

As per order of the Principal Secretary vide No – 33-PSDM & CD/2023, dtd.21.06.2023, a review meeting has been taken on 08.12.2023, at the officer chamber of the undersigned with Special Secretary, Additional Secretary, Joint Secretary, Financial Advisor and Deputy Secretaries of this Department (DM). The outcome of the review meeting is given in following format:

Activities of DMCD Deptt. for 2023-2024 by officers of DM&CD wings

Sl No.	Activities	Monitoring Authority	Time line 2023-24	Up to date Progress	Remarks
1.	E.R. Grant Consolidated Proposal Processing	Spl. C (DM)	July	Released for entire amount, no fund is existing (1 st Phase)	
2.	Release Pay/Wages/Pol Bill/Vehicle hiring charges on time	Spl. C (DM) & Spl. C (CD)	Monthly	No deficit. Charges up to March, fund should seek from FD	
3.	Timely Electricity Bill/Phone Bill Payment	Spl. C (DM) & Spl. C (CD)	Monthly	No deficit	
4.	CCTV, Video Conferencing System, EOC Systems, Video Wall installation and AMC	Spl. C (DM)	Aug 23	Completed	
5.	Release R.C./Spl. GR/Starvation GR/Cash GR etc as per Natural calamity.	Spl. C (DM)	Post natural Calamity	Exercise may be done for regularization of U/C	Proposal may be given to increase cash GR amount
6.	Finalize Tender for Drone/Testing agency & NCRMP III recruitment monitoring	Spl. C (DM)	July	Under process	
7.	Finalize all AMCs/agency Hiring for Services/broad band/House Keeping Financial Year 2023-24	Spl. C (DM) & Spl. C (CD)	July	Under process	
8.	Finalize tender select agency to Procure Stationery and computer spares as per annual requirement based on last three years average	Spl. C (DM) & Spl. C (CD)	July	JS is requested to finalize the requirement based on last 3 years	
9.	Installation Fire Fighting equipment in all relief go-down.	Spl. C (DM)	July	Only Fire Extinguisher installed. Reminder to be issued to all DM for other equipments	
10.	Sanction funds for infrastructure and Release funds for all Infrastructure development projects for Disaster Management CD & NVF in time bound manner.	Spl. C (DM) & Spl.C (CD)	Aug	Finalized estimate for Block, Sub-Division and District Level of go-down as well as Flood Shelter	
11.	Regular inspections and supervision of subordinate officer stores, go-downs and shelter.	Spl. C (DM) & Spl.C (CD)	Quarterly	Proposal for 2 nd inspection to be prepared by JS by Wednesday	
12.	CAG Audit Paras /Amphan Audit reply monitoring and monthly reconciliation of accounts with AG	Spl. C (DM)	Monthly	Re-conciliation is being done with AG	
13.	General Establishment matters to be disposed urgently.	Spl. C (DM) Spl.C (CD)	Weekly	Regularly done	
14.	CAP-Common Alert Protocol equipment and timely message.	Spl. C (DM)	June	Going on	
15.	Geospatial platform for SEOC installation as per schedule	Spl. C (DM)	July	Under process	
16.	Updating Disaster Management Plan and printing Annual Administrative Report.	Spl. C (DM)	July	Done	

17.	Seek regular information and update from districts and issue reminders	Spl. C (DM) & Spl.C(CD)	Monthly	Going on	
18.	Public grievance monitoring and disposal in week.	Spl. C (DM)	Monthly	Going on in regular courses	
19.	E waste recycling	Spl. C (DM) & Spl.C(CD)	Occasionally	Agency already selected	
20.	Establishing and monitoring Control Room for Monsoon/Pujas and Emergency.	Spl. C (DM)	Jun/Sep/Oct	Done	
21.	NCRMP II audit on accounts monitoring	Spl. C (DM)	June	Done	
22.	Training Programmes Monitoring monthly.	Spl. C (DM) & Director DM	Monthly	No pending issue	
23.	Utilization Certificate completion and regular up-dation	Spl. C (DM) & Spl.C(CD)	Monthly	Going on	
24.	Finalize tender select agency to procure Stationery and computer spares as per annual requirement based on last three years average	Spl. C (DM) & Spl.C(CD)	July	Reviewed regularly	
25.	Ensuring speedy disposal of files and correspondence and immediate compliance with orders	Spl. C (DM) & Spl.C(CD)	Weekly Monitoring	Regularly monitored	
26.	Ex-Gratia for N.C./S.B./COVID monthly monitoring by Deptt. & IDRN updation.	Additional Secretary	Monthly	Proposal received so far	
27.	Proposals for Flood Shelters/ Go downs and repair/Maintenance	Additional Secretary	June	Godown/Flood Shelter proposal updated	Fresh proposal are as follows: Flood Shelter - 16 Godown - 15
28.	Gangasagar Mela	Additional Secretary	October	Proposal should be put up after obtaining tender amount from the DM 24 Pgs.(S)	
29.	Strengthening of District Disaster Management Authority & NDMIS updation.	Additional Secretary	Monthly	Regularly done	
30.	ERSS - Extension of Emergency Response Support System execution	Additional Secretary	June	Going on	
31.	Web - CDRA & DSS - Web based Dynamic Composite Risk Atlas & Decision Support System	Additional Secretary	June	To be discussed with Authority	
32.	Gratuitous Relief (GR) matters Cyclone/Calamity related	Additional Secretary	July	Allotment made to the district as per requisition	
33.	Updating Directory of officials and volunteers	Additional Secretary	Monthly	SSP is asked to update the directory. Henceforth copy of all order/Notification to be sent to the SSP for uploading in the portal	
34.	Procure LDPE/LLDPE Tarpauline/ HDPE Tarpauline/Clothing & Garments at tendered rate	Director (DM)	July	LLDP/LDPE is completed, HDPE order given	
35.	Repairing of Tran Bhavan/House Keeping etc.	Director (DM)	July	Under process	
36.	Training Programmes Monitoring monthly.	Director (DM)	Monthly	Training Proposal may be put up by DS(AB)	
37.	Monthly reporting from DDMOs and meeting	Director	Monthly	Director may take action	
38.	Relief material stock taking and verification	Director (DM)	Aug-Feb,24	Director may take action	

39.	Testing and checking of EOC equipment and repair / maintenance AMC.	Joint Secretary	July 23	No problem	
40.	Behala Oil Victim (Special relief cash & lump)	Deputy Secretary	July	Under process	
41.	Maintenance of Directorates	Spl. C (DM) & Spl.C(CD)		Director may take suitable action.	
42.	Godown Furniture/Rent etc.	Director (DM)	July	Director may take action	
43.	Construction of Conference Hall Tran Bhavan	Director	Aug	Information given to P.W.D. and accordingly estimate submitted by the P.W.D.	

Submitted to the Principal Secretary for his kind perusal and further direction.


Sd/-
Sital Chandra Mondal, IAS,
Special Commissioner, DM & CD Deptt.

Memo No. 2775/1(10)-DMCD

Date: 08.12.2023

Copy forwarded for information and taking necessary action to:

- 1) Additional Secretary, DM & CD Department,
- 2) Joint Secretary, DM & CD Department,
- 3) Private Secretary to the HMIC, DM & CD Department,
- 4) Financial Advisor, DM & CD Department,
- 5) Deputy Secretary/Secretaries, DM & CD Department,
- 6) Sr. PS to the Principal Secretary, DM & CD Department,
- 7) P.A. to the Special Commissioner, DM & CD Department,
- 8) Sr. P.A. to the Special Secretary, DM & CD Department,
- ✓ 9) SSP of DM & CD Department for uploading the minutes,
- 10) Office Copy.


Joint Secretary
DM & CD Deptt.