES:

Sl. No	Name of the Officer & rank	Dept. from which deputed	Designation in OSDMA
1	Dr. Taradatt, IAS	Revenue & Disaster Management Department	Managing Director
2	Sri Umakanta Swain, OAS (S)	G.A. Department	Executive Director
3	Er. Raj Mohan Patra Chief Engineer	W.R Department	Executive Director (Projects)
4	Er Gangadhar Sar Superintend Engineer	Works Department	Chief General Manager (Projects)
5	Er Nirod Kumar Das Executive Engineer	W.R Department	General Manager (Projects)-IV
6	Er Manmohan Mohanta Executive Engineer	Works Department	General Manager (Projects)-V
7	Er Dhaneswar Sahoo, Executive Engineer (Mechanical)	W.R Department	General Manager (Mechanical)
8	Sri Avaya Kumar Nayak OAS-I(SB)	General Administration Department	General Manager-I

9	Sri Rajendra Kumar Pattnaik OAS-I(SB)	General Administration Department	General Manager (P&A)
10	Sri Arbinda Mishra OFS (S) – Retd.	Re-employed	Chief General Manager (Finance & Accounts)
11	Sri Ashok Chandra Rout, Deputy Manager (Finance & Accounts)	Orissa Construction Corporation Ltd.	Accounts Officer

### PROFESSIONALS ENGAGED ON CONTRACT BASIS

Sl. No	Name of professionals	Designation in OSDMA	Assignment
1	Er. S. K. Chatterjee, Retd. Chief Engineer, Works Dept	Engineering Consultant (R&B)	Looks after project work under Roads & Building sector
2	Sri Arabinda Ray	System Expert & MIS Specialist	Looks after computer & networking
3	Sri Bholanath Mishra	GIS Expert & Environment Specialist	Development and handling of GIS database
4	Sri K. C. Bisoi	Shelter Coordinator & Social Management Specialist	Looks after constitution and functioning of CSMMC & FSMMC
5	Sri B.B.Patra	Project Coordinating Officer	PS to Managing Director

### SUPPORT STAFF FROM PSUs

Sl. No	Name of the employee	PSU from which deputed	Designation in OSDMA
1	Sri Jnanendra Mohanty, Jr. A/C. Assistant	OB&CC Ltd.	Jr. A/C. Assistant Finance Matter (Under Chief General Manager (F&A))
2	Sri Someswar Brahma, Jr. Accounts	OB&CC Ltd.	Jr. Accountant Finance Matter (Under Chief General Manager (F&A))
3	Sri Haraprasad Mishra Jr. Assistant	OB&CC Ltd.	Jr. Assistant Establishment Matter (Under General Manager(P&A))

## SUPPORT STAFF FROM SERVICE PROVIDER

Sl. No.	Name of the staff	Designation
1.	Miss Sagarika Parida	Auto CAD Engineer
2.	Sri Sudesh Kumar Sethi	Computer Programmer
3.	Smt. Tapaswini Chhualsingh	Steno-cum-Comp.Operator
4.	Sri Sangram Keshari Baliarsingh	Steno-cum-Comp.Operator
5.	Miss Lina Mishra	Steno-cum-Comp.Operator
6.	Mrs. Gita Mohanty	Steno-cum-Comp.Operator
7.	Sri Amar Singh Nayak	Steno-cum-Comp. Operator
8.	Sri Sibashankar Mohapatra	Computer Operator
9.	Mrs. Kalpana Sahoo	Computer Operator
10.	Miss Sushree Samapima Dash	Computer Operator
11.	Sri T.Rama Rao Patra	Data Entry Operator/ Office of the Revenue & DM Department
12.	Sri Manoj Kumar Sahoo	Data Entry Operator/ Office of the Revenue & DM Department
13.	Sri Matru Prasad Panda	Data Entry Operator
14.	Sri Santosh Kumar Singh	Data Entry Operator
15.	Sri Raj Kumar Sahoo	Driver
16.	Sri Pratap Chandra Singh	Driver
17.	Sri Manas Ranjan Sahoo	Driver
18.	Sri Umakanta Das	Driver
19.	Sri Satya Narayan Sethi	Attendant
20.	Sri Saumendra Tripathy	Attendant
21.	Sri Atal Kumar Sahoo	Attendant
22.	Sri Ashok Kumar Senapati	Attendant
23.	Sri Suprakash Sejpada	Attendant
24.	Sri Gadadhar Bihari	Attendant
25.	Sri Bisikeshan Mohanty	Attendant
26.	Sri Prasanna Kumar Maharatha	Attendant

### (10) MONTHLY REMUNERATION RECEIVED BY EACH OF ITS OFFICERS AND EMPLOYEES, INCLUDING THE SYSTEM OF COMPENSATION AS PROVIDED IN ITS REGULATIONS

SL NO	NAME	PAY	DP	DA	HRA	INCN ALN/CCCA	GROSS AMT	TOT DED	NET AMT
1	Dr. Taradatt, IAS Managing Director	Receives salary from office of Special Relief Commissioner							
2	Sri Umakanta Swain, OAS (S) Executive Director	Receives salary from office of Special Relief Commissioner							
3	Er Raj Mohan Patra Executive Director (Projects)	35,930	-	12,576	7,186	-	55,692	9,600	46,092

4	Er Gangadhar Sar Chief General Manager (Projects)	32,840	-	11,494	-	-	44,334	11,904	33,240
5	Er Nirod Kumar Das General Manager (Projects)-IV	31,380	-	10,983	6,276	-	48,639	8200	40,439
6	Er Manmohan Mahanta General Manager (Projects)-V	28,+340	-	9,919	5,668	-	43,927	10,200	33,727
7	Er Dhaneswar Sahoo, General Manager (Mechanical)	30,380	-	10,633	6,076	75	47,164	17,450	29,714
8	Sri Avaya Kumar Nayak General Manager-I	25,000	-	8,750	-	200	33,950	18,046	15,904
9	Sri Rajendra Kumar Pattnaik General Manager (P&A)	26,880	-	9,408	5,376	-	41,664	11,300	30,364
10	Sri Arbinda Mishra Chief General Manager (F&A)	31,220	-	10,927	-	-	42,147	12,840	29,307
11	Sri Ashok Chandra Rout Accounts Officer	7,500	3,750	9,788	2,250	580	23,868	14,343	9,525
12	Sri Jnanendra Kumar Mohanty Junior Accounts Assistant								
13	Sri Haraprasad Mishra Jr. Assistant								
14	Sri Someswar -Brahma Jr Accountant	5,100	2,550	6,658	1,530	150	15,986	2,817	13,169
	<b>Total:</b>								

**REMUNERATION RECEIVED BY PROFESSIONALS  
ENGAGED ON CONTRACT BASIS**

Sl. No	Name	Designation	Remuneration / Consultancy fee
1	Er. S. K. Chatterjee,	Engineering Consultant (R)	Rs.2,000/- per day of work
2	Sri Bholanath Mishra	GIS Expert & Environment Specialist	Rs.30,000/-per month
3	Sri Arabinda Ray	System Expert & MIS Specialist	Rs.25,000/-per month
4	Sri K. C. Bisoi	Shelter Coordinator & Social Management Specialist	Rs.25,000/-per month
5	Sri B.B.Patra	Project Coordinating Officer	Rs.15,000/- per month

**REMUNERATION/ WAGE RECEIVED BY SUPPORT STAFF  
ENGAGED THROUGH SERVICE PROVIDER**

<b>Sl. No.</b>	<b>Name of the support staff</b>	<b>Monthly remuneration / wage excluding Service Charge &amp; Service Tax</b>
1	Miss Sagarika Parida	Rs.7,000/-
2	Sri Sudesh Kumar Sethi	Rs.7,000/-
3	Smt. Tapaswini Chhualsingh	Rs.5,200/-
4	Sri Sangram Keshari Baliarsingh	Rs.5,200/-
5	Miss Lina Mishra	Rs.5,200/-
6	Mrs. Gita Mohanty	Rs.5,200/-
7	Sri Amar Singh Nayak	Rs.5,200/-
8	Sri Sibashankar Mohapatra	Rs.5,200/-
9	Mrs. Kalpana Sahoo	Rs.5,200/-
10	Miss Sushree Samapima Dash	Rs.5,200/-
11	Sri T.Rama Rao Patra	Rs.5,200/-
12	Sri Manoj Kumar Sahoo	Rs.5,200/-
13	Sri Matru Prasad Panda	Rs.5,200/-
14	Sri Santosh Kumar Singh	Rs.5,200/-
15	Sri Raj Kumar Sahoo	Rs.5,200/-
16	Sri Pratap Chandra Singh	Rs.5,200/-
17	Sri Manas Ranjan Sahoo	Rs.5,200/-
18	Sri Umakanta Das	Rs.5,200/-
19	Sri Satya Narayan Sethi	Rs.4,400/-
20	Sri Saumendra Tripathy	Rs.4,400/-
21	Sri Atal Kumar Sahoo	Rs.4,400/-
22	Sri Ashok Kumar Senapati	Rs.4,400/-
23	Sri Suprakash Sejpada	Rs.4,400/-
24	Sri Gadadhar Bihari	Rs.4,400/-
25	Sri Bisikeshan Mohanty	Rs.4,400/-
26	Sri Prasanna Kumar Maharatha	Rs.4,400/-

**(11) BUDGET ALLOCATED TO EACH OF ITS AGENCY, INDICATING THE PARTICULARS OF ALL PLANS, PROPOSED EXPENDITURE AND REPORTS ON DISBURSEMENT MADE**

The extract from budget for the year 2009-10 is annexed (Annexure-III)

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

OSDMA does not operate any subsidy programme. But OSDMA has executed the following projects, which are in the nature of subsidy programmes:

### **1. Provision of Concrete Pedal Pump to Cyclone affected farmers of Orissa:**

Government of India (Ministry of Agriculture) with support of FAO implemented the scheme-Emergency Supply of Concrete Pedal Pumps to supplement the Government efforts to restore the agricultural productivity of the small and marginal farmers in the cyclone affected districts of Orissa. In the first phase, 650 small and marginal farmers of the four blocks of Jagatsinghpur and Kendrapada districts were given assistance. In the second phase of the programme, it is being extended to two more districts (Jajpur and Ganjam). 680 pumps would be supplied during the second phase.

The grant was not handled by OSDMA. OSDMA only supervises implementation of the programme.

### **2. Setting up Agro-Service Center:**

For capacity building of agricultural farmers viz. by way of providing modern agricultural implements to the Agro Service Centers, an amount of Rs.2.00 lakh per center was provided to 500 Agro Service Centers in 14 cyclone affected districts. This was implemented through APICOL as a component of the WB-assisted OWRCP-Part H Cyclone Reconstruction Works.

### **3. LIP-RP**

2555 Lift Irrigation Points in 14 cyclone affected districts have been rehabilitated under DFID assistance. A sum of Rs.25.65 crore out of total grant of Rs.27.89 crore received from DFID has been utilized. The project was implemented through the OLIC and concerned Pani Panchayats who bore 10% of the project cost and maintain it.

## **(13) PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMITS OR AUTHORIZATIONS GRANTED BY IT**

OSDMA does not grant any concessions, permits or authorizations.

## **(14) DETAILS IN RESPECT OF THE INFORMATION, AVAILABLE TO OR HELD BY IT, REDUCED IN AN ELECTRONIC FORM**

The information relating to the activities of OSDMA are available in its official website [www.osdma.org](http://www.osdma.org).

**(15) PARTICULARS OF FACILITIES AVAILABLE TO CITIZENS FOR OBTAINING INFORMATION, INCLUDING THE WORKING HOURS OF A LIBRARY OR READING ROOM, IF MAINTAINED FOR PUBLIC USE**

OSDMA does not have any library or reading room for public use. The information relating to the activities of OSDMA are available in its official website [www.osdma.org](http://www.osdma.org).

**(16) NAMES, DESIGNATIONS AND OTHER PARTICULARS OF THE PUBLIC INFORMATION OFFICERS:**

<b>Sl. No</b>	<b>Name</b>	<b>Designation</b>	<b>Address of Public Information Officers</b>	<b>Telephone Number</b>
1	Sri Rajendra Kumar Pattnaik, OAS-I (SB)	General Manager (P&A), OSDMA	2 <sup>nd</sup> Floor, Rajiv Bhawan, Bhubaneswar PIN- 751 001	0674 – 2395398, 2396901, Ext.243 8895969797(M)
2	Sri Arbinda Mishra, OFS (S)- Retd.	Chief General Manager (F&A), OSDMA	9th Floor, Rajiv Bhawan, Bhubaneswar PIN- 751 001	0674 –, Ext.206, 9438306345 (M)



(17) OTHER INFORMATION AS MAY BE PRESCRIBED:  
NIL

Annexure-I

**BYE - LAWS OF THE ORISSA STATE DISASTER MITIGATION AUTHORITY.**

1. **Title :-**

The rules and regulation of the Society shall be called "The Bye-Laws of the Orissa State Disaster Mitigation Authority.

**Definition :-**

In these Bye-Laws unless the context requires otherwise :-

- (a) "Chairman" means the Chairman of the Society.
- (b) "Disaster" means any kind of Disaster, namely, Flood, Cyclone, Earthquake, Fire, Explosion, Chemical or otherwise. Major Accident or any other calamity which causes, or is likely to cause, damage to life and property.
- (c) "Governing Body" means the Governing Body of the Society.
- (d) "Government" means, unless otherwise specifically mentioned, the State Government of Orissa.
- (e) "Managing Director" means the Managing Director of the society.

3. **Constitution of the Authority :-**

The Authority shall be an autonomous, non-profit and charitable institution registered under the Societies Registration Act, 1860 for the interest of the people of Orissa.

4. **Location of Headquarter and Area of Operation :-**

The headquarters of the Society shall be at Bhubaneswar and jurisdiction of the Society shall be the whole of the State of Orissa.

5. **Extent & Commencement :-**

- (i) The rules shall extend and apply to all the members, governing body, office bearers, properties, activities and transactions of the Society.
- (ii) It shall come into force the day the Society is registered.

6. **Aims and Objectives of the Society :-**

- (i) The aims and objectives of the Society will be :
  - (a) to take up relief, restoration, and reconstruction activities and measures for Socio-economic revival for mitigating the damages caused or likely to be caused due to any disaster.
  - (b) to take up programmes and schemes that will prevent occurrence of any disaster or minimise the damaging effect due to any disaster;
  - (c) to undertake specific studies to identify programmes and schemes to be taken up, to evaluate the various measures taken and suggest suitable action ;
  - (d) to accept grants, donation, funds from the State Government, Government of India, bilateral or multi-lateral funding agencies, non-governmental organisations (NGOs), semi-governmental organisations, State Government and Central Government undertakings, Public or Private Companies,

Trusts, private individuals interested in participating in or supporting the disaster mitigation works ;

- (e) to raise loans, if necessary ; and
- (f) to utilise funds of the Society either directly or through Government Departments, State or Central Government Undertakings, Semi-Government Organisations, NGOs or Private Philanthropic Organisations for achieving its aims and objectives.
- (ii) In order to achieve the aforesaid aims and objectives, the Society shall be entitled to acquire, hold and dispose of properties and undertake activities of any description which, in the opinion of the Society are likely to promote the objects of the Society and do all Acts as are considered incidental and ancillary to the aims and objects of the society.

**7. Membership of the Society :-**

- (i) The subscribers to the memorandum shall be the members of the society.
- (ii) The State Government may from time to time nominate any official of the Government as member of the Society.

**8. The Governing Body of the Society :-**

The Governing Body of the Society shall consist of the following members :-

- (i) Chief Secretary to Government of Orissa.  
(who shall be the Chairman of the Society)
- (ii) Development Commissioner / Additional Development Commissioner, Orissa.
- (iii) Agriculture Production Commissioner, Orissa.
- (iv) Principal Secretary/ Secretary to Government, Revenue Department.
- (v) Secretary to Government, Finance Department.
- (vi) Secretary to Government, Panchayati Raj Department.
- (vii) Secretary to Government, Rural Development Department.
- (viii) Secretary to Government, Housing & Urban Development Department.
- (ix) Secretary to Government, Water Resources Department.
- (x) Special Relief Commissioner, Orissa.
- (xi) Secretary to Government, Works Department.
- (xii) Two NGO representatives to be nominated by the Government.
- (xiii) Representative of UN System at Bhubaneswar.
- (xiv) Representative of Ministry of Agriculture, Government of India.
- (xv) Two eminent persons in the areas of Finance, Economics, Social Works, Shelter and Habitat, Irrigation & Drainage.
- (xvi) The Managing Director of the Authority- Member Secretary.
- (xvii) Members (up to 5) co-opted by Government in Revenue Department.

9. **The Governing Body :**

- (i) The powers of management of the Authority shall vest in the Governing Body which will be the supreme body with regard to all affairs of the Authority.
- (ii) The Governing Body shall have full powers to accord administrative approval to the proposals relating to project construction and project management and review the progress periodically.
- (iii) The Governing Body will exercise full powers for execution of works and award of contracts for fulfilling the objectives of the Authority.
- (iv) The Governing Body may delegate specific authorities unless otherwise provided for in this bye-laws to the Chairman, Managing Director or any of the employees of the Authority.
- (v) Without prejudice to the provision cited in clause (iv) above the Governing Body shall
  - (a) finalise the budget of the Society.
  - (b) Review the position relating to the income and expenditure of the Authority periodically and finalise the annual report and annual statement of accounts/
  - (c) Constitute such committees as considered necessary from time to time, for affective execution of the programmes, schemes and projects, and
  - (d) Frame or adopt various rules for smooth functioning of the Authority.
- (vi) The Government Body shall meet once in three months or more frequently if necessary. Ordinarily seven days notice shall be given before a meeting of the Government Body. However, in case of urgency the meeting may be held at a shorter notice. The meeting of the Governing Body shall be presided over by the Chairman of the Society or in his absence by any other member of the Governing Body as decided by the members present in the meeting. A minimum of five members shall form the quorum for the meeting of the Governing Body.

10. **Office Bearers of the Authority :-**

- (i) The Authority will have the following office bearers :-
  - (a) Chairman
  - (b) Managing Director
  - (c) Such other office bearers as approved by the Governing Body from time to time.
- (ii) The Authority shall have full powers to appoint permanent or temporary employees by direct recruitment, on deputation from Government and Specialised Agencies and by contracts for specific tenure. The Authority shall also have full powers to engage consultants for specific assignment.

**11. Chairman :-**

- (i) The Chief Secretary to Government of Orissa shall be Chairman of the Authority.
- (ii) The Chairman shall have the overall power of supervision, direction and control over all affairs of the Authority and the functioning of the office bearers.
- (iii) The Chairman may invite such persons other than the members of the Governing Body to the meetings of the Governing Body as he thinks proper for specialised input and ideas.

**12. Managing Director :-**

- (i) The Managing Director shall be appointed by the Governing Body with concurrence of the State Government.
- (ii) The Managing Director of the Authority shall be the member secretary of the society.
- (iii) The Managing Director of the Society shall
  - (a) act as the Chief Executive Officer(CEO) of the Society, represent the Society in all matters and sue and be sued on behalf of the Authority.
  - (b) convene the meeting of the Governing Body and record the minutes of the proceedings.
  - (c) remain in overall charge of planning implementation and monitoring of all activities of the Authority.
  - (d) remain in overall charge of the assets records and documents of the Authority.
  - (e) remain in overall charge of the funds of the Authority and open and operate the Authority's accounts in the Banks.
  - (f) Discharge such other functions as may be assigned to him by the Chairman or the Governing Body.

**13. Funds of the Society :-**

- (i) The funds of the Society shall consist of the following :
  - (a) Grants received from or through Government of India or State Government.
  - (b) All moneys received by way of grants, gifts, donations, benefactions, transfers and in any other manner from any source other than the source of Government.
  - (c) Loans raised by the Authority.
- (ii) The funds of the Society shall be paid into the Society Authority's account in one or more Banks and shall ordinarily be withdrawn through cheques signed by the Managing Director.

**14. Audit of Accounts :-**

The Accounts of the Authority shall be audited annually by a reputed firm of Chartered Accountants appointed by the Governing Body and approved by the Government.

**15. Emergency Power of Chairman and Managing Director :-**

Nothing in these bye-laws shall prevent the Chairman and the Managing Director with the consent of the Chairman, from exercising only or all powers of the Authority in case of emergencies for furtherance of the objectives of the Authority and such steps taken by the Chairman/ Managing Director shall be reported to the Authority at the next meeting of the Governing Body.

**16. Amendment of the Bye-laws :-**

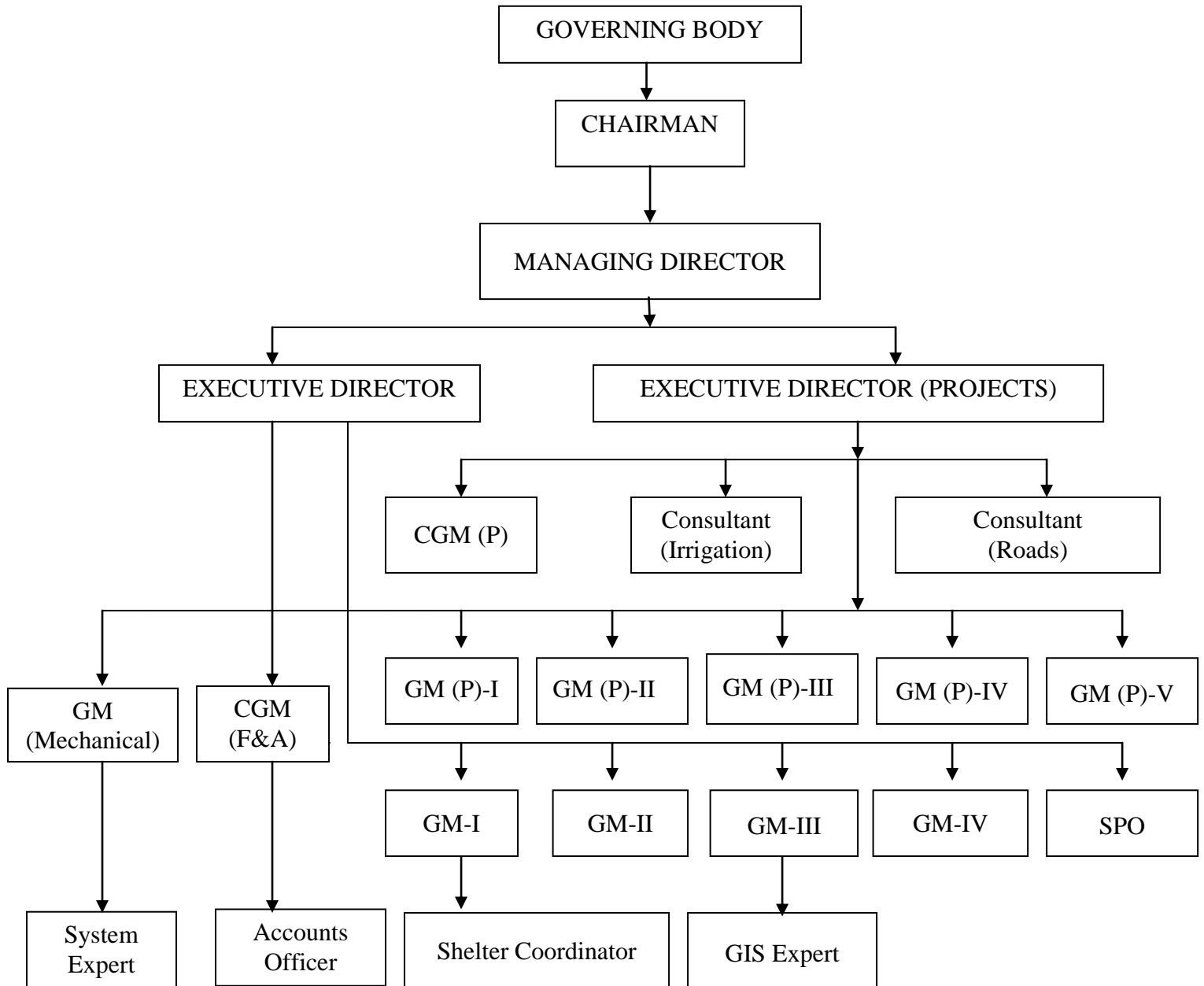
The Bye-laws of the Authority may be amended by the Governing Body after obtaining the concurrence of the Government.

**17. Dissolution of the Society :-**

- (i) The society may be dissolved by a resolution of not less than three-fifth of the members of Society after obtaining the concurrence of the Government.
- (ii) Upon dissolution no member shall receive any profit.
- (iii) If, upon such dissolution, there remains, after satisfaction of all debts and liabilities, any fund or assets whatsoever, the same shall be transferred to the State Government or any Government Agency pursuing similar objectives as decided by the Government.

Certified that this is the true and correct copy of the Bye-Laws of the Orissa State Disaster Mitigation Authority.

**ORGANISATION CHART OF OSDMA**



### Annexure-III

<b>ABSTRACTS FROM BUDGET 2009-10 OF ODISHA STATE DISASTER MANAGEMENT AUTHORITY</b>					
<b>RECEIPT</b>			<b>EXPENDITURE</b>		
<b>Sl. No.</b>	<b>Source of Receipt</b>	<b>Amount (Rs in Lakh)</b>	<b>Sl. No.</b>	<b>Scheme of Expenditure</b>	<b>Amount (Rs in Lakh)</b>
1	Reimbursement from W.B.	203.45	1	NCRM Project W.B Finance	3,532.00
2	Receipts from DFID	1,193.73	2	Const out of DFID grant	1,080.83
3	Receipts from CMRF	1,733.03	3	Const out of CMRF	1,505.26
4	NCCF/CRF GRANT	9,175.72	4	NCCF/CRF Projects	9,165.53
5	Receipts from MPLAD Balance	0.18	5	Construction out of MPLAD Fund	0.18
6	EFC grant (Equipment)	11.71	6	Procurement of Equipment out of FC grant	11.71
7	UNDP grant for BDPP	11.73	7	Block Disaster Preparedness programme through UNDP	11.73
8	Grants from State Govt.	200.00	8	Publication of News Letters & IEC materials	5.39
9	Sale of tender paper	10.00	9	Strengthening Dist. Emergency Control Room	13.25
10	Corpus Fund for maintenance of MCS	50.00	10	Corpus fund for maintenance of building	15.00
11	Interest from Fixed Deposits.	500.00	11	Disaster Preparedness Day	10.00
12	Other receipts	1.00	12	PMNRF Project	749.20
13	Disaster Risk Management	365.25	13	Disaster Risk Management	365.25
14	NCRM Project	3,532.00	14	Operation & Maintenance	231.85
15	Grant from Govt. of India	15.00	15	Training & Awareness Programme	10.00
16	PMNRF Grant for MCS	749.20			
				<b>Total Expenditure</b>	<b>16,707.18</b>
				<b>Surplus to be utilised in next year</b>	<b>1,044.82</b>
	<b>Total Receipts</b>	<b>17,752.00</b>		<b>Grand Total</b>	<b>17,752.00</b>