

## **Functions of Relief , Rehabilitation Branch & Disaster Management Branch**

Relief and Rehabilitation & Disaster Management Branch is one of the branches in the administrative set up of the Deputy Commissioner's Office. The function of the Branch is under the Superintendence of the Deputy Commissioner, East Khasi Hills District, Shillong.

The Relief and Rehabilitation Branch have been notified as Public Authorities under its administrative control namely:

### **A. Deputy Commissioner, Relief and Rehabilitation Branch.**

The main objective of Relief and Rehabilitation and Disaster Management Branch is to provide relief to the people affected by Natural Calamities such as Earthquake, floods, cyclone, fire, landslide, hailstorm, etc., in the District, both at the Urban and Rural area.

### **MANUAL No. 1**

Particulars of organization, functions and duties

1. Organisation: The Upper Division Assistant distributes the correspondence to the concerned dealing assistants who put it up in the file and route the file to the higher officers, that is, Extra Assistant Commissioner, In-charge, Relief and Rehabilitation Branch and from the Extra Assistant Commissioner route through Additional Deputy Commissioner and further to the Deputy Commissioner.

With the enactment of the National Disaster Management Act 2005, the State Government, Revenue & Disaster Management Department has notified the District Disaster Management Authority, East Khasi Hills District, Shillong under the Chairmanship of the Deputy Commissioner. (Enclosed in soft copy). The functions of the DDMA are as per the DM Act 2005.

The District Disaster Management Officer (DDMO) processes matters related to Pre-Disaster Management activities like Training & Capacity Buildings to all stakeholders, awareness/sensitization programmes, conducting mock drills, preparation of Disaster Management Plans. The strength of the Relief and Rehabilitation/ Disaster Management Branch is as follows:

<b>Relief and Rehabilitation Branch</b>	<b>Disaster Management Branch</b>
1. Deputy Commissioner	1. Deputy Commissioner & Chairman (DDMA)
2. Additional Deputy Commissioner	2. Additional Deputy Commissioner & CEO (DDMA)
3. Ministerial staff	3. District Disaster Management Officer
	4. Ministerial staff.

The MHA-USAID-UNDP Partnership Project on Developing Resilient Cities through Risk Reduction in the context of Disaster and Climate Change is being implemented by the District Disaster Management Authority (DDMA), East Khasi Hills, Shillong since the year 2017. The overall goal of this project is to reduce the natural disaster vulnerability of urban population, infrastructure, lifeline

and shelter facilities through risk sensitive planning through risk sensitive city disaster management planning, strengthened early warning systems, enhanced capacities of local governments and communities to respond to disasters and mitigate risks, strengthened knowledge base of urban managers and other stakeholders as well as enhanced private sector investment for risk reduction in innovative pilots. The Programme is facilitated by City Project Coordinator.

2. Function: The function of the branch is to provide relief to the people affected by natural calamities out of the State Disaster Response Fund (SDRF)/National Disaster Response Fund (NDRF) released by the Revenue & Disaster Management Department as per the norms and guidelines of the Government of India.

The Branch processes the reports submitted by the Block Development Officer concerned in East Khasi Hills District and further submit to the Department to accord sanction for payment to the people affected by disasters.

With the change in dealing with disasters from relief centric approach to preparedness, mitigation and prevention, the District Disaster Management Authority (DDMA) is also responsible for the implementation of Disaster Management Schemes of the State Government and Central Government like the Capacity Building for Disaster Response under the 13<sup>th</sup> Finance Commission and State Disaster Response Fund. The different activities being implemented are awareness campaigns, trainings and capacity building in Search & Rescue/First Aid, Gender, Mock Drills to all stakeholders like Govt. Functionaries, NGOs, Schools, Colleges, Corporates and Communities.

Fee structure for getting information is as prescribed by the State Government.

**District Level**

<b>Relief and Rehabilitation Branch</b>	<b>Disaster Management Branch</b>
1. Deputy Commissioner	1. Deputy Commissioner & Chairman (DDMA)
2. Additional Deputy Commissioner	2. Additional Deputy Commissioner & CEO (DDMA)
3. Ministerial staff.	3. District Disaster Management Officer
	4. Ministerial staff

**MANUAL No. 2**

**Power and Duties of officers and employees**

The duties of the officers and employees as mentioned on the paragraph above are as per the Meghalaya Secretariat Manual of Office Procedure, 1993 published by Personnel and Administrative Reforms Deptt, Government of Meghalaya. The Executive powers of the officers of the Branch are as per Rules of Executive Power of the State of Meghalaya; the Fundamental Rules, Subsidiary Rules 1984, the Discipline and Appeal Rules, the Meghalaya Civil Service Conduct Rules and the Financial and Power are as per the Meghalaya Financial Rules 1984, the Delegation of Financial Power Rules,

1981, the Meghalaya Travelling Allowance Rules, 1981 and the Meghalaya Relief Manual and the Guidelines of the NDMA, SDMA & State Government from time to time.

### **MANUAL No. 3**

Rules, Regulations, Instructions, Manual and Records for discharging functions.

The process of decision making start with the matter being put up by the Assistants of the Branch to the next higher authority. The Controlling officer who is the Deputy Commissioner, East Khasi Hills District, takes the final decision. Procedurally, the process of decision starts with the perusal of dak by the Deputy Commissioner and his endorsement therein. The case is proceed further by the staff of the branch and putting it up hierarchically to the higher authority for final orders.

### **MANUAL No. 4**

Formulation of policy: Implementing of the reports are strictly carried out on the recommendation of the Block Development Officers/Magisterial Enquiry and process as per guideline of State Government/Central Government.

Financial power are as per

1. Meghalaya Financial Rules 1984
2. Delegation of Financial Power Rules 1981
3. Meghalaya Travelling Allowance Rules, 1981

Statement of Category of document that are held by it under its control

<b>Sl.No.</b>	<b>Category of the Document</b>	<b>Name of the document and its introduction in one line</b>	<b>Procedure to obtain the document</b>
1.	Natural Calamity	Guidelines, Manual	Enclosed in soft copy
2.	Disaster Management	Meghalaya DM Rules, National DM Act 2005	May be linked with the website of the Revenue & Disaster Management Department <a href="http://www.megrevenueadm.gov.in">www.megrevenueadm.gov.in</a>

### **MANUAL No. 5**

Statement of the Categories of Documents that are held by it or under its control.

The Meghalaya Secretariat Manual of Office Procedure, 1993 published by Personnel and Administrative Reforms Department, Government of Meghalaya. The Executive powers of the officers of the Branch are as per Rules of Executive Power of the State of Meghalaya Secretariat Manual of Office Procedure; the Fundamental Rules, Subsidiary Rules 1984, the Discipline and Appeal Rules, the Meghalaya Civil Service Conduct Rules and the Financial and Power are as per the Meghalaya Financial Rules 1984, the Delegation of Financial Power Rules, 1981, the Meghalaya Travelling Allowance Rules, 1981 & the Meghalaya Relief Manual and the Guidelines of the NDMA, SDMA & State Government from time to time.

MANUAL No. 6

Same as Manual No.5

MANUAL No. 7

Name of the Public Authority

Sl. No.	Organisation	Public Authority	Assistant Public Information Officer	Public Information Officer	Appellate Authority
1.	Office of the Deputy Commissioner, East Khasi Hills District	Deputy Commissioner, Relief and Rehabilitation & Disaster Management, East Khasi Hills District	Extra Assistant Commissioner, East Khasi Hills District	Additional Deputy Commissioner	Deputy Commissioner, Relief and Rehabilitation Branch & Disaster Management

MANUAL No. 8

All the relief programmes implemented are strictly on the recommendation of the Block Development Officers and Magisterial Enquiry and such relief is governed by its guidelines framed by the State Government and Central Government.