

DUTIES OF NDMA'S OFFICERS AND EMPLOYEES:

NDMA Secretariat

The NDMA Secretariat is comprised of one Secretary and five Divisions, namely, (i) Policies, Plans, Capacity Building & Training, Public Relation & Awareness Generation, (ii) Mitigation projects & procurement, (iii) Operations, Communications and Rehabilitation & Recovery Division (iv) Administration and Coordination Division, and (v) Finance and Accounts Division. The NDMA Secretariat is headed by an officer of the level of Secretary to the Government of India, keeping in view the complexity of the tasks involved in management of different kinds of disasters and the need for effective interaction with various Central Ministries/Departments and State Governments. . All the Divisions will report to the Secretary. The functions and the staffing pattern of the five Divisions are discussed in the succeeding paragraphs.

(I) Policies, Plans, Capacity Building & Training, Public Relation & Awareness Generation

Policies & Plans Division deals with all matters pertaining to the formulation of policies, guidelines, as well as matters pertaining to the formulation of policies, plans, guidelines, and approval of plans of all the Central Ministries/Departments. Mainstreaming disaster management in development plans is also an important task of this division. As work involved in these fields is enormous and requires a very dedicated effort by all the Ministries/Departments, this division works in a proactive manner with all the stakeholders.

Capacity Building & Training Division deals with all matters pertaining to Capacity Building which is major requirement in all fields i.e. technical, non-technical, structural and non-structural measures, community preparedness, fire services etc. This is more so in the area of disaster management where training of the disaster management and the community at large is of utmost importance. It is imperative that the States and the other Stakeholders like Industry, Nuclear Installations, etc., acquire skill and expertise in running mock exercises with a view to minimize losses both on and off sites.

Public Relation & Awareness Generation Division deals with all matters where NDMA take lead in preparing the community and sensitizing all the stakeholders, the Ministries/Departments and States are closely involved as partners. This do through extensive exploitation of media, both electronic and print at both regional and national level. All other Ingenious methods like publication of brochures, leaflets, posters, street plays, etc. are also be exploited.

(II) Mitigation Projects & Procurement

This Division deals to take such measures as are necessary for prevention, preparedness and mitigation purposes. This requirement constitutes the core of the national vision and is also the most cost effective measure to minimize losses, both in terms of lives and property. Accordingly, NDMA is take up Risk Mitigation Projects at national level in conjunction with the Ministries and the States pertaining to disaster themes like Cyclones, Earthquakes, Floods, Landslides and failsafe Communication and IT plan etc. It guide and commission some specialized studies and projects like Micro-zonation, Vulnerability Analysis, etc. It also supervise and monitor the design and implementation of the mitigation projects to be undertaken by the Ministries themselves. NDMA is equipped with the requisite expertise and data to ensure professionalism in the formulation and execution of mitigation and preparedness projects.

(III) Operations, Communications and Rehabilitation & Recovery Division

The Operations Centre Division provides round the clock disaster specific information and data input facility and also guide the effort during the subsequent stages of response. The Division is also help to provide redundancy and physical separation to the Integrated Operations Centre at the MHA, so very essential especially in cases of earthquakes and CBRN emergencies.

Rehabilitation & Recovery Division task relates to laying down of minimum standards of relief, periodic review of standards of relief and also evolving solutions to generate temporary livelihood options for the consideration of the Govt.of India.

(IV) Administration and Coordination Division

This Division is responsible for all aspects of Administration and Coordination functions, including Interface with the State and District Disaster Management Authorities, administrative liaison with the Central Ministries/Departments, State Governments, etc, on disaster management related activities.

(V) Finance and Accounts Division

The Finance and Accounts Division deals with the work relating to maintenance of accounts, preparation of budget, financial scrutiny of proposals, etc. This Division is also monitor progress of expenditure and advise NDMA on all matters falling within its delegated financial powers, etc.