

**DIRECTORATE OF DISASTER MANAGEMENT &  
REHABILITATION, MIZORAM, AIZAWL**

**RIGHT TO INFORMATION ACT, 2005.**

**TEMPLATE  
For the information Handbook of RTI**

**CHAPTER I : INTRODUCTION**

**1.1 INTRODUCTION OF THIS HANDBOOK**

The Mizoram Right to Information Rules, 2006 was introduced in Mizoram with effect from 27.6.2006 following the enactment of the Right to Information Act, 2005 by the Parliament on 15.6.2005 even though the Act came into effect from 12.10.2005. In Mizoram the Department of Information & Public Relations is the nodal Department and all Government Departments prepared Manual to throw light to the public the activities taken up/provided by the Department.

**1.2 OBJECTIVE/PURPOSE OF THIS HANDBOOK**

The main purpose of this HB is to facilitate the Right to Information for citizens to provide access to information about the functioning under the control of public authorities in the Department and to promote transparency and accountability for efficient administration of the Government Department. All applications are expected to be of public interest intended for the welfare of the people in general.

**1.3 INTENDED USERS OF THIS HANDBOOK**

This Handbook is expected to provide necessary information to the General public in easier ways about the subjects and activities being taken up by the public authority of the department.

**1.4 ORGANISATION**

In the beginning, the Department of Relief and Rehabilitation Department (Now renamed as the Disaster Management & Rehabilitation) is functioning only with few officers and staff at Directorate Level. Having no District offices all the Deputy Commissioner in the Districts are entrusted with the responsibility of immediate relief payments to the victims of Natural Calamities as per

the Norms of CRF. Disaster Management Committees are formed at the State, Districts, Blocks and Village levels to extend immediate relief to the victims of various natural disasters like earthquake, cyclone, hailstorm, cloudburst, landslide, flood, Fire etc. Cyclone and Landslide being the main disaster in Mizoram a number of Silpaulin. are distributed free of cost every year to needy victims of Landslide and Cyclone, for saving dwelling houses from landslide, hailstorm, etc and for prevention of further landslide itself.

**1.5 DEFINITION** (Please provide definitions of various terms used in the hand-book)

- 1) Handbook implies the Manual prepared by the Department under RTI Act.
- 2) (DRM) Disaster Risk Management implies the Pre-Disaster Management being implemented by the Department under UNDP Programme.
- 3) (S & R) Search & Rescue implies the Service of Search and Rescue of the victims in the case of Natural Calamity/Disasters.
- 4) D.M means Disaster management.
- 5) DCs means Deputy Commissioners
- 6) UNDP means United Nations Development Programme for DRM Programme
- 7) SPIO means State Public Information Officer.
- 8) CRF implies Calamity Relief Fund.
- 9) N.C implies Natural Calamity.
- 10) SEOC implies State Emergency Operation Centre.
- 11) DEOC implies District Emergency Operation Centre.

**1.6 CONTACT PERSON**

(Anybody who wants to get more information on the Functions and responsibilities of Department may contact :-

1. Pi. Rita Lalnunmawii Pachuau, Dy. Director & SPIO - I  
Dte. of DM & R, P.O. Vaivakawn, Aizawl - 796009.
2. Pu. Rohlira, Superintendent, SPIO - II  
Dte. of DM & R, P.O. Vaivakawn, Aizawl - 796009.

**1.7 PROCEDURE AND FEE STRUCTURE FOR GETTING INFORMATION NOT AVAILABLE IN THE HANDBOOK**

The Procedure and fees for getting other information of the Department not available in the handbook will be as prescribed in the RTI Acts/Rules.

## **CHAPTER 2**

### **PARTICULARS OF ORGANISATION, FUNCTION AND DUTIES**

#### **2.1 OBJECTIVE/PURPOSE OF THE PUBLIC AUTHORITY**

- (i) Mizoram is receiving heavy rainfall for 6 months every year during monsoon. As such the inhabitants are likely to suffer from cyclone, landslide, cloudburst, lightning, flood etc. Therefore, the main objective of the public authority is to prevent the loss of lives and properties and to minimize the sufferings of the people owing to Monsoon.
- (ii) Mizoram is lying within the Seismic Zone V (Earthquake prone area.) As such, Govt. of India taking initiative under UNDP - DRM Programme with Govt. of Mizoram to sensitise the awareness to the public for prevention/mitigation of earthquake Disaster in a form of Training and preparedness to face the Disaster.
- (iii) Rehabilitation of underground personnels who came over ground following the dialogue and Peace Accord 1986 signed between Government of India and the underground MNF Leaders are also taken up by the Department.

#### **2.2 MISSION/VISION STATEMENT OF THE PUBLIC AUTHORITY**

Introduction of the RTI Acts & Rules is expected to help the Department achieve the vision of a democratic welfare state so as to make a stable Government based on Democracy or popularity in the Government. The public authority and the public shall move side by side and cooperate with each other for efficient and smooth administration.

#### **2.3 BRIEF HISTORY OF THE PUBLIC AUTHORITY AND CONTEXT OF ITS FORMATION**

Initially, the function of the R & R Department was confined to giving immediate relief to the victims of Natural calamities and rehabilitation of MNF Returnees. When Mizoram U.T became a full-fledged State a new allocation of business was notified by the Government of Mizoram vide No.J.12011/11/87-POL dt. 23.3.87. The purview of the Department has been widened even to the Pre- Disaster Management besides giving immediate relief and rehabilitation.

As such, the R & R Department had been renamed as "Disaster Management & Rehabilitation Department " to shoulder wider

responsibility of Disaster Management comprising the following subject vide Government Notification No.A.46013/2/2006-GAD Dt. 24.8.2006.

1. Natural Calamity/Drought and Flood Relief.
2. Gratuitous Relief.
3. Disaster Management :-
  - a) Pre-disaster management as pro-active strategy including preparedness, prevention and mitigation, wherein every Department has important roles.
  - b) Post-disaster management as re-active strategy including relief, rehabilitation and reconstruction.

#### **2.4 DUTIES OF PUBLIC AUTHORITY**

The public authority appointed by the Government is responsible for effective discharge of the responsibilities assigned to the Department. All decisions having direct and indirect implication to the Department are taken through collective suggestions of the officers and staff of the Department. The Director, being the Head of the department is the public authority whose decision is final and binding in case of any controversy in the Directorate administration.

#### **2.5 MAIN ACTIVITIES/FUNCTIONS OF THE PUBLIC AUTHORITY.**

The main activities/functions of the public authority was giving immediate relief to the victims of natural calamities. In 1987, when Mizoram became a full-fledged state, additional assignment was allocated i.e. Rehabilitation of MNF/HPC/BNLF returnees. The purview of the public authority has been further expanded towards Disaster Risk Management as Mizoram falls under seismic Zone V i.e. severe earthquake may happen anytime in Mizoram.

#### **2.6 LIST OF SERVICES BEING PROVIDED BY THE PUBLIC AUTHORITY WITH A BRIEF WRITE-UP ON THEM.**

The following services are provided :-

##### **2.6 1) Natural Calamities/Drought and Flood Relief and Gratuitous Relief GoI-UNDP/CRF.**

The United Nations Development Programme with the Govt of India (The Ministry of Home Affairs signed Memorandum of Understanding with Govt. of Mizoram under "Disaster Risk Management" Programme for 2002-2010 to be implemented in 17 selected seismic zone V States including Mizoram. The Govt of Mizoram appointed the R & R Department (now DM & R),

Department as nodal Department for implementation of the DRM Programme. The Government of India has so far released Rs. 30,177,397 under UNDP to the State Nodal Agency for implementing of the programme in the State for strengthening of SEOC/DEOC procurement of S & R equipments support. Honorarium of Consultant & Field Officers.

2.6. 2) Government of India prepare a Scheme for constitution and administration of the Calamity Relief Fund (CRF). The Scheme is operative throughout India and from the financial year 2005-2006 to 2009-2010 for extending payment of immediate relief to the victims of Cyclone, Drought, Earthquake, Fire, Flood, Tsunami, Hailstorm, Landslide, Avalanche, Cloudburst and Pest attack.

2.6. 3) In case of insufficiency of Fund under CRF for making payment of relief to the victims of Disasters, the National Contingency Fund (NCCF) is made available by Government of India in the case of severe nature of Disasters. A list of approved items and norms for assistance and Funds under CRF and NCCF are at Annexure-I.

2.6 4) **EX - GRATIA GRANTS**

The Department has a token provision of Rs. 0.6 lakh under Social Security & Welfare under

Major Head of Account	-	2235
Minor Head	-	800 Other Expenditure
Sub Head	-	(01) Ex-gratia Grant
Object Head	-	(50) Other Charges.

2.6. 5) **RELIEF & REHABILITATION OF DISPLACED PERSONS**

The Department has a token provision for Rs. 0.5 lakh under Social Security & Welfare for Relief & Rehabilitation of Displaced persons

under Major Head of Account	-	2235
Minor Head	-	200 Other Relief measures
Sub Head	-	(01) Relief & Rehabilitation of Displaced persons.
Object Head	-	(50) Other charges.

## 2.6 6) Disaster Risk Management

- a) **Pre-disaster management as pro-active strategy including preparedness, prevention and mitigation, wherein every Department has important roles.**

The Disaster Risk Management in Mizoram is functioning at the State Level with State Steering Committee. The Department carry out its DRM work through the Deputy Commissioners in all the districts by organizing awareness Training at various R.D Blocks and Villages levels, in a form of Workshop, mock-drill, etc.

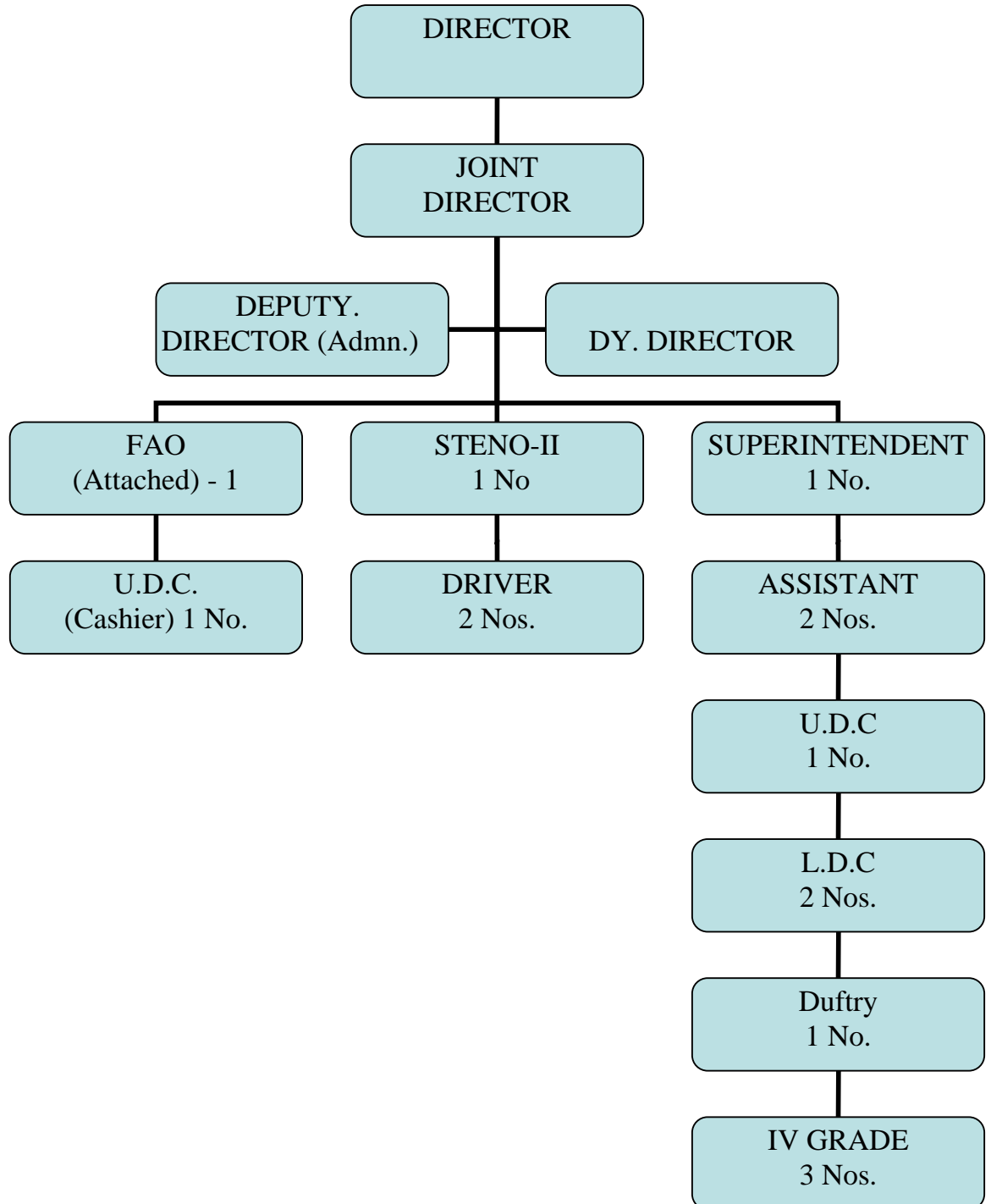
Mizoram is located in the zone V category which means that its location is within the area most vulnerable to severe earthquake. In view of the earthquake disaster, the department has taken up various measures for preparedness and mitigation by organizing training, Mock drill, displaying hoarding, Essay writing competition, public awareness campaign with the proposal for drafting and enactment of Building Regulations. Necessary materials for Training and Search & Rescue equipments are being procured.

- b) Post-disaster management as re-active strategy including relief, rehabilitation and reconstruction.

Besides providing immediate relief to the victims of cyclone, drought, earthquake, Fire, Flood, Tsunami, Hailstorm, Landslide as per norms of assistance from the CRF and NCCF (Annexure I) The State Level Committee is responsible to consider rehabilitation and assessment for reconstruction under NCCF for the victims of Disasters. For this purpose, it is considered necessary to have/a separate comprehensive Relief code of Mizoram in view of the peculiarities of Calamities prevailing in Mizoram.

2.7. ORGANISATIONAL STRUCTURE DIAGRAM AT VARIOUS LEVELS NAMELY STATE, DIRECTORATE, REGION, DISTRICT, BLOCK, ETC (WHICH EVER IS APPLICABLE)

DIRECTORATE



**2.8. EXPECTATION OF THE PUBLIC AUTHORITY FROM THE PUBLIC FOR ENHANCING ITS EFFECTIVENESS AND EFFICIENCY**

The public authority experts from the public to help the Department efficiency in administration and to extend full support whenever necessary.

**2.9. ARRANGEMENT AND METHODS MADE FOR SEEKING PUBLIC PARTICIPATION/CONTRIBUTION**

Besides imparting training to key functionaries like Police force, Fire service, Home guards and employees of various Govt. Departments, selected members of the public as well as NGOs are trained in Disaster Management Programme. Every citizen is bound to assist the authority in Disaster Management work. In the Mizo community no person is expected to refuse or neglect to perform physical relief assistance when a situation demands. In order to streamline the involvement of public and NGO a village level Disaster Management Committee is formed in almost all the villages.

**2.10. MECHANISM AVAILABLE FOR MONITORING THE SERVICE DELIVERY AND PUBLIC GRIEVANCE RESOLUTION.**

First Appellate authority, SPIO - I and SPIO - II are appointed by the Government. The public authority is ready to reduce and redress public grievance at all cost.

**2.11. ADDRESS OF THE MAIN OFFICE AND OTHER OFFICE AT DIFFERENT LEVELS (Please categorize the addresses district-wide for facilitating the understanding by the user)**

- i) Directorate of Disaster Management & Rehabilitation, Aizawl  
P.O Vaivakawn, PIN - 796009
- ii) District : The Department having no District, Sub-Division and Block Level officers, all DCs are entrusted to take up the Department work within their respective districts.

**2.12. Morning hours of the office : 9:00/9:30 AM**  
**Closing hours of the office : 5:00/4:00 PM**



## CHAPTER - 3 (MANUAL 2)

### POWERS AND DUTIES OF THE OFFICERS AND EMPLOYEES EMPLOYEES

#### 3.1. Please provide details of the powers and duties of officers and employees of the organization

Designation	Director	Joint Director	Deputy Director	Deputy Director (Admn.)	Superintendent	F.A.O	Others
A. POWER Administrative	1. Over all in charge of the Directorate 2.Appointment of Group C,D, Staff, etc. 3.Grant of leave of staff except Group 'A'	To assist the Director in carrying out all schemes programme etc.	Assistant to Director on Natural Calamity CRF/NCCF building and Land Record.	Assistant to Director for controlling of description. All establishment matters training loans etc.	Overall in Charge of Office administration	Oversee audit report, expenditure report, etc.	NIL
Financial	As per financial power delegated to Head of Office Schedule - I	Vested as D.D.O.	Nil.	Nil	Nil	Vetting of the expenditure proposal.	NIL
Others	-		-		-	-	-

#### 3. (1) DUTIES I OFFICERS

- (1) Director : Head of Department
- (2) Jt. Director : Giving required assistance to Director.
- (3) Deputy. Director : Giving Required Assistance to Director.
- (4) Deputy Director (Admn.) Giving Required Assistance to Director.
- (5) Superintendent : Ensuring the integrity and devotion to duty of the staff in performance of official duties and smooth function of the office.
- (6) F.A.O (Attached) : To ensure maintenance of correct financial procedure and observance of financial rules.

(5) **Distribution of works among the Staff**

- |                               |  |
|-------------------------------|--|
| 1. Pu C.Vanlalsawma, Asst.    | 1. Natural Calamities/ Drought and Flood Relief (Matters relating to CRF/ NCCF)<br>2. Rainfall reports.<br>3. Correspondence under R.T.I<br>4. CRF Reports<br>5. Building and Land Records<br>6. Finance Commission  |
| 2. Pu Hrangchina, Asst        | 1. Establishment matters<br>2. HBA, LIC Loans/ GPF withdrawal & Advance<br>3. Parliament matters & Assembly Questions<br>4. Court Cases/ Departmental Proceedings<br>5. Govt. Notifications. etc.& Important meetings<br>6. Audit Inspection Reports, etc<br>7. R & R Board<br>8. Training, Workshop, etc<br>9. MR Bill/ TE Bill.<br>10. Matters relating to R & R Board |
| 3. Pu R.K.Dingliana, Steno II | 1. Telephone /Intercom<br>2. Miscellaneous/Contingent bill<br>3. Mizoram Gazette<br>4. Newspapers/ Advertisement, etc.<br>5. Electric Bill, PHE Bill<br>6. Maintenance of Guard Files  |
| 4. Pi Lalhmingliani, UDC      | 1. She will function as Cashier<br>2. Cash Books for CRF,UNDP,Ex-Gratia, etc.<br>3. Preparation of Pay Bills<br>4. Issue of LOC<br>5. Expenditure Reports<br>6. Appropriation/Re -appropriation of Accounts<br>7. Accounts Reconciliation with A.G.<br>8. Professional Tax   |
| 5. Pu Lalrammawia, UDC        | 1. All matters relating to Silpaulin/Poly Tarpaulin<br>2. Service/ Postage Stamp   |

3. Maintenance of office buildings, etc
4. Preparation of Plan & Non Plan Budget
5. Quarterly Budget Expenditure report
6. Five Year/ Annual Plan

6. Pu Lalramthara, LDC
  1. Office Stationery.
  2. Tour Programmes/Notes, etc..
  3. All miscellaneous matters.
  
7. Pu Vanlalhmuaaka, LDC
  1. Maintenance of Vehicles/POL, etc.
  2. Pay Roll Saving Scheme
  3. Gratuitous Relief (Ex-Gratia
  4. Rehabilitations
  5. Information Technology/Website.
  6. All matters relating to **UNDP/Disaster Management**
  7. Purchase, Receipt & Issue of Furniture & -  
Machineries/ SPAB/ DPAB, etc.
  
8. Pu D.K. Singh ( Sr. Driver) : Receipt and Issue of Daks.  
**Chapter - 4 (Manual - 3)**

**4.1. Please provide list of rules, regulations, instructions, manuals and records held by public authority or under its control or used by its employees for discharging functions as per the following format. (This format has to be filled for each type of document)**

(i)

Name/title of document : The Gazette of India - Extraordinary Part - II Section - I dt. Dec. 26. 2005.	Type of Document : _____ Choose one of the types given below : ( Rules, Regulations, Instructions, Manual, Records, Others)
Brief write-up on the Document : The Disaster Management Act, 2005 No. 53 of 2005.	
From where one can get a copy of rules Regulations, instructions, Manuals and Records.	Address : Director DM & R Mizoram, Aizawl Telephone No. 0389 2342520 Fax - 2345943 E-mail : _____
Others .....	
Fee charged by the Department for a copy of rules, Regulations, instructions, Manuals and Records (if any)	Rs. 2/- per page

(ii)

Name/title of document : Manual on Natural Disaster Management In Mizoram	Type of Document : <u>Manual</u> Choose one of the types given below : ( Rules, Regulations, Instructions, Manual, Records, Others)
Brief write-up on the Document : Public awareness on Natural Disaster Risk Management and Post Disaster Management	
From where one can get a copy of rules Regulations, instructions, Manuals and Records.	Address : ATI DM Cell, Mizoram, Aizawl Telephone No. 0389 2323321 Fax - 2312998 E-mail : _____
Others .....	
Fee charged by the Department for a copy of rules, Regulations, instructions, Manuals and Records (if any)	Rs. 120/- per book

(iii)

Name/title of document : Natural Disaster Management (District level)	Type of Document : <u>Manual</u> Choose one of the types given below : ( Rules, Regulations, Instructions, Manual, Records, Others)
Brief write-up on the Document : Public Awareness on Natural Disaster Risk Management and Post Disaster Management at district level.	
From where one can get a copy of rules Regulations, instructions, Manuals and Records.	Address : Director, ATI DM Cell, Mizoram, Aizawl Telephone No. 0389 2323321 Fax - 2312998 E-mail : _____
Others .....	
Fee charged by the Department for a copy of rules, Regulations, instructions, Manuals and Records (if any)	Rs. 120/- per book

(iv)

Name/title of document : Natural Disaster Management (Block level)	Type of Document : <u>Manual</u> Choose one of the types given below : ( Rules, Regulations, Instructions, Manual, Records, Others)
Brief write-up on the Document : Public Awareness on Natural Disaster Risk Management and Post Disaster Management at Block level.	
From where one can get a copy of rules Regulations, instructions, Manuals and Records.	Address : Director, ATI DM Cell, Mizoram, Aizawl Telephone No. 0389 2323321 Fax - 2312998 E-mail : _____
Others .....	
Fee charged by the Department for a copy of rules, Regulations, instructions, Manuals and Records (if any)	Rs. 80/- per book

(v)

Name/title of document : Natural Disaster Management (Village level)	Type of Document : <u>Manual</u> Choose one of the types given below : ( Rules, Regulations, Instructions, Manual, Records, Others)
Brief write-up on the Document : Public Awareness on Natural Disaster Risk Management and Post Disaster Management at village level.	
From where one can get a copy of rules Regulations, instructions, Manuals and Records.	Address : Director, ATI DM Cell, Mizoram, Aizawl Telephone No. 0389 2323321 Fax - 2312998 E-mail : _____
Others .....	
Fee charged by the Department for a copy of rules, Regulations, instructions, Manuals and Records (if any)	Rs. 80/- per book

(vi)

Name/title of document : Disaster Preparedness Guide for Schools (in English)	Type of Document : <u>Booklet</u> Choose one of the types given below : ( Rules, Regulations, Instructions, Manual, Records, Others)
Brief write-up on the Document : A guide for teachers and students on natural disaster risk management and Post disaster management.	
From where one can get a copy of rules Regulations, instructions, Manuals and Records.	Address : Director, DM & R Mizoram, Aizawl Telephone No. 0389 2342520 Fax - 2345943 E-mail : _____
Others .....	
Fee charged by the Department for a copy of rules, Regulations, instructions, Manuals and Records (if any)	Rs. 10/- per booklet

(vii)

Name/title of document : Disaster Preparedness Guide for Schools (in Mizo)	Type of Document : <u>Booklet</u> Choose one of the types given below : ( Rules, Regulations, Instructions, Manual, Records, Others)
Brief write-up on the Document : A guide for teachers and students on natural disaster risk management and Post disaster management in Mizo language.	
From where one can get a copy of rules Regulations, instructions, Manuals and Records.	Address : Director, DM & R Mizoram, Aizawl Telephone No. 0389 2342520 Fax - 2345943 E-mail : _____
Others .....	
Fee charged by the Department for a copy of rules, Regulations, instructions, Manuals and Records (if any)	Rs. 10/- per booklet

## CHAPTER - 5 (Manual - 4)

**Particulars of any arrangement that exists for consultation with or representation by the member of the public in relation to the formulation of its policy or implementation thereof.**

### Formulation of Policy

5.1. Whether there is any provision to seek consultation/participation of public or its representatives for formulation of policies ? If there is, please provide details of such policy in the following format.

Sl.No.	Subject/Topic	It is mandatory to ensure public participation (Yes/No)	Arrangement for seeking public participation
1	2	3	4

Does not arise.

## CHAPTER - 6 (Manual - 5)

A Statement of the categories of documents that are held by it or under its control.

6.1. Use the format given below to give the information about the official documents. Also mention the place where the documents are available for e.g. at Secretariat level, Directorate level, Others. (Please mention the level in place of writing "Others").

Sl. No.	Category of the document.	Name of the document and its introduction	Procedure to obtain the document	Held by/under control of.
1	2	3	4	5
1	Notification No. A.46013/2/2006-GAD dt.24.8.06 from Govt. of Mizoram	Renaming the R & R Deptt. As DM & R Deptt. With new allocation of business	Application in writing	Govt of Mizoram (GAD)

2	D.O.No.7/49/85-MZ Dt.6.8.1986	Approved Scheme for rehabilitation of MNF personnel.	Application in writing	Govt. of Mizoram (CS)
3	Document	List of MNF Returnees	-do-	Director, DM & R
4	Memorandum of Settlement (MOU) between UNDP and Govt of Mizoram (R & R Deptt.	MoU for implementation of GoI-UNDP Disaster Risk Management Programme	Application in writing	Govt of Mizoram (DM & R Deptt.)
5	Document	12 <sup>th</sup> Finance Commission Recommendation on Calamity Relief	-do-	Director, DM & R Mizoram
6	Document	Scheme for constitution and administration of the Calamity Relief Fund (CRF)	-do-	-do-
7	Document	Scheme for constitution and administration of the National Calamity Contingency Fund (CRF)	-do-	-do-
8	Notification No.G.11025/1/2005-FCC dt. 29.7.2005	Constitution of a Calamity Relief Fund for the State of Mizoram	-do-	Govt. of Mizoram, (Finance Deptt.)
9	Notification (Gazette) No.B.13011/17/2006-REH dt. 23.5.2006	Constitution of State Disaster Management Authority	-do-	Govt. of Mizoram (DM & R Deptt.)
10	Notification (Gazette) No.B.13011/17/2006-REH dt. 23.5.2006	Constitution of State Executive Committee	-do-	Govt. of Mizoram (DM & R Deptt.)
11	Notification (Gazette) No.B.13011/17/2006-REH dt. 6.6.2006	Constitution of District Disaster Management Authority	-do-	Govt. of Mizoram (DM & R Deptt.)
12	Notification (Gazette) dt. 27.7.99	Rules for payment of Ex-Gratia Grants to the victims of	-do-	Govt. of Mizoram (Finance



		Communal riot, Police Firing, Mob Violence Unnatural death or injuries sustained while in Police or Jail Custody		Deptt.)
13	Letter No. 32-34/2005 NDM - I dt. 27.6.2007 from Govt. of India.	Revision of Items and Norms of assistance from the CRF and NCCF for the period from 2005-2010	-do-	-do-
14	Notification No.B.16018/3/99-REH dt. 27.10.99 from Govt. of Mizoram	Constitution of Relief & Rehabilitation Advisory Board	Application in writing	Govt. of Mizoram, DM & R Deptt.
15	Notification No.B.16018/3/99-REH dt. 20.5.2005 from Govt. of Mizoram	Re-constitution of Relief & Rehabilitation Advisory Board	-do-	-do-
16	Notification No.A.33011/4/2003-REH dt. 7.8.2003 from Govt. of Mizoram	Constitution of State Steering Committee of GoI- UNDP	-do-	-do-
17	Notification No.A.33011/4/2004-REH dt. 24.9.04 from Govt. of Mizoram	Setting up of State High level Committee to select Officers for training in the incident command system	Application in writing	Govt. of Mizoram, DM & R Deptt.
18	Notification No.B.13012/15/2004-REH dt. 11.11.2004 from Govt. of Mizoram	Setting up of working Group to develop Information Education Communication (IEC)	-do-	-do-
19	Notification No.A.33011/6/2003-REH dt. 17.11.2006 from Govt. of Mizoram	Constitution of Selection Committee for appointment of Field Officers under GoI-UNDP	-do-	-do-
20	Notification No.A.45011/1/2005-REH/139 dt. 8.5.2008 from Govt. of Mizoram	Designation of Pu.C. Ralkapa , Director, DM & R as First Appellate Authority	-do-	-do-
21	Notification No. A.45011/1/2005-DMR-Pt Dt. 11.9.2008	Appointment of Pi. Rita L.Pachuau D/D as SPIO - I	-do-	-do-

22	Notification No.A.45011/1/2005- DMR dt. 5.12.2006 from Govt. of Mizoram	Appointment of Pu Rohlira, Superintendent as SPIO - II	-do-	-do-
23	Notification No.B.13021/18/2007- DMR dt. 17.5.2007 from Govt. of Mizoram	Formation of a Govt. of Mizoram to received and assist the Central Team in connection with flowering bamboo-famine in Mizoram	-do-	-do-
24	Letter No.7/49/86-MZ dt. 17.7.86 from GoI, MHA	Grant of Rs. 1,91,00,000/- for rehabilitation of MNF personnels coming over ground (650 Nos.)	Application in writing	Govt. of Mizoram, DM & R Deptt.
25	Letter No.F.16039/1/86- REH/46 dt. 19.9.86 from Govt. of Mizoram	Sanction of Rs. 5,54,000/- for advance payment of Rehabilitation grant to 554 personnels of MNF Returnees at Rs. 1,000/-	-do-	-do-
26	Letter No.F.16099/1/86- REH/48-58 dt. 3.10.86 from Govt. of Mizoram	Sanction of Rs. 86,26,000/- for Rehabilitation of 454 MNF personnels for faking up Grocery Trade @ Rs. 19,000/-	-do-	-do-
27	Letter No.F.16039/1/86- REH/65-66 dt. 20.10.86 from Govt. of Mizoram	Sanction of Rs. 14,25,000/- for Rehabilitation of 75 MNF personnels for Grocery Trade @ Rs. 19,000/-	-do-	-do-
28	Letter No.F.16039/1/86- REH/80-81 dt. 23.10.86 from Govt. of Mizoram	Sanction of Rs. 14,25,000/- for Rehabilitation of 75 MNF personnels for Grocery Trade @ Rs. 19,000/-	-do-	-do-

29	Letter No.F.16039/1/86- REH/65-66 dt. 20.10.86 from Govt. of Mizoram	Sanction of Rs. 14,25,000/- for Rehabilitation of 75 MNF personnels for Grocery Trade @ Rs. 19,000/-	-do-	-do-
30	Letter No.F.16039/1/86- REH/88-89 dt. 1.12.86 from Govt. of Mizoram	Sanction of Rs. 1,14,000/- for Rehabilitation of 6 MNF personnels for Grocery Trade @ Rs. 19,000/-	-do-	-do-
31	Letter No.7/19/2001- MZ/W.E.II dt. 28.3.05 from Govt. of India, MHA	Sanction of Rs. 3,11,00,000/-/- for for payment of Ex-gratia to 2075 dependants of persons killed during insurgency from 1966 onward @ Rs. 15,000/-	-do-	-do-
32	Letter No.B.13021/53/2000- REH dt. 7.12.05 from Govt. of Mizoram	Approved list of persons killed during insurgency for payment of Ex- Gratia Grant.	-do-	-do-
33	Letter No.F.16040/1/86- DTE(REH) dt. 31.3.88 from Govt. of Mizoram (R&R Deptt)	Sanction of Rs. 2,60,000/- for MNF Housing Scheme.	-do-	-do-
34	Letter No.7/29/86-MZ dt. 20.5.88 from Govt. of India, MHA	Central assistance to Govt. of Mizoram for State Plan 1987 0 88 (Housing Assistance for MNF personnels	-do-	-do-
35	Letter No.B.13021/3/94-REH dt. 24.4.95 from Govt. of Mizoram	Sanction of Rs. 58,10,000/- for Housing Assistance to 581 families @ Rs. 10,000/-	-do-	-do-
36	No.B.13011/4/2003- REH Dt.20/1/2006 from Govt. of Mizoram.	Sanction of Rs.103,67,541 under UNDP-DRM Programme	-do-	-do-
37.	No.B.13012/33/2006- DMR Dt. 13/3/2007 from Govt. of Mizoram	Sanction of Rs. 169,07,246 under UNDP DRM Prog.	-do-	-do-

## CHAPTER - 8 (Manual - 7)

A Statement of boards, council, committees and other bodies constituted as its part.

### 7.1. Please provide information on Boards, Councils, Committees and Other Bodies related to the public authority in the following format.

Name & Address of the Affiliated Body.

- Type of Affiliated Body (Board, Council Committees, other bodies)
- Brief introduction of the Affiliated Body (Estt. Year, objective/main activities.
- Role of the Affiliated Body (Advisory/Managing/ Executive/ Others.
- Structure and Member Composition
- Head of the Body.
- Address of main office and its Branches.
- Frequency of meeting.
- Can public participate in the meeting.
- Are minutes of the meetings prepared.

NIL

## CHAPTER - 8 (Manual - 7)

### The names, designations and other particulars of the Public Information Officers.

8.1. Please provide contact information about the Public Information Officers, Asst. Public Information Officers and Department Appellate Authority of the Public Authority in the following format.

#### **Name of Public Authority Assistant Public Information Officer**

Sl. No.	Name	Designation	STD Code	Phone. Nos.	Fax	E-Mail	Address
1	2	3	4	5	6	7	8

- NIL -

#### **Public Information Officer**

Sl.No.	Name	Designation	STD Code	Phone. Nos.	Fax	E-Mail	Address
1	Rita L.Pachauau	Dy. Director	0389	2344683 (O) 2329549 (R) 9436141270 (M)	2345943		Bethlehem Aizawl
2	Rohlira	Superintendent	0389	2342520 (O) 2340464 (R) 9436155109 (M)	2345943		Hunthar, Aizawl

#### **Department Appellate Authority**

Sl.No.	Name	Designation	STD Code	Phone No.	Fax	E-Mail	Address
1.	C.Ralkapa	Director	0389	2345943 (O) 2361182 (R) 943635080 (M)	2345943		Durtlang, Leitan

## CHAPTER - 9 (Manual-8)

Procedure followed in Decision making Process.

**9.1. What is the procedure followed to take a decision for various matters ?  
(A reference to Secretariat Manual and Rule of Business Manual and other rules/regulations, etc. can be made)**

Important Decisions concerning the Department are taken with the approval of Chief Minister, Minister concerned, Chief Secretary through Administrative Department. The Minister i/c is statutory Head of the Department. The Secretary of the Department and Director are to assist the Minister in carrying out the decision/instruction of the Minister in charge. Minor Decision making is done at the Directorate level by the Director after asking/collecting suggestions from subordinate officers. Sensitive and Policy matters and Financial matters beyond the power of Director are referred to the Administrative Department for decision/approval of Finance Department.

**9.2 What are the documented procedures/laid down procedures/Defined Criteria/Rules to arrive at a particular decision for important matters ? What are the different levels through which a decision process moves ?**

The Rules laid down in the Govt. of Mizoram Transaction of Business) Rules, 1987 and the Central Secretariat Manual of Office Procedure are the main documented procedures being followed by the Department. Normally, in policy matter and other matters requiring decision of higher authority or the Administrative Department, proposal is submitted by the Head of department to the Administrative department for consulting the Minister concerned, the Chief Secretary, the Chief Minister as the case may be.

**9.3 What are the arrangements to communicate the decision to the public ?**

Important matters for public information are used to be pasted in the Department Notice Board and published in the official Gazette, Local newspapers and broadcasted through All India Radio, Doordarshan and local TVs.

**9.4 Who are the officers at various levels whose opinions are sought for the process of decision making.**

- i) Director
- ii) Secretary
- iii) Chief Secretary
- iv) Minister concern
- v) Chief Minister

**9.5 Who is the final authority that vet the decision ?**

The Minister concern is normally the final authority of the Department in decision making . There are Some Cases which are required to be submitted to the Chief Secretary, Chief Minister for decision.

**9.6 Please provide information separately in the following format for the important matter on which the decision is taken by the public authority.**

Sl. No	
Subject on which decision is to be taken	
Guideline/Direction, if any	
Process of execution	
Designation of the officers involved In the decision making	
Contact information of above mentioned officers	
If not modified by the decision, where and how to appeal	

If the expression 'important' is not classified it is not possible to provide the above information in detail. All decisions not requiring approval of higher authority are used to be made by the public authority (Director)

## CHAPTER - 10 (Manual - 9)

### Directory of Officers and Employees

10.1. Please provide information district-wise in following format

Sl. No	Name	Designation	STD Code	Phone Numbers		Fax/ E-mail	Address
				Office	House		
1	<b>C.Ralkapa</b>	Director	0389	2345943 2342520 (221)	2361182/ 9436350801	2345943 Fax	Durtlang, Leitan
2	Lalzarmawii	<b>Joint Director</b>	0389	2344683 2342520 (228)	2318621/ 9436152499	2345943 Fax	Republic, Aizawl
3.	Rita L.Pachuuu	Deputy Director	0389	2329549	2329549/ 9436141270	2345943 Fax	Bethlehem, Ziawl
4.	Zopari	Deputy Director (Admn.)	0389	2342520 (222)	9436199648	2345943 Fax	Kulikawn, Aizawl
5.	Rohlira	Supdt.	0389	2342520 (222)	2340464/ 9436155109	2345943 Fax	Hunthar, Aizawl
6.	P.Lalmalsawmi	F.A.O	0389	2342520 (224)	2335209/ 2336931	2345943 Fax	Govt. Complex Khatla, Aizawl
7.	R.K. Dingliana	Steno-II	0389	2342520 (220)	2342661	2345943 Fax	Vaivakawn Aizawl
8.	C.Vanlalsawma	Assistant	0389	2342520 (225)	2341828	2345943 Fax	Zotlang, Aizawl
9.	Hrangchina	Assistant	0389	2342520 (225)	2341694	2345943 Fax	Chawnpui, Aizawl
10.	Lalhmingliani	U.D.C	0389	2342520 (225)	2324409/ 9862310129	2345943 Fax	Republic, Aizawl
11.	Lalrammawia	U.D.C	0389	2342520 (221)	2324550/ 9436142003	2345943 Fax	SaronVeng, Aizawl
12.	Lalramthara	L.D.C	0389	2342520 (225)	(953837) 271440/ 9436158789	2345943 Fax	Lungdai
13.	R.Vanlalhmuaka	L.D.C.	0389	2342520 (225)	2318424/ 9862300471	2345943 Fax	Mission Vengthlang Aizawl.
14.	D.K. Singh	Driver	0389	-	9862363027	-	Tuikual, Aizawl
15.	Lalthaliana	Driver	0389	-	9862300463	-	Chawnpui Aizawl
16.	Laltanpuia	Duftry	0389	-	-	-	Chawnpui, Aizawl
17.	V.Dinmawia	Peon	0389	-	2340127	-	Zonuam, Aizawl



18.	Rajan Kumar Chhetri	Peon	0389	-	-	-	Edenthar Aizawl
19.	Lalhmingmawii	Chowkider	0389	-	9862304751		Chawnpui, Aizawl

**Chapter - 11 (Manual - 10)**

The monthly Remuneration received by each of its Officers and employees, including the system of compensation as provided in Regulation.

11.1 Please provide information in following format.

Sl. No.	Name	Designation	Monthly remuneration (As on 1.1.2008)	Compensation/compensatory Allowance.	The procedure to determine the remuneration as given in the regulation
1	C.Ralkapa	Director			As per the Pay scales, & increment Allowances awarded by the Government from time to time.
2.	Lalzarmawii	Joint Director			
3.	Rita L.Pachuau	Deputy Director			
4.	Zopari	Deputy Director (Adm.)			
5.	Rohlira	Supdt.			
6.	P.Lalmalsawmi	F.A.O			
7.	R.K. Dingliana	Steno-II			
8.	C.Vanlalsawma	Assistant			
9.	Hrangchina	Assistant			
10.	Lalhmingliani	U.D.C			
11.	Lalrammawia	U.D.C			
12.	Lalramthara	L.D.C			
13.	R.Vanlalthmuaka	L.D.C.			
14.	D.K. Singh	Driver			
15.	Lalthaliana	Driver			
16.	Laltanpuia	Duftry			
17.	V.Dinmawia	Peon			
18.	Rajan Kumar Chhetri	Peon			
19.	Lalhmingmawii	Chowkider			

**CHAPTER - 12 (Manual - 11)**

**The Budget allocated to each agency (Particulars of all plans, proposed expenditure and reports on disbursement made)**

**For public Authorities responsible for developmental, construction, technical work.**

12.1 Please provide information about the details of the budget for different activities under different schemes in the given format.

**Year 2004 - 2005**

Sl. No.	Name of Scheme/ Head	Starting date of the activity	Planned and date of the activity	Account proposed	Amount Sanctioned	Amount released/ disbursed (No. of instt.	Actual expdt for the last year	Responsible officer for the quality and the complete execution of the work
The Department has no developmental, Construction, Plan, Technical works.								

Department Public Authorities - Non-Plan Budget

(Rs. In lakhs.)

Sl. No.	Head	Approved Budget 2006 - 2007		Approved Budget 2007 -2008		Amount released/ Disbursed (No. of installment)		Remarks
		2004-05	2005-06	2004-05	2005-06	2006-07	2007-08	
1	2235 - Social Security & Welfare (NP)	42.05		46.80		38.00	39.80	-
2	2245 - Relief on account of Natural Calamity	677.00		697.00		361.00	361.00	-

	(CRF)					
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**CHAPTER - 14 (Manual - 13)**

**Particulars of recipients of concessions, permits or authorization granted by it.**

14.1 Please provide the information as per the following format.

- Name of the Programme
- Type (Concession/Permit/Authorization)
- Objective
- Targets Set (For the last year)
- Eligibility
- Criteria for the eligibility
- Pre-requisite
- Procedure to avail the benefit
- Application Fee (Where applicable)
- Application Format
- List of attachments (/document)
- Format of attachment
- List of beneficiaries in the format below.

Sl. No Code	Beneficiary Name	Validity Period	Parent/ Guardians	ADDRESS			
				District	City	Town/ Village	House No.
- NIL -							

## CHAPTER - 15 (Manual -14)

Norm set by it for the discharged of its function

### **15.1 Please provide the details of the Norms/Standards set by the department for execution of various activities/programmes.**

All Rules and Regulations adopted by the Government are strictly adhered to and there are no other specific norms set by the Government for execution of the programmes. However, with the introduction of the Calamity Relief Fund (CRF), the National Calamity Contingent Fund (NCCF) and the Memorandum of understanding signed between the Government of India UNDP and State Government for implementation. Of the 'Disaster Risk Management Programme, the department is taking up various additional activities in the State. The norms etc of which are appended under Appendix - I & II.

### **16.1. Please provide the details of the information related to the various schemes which are available in the electronic format.**

Department Website is being created for the directorate. It is expected to complete shortly.

## CHAPTER - 17 (Manual - 17)

### **Particulars of the facilities available to citizens for obtaining information**

### **17.1 Means, methods or facilitation available to the public which are adopted by the department for dissemination of information.**

The followings are available -

- i) Notice Board/Press Release.
- ii) Inspection of Records in the office
- iii) Publication in Local Newspapers
- iv) Other means of advertising
- v) Announcement in Local TV/DDK
- vi) Display Advertisement etc.

## CHAPTER- 18 (Manual - 17)

Other useful information

### **18.1 Frequently asked questions and their answers by public.**

The possibility and availability of financial assistance and other assistance in terms of material are the main question frequently asked. These are used to be answered by the public authority in accordance with the instructions of Govt of Mizoram/Govt. of India etc. and immediately dispose of some questions by issuing available material to the applicant.

#### 18.2 Related to seeking information

- o Application Form ( a copy of filled application form for reference

No prescribed application form available except under the RTI. Sample copy of filled - in application form is at **Appendix - III** (Form 'A' and 'D')

- o Fees : The following fees are chargeable to the applicant for providing information under RTI Rules, 2006.

Items	Fees
1) Application for seeking information	Rs. 10/- per application.
2) Application fee for 1 <sup>st</sup> Appeal	Rs. 40/-
3) Application fee or 2 <sup>nd</sup> Appeal	Rs. 50/-
4) Inspection of documents	No fee for first hour and a fee of Rupees five per each subsequent hour or fraction thereof
5) A4 size paper/ A3 size paper for each folio	
(a) Type copy/Photocopy per page	Rs. 2/-
(b) Print out from Computer per page	Rs. 5/-
(c) CD with cover	Rs. 50 per CD
(d) Floppy Diskette (1.44MB)	Rs. 50 per Floppy
(e) Maps & Plans	Reasonable cost to be fixed by P.I.O depending upon the cost of labour and materials and equipment and other ancillary expenses
(f) Video Cassette/Microfilm, etc.	- do -
(g) Certified sample of material	- do -

NOTE : No application fee shall be payable in case of a person whose name appear in the latest list of persons below poverty line for which he has to produce BPL Card.

- **How to write a precise information request - Few Tips**
- **Right of the Citizen in case of denial of information and procedure to appeal.**

Every citizen has the right to submit appeal to the Department Appellate Authority in Form D (1<sup>st</sup> Appeal) and Form E (2<sup>nd</sup> Appeal) as the case may be to the Chief Information Commissioner.

**18.3. With relation to training imparted by Public Authority**

The public authority is not involved in imparting training directly. Training of various level of participations is organised by the Nodal Department, Administrative Training Institute as and when necessary.

**18.4 With relation to Certificate, No Objection Certificate, etc. issued by the Public Authority not included in Manual - 13.**

Does not arise.

**18.5 With relation to registration purpose.**

Does not arise.

**18.6 With relation to collection of tax by Public authority (Municipal Corporation, Trade Tax, Entertainment Tax, etc)**

Does not arise.

**18.7 With relation to issuing new connection electricity/water supply, temporary and permanent disconnection, etc. (This will be applicable to local bodies like municipal, Corporation/Municipalities/UPCC)**

Does not arise.

**18.8 Details of any other public services provided by the Public Authority.**

Distribution of Silpaulin/Poly Tarpaulin free of cost to the victims of Landslide and other Calamities like Fire, Cyclone, etc.

## SAMPLE/FORM OF APLICATION

To

The State Public Information Officer/  
The State Asstt. Public Information Officer,  
Disaster Management & Rehabilitation Department,  
Directorate of DM & R, Mizoram, Aizawl - 796009.

1. Full name of the applicant : Liana
2. Father/spouse name : Ruala (father)
3. Permanent address with Contact Nos. : H.No. 27/Hunthar, Aizawl,  
Mizoram - 796009  
Ph. No. 0389 2340464  
9436155109 (M)
4. Particulars in respect of of Identity of the applicant : President, YMA  
Hunthar Branch, Aizawl.
5. Particulars of information solicited.
  - a) Subject matter of information : List of MNF Returnees
  - b) The period to which the information relates. : 1986 - 1987
  - c) Specific details of information required. : Names of all heads of the Families of the MNF Returnees.
  - d) Whether information is required by the post or in person (the actual postal charges shall be included in providing information. : In person
  - e) In case by post (ordinary, registered or special. : Not arise.

6. Address to which information will be sent and in which form. : As feel suitable by the Public authority.
7. Has the information provided Earlier. : No.
8. In this information not made available. : No.
9. Do you agree to pay the Required fee. : Yes
10. Have you deposited application Fee(If yes details of such deposit) : Rs. 10/- vide Receipt No. \_\_\_\_\_ Dt. \_\_\_\_\_
11. Whether belongs to BPL Category, have you furnished the proof of the name. : No.

Place : Aizawl.

Dt. \_\_\_\_\_

( LIANA )  
Full Signature of the applicant  
Address : Hunthar, Aizawl  
Contact Nos. 0389 2340469/  
9436155109 (M)



**FORM 'D'****Form of Memorandum of Appeal to first/ Departmental Appellate Authority under Section 19 (I) of the Act.**

From : Liana  
 H.No. 27/ Hunthar  
 Aizawl, Mizoram.

**Before**

## The First Appellate Authority

1. Full name of the Appellant : Liana
2. Address with contact No. : H.No. 27/Hunthar, Aizawl,  
Mizoram - 796009  
Ph. No. 0389 2340464  
9436155109 (M)
3. Particulars of Public Information : Mr. \_\_\_\_\_, SPIO  
Officer.
4. Date of receipt of the order : 11.11.2006  
appeal against.
5. Last date for filling the appeal : 10.12.2006.
6. Particulars of information. : List of MNF Returnees.
  - a) Nature and subject matter : Names of all heads of the  
of the information required. Family of MNF Returnees.
  - b) Names of the office or Deptt. : Directorate of DM & R  
to which the information Mizoram, Aizawl.  
relates.
7. the grounds for appeal (details : Lesser No. of heads of  
If any, to be enclosed in separate family than expected.  
Sheet)

## Verification

I Liana S/o Ruala hereby declare that the particulars furnished in the appeal are to the best of my knowledge and belief, true and correct and that I have not suppressed any material fact.

Signature of the appellant,

Place : Aizawl.

Date : 16.9.2008.

To

Mr. C.Ralkapa,  
Director & First Appellate Authority  
Dte. of Disaster Management & Rehabilitation  
Mizoram, Aizawl.

**Revised Work Plan for Mizoram 2006**

<b>Level</b>	<b>Sl.No</b>	<b>Activities</b>	<b>Responsibility</b>	<b>Time line</b>	<b>Target</b>	<b>Budget Rs.10367541</b>
<b>State Level</b>	1	SSC meeting to review the programme and provide necessary guidance for effective implementation of the DRM programme in Mizoram [four meetings in a year]	SNA / DM consultant	Every quart	4 nos.	100,000
	2	Formation DM Authority and functional	SNA	Done	1 no	
	3	Sensitization of Policy Makers and Senior Officials	SNA	Done	40MLAs+50officials	50,000
	4	Training / consultation of State Nodal officers on preparation of State DM plan	SNA /DM consultant'	Aug,200	50 Officers from Different Deptt.	45,400
	5	State DM plan prepared, approved and circulated	SNA / DM consultant	Nov-0	1 no	20,000
	6	Building code and bylaws modification Reviewed	SNA / DM consultant	Aug-0	1 no	10,000
	7	Mizoram State Vulnerability Report Preparation	Geo & Min Wing / Sc. and Tech Wing	Nov-0	1 no	250,000
	3	Aizawl City Planning for Earthquake Risk Reduction	SNA / DM consultant	Aug-Dec,2006	1 no.	50,000
	9	Training of Master Trainers on S&R	SNA / DM consultant / ATI	Jun & Oct,200	80 personnel @10 per district	142,400
	10	Training of Master Trainers on First Aid	SNA/ DM consultant/ OT\	Jun & Oct,2006	60 personnel @7+ per District	103,200
	11	Mass Media Awareness	SNA/ATI	Jun-0		46,500
	12	Seminar on Implementation of DRM Prog. Under UNDP in Mizoram	SNA/ATI	Jun-	Dist. Nodal Office BDO	24,900
	12	Training of District Master Trainers on School Safety	SNA / DM consultant ATI / Education Dept.	Oct-	48 trainers @ persons per district	53,600
	12	Training of Teachers on School Safety for Aizawl City	SNA / DM consultant ATI / Education Dept.	Oct-0	50 teacher	43,100
	13	Workshop on "Inclusion of Disaster Management in the School Curriculum"	SNA/ ATI / Education Department	Oct-06	30 member	19,800
	14	Training of Trainers on Earthquake Engineering	SNA /DM consultant ATI / Master Trainers trained at (IT Guwahati	Oct-06	80 engineers @ 1 per district (to be covered in 2 batches	MHA funds
	15	Training on Office Contingency Plan	SNA/ATI/DM Consultant	Sept,06	60 selected Superintendents/ HAs	37,800
16	To T on Community based Disaster Preparedness and Responses	SNA / DM Consultant ATI	Aug-0	48 personnel @6 per district	49,100	
17	ToT on Morse Code Communication through Torchlight	SNA/ATI/DM	Nov-0	6 volunteers from	60,000	

	18	Printing of Manuals and IEC materials for distribution	SNA / DM consultant	Jun-Dec,200	480,000
	19	Mock drill	SNA / DM consultant	Sept & Dec,200	2 no. 50,000
	20	HR , Travel to districts on DRM activities			600,000
	21	Office contingency for DRM programme			330741
		Sub Total			2,566,541
District Level	22	Awareness campaign through various activities- rally, street play, posters, demonstration etc, including sensitization of the members of the media.	DC/DDMC	Throughout the year	464,000
	23	Formation and training of district Disaster Management Committees members in 8 districts	DC/DDMC	Aug,2006	8 nos. 80,000
	24	Preparation and approval of District Disaster Management Plan in all 8 districts	DC/DDMC	Sept,2006	8 nos. 8,000
	25	Sensitization/ Orientation of District Disaster Management Team [DMTs] in 8 districts	SNA / DM consultant DC	Aug. 2006	50 nos. per district 240,000
	26	Training of Volunteers on preparation of village DM plan all 8 districts	DC/DDMC	Aug Sept. 2006	398 volunteers @ 2 volunteers for 4 villages 164,000
	27	Training of volunteers on First Aid	DC/DDMC	Aug-Sept, 2006	398 volunteers/ 1 day 164,000
	28	Training of volunteers on Search & Rescue	DC/DDMC	Aug-Sept,2006	398 volunteers/1 day 164,000
	29	Training of Teachers in all 8 districts	DC/DDMC	Dec-06	2600 teachers @100 teachers per blocks 400,000
	30	Engineers training in 8 districts	DC/DDMC	Nov-06	240 engineers @30 per district 400,000
	31	Training of Engineers for Aizawl City		Sep-06	200 engineers MHA funds
	32	Mason trainings in 8 programme districts	DC/DDMC	October - November 2006	40 masons @30 per district 400,000
	33	Mock drills twice in a year	DC/DDMC	Sept & Dec,06	16 nos. 32,000
	34	Administrative cost to the districts			80,000
			Sub Total		
Level	35	Awareness campaign through various media, etc	BDO/BDMC	Throughout the year	208,000
	36	Formation of Block DMC and orientation in 26 blocks	BDO/BDMC	Aug,2006	26,000
	37	Preparation of Block Disaster Management Plan and approved	BDO/BDMC	September 2006	26 nos. 26000
	38	Training of Block DMTs on Search and Rescue and First Aid in all 26 blocks	BDO/BDMC	Aug-06	52000

	39	Sensitization of VCs in all 26 blocks	BDO/BDMC	Sept & Dec,06	3 156 members @4 per village	260,000
	40	Mock drill twice in a year in all 26 blocks	BDO/BDMC	Sept & Dec,2006	52 nos.	52,000
	41	Administrative cost to the blocks				1 30,000
		Sub Total				754,000
Village Level	42	Awareness campaign through various media- rally, street ay, posters, demonstration etc in all villages	VC/Trained volunteers/VDMC	Throughout the year		78 9,000
	43	Formation of Village DMC and its sensitization in all 789 Villages	VC/Trained volunteers/VDMC	July-August, 2006		789,000
	44	Village disaster management plan prepared and approved in all 789 villages	VC/Trained volunteers/VDMC	Aug - Oct,200G		789,000
	45	Training of village DMTs in search and rescue and First d	VC/Trained volunteers/VDMC	August. 06		1 578000
	46	Mock drill twice in a year in all 789 villages	C/Trained Volunteers/VDMC	Sept & Dec,2006	1578 nos.	434000
		Total				4379000

**Extended Work Plan under GoI-UNDP DRM Programme for Mizoram 2008**

	Sl. No	Activities	Responsibility	Time line	Target	Budget Rs.[INR]
<b>STATE LEVEL</b>	1	Sensitization of State Disaster Management Authority & State Executive Committee	DM & R	April - 08	Members of SDMC	25,000
	2	Refresher training on Community Based Disaster Management	DM & R & ATI	March - 08	Disttict Nodal Officer /BDOs	20,000
	3	Refresher Training of District Master Trainers On Search & Rescue	ATI & CYMA	March - 08	32 Volunteers @ 4Per district (for 2 days)	25,000
	4	Refresher Training of District Master Trainers on First Aid	ATI & CYMA	March - 2008	32 Volunteers @ 4Per district (for 2 days)	25,000
	5	Rescue Operations in river accidents	ATI & CYMA	April - 2008	50 volunteers	42,400
	6	Office DM Contingency Plan	DM & R Deptt / ATI & CYMA	June - 2008	32 Supdts, etc	20,600
	7	Training on Incident Command System	DM & R Deptt	March - 2008	32 personnel @ 4 officers per District (for 2 days)	25,000
	8	Workshop of Torchlight Morse Code Communication	DM & R Deptt	April-2008	Dist. Nodal officer & NGO leaders (30 Nos)	25,000
	9	Printing of more training manuals & IEC materials (First Aid, Search and Rescue, Plan preparation and Mock drill, Dos & Donts handouts, etc)	DM & R Deptt	May-2008	2 sets of training manuals (four booklets)for 811 vills.	216,400
	10	Gender Workshop	DM & R Deptt	March -2008	50 participants (both male & female)from various departments.	10,000,
	11	Documentation and Cataloging of DM Plans, etc.	DM & R Deptt			300,000
	12	Finalization and printing of State DM Plans, etc.	DM & R Deptt	June-2008		50,000
	13	Workshop on Exit Strategy with various heads Deptts and DCs		March-2008		15,000
	14	Mock Drill		Apr & June – 2008		50,000
	15	HR, Travel to districts on DRM activities				500,000
	16	Office Contingency for DRM Programme				100,000
		<b>Sub Total</b>				<b>1,449,400</b>
<b>DISTRICT LEVEL</b>	17	One - Day Gender Workshop	DC/DDMC/NGO	April-2008	30 Nos per district	80,000
	18	2 - day Refresher training of Block S & R trainer	DC/DDMC/NGO	March-2008	50 Nos per district	160,000
	19	2 - day Refresher training of Block First Aid trainer	DC/DDMC/NGO	March-2008	50 Nos per district	160,000
	20	1 - day Refresher training of DM Plan preparation	DC/DDMC/NGO	April-2008	50 Nos per district	80,000
	21	Update and Printing of District DM Plans of 8 districts	DC/DDMC	May-2008	8 nos.	80,000
	22	1 - day Volunteers Training (NSS/NYKS/YMA)	DC/DDMC	June-2008	200 per district	80,000
	23	Training of more teachers on School Safety (Primary, Middle, High & H/Sec School teachers)	DDMC/Edn Deptt/DIET	June-2008	1300 teachers @ 50 Teachers per block	200,000
	24	2 - days Training on Morse Code Torchlight Communication to Block level trainers	DC/DDMC/NGOs	April-2008	52 volunteers from NGOs @ 2 trainers Per block	64,000
	25	Wall paintings and Hoardings at DCs office	DC/DDMC	May-2008	32 nos.	32,000
	26		DC/DDMC	April-2008	16 nos	200,000

		UEVR Plan preparation for Aizawl City				
	27	District level Exit Workshop by involving all line departments and BDOs	DC/DDMC	June-2008		80,000
	28	Mock drills twice in a year	DC/DDMC	Apr & Jun,2008		32,000
	29	Administrative cost to the Districts			26 nos.	80,000
		<b>Sub Total</b>			26 nos.	<b>1,328,000</b>
<b>BLOCK LEVEL</b>	30	Refresher training of Block DMTs on Search and Rescue and First Aid in all 26 blocks	BDO/BDMC	May-2008	260 workers @ 10 per block	230,000
	31	Update and printing of Block Disaster Management Plan	BDO/BDMC	May-2008	50 selected villages @ 2 vol per village	26,000
	32	Training of ASHA members and Anganwadi Workers on DM	BDO/BDMC	April-2008		143,000
	33	2- days Training of Village NGO Volunteers on Morse Code Torch Light communication	BDO/BDMC/ Blocks Trainers	June-2008		80,000
	34	Mock drill twice in a year in all 26 blocks hqtrs.	BDO/BDMC	Apr & Jun,08		46,000
	35	Administrative cost to the blocks				130,000
		Sub Total				<b>655,000</b>
<b>VILLAGE LEVEL</b>	36	Update of Village DM Plan in all 811 villages	VDMC/Trained Volunteers/DC	May-2008		405,500
	37	Refresher training of village DMTs in search And rescue and First Aid.	VDMC/Trained Volunteers/DC	April-2008		811,000
	38	Mock drill twice in a year in all 811 villages	VDMC/Trained Volunteers/DC	Apr & Jun, 08	1622 nos.	405,500
		<b>Sub Total</b>				<b>1,622,000</b>
		<b>GRAND TOTAL</b>				<b>5,054,400</b>

## Annexure-I

**CALAMITY RELIEF FUND 2005-2010**

<b>Sl.No.</b>	<b>State</b>	<b>2005-2006</b>	<b>2006-2007</b>	<b>2007-2008</b>	<b>2008-2009</b>	<b>2009-2010</b>	<b>TOTAL</b>
1	Andra Pradesh	344.08	361.23	79.35	398.31	418.22	1901.24
2	Arunachal Pradesh	28.30	29.12	29.97	30.87	31.81	150.07
3	Assam	193.06	198.62	204.48	210.62	217.06	1023.84
4	Bihar	148.93	153.23	157.74	162.84	162.48	789.84
5	Chhatisgarh	111.75	114.98	118.35	121.90	152.62	592.60
6	Goa	2.11	2.21	2.32	2.44	2.56	11.64
7	Gujarat	246.00	258.30	271.22	284.78	299.00	1359.30
8	Haryana	124.38	130.60	137.13	143.99	151.18	687.28
9	Himachal Pradesh	100.69	103.60	106.65	109.86	113.21	534.01
10	Jammu & Kashmir	86.46	88.96	92.58	94.33	97.21	458.54
11	Jharkhand	126.07	129.71	133.53	137.75	141.75	668.81
12	Karnataka	114.66	120.19	126.41	132.73	139.36	633.35
13	Kerala	85.50	89.77	94.26	98.98	103.91	472.42
14	Madhya Pradesh	254.23	261.58	269.29	277.39	285.88	1348.37
15	Maharastra	222.90	234.05	245.75	258.04	270.94	1231.68
16	Manipur	5.56	5.72	5.89	6.06	6.25	29.48
17	Meghalaya	11.29	11.61	11.95	12.31	12.68	59.84
18	Mizoram	6.58	6.77	6.97	7.18	7.40	34.90
19	Nagaland	3.83	3.94	4.05	4.17	4.40	20.39
20	Orissa	301.54	310.24	319.38	328.97	339.03	1599.15
21	Punjab	146.03	153.33	160.99	169.04	177.49	806.88
22	Rajasthan	415.64	436.12	458.25	481.46	505.21	2296.68
23	Sikkim	17.53	219.53	18.57	19.13	19.70	92.97
24	Tamil Nadu	209.08	219.53	230.51	242.03	254.13	1155.28
25	Tripura	12.85	13.22	13.61	14.02	14.44	68.14
26	Uttar Pradesh	295.94	304.48	313.45	322.87	332.75	1569.49
27	Uttaranchal	94.69	96.59	98.58	100.67	101.85	492.38
28	West Bengal	234.73	241.50	248.62	256.09	263.92	492.38
	<b>TOTAL</b>	3944.41	4097.79	4258.85	4427.97	4604.31	21333.33



**CALAMITY RELIEF FUND DURING 2005 – 2010**  
(Centre's Share)

Sl.No.	State	2005-2006	2006-2007	2007-2008	2008-2009	2009-2010	TOTAL
1	Andra Pradesh	258.06	270.96	284.54	298.73	313.67	1425.96
2	Arunachal Pradesh	21.23	21.84	21.18	23.15	23.86	112.26
3	Assam	144.79	148.97	153.36	157.95	162.80	767.87
4	Bihar	111.69	144.92	118.31	121.86	125.59	622.37
5	Chhatisgarh	83.81	86.23	88.76	91.43	94.22	444.45
6	Goa	1.58	1.66	1.74	1.83	1.92	8.73
7	Gujarat	184.50	193.73	203.41	213.58	224.25	1019.47
8	Haryana	93.28	97.95	102.85	107.99	113.39	515.46
9	Himachal Pradesh	75.52	77.70	79.99	82.40	84.91	400.52
10	Jammu & Kashmir	64.84	66.72	68.68	70.75	72.90	343.89
11	Jharkhand	94.56	97.28	100.15	103.16	106.31	501.46
12	Karnataka	86.00	90.28	94.81	99.55	101.52	472.16
13	Kerala	64.13	67.33	70.70	74.23	77.93	354.32
14	Madhya Pradesh	190.67	196.16	201.97	208.04	214.41	1011.25
15	Maharashtra	167.18	175.51	184.31	191.51	203.21	921.72
16	Manipur	4.17	4.29	4.42	4.51	4.69	22.08
17	Meghalaya	8.47	8.71	8.96	9.23	9.51	44.88
18	Mizoram	4.94	5.08	5.23	5.39	5.55	26.19
19	Nagaland	2.87	2.95	3.03	3.12	3.22	15.19
20	Orissa	226.16	232.66	239.53	246.73	254.27	1199.35
21	Punjab	109.52	115.00	120.74	126.78	133.12	605.16
22	Rajasthan	311.73	327.32	343.68	360.87	378.90	1722.50
23	Sikkim	13.15	13.53	13.93	14.35	14.78	69.74
24	Tamil Nadu	156.81	164.65	172.88	181.52	190.60	866.46
25	Tripura	9.64	9.92	10.21	10.52	10.83	51.12
26	Uttar Pradesh	221.95	228.36	235.10	242.15	249.55	1177.11
27	Uttaranchal	71.20	72.14	73.93	75.50	76.39	369.16
28	West Bengal	176.05	181.12	186.47	192.07	197.93	933.64
	<b>TOTAL</b>	2958.32	3073.34	3194.14	3320.97	3453.23	16000.00

**CALAMITY RELIEF FUND DURING 2005 – 2010**  
**(State's Share)**

Sl.No.	State	2005-2006	2006-2007	2007-2008	2008-2009	2009-2010	TOTAL
1	Andra Pradesh	86.02	90.32	94.84	99.58	104.56	475.32
2	Arunachal Pradesh	7.80	7.28	7.49	7.72	7.95	37.25
3	Assam	48.26	49.66	51.12	52.66	54.27	255.97
4	Bihar	37.23	38.31	39.44	40.62	41.86	197.46
5	Chhatisgarh	27.94	28.74	29.59	30.48	31.41	148.16
6	Goa	0.53	0.55	0.58	0.61	0.64	2.91
7	Gujarat	51.50	64.58	67.80	71.19	74.75	339.82
8	Haryana	31.10	32.65	34.28	36.00	37.80	171.82
9	Himachal Pradesh	25.17	25.90	26.66	27.47	28.30	133.50
10	Jammu & Kashmir	21.61	22.24	22.89	23.58	24.30	114.63
11	Jharkhand	31.52	32.43	33.38	34.39	35.44	167.15
12	Karnataka	28.67	30.10	31.60	33.18	34.84	158.39
13	Kerala	21.38	22.44	23.57	24.75	25.98	118.12
14	Madhya Pradesh	63.56	65.39	67.32	69.35	71.47	337.09
15	Maharastra	55.73	58.51	61.44	64.51	67.74	307.92
16	Manipur	1.39	1.43	1.47	1.51	1.56	7.36
17	Meghlaya	2.82	2.90	2.99	3.08	3.17	16.96
18	Mizoram	1.65	1.69	1.74	1.80	1.85	8.73
19	Nagaland	0.96	0.98	1.01	1.04	1.07	5.06
20	Orissa	75.39	77.56	79.84	82.24	84.76	399.79
21	Punjab	36.51	38.33	40.25	42.26	44.37	201.72
22	Rajasthan	103.91	109.11	114.56	120.29	126.30	574.17
23	Sikkim	4.38	4.51	4.64	4.78	4.93	23.24
24	Tamil Nadu	52.27	54.88	57.63	60.51	63.53	288.82
25	Tripura	3.21	3.31	3.40	3.51	3.61	17.04
26	Uttar Pradesh	73.98	76.12	78.36	80.72	83.19	392.37
27	Uttaranchal	23.67	24.12	24.64	25.17	25.46	123.09
28	West Bengal	58.68	60.37	62.15	25.17	65.98	311.20
	<b>TOTAL</b>	986.10	1024.44	1064.68	64.02	1151.09	5333.33

**REVISED PROFOMA**

**(Rs. in lakhs)**

(A) Crediting of earlier released amounts to the Calamity Relief Fund (CRF).

1. Whether entire Centre's share of CRF amounting to  for financial year  released earlier has been credited to CRF : Yes  No
  
2. Whether corresponding State share of CRF for the financial year 2004-2005 has been credited to CRF : Yes  No
  
3. If yes, amount of State share credited to CRF :
  
4. Amount received under NCCF :
  
5. Total amount credited to the CRF during the current financial year \_\_\_\_\_  
Amount  as on

(B) State of Utilisation as on

- i) 31<sup>st</sup> March, 2004
  
  - ii) 20th Septemer, 2004
- 
1. Opening balance :
  
  2. Receipt during the current financial year .....
- |   |                      |
|---|----------------------|
| (i) Centre's share  | <input type="text"/> |
| (ii) State's Share  | <input type="text"/> |
| (iii) Assistance under NCCF   | <input type="text"/> |
| (iv) Interest earned  | <input type="text"/> |
| (v) Others  | <input type="text"/> |
| (vi) Arrears of Centre's/State's share if any to be credited to CRF | <input type="text"/> |
| (vii) Total (i) to (vi)   | <input type="text"/> |
| (viii) of which amounts credited to CRF                             | <input type="text"/> |

3. Total amount available in the CRF {(1+2 (viii))}

4. Total Expenditure incurred during the year out of the fund :

(i) As on 31<sup>st</sup> March, 2005

(ii) As on 30<sup>th</sup> September, 2005

(as furnished to MHA vide their letter No.32-16/2003-NDM dated 13<sup>th</sup> March, 2003.)

5. Balance available in the Fund (3-4)

(C) Submission of 'Annual Report on Natural Calamities'.

(i) Whether "Annual Report on Natural Calamities" for the previous year.....   
has been sent to Ministry of Home Affairs (Yes/No).

(ii) If yes, date on which sent :

Dated .....

(Signature)  
Designation  
Director.