Government of Jammu and Kashmir
Civil Secretariat: Revenue Department

Sub:- Preparation / Formulation of SOP for Combating Disasters.

Government Order No: - Rev/ER/08 of 2015
Dated:- /01/2015

In supersession of Government Order No. Rev/ER/70 of 2014 dated 18-03-2014, Sanction is hereby accorded to the adoption of Revised Standard Operating Procedure given in Annexure to this order for Combating various Calamities / Disasters in the State with immediate effect.


Sd/-
(Vinod Kaul) IAS
Commissioner/Secretary to Government,
Revenue Department

Dated:- /01/2015

No: Rev/ER/21/2013
Copy to the:-
1. Director General of Police, J&K, Jammu.
2. Financial Commissioner, Revenue (Co-opted Member).
3. Principal Secretary to Government Planning and Development Department.
4. Principal Secretary to Government Finance Department.
5. Principal Secretary to Government, Home Department.
7. Principal Secretary to Government R&B Department.
9. Commissioner/Secretary to Government, Housing and Urban Development Department.
10. Commissioner/Secretary to Government, Health and Medical Education Department.
12. FA/CAO Revenue Department.
13. Additional Secretary to Chief Secretary for Information of the Chief Secretary.
14. OSD to Hon’ble Minister of State (Independent Charge) for Revenue, Relief & Rehabilitation for information of Hon’ble Minister.
15. Pvt. Secretary to Commissioner / Secretary to Government, Revenue Department.

(Dr. Shabir Hussain Keen) KAS
Deputy Secretary to Government,
Revenue Department
Annexure to Govt. Order No: - Rev/ER/08 of 2015

Standard Operating Procedure for Combating Disasters.

I. In respect of damage to the private property (immovable) the Deputy Commissioner of the concerned District shall sanction the claims as admissible under the norms of assistance as notified by Government of India out of the NDRF/SDRF. Funds shall be placed at the disposal of the Deputy Commissioner in this regard and such cases shall not be referred to SEC. In order to finalize the above claims all Deputy Commissioners shall constitute a committee under the Chairmanship of ADDC with Assistant Commissioner, Revenue as its member secretary, Tehsildar concerned and Executive Engineer R&B as its members. On the basis of the recommendations of the above committee, The Deputy Commissioner shall sanction the funds for disbursement of relief to the effected families.

II. In respect of payment of Ex-gratia relief for replacement of milch animals / drought animals the Deputy Commissioner shall sanction the claims as per the laid down SDRF norms subject to the authentication / verification by a committee headed by ADDC with Chief Animal Husbandry officer, District Sheep Husbandry Officer and Tehsildar concerned as member.
III. In respect of crop loss the claims up to Rs.10.00 lacs (Ten Lacs) shall be sanctioned by Deputy Commissioner, Up to Rs.25.00 lacs (twenty five lacs) by Divisional Commissioner and up to Rs.50 lacs (Fifty lacs) by the Financial Commissioner(Revenue). Beyond that the claims shall be referred to the SEC. The ceiling of each claim shall be for each calamity. The above claims shall be sanctioned as per the SDRF norms by the concerned authority and for verification of such claim a committee headed by ADC with Chief Agriculture Officer, District Horticulture Officer and Tehsildar concerned as members shall be constituted who shall verify and authenticate these claims.

IV. For restoration of public infrastructure the Deputy Commissioners shall be responsible for sanctioning of works for restoration up to Rs.10.00 lacs (Ten lacs) up to Rs.20.00 lacs (Twenty lacs) by Divisional Commissioner and up to Rs.30.00 lacs (Thirty lacs) by Financial Commissioner Revenue for each sector and each calamity. Beyond Rs.30.00 lacs (thirty lacs) the claim shall be referred to the SEC. The claims shall be considered by the competent Authority only after the same are authenticated by a team of officers headed by ADDC and the other members of the Committee shall be Executive Engineers of the concern Sector, Superintending Engineer R&B and the Tehsildar concerned.

V. Rs.50.00 lacs Rs. 1.00 crore and Rs. 2.00 crores shall be placed at the disposal of each Deputy Commissioner;
Divisional Commissioners Kashmir / Jammu and Financial Commissioner Revenue, J&K, Jammu respectively for meeting out the expenses on account of any notified natural calamity annually from next Financial Year i.e. (2015-16)

VI. The Divisional Commissioners of the concerned Divisions shall be responsible for arranging the relief material vis-a-vis tents, blankets, ration, boats etc. whenever required. They shall also make arrangements for keeping such stocks available at different places and SEC shall consider the request of the concerned Divisional Commissioner on this account for release of funds.

VII. Emergency Operation Centres shall be established in each District in phases. Such centers shall be provided with all facilities for communication, Equipments for Rescue operation and other relief material etc. So that same can be used during emergency.

VIII. The District Level Disaster Management Authority shall be meeting every month and keep the SEC informed about the status of various issues pertaining to the Disaster Management and providing of relief etc. of the District.

IX. Financial Commissioner Revenue who is Relief and Rehabilitation Commissioner of the State shall convene meetings with Divisional Administration and the Deputy Commissioners at least once in three months to review the
progress and also assess the preparedness of the District Authorities to meet any eventuality in case of any disasters.

X. In addition to the meeting of SEC convened for sanctioning of claims the SEC shall meet otherwise as well at least twice in a year to review the overall scenario with regard to preparedness of the administration to face the challenges in case of any disaster.

XII The following Committees are constituted for the Departments shown against each to verify/certify the claims received from various Departments which are beyond the competence of the District administration and are located at State Capital:-

1. Health and Medical Education Department
   i. Divisional Commissioner concern (Chairman).
   ii. Additional commissioner concern (Member)
   iii. Chief Engineer(R&B) concern or his representative (not below the rank of Superintendent Engineer to be nominated by the Chief Engineer) (Member)
   iv. Director Health Services concern, (or his representative not below the rank of Deputy Director health to be nominated by the Director Health Services Jammu/ Srinagar. (Member)
   v. Principal Medical College Srinagar/Jammu, or their representative(s) not below the rank of HOD. to be nominated by respective Principals of Medical Colleges (Member)
   vi. Chief Engineer of the Mechanical engineering Deptt. or his representative not below the rank of superintendent Engineer to be nominated by the chief engineer mechanical engineer concern (Member).
   vii. Chief Engineer, EM&RE of the respective provinces or their representative not below the rank of S.E. to be nominated by respective C.E.(S) (Member).
viii. Representative /Officer of the concerned Department whose claims are to be verified (not below the rank of additional secretary) (Member).

2. State Motor Garages/Fire and Emergency services

i. Divisional Commissioner concern (Chairman).
ii Additional commissioner concern (Member)

ii. Representative from Mechanical Engineering Department not below the rank of Executive Engineer to be nominated by the Chief Engineer mechanical concerned (Member).
iii. Director State Motor Garages (Member).
iv. Joint Director Fire and Emergency Services of respective provinces (Member).

3. Civil Secretariat.

i. Secretary, General Administration Department, (Chairman).
ii Joint Commissioner (Development) Works. (Member)
iii Director Estates. (Member)
iv Rep. of concern Deptt. Whose claims are to be verified (not below the rank of additional secretary). (Member)

4. Other Departments/Moving offices outside civil secretariat.

i. Divisional Commissioner concern (Chairman).
ii Additional commissioner concern (convener)

iii. Chief Engineer R&B or his representative not below rank of SE. (Member)
iv. A D D C of the concerned District. (Member)
v. Representative /Officer of the concerned Deptt of whose claims are to be verified (not below the rank of additional secretary) (Member)
5. FREE RATION:

The deputy commissioner shall get the lists of the affected families entitled and identified for free ration authenticated by the following committee

i. Additional Deputy Commissioner (Chairman)
ii. ACR/SDM concern (Member)
iii. Chief Agriculture Officer (Member)
iv. Chief Horticultural Officer (Member)
v. Tehsildar concern (Member)
vi. Naib-Tehsildar concern (Member)

Based on the list authenticated by the above committee, the deputy commissioner shall issue orders for issuance of free rations to such families as per the norms notified by the Government of India for utilization of funds out of SDRF. In order to further verify as to whether actually these families have received the free ration so that claims of CAPD are settled, the deputy commissioner shall get the verification done by the same committee. The verification may be carried out by the said committees on random basis but not less than 25 % of the total number of beneficiaries.

The above Committees may co-opt any other officer as member with prior permission from the Chairman.

The concerned Department who has executed the works shall refer the matter along with all necessary documents/evidence, estimation, authorization etc to additional Commissioner of the respective provinces. The additional commissioner concern shall immediately convene the meetings for further verification of executed works.

The Committee shall make physical verification with regard to claims of the work executed and shall ensure that these works had suffered damages due to the natural calamities and have been temporarily restored as per the SDRF norms. The Committee shall dispose of such claims within two weeks after the information is received by the Additional Commissioners from the concerned Departments. The Committee shall be responsible only for the physical verification of the works and ensure that works taken up

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have been executed as per the SDRF norms and not otherwise.

The above Committees shall not be responsible for verification of rates. The concerned Department who have executed the work shall be solely responsible for the rates and fulfillment of codal formalities for execution of the work. The responsibility of the Committee shall only be to ensure physical verification of the work and ensure that work was executed as a result of damage suffered due to natural calamity.

The claims shall be approved by the committees as per the delegations made and in case the claims are beyond the ceilings the committees shall forward the claims to competent authority with specific recommendation for its approval. Wherever, the claims are beyond the competence of Deputy Commissioner, Divisional Commissioner and Financial Commissioner such claims shall be furnished to the Revenue Department for its placement before the S.E.C.

The Committees shall make verification of the claims on priority so that the liability with regard to restoration work is cleared without any delay.

In respect of all other items covered under the notification of Ministry of Home Affairs Government of India issued for the utilization of funds out of the SDRF/NDRF falling within the district, the concerned Deputy Commissioners shall be responsible for settlement of such claims. However, they shall be at the liberty to carry out necessary verifications either himself or through a Committee to be constituted by him for the purpose.

Dr. S. H. Keen (KAS)
Deputy Secretary to Government
Revenue Department