



NOTIFICATION OF DISTRICT INCIDENT RESPONSE SYSTEM (IRS)

Dated Mawkyrwat the 30th April 2021

NO.SWK/DDMA-II/PT-I/2015-16/12, In exercise of the powers conferred under Section 30(x), (xi), (xii) and Section 33 of Disaster Management Act 2005 the District Disaster Management Authority, South West Khasi Hills, Mawkyrwat hereby designate/reconstitute the following officers for the **Incident Response Team** of South West Khasi Hills District.

IRS Position	Designation of Officers	Roles/Responsibilities
Responsible Officer	Deputy Commissioner cum Chairman (DDMA), South West Khasi Hills District, Mawkyrwat.	<ul style="list-style-type: none">• Overall in-charge• Issue a Standing Order in advance to different departments and agencies for mobilization of resource in times of emergency• Activate Incident Response Team (IRT) at District Headquarter when the need arises• Coordinate with the Incident Response Team (IRS) of the District• Coordinate with the state government for mobilisation of State Disaster Response Force, (SDRF), National Disaster Response Force, (NDRF), Armed Forces, Air Support, etc. as and when required.
Assisting the Responsible Officer	District Disaster Management Officer, South West Khasi Hills District, Mawkyrwat.	
Assisting the Responsible Officer	District Medical Health Officer, South West Khasi Hills District, Mawkyrwat	
Incident Commander	Additional Deputy Commissioner cum CEO, (DDMA) South West Khasi Hills District, Mawkyrwat	<ul style="list-style-type: none">• Establish immediate properties, including search & rescue and relief distribution• Brief higher authorities about the situation as per incident briefing form – 001 and request for additional resources, if required• Establish appropriate Incident Response Team (IRS) organization with Sections, Branches, Divisions and/or Units based on the span of control and scale of the incident• Establish Incident Command Post (ICP) at a suitable place• Ensure that the Incident Action Plan (IAP) is prepared• Approve and authorize the implementation of the Incident Action Plan (IAP)• Ensure that planning meetings with section heads are held at regular intervals• Authorize release of information to the media• Recommend demobilization of the Incident Response Team (IRT), when appropriate.

Information and Media Officer(IMO)	District Public Relation Officer South West Khasi Hills District, Mawkyrwat	<ul style="list-style-type: none"> • Prepare and release information about the incident to the media agencies and others with the approval of Incident Commander (IC). • Jot down decisions taken and directions issued in case of sudden disasters when the Incident Response Team (IRT) has not been fully activated and hand it over to the Planning Section (PS) on its activation for incorporation in the Incident Action Plan (IAP) • Monitor and review various media supports regarding the incident that may be useful for incident planning • Disseminate whether information to all the concerned.
Liaison Officer	EAC (Rev) D.C.Office, Mawkyrwat.	<ul style="list-style-type: none"> • Maintain a list of concerned line departments, agencies (CBOs, NGOs, etc.) and their representatives at various locations. • Carry out liaison with all concerned agencies including National Disaster Response Force (NDRF) and Arm Forces and line departments of Government. • Keep the IC informed about arrivals of all the Government and Non-Government agencies and their resources. • Help in organizing briefing sessions of all governmental and Non-Governmental agencies with the Incident Commander • Maintain record of various activities performed as per IRS Form -004 each section.
Safety Officer	Additional Superintendent of Police, South West Khasi Hills District, Mawkyrwat	<ul style="list-style-type: none"> • Recommend measures for assuring safety of responders and hazardous unsafe situations and review it regularly • Review the Incident Action Plan (IAP) for safety implications • Review and approve the Site Safety Plan, as and when required
Operation Section		
Operation Section Chief	Superintendent of Police, South West Khasi Hills District, Mawkyrwat	<ul style="list-style-type: none"> • Manage all field operations for accomplishment of the incident objectives • Deploy, activate, expand and supervise organisational elements (Branch, Division, Group, etc.) in his Section • Maintain On Duty Officers list (IRS Form-007) for the day as enclosed • Brief the personnel in Operation Section (OS) at the beginning of each operational period • Prepare Section Operational Plan in accordance with the Incident Action Plan (IAP), if required • Consult the incident Commander (IC) from time to time and keep him fully briefed • Determine the need for additional resources

		<p>and place demands accordingly with planning section chief and ensure their arrival</p> <ul style="list-style-type: none"> • Ensure record of various activities performed (IRS Form-004) by member of Branches, Divisions, Units/Groups are collected and maintained in the unit Log (IRS Form-003).
Staging Area Manager	BDO Mawkyrwat C & RD Block, Mawkyrwat	<ul style="list-style-type: none"> • Establish the Staging Area (SA) with proper layout • Organise storage and despatch of resources received and dispatch them as per the Incident Action Plan (IAP) • Report all receipts and despatch to Operational Section OSC and maintain their records • Establish check-in function as appropriate • Ensure that communications are established with the ICP and other required locations e.g. different SAs, Incident Base, Camp, Relief Camp etc. • Maintain and provide resource to Planning Section (PS) and Logistic Section (LS) • Demobilize SA in accordance with the Demobilization Plan IRS Form-010 maintains record of various activities performed as per IRS Form-004.
Response Branch Director	Deputy Superintendent of Police, Mawkyrwat	<ul style="list-style-type: none"> • Work under the supervision of the Operations Section Chief (OSC) and is responsible for the implementation of Incident Action Plan (IAP) as per the assigned role • Attend planning meetings as required by the Operations Section Chief (OSC) • Review Assignment Lists IRS Form-005 for Divisions or Groups under his Branch • Assign specific tasks to Division and Groups-in-Charge • Supervise Branch functions • Resolve conflicts reported by subordinates • Report to OSC regarding modifications required if any in the Incident Action Plan (IAP), need for additional resources, availability of surplus resources and when hazardous situations or significant events occur, etc. • Provide Single Resources, Strike Team and Task Force support to various operational areas. • 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 • Perform any other duties assigned by the OSC
Division Supervisor/Group-in-charge	Station Officer Fire & Emergency Service, Mawkyrwat	<ul style="list-style-type: none"> • Implement Division or Group assignment list • Assign resources within the Division or Group under them

		<ul style="list-style-type: none"> • Report on the progress of Operations, and the status of resources within the Division or Group • Circulate Organisational Assignment List (Divisional/Group) IRS Form-005 as enclosed in Annexure – V to the leaders of the Group, Strike Team and Task Force • Review assignments and incident activities with subordinates and assign tasks as per the situation • Coordinate activities with adjacent Divisions or Groups, if required • Submit situation and resource status to the Response Branch Director(RBD) and the Operations Section Chief (OSC) • Report all hazardous situations, special occurrences or significant event (e.g., accidents, sickness, deteriorating weather conditions, etc.) to the RBD and the OSC • Resolve problems within the Division or Group • Participate in the Development of IAP for the next operational period, if required • Ensure that record of various activities performed are collected and sent to the RBD and OSC and • Perform any other duties as assigned by the RBD/OSC
Task Force/Strike Team Single Resources	Officer –in charge, Mawkyrwat, Police Station	<ul style="list-style-type: none"> • Review assignments with members of his team • Report on work progress • Coordinate activities with adjacent Single Resource, Strike Teams and Task Forces if assigned • Establish and ensure communications • Perform any other duties assigned, and • Maintain record of various activities.
Transportation Branch Director	District Transport Officer, Mawkyrwat	<ul style="list-style-type: none"> • Activate and manage different Operations Groups like Road, Rail, Water and Air. • Coordinate with the Logistic Section (LS) for required resources, and activate Group of his branch. • On placement of resources/requisition, coordinate with railways, road transport, waterways and airport authorities for support as required. • Ensure that Organisational Assignment List (Divisional/Group) IRS Form-005 is circulated among the group in-charge(s) and other responder of his Branch. • Provide ground support to the air operations and ensure appropriate security assignments. • Report to the Operation Section Chief and Incident Commander about the progress of the Transportation Branch.

		<ul style="list-style-type: none"> • Prepare transportation plan as per the Incident Action Plan (IAP), if required. • Ensure the maintenance of the status as of hired resources, their fully utilization and timely release. • Ensure that the record of various activities performed (IRSForm-004) by different operational groups (Road, Rail, Water and Air) are collected and sent to the Section concerned.
Group –in-charge/Vehicle Coordinator	Motor Vehicle Inspector, South West Khasi Hills District, Mawkyrwat	<ul style="list-style-type: none"> • Ensure transportation of resources by Road to the affected sites • Requisition additional personnel support, if required • Attend planning meetings on the direction of Operations Section Chief (OSC) • Determine coordination procedures with various destinations as per Incident Action Plan (IAP) • Ensure proper parking locations • Resolve conflicts of the Group, if any • Update Road Operations plan as required and share them with higher authorities • In case of accidents, inform the Transportation Branch Director(TBD), the local police and provide assistance in investigation, if required • Ensure that mechanics are available for repair of vehicles and also ensure adequate availability of Petrol, Oil and Lubricants (POL) • Maintain the records of all important activities relating to the number of vehicles deployed, source of vehicles (i.e. Government or private), locations where vehicles are deployed along with resource details they are carrying, etc. • Support and coordinate the Road Operations part of the Rail, water and Air Operations as required • Collect record of various activities performed (IRS Form-004 enclosed in Annexure-IV) from coordinator and other members and send to TBD or OSC and • Performed any other duties assigned by the Transportation Branch Director (TBD) or Operations Section Chief (OSC) • Survey the assigned incident area to analyse situation and identify other potential problems in the context of transportation • Requisition an Assistant Coordinator (Road Operations) depending on the magnitude of the incident and requirement • Coordinate with SAM for smooth transportation of resources • Receive assignments, brief drivers regarding

		<p>the routes, assign missions, supervise vehicle movement and attend to the vehicle maintenance and repair needs</p> <ul style="list-style-type: none"> • Monitor activities of all assigned vehicles and keep senior officers informed • Report incidents or accidents that occur in Road Operations to the Transportation Branch Director(TBD) • Maintain the records of supplies to different locations • Keep track of vehicle movements. Provide Global Positioning System(GPS) support, if available • Request security support for transportation of relief materials if required and alert the police administration in the affected areas along the transportation route • Maintain coordination at loading and unloading points • Ensure that communication facilities are established at loading stations, SAs and destination points • Attend to and resolve the needs of the personnel working under him • Maintain record of various activities performed and send to the Group-in-charge or TBD and • Perform any other duties assigned by the Operations Section Chief (OSC) or Transportation Branch Director (TBD).
Medical Unit Leader	Addl. District Medical Health Officer, Mawkyrwat	<ul style="list-style-type: none"> • Work under the direction of the Service Branch Director (SBD) • Prepare the Medical Plan and procurement of required resources as per the Incident Action Plan (IAP) • Respond to requests of the Operating Section (OS) for medical aid, transportation and medical supplies etc. under intimation to the Service Branch Director (SBD) and Logistic Section Chief (LSC) • Maintain the list of the medical personnel who could be mobilized in times of need • Prepare and maintain the list of referral service centres to all the medical teams leaders • Maintain record of various activities perform as per IRS Form-004 and send to Service Branch Director (SBD).
Loading -in-Charge/ uploading in-charge	Sub-Inspector Mawkyrwat, Police Station	<ul style="list-style-type: none"> • Supervise the safe Operations of Loading / Unloading activities • Obtain Operations Summary from the Groups-in-charge (Road, Rail and Water transport) • Organise the Loading areas

		<ul style="list-style-type: none"> • Supervise Loading and Unloading crews and collect equipment (ladder, gloves, helmet, etc.) as required; • From time to time inform the coordinator about the progress of Loading / Unloading activities • Prepare a Loading / Unloading plan with details of their resources and destinations; • Maintain record of various activities performed as per IRS Form-004 and send to the TBD or Coordinator; and • Perform any other duties assigned by Coordinator or in-charge (Road, Rail and Water).
Planning Section		
Planning Section Chief	Research Officer/ Assistant Research Officer.	<ul style="list-style-type: none"> • Coordinate with the activated Section Chiefs for planning and preparation of Incident Action Plan (IAP) in consultation with Incident Commander (IC) • 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 Officer (IMO) (Command Staff) CS and incorporated in the Incident Action Plan (IAP) • 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 Planning Section (PS) must have a databank of available resources with their locations from where it can be mobilised • Ensure that Incident Status Summary (IRS Form-002) enclosed in Annexure-II is filled and incorporated in the IAP • Ensure that Organisational Assignment List (Divisional / Group) IRS Form-005 is circulated among the Unit leaders and other responders of his Section
Resource Unit Leader	Superintendent of Fisheries, Mawkyrwat	<ul style="list-style-type: none"> • Maintain and display the status of all assigned resources (Primary and Support) at the incident • Compile a complete inventory of all resources available • Ensure and establish Check-in function at various incident locations • Update the Planning Section Chief (PSC) and Incident Commander (IC) about the status of resources received and despatched from time to time

		<ul style="list-style-type: none"> • Coordinate with the various activated Branches, Divisions and Groups of OS for checking status and utilisation of allotted resources • Maintain record of various activities performed as per IRS Form-004 (enclosed in Annexure-IV) and send to Section concerned.
Situation Unit Leader	District School Education Officer Mawkyrwat	<ul style="list-style-type: none"> • Collect process and organise all incident information • Prepare periodic future projections of the development of the incident (along with maps if required) and keep the PSC and IC informed • Prepare situation and resource status reports and disseminate as required • Provide authorised maps, photographic services to responders if required • Attend Incident Action plan (IAP) Meeting with required information, data, documents and Survey of India maps etc. • Maintain record of various activities performed as per IRS Form-004 and send to Section concerned
Documentation Unit Leader	District Statistical Officer, Mawkyrwat	<ul style="list-style-type: none"> • Ensure that all the required forms and stationery are procured and issued to all the activated Sections, Branches, Divisions, Groups and Units • Compile all information and reports related to the incident • Review and scrutinise the records and various IRS forms for accuracy and completeness • Inform appropriate Units of errors or omissions in their documentation, if any, and ensure that errors and omissions are rectified • Store files properly for post-incident analysis • Maintain record of various activities performed as per IRS Form-004 (enclosed in Annexure-IV) and send to Sections concerned
Demobilisation Unit Leader	EE, Water Resources, Mawkyrwat	<ul style="list-style-type: none"> • Prepare Incident Demobilisation Plan (IDP) as per IRS Form-010 • Identify surplus resources and prepare a tentative IDP in consultation with the PSC and give priority to demobilisation of surplus resources • Develop incident check-out functions for Sections, Branches, Divisions and units in consultation with all Sections and send to the Planning Section (PS) • Plan for logistics and transportation support for Incident Demobilisation in consultation with Logistic Section (LS) • Disseminate Incident Demobilization Plan

		(IDP) on the progress of Demobilization. Maintain record of various activities performed as per IRS Form-004 and send to Section concerned.
Relief Camp Manager	Inspector of Supply assisted by Relief Staff.	<ul style="list-style-type: none"> • All support services to the affected communities are usually provided in the Relief Camps (RCs). They will be established as per the demands of the situation • In-charge Relief Camp. Maintenance of records of relief personnel and relief victims.
Power Unit Leader	AEE MePDCL	<ul style="list-style-type: none"> • Work under the team leader of restoration of essential services and supervise functions of all groups and report to RBD / OSC. • Attend planning meetings of the section at the request of RBD / OSC. • Brief team members about the objectives and strategy to achieve the goal. • Perform assigned tactical tasks. • Maintain record of important activities performed etc. and • Perform any other duties assigned by the Team Leader / RBD / OSC.
Carcass Unit Leader	DAH & Vety	<ul style="list-style-type: none"> • Work under the direction of Team Leader / RBD and supervise functions of all group members and report. • Attend planning meeting of the section at the request of Team Leader / OSC / RBD. • Brief Group members about the objectives and strategy to achieve the goal. • Organise Inquest / post-mortem and other requirement before cremation / burial of carcass. • Identify suitable places for cremation / burial or liaison with the in-charge of cremation / burial ground, if required. • Perform any other duties assigned by the RBD.
Water and Sanitation Unit Leader	EE PHE	<ul style="list-style-type: none"> • Work under the team leader of restoration of essential services and supervise functions of all groups and report to RBD / OSC. • Attend planning meetings of the section at the request of RBD / OSC. • Brief team members about the objectives and strategy to achieve the goal. • Project requirement of Task Forces, Strike Teams and Single Resource for water and sanitation services, if required. • Repair water lines or supply water tanks of the affected sites. • Supply drinking water tank to inaccessible area. • Repair tube wells.

		<ul style="list-style-type: none"> • Check contamination of water and provide facilities for water purification. • Involve employees of NAC, Municipality or Corporation for sanitation services in consultation with OSC, LSC and ensure that work is in progress. • Involve community. • Maintain the record of important activities performed and • Perform any other duties assigned by the Team Leader / RBD / OSC.
Check in and Deployment Status Recorder	Asst Engineer, District Urban Affairs	<ul style="list-style-type: none"> • Report to the Resources Unit Leader (RUL) • Ensure that all resources assigned to an incident are accounted for at each check-in point • 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 computerised programme on the computers • Establish communications with the Emergency Operations Centre (EOC) and Ground Support Unit (GSU) of Logistic Section (LS) • Ensure displays of check-in locations on signboard so that arriving resources can easily locate the Check-in location(s) • Transmit Incident Check-in and deployment information to Resource Unit on a regular and prearranged schedule or as needed • Maintain record of various activities performed and send to Sections concerned and perform any other duties as assigned by planning Section Chief (PSC).
Display Processor	SDO, PHE (Rws)	<ul style="list-style-type: none"> • Display incident status obtained from Field Observers (FOs), Single Resource, Strike Teams, Task Forces, aerial photographs and other data received from technical sources • Report to the Situation Unit Leader (SUL) • Ensure timely completion of display chart • Obtain necessary equipment and stationery • Assist in analysing and evaluating field reports • Maintain record of various activities performed as per IRS Form-004 and send to the Situation Unit Leader (SUL) and • Perform such other duties as assigned by SUL or Planning Section Chief (PSC).
Weather Observer	Inspector of Legal Metrology.	<ul style="list-style-type: none"> • Report to Situation Unit Leader (SUL) immediately on any situation observed which may cause danger and safety hazard to responders and affected communities. This

		<p>should also include local weather conditions</p> <ul style="list-style-type: none"> • Gather intelligence that may facilitate better planning and effective response • Maintain record of various activities performed as per IRS Form-004 and send to the SUL and • Perform such other duties as assigned by Situation Unit Leader (SUL) or Planning Section Chief (PSC).
Field Observer	District Agriculture Officer	<ul style="list-style-type: none"> • 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. • Gather intelligence that may facilitate better planning and effective response. • Maintain record of various activities performed as per IRS Form-004 (enclosed in Annexure-IV) and send to the SUL and • Perform such other duties as assigned by SUL or PSC.
Technical Specialist	Asst Executive Engineer, PWD (Rd), Mawsaw	<ul style="list-style-type: none"> • The Technical Specialists will provide technical support to the response management. A data base of Technical Specialist (TS) will be prepared in advance at the District. State and incorporated in their DM Plan.
Logistic Section Chief	EE, PWD Rwd, Mawkyrwat	<ul style="list-style-type: none"> • Provide logistic support to all incident response effort including the establishment of Staging Area, Incident Base, Camp, Relief Camp, Helipad etc. • Participate in the development and implementation of the Incident Action Plan (IAP). • Keep Responsible Officer (RO) and Incident Commander (IC) informed on related financial issues. • Ensure that Organizational Assignment List (Division/Group) IRS Form-005 is circulated among the Branch Directors and other responders of his Section. • Request for sanction of Impress Fund, if required. • Brief Branch Directors and Unit Leaders. • Constantly review the Communication Plan, Medical Plan and Traffic plan to meet the changing requirements of the situation. • Asses the requirement of additional resources and take steps for their procurement in consultation with the RO and IC. • Maintain on Duty Officers List (IRS Form-007) for the day. • 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
Service Branch Director	Inspector of Housing, Mawkyrwat	<ul style="list-style-type: none"> • Works under the supervision of Logistic Section Chief (LSC), and manage all required service support for the incident management. • Manage and supervise various Units of the Branch like Communication Unit, Medical Unit, Food unit and any other activated Unit • Discuss with the activated Unit Leaders for the materials and resources required and procured the same through Logistic Section (LS) • Ensure proper dispatch of personnel, teams, resources etc. as per the Incident Action Plan (IAP). • Keep the Logistic Section Chief (LSC) informed about the progress of Service Branch, from time to time. • Maintain record of various activities performed as per IRS Form-004 and send to section concerned.
Communication Unit Leader	SDE BSNL and DIA NIC.	<ul style="list-style-type: none"> • Work under the direction of the Service Branch Director (SBD). • Prepare the Medical Plan and procurement of required resources as per the Incident Action Plan (IAP). • Respond to requests of the Operating Section (OS) for medical aid, transportation and medical supplies etc. under intimation to the Service Branch Director (SBD) and Logistic Section Chief (LSC). • Maintain the list of the medical personnel who could be mobilized in times of need. • Prepare and maintain the list of referral service centres to all the medical teams leaders. • Maintain record of various activities perform as per IRS Form-004 and send to Service Branch Director (SBD).
Medical Camp Leader	Senior Medical Health Officer, Mawkyrwat	<ul style="list-style-type: none"> • Work under the direction of the Service Branch Director(SBD) • Prepare the Medical Plan and procurement of required resources as per IAP • Respond to requests of the Operating Section (OS) for medical aid, transportation and medical supplies etc. under intimation to the Service Branch Director (SBD) and Logistic Section Chief (LSC) • Maintain the list of medical personnel who could be mobilised in times of need • Prepare and maintain the list of referral service centres to all the medical teams leaders

		<ul style="list-style-type: none"> • Maintain record of various activities performed as per IRS Form-004 and send to Service Branch Director (SBD).
Food Unit Leader	Sub- Inspector of Supply, Mawkyrwat	<ul style="list-style-type: none"> • Work under the direction of the Service Branch Director (SBD) • Supply food to: a) personnel of IRT(s) at Incident Commander Post (ICP), Camps, Incident Base, Staging Area (SA), etc. and b) Victims at the temporary shelters, relief camp etc. • Determine food and drinking water requirements and their transportation, and brief the Service Branch Director (SBD) and Logistic Section Chief (LSC). • Maintain an inventory of receipt and dispatch of resources. • Maintain record of various activities perform as per IRS Form-004 and send to Service Branch Director (SBD).
Support Branch Director	District Horticulture Officer, Mawkyrwat	<ul style="list-style-type: none"> • Work under the supervision of Logistic Section Chief (LSC), and supervise the function of Resource Provisioning Unit, Facility Unit and Ground Support Unit • Procure and despatch required tactical materials and resources for Operations with the concurrence of the Section Chief • Participate in the planning meeting of the Logistic Section (LS) • Ensure that organisation assignment list concerning the Branch is circulated to all Units under him • Coordinate various activities of the Support Branch • Keep the Logistic Section Chief (LSC) informed about the progress of work • Resolve problems within his unit, if any • Maintain record of various activities performed as per IRS Form-004 and send to Section concerned.
Resource Provisioning Unit Leader	Joint Director Horticulture Department	<ul style="list-style-type: none"> • Work under the supervision of Sup.BD • Organise movement of personnel, equipment and supplies • Receive and store safely all supplies required for the incident response • Maintain the inventory of supplies and equipment • Maintain the records of receipt and despatch of supplies including equipment and personnel • Organise repair and servicing of non-expendable supplies and equipment • Participate in the planning meeting of Logistic Section (LS) • Monitor the 'Kind', 'Type' and quantity of

		<p>supplies available and despatched</p> <ul style="list-style-type: none"> • Requisition additional human resource assistance, if needed. • Maintain record of various activities perform as per IRS Form-004 and send to Sup.BD
Facilities Unit Leader	Superintendent Of Excise, Mawkyrwat	<ul style="list-style-type: none"> • Prepare the layout and activation of incident facilities, e.g., Incident Base, Camp(s), Relief Camp(s), Incident Command Post (ICP) etc., and provide basic amenities to the responders. • Report to the Sup.BD • Locate the different facilities as per the Incident Action Plan (IAP). • Participate in the Planning meeting of the Section. Prepare list for each facilities and requirements in coordination with the Logistic Section Chief (LSC). • Maintain record of various activities performed as per IRS Form-004 and send to Sup. BD
Ground Support Unit Leader	Inspector Of Excise, Mawkyrwat	<ul style="list-style-type: none"> • Work under the supervision of the Sup. BD • Provide transportation services for field operations to Transport Branch Director (TBD) • In case Air Operations are activated, organise and provide required ground support through Transport Branch Director (TBD) • Provide maintenance and repair services for all the vehicles and related equipment used for incident management. • Develop and implement the Incident Traffic Plan • Inform Resource Unit about the availability and serviceability of all vehicles and equipment • Arrange for and activate fuelling requirements for all transport including Aircrafts in consultation with the Sup. BD • Maintain inventory of assigned, available and off road or out of service resources • Ensure safety measures within his jurisdiction • Maintain record of various activities performed as per IRS Form-004.
Finance Branch Director	Treasury Officer, Mawkyrwat	<ul style="list-style-type: none"> • Work under the Logistic Section Chief (LSC) • Attend planning meeting • Prepare a list of resources to be mobilized, procures or hired in accordance with the Incident Action Plan (IAP). Obtain orders of the competent authority as per financial rules and take steps for their procurement without delay. • Ensured that time record of hired equipment, personnel and their services are accurately maintained as per the Government Norms for

		<p>payment.</p> <ul style="list-style-type: none"> • Examine and scrutinize cost involved in the entire response activity including the demobilization, analyse the cost effectiveness and keep the Logistic Section Chief (LSC) informed. • Ensure that all obligations documents initiated at the incident are properly prepared, completed, verified and signed by the appropriate Section Chief and Branch Director (BD). • Brief the Logistic Section Chief (LSC) or Incident Commander (IC) on all the incident related financial issues needing attention or follow-up. • Maintain record of various activities performed as per IRS Form-004 and send to Sections concerned.
Time Unit Leader	EAC (Revenue)	<ul style="list-style-type: none"> • Maintain time recording of hires equipment and personnel and ensure that it is maintained on a daily basis according to Government norms. • Examine logs of all hired equipment and personnel with regard to their optimal utilization. • Maintain record of the activities performed as per IRS Form-004 and send to Finance Branch Director (FBD).
Compensation/Claim Unit Leader	District Social Welfare Officer, Mawkyrwat assisted by District Child Protection Unit Officer	<ul style="list-style-type: none"> • Collect all cost data and provide cost estimates. • Prepare and maintain a list of requisitioned premises, services, resources and vehicle, etc. with correct date and time of such requisition. • Follow appropriate procedures for preparation of claims and compensation. • Maintain record of various activities perform as per IRS form-004 and send to Finance Branch Director (FBD).
Procurement Unit Leader	ICDS Project Officer, Mawkyrwat	<ul style="list-style-type: none"> • Attend to all financial matters pertaining to vendors and contracts. • Review procurement needs in consultation with Finance Branch Director (FBD). • Prepare a list of vendors from whom procurement can be done and follow proper procedures. • Complete final processing of all bills arising out of the response management and send documents for payment with the approval of the Finance Branch Director (FBD), Logistic Section Chief (LSC) and Incident Commander (IC). • Brief Finance Branch Director (FBD) on current problem with recommendations on outstanding issues and follow-up requirements.

		<ul style="list-style-type: none"> • Maintain record of activities performed as per IRS Form-004 and send to Finance Branch Director (FBD).
Cost Unit Leader	District Commerce & Industries Centre, Officer, Mawkyrwat.	<ul style="list-style-type: none"> • Develop incident cost summaries in consultation with the Finance Branch Director (FBD) on the basis of the Cost Analysis Report. • Make cost-saving recommendations to the Finance Branch Director (FBD). • Complete all record relating to financial matter prior to demobilization. • Maintain record of various activities performed as per IRS Form-004 and send to Finance Branch Director (FBD).



 (Smt. C.Kharkongor, IAS)
 Deputy Commissioner & Chairman
 District Disaster Management Authority,
 South West Khasi Hills District,
 Mawkyrwat.

Memo NO.SWK/DDMA-II/PT-I/2015-16/90-A,
2021.

Dated Mawkyrwat the 30th April,

Copy to:

1. The Secretary to the Government of Meghalaya, Revenue & Disaster Management Department for kind information.
2. The Joint Secretary to the Government of Meghalaya, Revenue & Disaster Management Department for kind information.
3. The Executive Director, State Disaster Management Authority, Shillong for kind information.
4. Additional Deputy Commissioner, South West Khasi Hills District, Mawkyrwat
5. The Extra Assistant Commissioners
6. Block Development Officers Mawkyrwat & Ranikor C&RD Block.
7. All Officers concerned.


 Deputy Commissioner & Chairman
 District Disaster Management Authority,
 South West Khasi Hills District,
 Mawkyrwat.