



**NOTIFICATION**  
**Dated 26<sup>th</sup> May 2017**

No.DDMA/EKH/83/2017/71 - The Chairman, District Disaster Management Authority is pleased to constitute the District Incident Response Team (IRT) of East Khasi Hills District, Shillong as per Incident Response System for prompt, efficient and effective response to any disaster as indicated below:-

IRS Position	Designation of Officers	Roles/Responsibilities
Responsible Officer (RO)	Deputy Commissioner & Chairman (DDMA)	<ul style="list-style-type: none"> <li>Overall in-charge</li> <li>Issue a Standing Order in advance to different departments and agencies for mobilization of resources in times of emergency</li> <li>Activate Incident Response Team (IRT) at District Headquarter, Sub-Division, Block levels when the need arises.</li> <li>Coordinate with the State/Central Government for mobilization of Armed Forces, Air support etc as and when required</li> <li>Coordinate all response activities</li> </ul>
<b>COMMAND STAFF</b>		
Incident Commander (IC)	Addl. Deputy Commissioner & CEO (DDMA)	<ul style="list-style-type: none"> <li>Establish immediate priorities including search &amp; rescue and relief distribution strategies.</li> <li>Brief higher authorities about the situation as per incident briefing Form 001 and request for additional resources if required.</li> <li>Establish appropriate Incident Response System (IRS) organization with Sections, Branches, Divisions of unit based on the span of control and scale of the incident</li> <li>Establish Incident Command Post (ICP) at a suitable place</li> <li>Ensure that the Incident Action Plan (IAP) is prepared.</li> <li>Approve and authorize the implementation of IAP</li> <li>Ensure that planning meetings with section heads are held at regular intervals.</li> <li>Authorize release of information to the media</li> <li>Recommend demobilization of the Incident Response Team (IRT), when appropriate.</li> </ul>
Deputy IC	Extra Assistant Commissioner	<ul style="list-style-type: none"> <li>Will carry out any kind of assignment given by Incident Commander.</li> </ul>
Information & Media Officer (IMO)	Assistant Director, Information & Public Relations	<ul style="list-style-type: none"> <li>Prepare and release information about the incident to the media agencies and others with the approval of Incident Commander (IC)</li> <li>Jot down decisions taken and directions issued in case of sudden disasters when the IRT has not been fully activated and hand it over to the Planning Section (PS) on its activation for incorporation in the IAP</li> <li>Monitor and review various media reports regarding the incident that may be useful for incident planning</li> <li>Disseminate weather information to all concerned</li> </ul>
Liaison Officer (LO)	Addl. Deputy Commissioner/ Extra Assistant Commissioner	<ul style="list-style-type: none"> <li>Maintain a List of Concerned line departments agencies (CBOs, NGOs, etc) and their representatives at various locations</li> <li>Carry out liaison with all concerned agencies including NDRF and Armed Forces and line departments of Government</li> <li>Keep the IC informed about arrival of all the Government and Non Governmental agencies and their resources</li> <li>Help in organizing briefing sessions of all Governmental and Non Governmental agencies with the Incident Commander</li> <li>Maintain record of various activities performed as per IRS Form-004 by each section.</li> </ul>

Safety Officer (SO)	Superintendent of Police, East Khasi Hills/ Superintendent of Police, Fire & Emergency Service/ Superintendent of Police, Traffic	<ul style="list-style-type: none"> <li>Recommend measures for assuring safety of responders and to assess or anticipate hazardous and unsafe situations and review it regularly</li> <li>Review the IAP for safety implications</li> <li>Review and approve the Site Safety Plan, as and when required</li> </ul>
<b>GENERAL STAFF</b>		
Operations Section Chief(OSC)	Superintendent of Police, City/Deputy Controller, Civil Defence	<ul style="list-style-type: none"> <li>Manage all field operations for the accomplishment of the incident objectives</li> <li>Deploy, activate, expand and supervise organizational elements (Branch, Division, Group, etc) in his Section</li> <li>Maintain On Duty Officers list (IRS Form-007) for the day</li> <li>Brief the personnel in Operations Section (OS) at the beginning of each operational period</li> <li>Prepare Section Operational Plan in accordance with the IAP; if required</li> <li>Consult the IC from time-to-time and keep him fully briefed</li> <li>Determine the need for additional resources and place demands accordingly and ensure their arrival</li> <li>Ensure record of various activities performed (IRS Form-004) by members of Branches, Divisions, Units/Groups are collected and maintained in the Unit Log (IRS Form-003)</li> </ul>
Staging Area Manager (SAM)	Addl. Deputy Commissioner/ Extra Assistant Commissioner	<ul style="list-style-type: none"> <li>Establish the Staging Area (SA) with proper layout</li> <li>Organise storage and dispatch of resources received and dispatch them as per IAP</li> <li>Report all receipts and dispatches to OSC and maintain their records</li> <li>Establish check-in function as appropriate</li> <li>Ensure that communications are established with the ICP and other required locations e.g. different SAs, Incident Base, Camp, Relief Camp etc</li> <li>Maintain and provide resource status to PS and LS</li> <li>Demobilize SA in accordance with the Demobilization Plan IRS Form-010</li> <li>Maintain record of various activities performed as per IRS Form-004</li> </ul>
Response Branch Director (RBD)	Deputy Superintendent of Police, City	<ul style="list-style-type: none"> <li>Work under the supervision of the OSC and is responsible for the implementation of IAP as per the assigned role</li> <li>Attend planning meetings as required by the OSC</li> <li>Review Assignment Lists IRS Form-005 for Divisions or Groups under his Branch</li> <li>Assign specific tasks to Division and Groups-in-Charge;</li> <li>Supervise Branch functions;</li> <li>Resolve conflicts reported by subordinates;</li> <li>Report to OSC regarding modifications required if any in the IAP, need for additional resources, availability of surplus resources and when hazardous situations or significant events occur, etc.</li> <li>Provide Single Resource, Strike Team and Task Force support to various operational areas</li> <li>Ensure that all team leaders maintain record of various activities performed as per IRS Form-004 relating to their field Operations and send to OSC</li> </ul>
Division Supervisor/Group-in-charge	All Officers-in-Charge, Police Stations	<ul style="list-style-type: none"> <li>Implement Division or Group assignment list</li> <li>Assign resources within the Division or Group under them</li> <li>Report on the progress of Operations, and the status of resources within the Division or Group</li> <li>Circulate Organisational Assignment List (Divisional/Group) IRS Form-005 to the leaders of the Group, Strike Team and Task Force</li> <li>Review assignments and incident activities with subordinates and assign tasks as per the situation</li> <li>Coordinate activities with adjacent Divisions or Groups, if required;</li> <li>Submit situation and resource status to the RBD and the OSC</li> <li>Report all hazardous situations, special occurrences or significant events (e.g., accidents, sickness, deteriorating weather conditions, etc.) to the</li> </ul>



		<ul style="list-style-type: none"> <li>RBD and the OSC;</li> <li>Resolve problems within the Division or Group; Participate in the development of IAP for next operational period, if required;</li> <li>Ensure that record of various activities performed (IRS Form-004) are collected and sent to the RBD and OSC</li> </ul>
Transportation Branch Director (TBD)	District Transport Officer	<ul style="list-style-type: none"> <li>Activate and manage different Operations Groups like Roads and Air</li> <li>Coordinate with the Logistic Section (LS) for required resources, and activate Groups of his Branch</li> <li>On placement of resources/requisition. Coordinate with road transport and airport authorities for support as required</li> <li>Ensure that Organisational Assignment List (Divisional/Group) IRS Form-005 is circulated among the Group-in-charge(s) and other responders of his Branch</li> <li>Provide ground support to the air operations and ensure appropriate security arrangements</li> <li>Report to the OSC and IC about progress of the Transportation Branch</li> <li>Prepare transportation plan as per the IAP, if required</li> <li>Ensure the maintenance of the status of hired resources, their full utilization and timely release</li> <li>Ensure that the record of various activities performed (IRS Form-004) by different operational groups (Road and Air) are collected and sent to the section concerned</li> </ul>
Coordinator (Road Operations)	Motor Vehicle Inspector	<ul style="list-style-type: none"> <li>Survey the assigned incident area to analyse situation and identify other potential problems in the context of transportation</li> <li>Coordinate with SAM for smooth transportation of resources</li> <li>Receive assignments, brief drivers regarding the routes, assign missions, supervise vehicle movement and attend to the vehicle maintenance and repair needs</li> <li>Monitor activities of all assigned vehicles and keep senior officers informed</li> <li>Report incidents or accidents that occur in Road Operations to the TBD</li> <li>Maintain the records of supplies to different locations</li> <li>Keep track of vehicle movements. Provide GPS support, if available</li> <li>Request security support for transportation of relief materials if required and alert the police administration in the affected areas along the transportation route</li> <li>Maintain coordination at loading and unloading points</li> <li>Ensure that communication facilities are established at loading stations, SAs and destination points;</li> <li>Attend to and resolve the needs of the personnel working under him;</li> <li>Maintain record of various activities performed (IRS Form-004) and send to the Group-in-charge or TBD</li> </ul>
Nodal Officer (Air Operations)	<p>Chief Executive Officer, Shillong Municipal Board</p> <p>HQ Eastern Air Command, Shillong</p>	<ul style="list-style-type: none"> <li>Coordinate with concerned authorities for air operations</li> <li>Project the type of Air support required to the appropriate authorities based on the IAP and place the demand at least 24 hours in advance or as early as possible</li> <li>Inform the IC and Operations Section Chief (OSC) about the Air movements and landing schedules in their respective areas</li> <li>Ensure that relevant Maps of the incident locations are available with all agencies involved in the Air Operations to give the correct coordinates etc. of the locations where Air support is required</li> <li>Determine the suitability of Helipads or Helibases in coordination with the Air Force authorities and the State authorities</li> <li>Maintain communication with Air Traffic Control and the ground support staff regarding the Air movements and other related activities</li> <li>Assist the IC and the Logistics Section Chief (LSC) in the procurement of required Aviation Turbine Fuel (ATF) etc.</li> <li>Report on Air Operations activities to the RO</li> </ul>
Planning Section Chief (PSC)	Addl. Deputy Commissioner/District	<ul style="list-style-type: none"> <li>Coordinate with the activated Section Chiefs for planning and preparation of IAP in consultation with Incident Commander</li> </ul>

	Planning Officer	<ul style="list-style-type: none"> <li>• Ensure that decisions taken and directions issued in case of sudden disasters when the PS had not been activated are obtained from the Information and Media Office (Command Staff) and incorporated in the IAP</li> <li>• Ensure collection, evaluation, and dissemination of information about the incidents including weather, environment toxicity, availability of resources etc., from concerned departments and other sources. The PS must have a data bank of available resources with their locations from where it can be mobilized</li> <li>• Ensure that Incidents Status Summary (IRS Form-002) is filled and incorporated in the IAP</li> <li>• Ensure that Organisational Assignment List (Divisional/Group) IRS Form-005 is circulated among the Unit leaders and other responders of his section</li> <li>• Plan to activate and deactivate IRS organizational positions as appropriate, in consultation with the IC and OSC</li> <li>• Determine the need for any specialized resources for the incident management</li> <li>• Provide periodic projections on incident potential</li> <li>• Report to the IC of any significant changes that take place in the incident status</li> <li>• Compile and display incident status summary at the Incident Command Post</li> <li>• Oversee preparation and implementation of Incident Demobilisation Plan (IRS Form-010)</li> <li>• Maintain On Duty Officers List (IRS Form-007) for the day</li> <li>• Ensure that record of various activities performed (IRS Form-004) by members of Units are collected and maintained in the Unit Log (IRS Form-003)</li> </ul>
Resource Unit Leader (RUL)	Extra Assistant Commissioner	<ul style="list-style-type: none"> <li>• Maintain and display the status of all assigned resources (Primary and Support) at the incident</li> <li>• Compile a complete inventory of all resources available</li> <li>• Ensure and establish Check-in function at various incident locations</li> <li>• Update the PSC and IC about the status of resources received and dispatched from time to time</li> <li>• Coordinate with the various activated Branches, Divisions and Groups of OS for checking status and utilization of allotted resources</li> <li>• Maintain record of various activities performed as per IRS Form-004 and send to Section concerned</li> </ul>
Check-in/Status Recorder	Research Officer, Planning Branch	<ul style="list-style-type: none"> <li>• Report to the RUL</li> <li>• Ensure that all resources assigned to an incident are accounted for at each check-in point</li> <li>• Obtain required work materials, including Check-in Lists, Resource Status display boards showing different locations for deployment of resources, collection of resources with time of arrival and type of resources etc. The status of resources would be displayed through T card board or through a computerized programme on the computers</li> <li>• Establish communications with the EOC and Ground Support Unit (GSU) of LS</li> <li>• Ensure displays of check-in locations on signboard so that arriving resources can easily locate the Check-in location(s)</li> <li>• Enter or record information on Incident Check-in and deployment list as per the IRS Form-006</li> <li>• Transmit Incident Check-in and deployment information to Resource Unit on a regular and prearranged schedule or as needed</li> <li>• Forward completed Check-in Lists to the Resource Unit</li> <li>• Maintain record of various activities performed as per IRS Form-004 and send to Sections concerned</li> </ul>
Situation Unit Leader (SUL)	Superintending Engineer, PWD (R) National Highway Circle	<ul style="list-style-type: none"> <li>• Collect, process and organise all incident information</li> <li>• Prepare periodic future projections of the development of the incident (along with maps if required) and keep the PSC and Incident Commander informed</li> </ul>



		<ul style="list-style-type: none"> <li>• Prepare situation and resource status reports and disseminate as required</li> <li>• Provide authorized maps, photographic services to responders, if required</li> <li>• Attend IAP Meeting with required information, data, documents and Survey of India maps etc</li> <li>• Maintain record of various activities performed as per IRS Form-004 and send to Section concerned</li> </ul>
Display Processor (DP)	Executive Engineer, PWD (R) National Highway Bye-Pass Division	<ul style="list-style-type: none"> <li>• Display incident status obtained from Field Observers (FOs), Single Resource, Strike Teams, Task Forces, aerial photographs and other data received from technical sources</li> <li>• Report to the SUL</li> <li>• Ensure timely completion of display chart</li> <li>• Obtain necessary equipment and stationery</li> <li>• Assist in analyzing and evaluating field reports</li> <li>• Maintain record of various activities performed as per IRS Form-004 and send to the SUL</li> <li>• Perform such other duties as assigned by SUL or PSC.</li> </ul>
Field Observer	Executive Engineer, Shillong Municipal Board/Executive Engineer, Urban Affairs/Sub-Divisional School Education Officer	<ul style="list-style-type: none"> <li>• Report to SUL immediately on any situation observed which may cause danger and safety hazard to responders and affected communities. This should also include local weather conditions</li> <li>• Gather intelligence that may facilitate better planning and effective response</li> <li>• Maintain record of various activities performed as per IRS Form-004 and send to the SUL</li> <li>• Perform such other duties as assigned by SUL or PSC</li> </ul>
Documentation Unit Leader (DUL)	District Informatics Officer, NIC	<ul style="list-style-type: none"> <li>• Ensure that all the required forms and stationery are procured and issued to all the activated Sections, Branches, Divisions, Groups and Units</li> <li>• Compile all information and reports related to the incident</li> <li>• Review and scrutinize the records and various IRS forms for accuracy and completeness</li> <li>• Inform appropriate Units of errors or omissions in their documentation, if any, and ensure that errors and omissions are rectified</li> <li>• Store files properly for post-incident analysis</li> <li>• Maintain record of various activities performed as per IRS Form-004 and send to Sections concerned</li> </ul>
Demobilization Unit Leader (Demob.UL)	District Transport Officer, Enforcement	<ul style="list-style-type: none"> <li>• Prepare Incident Demobilisation Plan (IDP) as per IRS Form-010</li> <li>• Identify surplus resources and prepare a tentative IDP in consultation with the PSC and give priority to demobilization of surplus resources</li> <li>• Develop incident check-out functions for Sections, Branches, Divisions and units in consultation with all Sections and send to the PS</li> <li>• Plan for logistics and transport support for Incident Demobilisation in consultation with LS</li> <li>• Disseminate IDP at an appropriate time to various stakeholders involved</li> <li>• Brief the PSC on the progress of Demobilisation</li> <li>• Maintain record of various activities performed as per IRS Form-004 and send to Sections concerned</li> </ul>
Technical Specialists	IMD, NESAC, GSI, Meghalaya State Pollution Control Board, CWC	<ul style="list-style-type: none"> <li>• The Technical Specialists will provide technical support to the response management. A data base of TS will be prepared in advance at the District and incorporated in their DM Plans.</li> </ul>
Logistics Section Chief (LSC)	Addl. Deputy Commissioner	<ul style="list-style-type: none"> <li>• Provide logistic support to all incident response effort including the establishment of Staging Area, Incident Base, Camp, Relief Camp, Helipad etc.</li> <li>• Participate in the development and implementation of the IAP</li> <li>• Keep RO and IC informed on related financial issues</li> <li>• Ensure that Organisational Assignment List (Divisional/Group) IRS Form-005 is circulated among the Branch Directors and other responders of his Section</li> <li>• Request for sanction of Imprest Fund, if required</li> <li>• Brief Branch Directors and Unit Leaders</li> <li>• Constantly review the Communication Plan, Medical Plan and Traffic Plan to meet the Changing requirements of the situation</li> </ul>

		<ul style="list-style-type: none"> <li>Assess the requirement of additional resources and take steps for their procurement in consultation with the RO and IC</li> <li>Maintain On Duty Officers List (IRS Form-007) for the day</li> <li>Ensure that record of various activities performed (IRS Form-004) by members of Branches and Units are collected and maintained in the Unit Log IRS Form 003</li> </ul>
Service Branch Director (SBD)	Extra Assistant Commissioner	<ul style="list-style-type: none"> <li>Work under the supervision of LSC, and manage all required service support for the incident management</li> <li>Manage and supervise various Units of the Branch like Communication Unit, Medical Unit, Food Unit and any other activated Unit</li> <li>Discuss with activated Unit leaders for the materials and resources required and procure the same through LS</li> <li>Ensure proper dispatch of personnel, teams, resources etc as per the IAP</li> <li>Keep the LSC informed about the progress of Service Branch, from time-to-time</li> <li>Maintain record of various activities performed as per IRS Form-004 and send to sections concerned</li> </ul>
Communication Unit Leader (Com.UL)	Superintendent of Police, MPRO/BSNL	<ul style="list-style-type: none"> <li>Work under the direction of the SBD</li> <li>Provide communications facility as and when required</li> <li>Ensure that all communications equipment available are in working condition and that the network is functional</li> <li>Maintain the records of all communications equipment deployed in the field</li> <li>Ensure setting up of a message centre to receive and transmit radio, telephone and other messages from various activated Sections, Branches, Units and higher authorities and maintain their records</li> <li>Prepare an alternative communication plan for execution in case of possible failure of the normal communications network.</li> <li>Prepare a plan for integration of the communications set up of the central teams (NDRF, Armed Forces)</li> <li>Ensure that the communications plan is supporting the IAP</li> <li>Demobilise Communications Centre in accordance with the IDP</li> <li>Maintain record of various activities performed as per IRS Form-004 and send to SBD</li> </ul>
Medical Unit Leader (MUL)	District Medical & Health Officer	<ul style="list-style-type: none"> <li>Work under the direction of the SBD</li> <li>Prepare the Medical Plan and procurement of required resources as per IAP</li> <li>Respond to requests of the OS for medical aid, transportation and medical supplies etc, under intimation to the SBD and LSC</li> <li>Maintain the list of medical personnel who could be mobilized in times of need</li> <li>Prepare and circulate list of referral service centers to all medical team leaders</li> <li>Maintain record of various activities performed as per IRS Form-004 and send to SBD</li> </ul>
Food Unit Leader (FUL)	Jt. Director Supply/District Social Welfare Officer/District Programme Officer (ICDS)/Executive Engineer, PHE, Hills Division/ Executive Engineer, PHE, GSWS Division-I/ Executive Engineer, PHE, Sewerage & Drainage/Executive Engineer, PHE, Investigation Division	<ul style="list-style-type: none"> <li>Work under the direction of the SBD</li> <li>Supply food to: a) Personnel of IRT (s) at ICP, Camps, Incident Base, SA, etc., and b) Victims at the temporary shelters, relief camps etc.</li> <li>Determine food and drinking water requirements and their transportation, and brief the SBD and LSC</li> <li>Maintain an inventory of receipt and dispatch of resources</li> <li>Maintain record of various activities performed as per IRS Form-004 and send to SBD</li> </ul>
Support Branch Director (Sup. BD)	Extra Assistant Commissioner	<ul style="list-style-type: none"> <li>Work under the supervision of LSC and supervise the function of Resources Provisioning Unit, Facility Unit and Ground Support Unit</li> </ul>



		<ul style="list-style-type: none"> <li>Procure and dispatch required tactical materials and resources for Operations with the concurrence of the Section Chief</li> <li>Participate in the planning meeting of the LS</li> <li>Ensure that organization assignment list concerning the Branch is circulated to all Units under him</li> <li>Coordinate various activities of the Support Branch</li> <li>Keep the LSC informed about the progress of work</li> <li>Maintain record of various activities performed as per IRS Form-004 and send to Section concerned</li> </ul>
Resource Provisioning Unit Leader (RPUL)	Executive Engineer, PWD (R), Central Division/ Executive Engineer, PWD (R), Mechanical	<ul style="list-style-type: none"> <li>Work under the supervision of Sup. BD</li> <li>Organise movement of personnel, equipment and supplies</li> <li>Receive and store safely all supplies required for the incident response</li> <li>Maintain the records of receipt and dispatch of supplies including equipment and personnel</li> <li>Organise repair and servicing of non- expendable supplies and equipment</li> <li>Participate in the planning meeting of LS</li> <li>Monitor the 'Kind', 'Type' and quantity of supplies available and dispatched</li> <li>Requisition additional human resource assistance, if needed</li> <li>Maintain record of various activities performed as per IRS Form-004 and send to Sup.BD</li> </ul>
Facilities Unit Leader (Fac. UL)	Executive Engineer, PWD (R), South Division/ Executive Engineer, PWD (R), National Highway Division/ Executive Engineer, PWD (B) District School Education Officer	<ul style="list-style-type: none"> <li>Prepare the layout and activation of incident facilities, e.g., Incident Base, Camp(s), Relief Camp(s), etc., and provide basic amenities to the responders</li> <li>Report to the Sup. BD</li> <li>Locate the different facilities as per the IAP</li> <li>Participate in the planning meeting of the Section, prepare list for each facilities and its requirements in coordination with the LSC</li> <li>Maintain record of various activities performed as per IRS Form-004 and send to Sup. BD</li> </ul>
Ground Support Unit Leader (GSUL)	Addl. SP, Traffic/Asst. Agriculture Engineer, Mechanical/ Divisional Soil & Water Conservation Officer (T)/ Divisional Soil & Water Conservation Officer (Cash Crops)/Divisional Forest Officer, Social Forestry/ Divisional Forest Officer, Territorial/ Executive Engineer, Water Resources	<ul style="list-style-type: none"> <li>Work under the supervision of Sup. BD</li> <li>Provide transportation services for field operations to TBD</li> <li>In case Air Operations are activated, organize and provide required ground support through TBD</li> <li>Provide maintenance and repair services for all the vehicles and related equipment used for incident management</li> <li>Develop and implement the Incident Traffic Plan</li> <li>Inform Resource Unit about the availability and serviceability of all vehicles and equipment</li> <li>Arrange for and activate fueling requirements for all transport including Aircrafts in consultation with the Sup.BD</li> <li>Maintain inventory of assigned, available and off road or out of service resources</li> <li>Ensure safety measures within his jurisdiction</li> <li>Maintain record of various activities performed as per IRS Form-004</li> </ul>
Finance Branch Director (FBR)	Treasury Officer	<ul style="list-style-type: none"> <li>Work under the LSC</li> <li>Attend planning meetings</li> <li>Prepare a list of resources to be mobilized, procured or hired in accordance with the IAP. Obtain orders of the competent authority as per financial rules and take steps for their procurement without delay</li> <li>Ensure that time records of hired equipment personnel and their services are accurately maintained as per Government norms for payment</li> <li>Examine and scrutinize cost involved in the entire response activity including the demobilization, analyse the cost effectiveness and keep the LSC informed</li> <li>Ensure that all obligation documents initiated at the incident are properly prepared, completed, verified and signed by the appropriate Section Chief and BD</li> <li>Brief the LSC or IC on all incident related financial issues needing attention or follow-up</li> <li>Maintain record of various activities performed as per IRS Form-004 and</li> </ul>

Time Unit Leader (TUL)	Asst. Director, Border Area Development	<ul style="list-style-type: none"> <li>send to Sections concerned</li> <li>Maintain time recording of hired equipment and personnel and ensure that it is maintained on a daily basis and according to Government norms</li> <li>Examine logs of all hired equipment and personnel with regard to their optimal utilization</li> <li>Ensure that all records are correct and complete prior to demobilisation of hired resources</li> <li>Maintain record of the activities performed as per IRS Form-004 and send to FBD.</li> </ul>
Compensation/Claims Unit Leader (Com./CUL)	District Housing Officer/Relief & Rehabilitation Branch/Nazir, Nazareth Branch	<ul style="list-style-type: none"> <li>Collect all cost data and provide cost estimate</li> <li>Prepare and maintain a list of requisitioned premises, services, resources and vehicles, etc. with correct date and time of such requisition</li> <li>Follow appropriate procedures for preparation of claims and compensation</li> <li>Maintain record of various activities performed as per IRS Form-004 and send to FBD</li> </ul>
Procurement Unit Leader (PUL)	District Agriculture Officer/District Horticulture Officer	<ul style="list-style-type: none"> <li>Attend to all financial matters pertaining to vendors and contracts</li> <li>Review procurement needs in consultation with the FBD</li> <li>Prepare a list of vendors from whom procurement can be done and follow proper procedures</li> <li>Complete final processing of all bills arising out of the response management and send documents for payment with the approval of the FBD, LSC and IC</li> <li>Brief FBD on current problems with recommendations on outstanding issues and follow-up requirements</li> <li>Maintain record of various activities performed as per IRS Form-004 and send to FBD</li> </ul>
Cost Unit Leader (CUL)	Asst. Commissioner of Excise	<ul style="list-style-type: none"> <li>Develop incident cost summaries in consultation with the FBD on the basis of Cost Analysis Report</li> <li>Make cost-saving recommendations to the FBD</li> <li>Complete all records relating to financial matters prior to demobilization</li> <li>Maintain record of various activities performed as per IRS Form-004 and send to FBD</li> </ul>

Sd/- (P.S.Dkhar, IAS)  
Deputy Commissioner & Chairman (DDMA)  
East Khasi Hills District, Shillong  
Dated Shillong the 26<sup>th</sup> May 2017


Memo. No.DDMA/EKH/83/2017/71-A

Copy to:

1. The Executive Director, State Disaster Management Authority, Shillong for kind information.
2. The Joint Secretary to the Government of Meghalaya, Revenue & Disaster Management Department for kind information.

Copy for kind information and necessary action to-

3. The Sub-Divisional Officer (C) Sohra & Pynursla Sub-Divisions
4. All Additional Deputy Commissioners
5. All Extra Assistant Commissioners
6. All District Heads of Offices
7. All Block Development Officers
8. HQ Eastern Air Command, Shillong
9. North Eastern Applications Centre, Umiam
10. BSNL, Meghalaya
11. India Meteorological Department, Shillong
12. Central Water Commission, Shillong
13. Geological Survey of India, NE Region, Shillong
14. Meghalaya State Pollution Control Board, Shillong
15. All concerned

  
 Deputy Commissioner & Chairman (DDMA)  
 East Khasi Hills District, Shillong