

**GOVERNMENT OF MEGHALAYA**  
**OFFICE OF THE DEPUTY COMMISSIONER: WEST KHASI HILLS DISTRICT,**  
**NONGSTOIN.**

Email : dc-wkh-meg@nic.in  
 Email : eocwkh@gmail.com

Covid-19 Control Room No : 03654-280202

**Order**

**Dated Nongstoin the 23<sup>rd</sup> April 2021**

In view of the second wave of Covid-19 in the country , the Incident Response teams , West Khasi Hills is hereby activated as follows:-

<b>IRS Position</b>	<b>Designated Officers</b>	<b>Roles/Responsibilities</b>
<b>Responsible Officer</b>	Shri T. Lyngwa, IAS, Deputy Commissioner cum Chairman (DDMA), West Khasi Hills District, Nongstoin. <b>(09436342854)</b>	Overall in-charge and supervision.
	Shri H.G . Lyngdoh, IPS, Superintendent of Police, West Khasi Hills <b>(94361033993)</b>	
<b>Assisting Officer</b>	Smti. A.V.D. Shira, MCS, Addl. Deputy Commissioner. <b>(09436160250)</b>	Assist the RO, IC & any other matters as required.
	Shri. J. Mawthoh, District Disaster Management Officer. <b>(09485005523)</b>	
<b>COMMAND STAFF</b>		
<b>Incident Commander (IC) at the District Level</b>	Shri P.D Sangma, MCS Additional Deputy Commissioner cum CEO, (DDMA) West Khasi Hills District. <b>( 09436304310)</b>	Oversee situation status like number of people affected and overall supervision of all operations as required at the District and Mawshynrut (Civil) Sub-Division.
<b>Incident Commander (IC) at the Sub- Division Level</b>	Shri A. Nongbri , MCS, In-charge Mairang Civil Sub-Division <b>(08119970336)</b>	Oversee situation status like number of people affected and overall supervision of all operations as required at Mairang (Civil) Sub-Division.
<b>Deputy Incident Commander (IC) at the District Level</b>	Shri. M. Diengdoh, EAC, Additional Deputy Commissioner. <b>(08974579811)</b>	Responsible for overall implementation of Guidelines/Protocols issued by Ministry of Home Affairs, Gol & State Government as required by RO/IC at District Level.
<b>Incident Commanders at the Block Level</b>	Shri. C .P Mawkon (MCS), BDO, Nongstoin C&RD Block. <b>(09856004513)</b>	Responsible for overall implementation of Guidelines/Protocols issued by Ministry of Home Affairs, Gol & State Government under Nongstoin C&RD Block.
	Shri S Syiemlieh, BDO, Mawshynrut C&RD Block. <b>(08787457988)</b>	Responsible for overall implementation of Guidelines/Protocols issued by Ministry of Home Affairs, Gol & State Government under Mawshynrut C&RD Block.
	Shri V. Swer,(MCS), BDO, Mairang C&RD Block. <b>(09436302952)</b>	Responsible for overall implementation of Guidelines/Protocols issued by Ministry of Home Affairs, Gol & State Government under Mairang C&RD Block

	Shri W. B. Marbanaiang, BDO, Mawthadraishan C&RD Block. <b>(08974597965)</b>	Responsible for overall implementation of Guidelines/Protocols issued by Ministry of Home Affairs, Gol & State Government under Mawthadraishan C&RD Block.
<b>Media and Information Officer(IMO)</b>	Smti A. Rynjah District Public Relation Officer Nongstoin <b>(09862528167)</b>	Dissemination of information and wide publicity of orders, advisories, instructions etc at the District level
<b>Media and Information Officer(IMO) at Mairang Civil Sub-Division</b>	Shri M . War Sub-Divisional Public Relation Officer , O/O Sub-Divisional Public Relation Officer, Mairang Civil Sub-Division <b>(08014718868)</b>	Dissemination of information and wide publicity of orders, advisories, instructions etc at Mairang Civil Sub-Division.
<b>Liaison Officers</b>	Shri. M. Diengdoh,MCS, EAC, O/O Deputy Commissioner West Khasi Hills, Nongstoin. <b>(08974579811)</b>	Coordination & Liaison with all response agencies/stakeholders.
<b>Safety Officer</b>	Shri C Syrti,MPS, Commandant 4 <sup>th</sup> MLP Bn Sohpian , <b>(08837416736)</b> Dr S.A .Lyngdoh, Distict Medical Health Officer, Nongstoin <b>(09402105854)</b>	Ensuring Safety measures of responders and to assess or anticipate any unsafe situations and review it regularly.
<b>GENERAL STAFF</b>		
<b>Operation Section Chief (OSC)</b>	Dr S.A .Lyngdoh, Distict Medical Health Officer, Nongstoin <b>(09402105854)</b>	Supervision of all medical operations of prevention, containment and treatment of COVID-19.
<b>Deputy Operation Section Chief (OSC)</b>	Dr J. Kharkongor, Medical Superintendent, Nongstoin Civil Hospital, West Khasi Hills , Nongstoin. <b>(09856084064)</b>	In charge of medical facilities and treatment of affected patients in Civil Hospital, Nongstoin
	Dr. L. Myllemumlong, Medical Superintendent, Mairang CHC/Tirot Singh Memorial Civil Hospital Mairang <b>(09436706852)</b>	In charge of medical facilities and treatment of affected patients in Mairang CHC/Tirot Singh Memorial Civil Hospital Mairang .
	Shri O.I Massar, , MPS DSP (Crime) ,O/O S.P. Office West Khasi Hills, Nongstoin <b>(09615734586)</b>	Supervision of all other operations to support the medical operation in terms of security, law & order etc in Nongstoin Town area.
	Shri Herbert Kharkongor MPS SDPO,O/O SDPO Mairang Civil Sub-Division <b>(09774068220)</b>	Supervision of all other operations to support the medical operation in terms of security, law & order etc under Mairang Civil Sub-Division
	Shri I Kharkongor , MPS SDPO,O/O SDPO Mawshynrut Civil Sub- Division	Supervision of all other operations to support the medical operation in terms of security, law & order etc under Mawshynrut Civil Sub-Division.

	<b>(08131928336)</b>	
<b>Response Branch Director (RBD)</b>	Shri B Kharjana, MPS, DSP , O/O S.P. Office West Khasi Hills, Nongstoin <b>(06009130271)</b>	Support for security, traffic, law & order etc.
<b>Division Supervisor / Group in charge</b>	All Officers-incharge, Police Stations/ Outpost	Work under supervision of Response Branch Director (RBN) and support for security , traffic, law & order etc.
<b>Transportation Branch Director (TBD)</b>	Shri V.R Ryngkhlem District Transport Officer West Khasi Hills, Nongstoin <b>(09774007101)</b>	Requisition of vehicles & any other matter as and when required
<b>Planning Section Chief (PSC)</b>	Smti. A.V.D. Shira, MCS, Addl. Deputy Commissioner. <b>(09436160250)</b> <b>(8731998408)</b>	Planning, Monitoring and evaluation of essential commodities / food grains.
<b>Documentation Unit Leader (DUL)</b>	Shri A. Synrem, District Informatics Officer, NIC <b>(09402507046)</b>	Ensure that all orders, Covid-19 Reports, advisories, instructions etc to be displayed in the District website and documentation of all processes.
<b>Logistics Section Chief (LSC)</b>	Shri S.J Booth Executive Engineer O/O PHE , West Khasi Hills District. <b>(09774010546)</b>	Maintenance of stock inventory of all essential resources in the district. Provision of Water , Toilets as per the requirement in the district.
<b>Communication Unit Leader (CUL)</b>	Shri S. Kharbani, Sub Divisional Engineer, BSNL, West Khasi Hills <b>(9402303467)</b>	Provide & ensure communication facility as and when required.
<b>Covid-19 Control Room Leader</b>	Shri R. Majaw DPM, BDU, West Khasi Hills Nongstoin. (08257076155)	In-charge of Covid -19 Control Room . To supervise the work in the Covid -19 Control Room. To liaise with the DPM Covid-19 Cell for any Covid-19 related matters.
<b>Medical Incident Commanders at the Block Level</b>	All Block Medical Health Officers ,	To liaise with the Incident Commander at the Block Level for all matters related to Covid-19 and to coordinate with other Section Chiefs if required .
<b>Medical Unit Leader (MUL)</b>	Dr S.A .Lyngdoh, Distict Medical Health Officer, Nongstoin <b>(09402105854)</b>	Provide Medical requirement and PPEs to all responders if required.
<b>Food Unit Leader (FUL)</b>	Shri R. Majaw DPM, BDU, West Khasi Hills Nongstoin. (08257076155)	Food Arrangement and procurement and distribution of essential commodities etc.
<b>Relief Camp Manager (for Female)</b>	1.Smti B Nengnong DPO, ICDS, Nongstoin <b>(09402135501)</b> 2.Smti G.Pakyntein , Deputy Labour Commissioner, West Khasi Hills, Nongstoin <b>(09863060794)</b>	To supervise in make shift/ identified quarantine places/ Relief Camp /building if any.

<b>Relief Camp Manager</b>	Shri Rodonald Majaw DPM, BDU, West Khasi Hills District. <b>(08257076155)</b>	
<b>Strike Team/ Task Force</b>	All departments / Response Teams	As per department role and as required by the RO/IC

(Shri. T. Lyngwa, IAS)

Deputy Commissioner & Chairman  
District Disaster Management Authority,  
West Khasi Hills District, Nongstoin.  
Dated Nongstoin the 23<sup>rd</sup> April 2021

Memo NO.NDR-DRM-02/2020/395 -A

Copy to:

1. The P.S. to the Chief Secretary to the Government of Meghalaya, Shillong for kind information.
2. The P.S. to the Commissioner of the Division for East, West and South West Khasi Hills; East and West Jaintia and Ri bhoi District, Shillong for kind information of the Commissioner of Division.
3. The Joint Secretary to the Govt. Of Meghalaya, Shillong Health & Family Welfare Department, Shillong for kind information.
4. The Joint Secretary to the Government of Meghalaya, Revenue & Disaster Management Department for kind information.
5. The Executive Director, State Disaster Management Authority, Shillong for kind information.
6. The Superintendent of Police, West Khasi Hills District, Nongstoin for kind information and necessary action.
7. The Additional Deputy Commissioner, West Khasi Hills District, Nongstoin for kind information & necessary action.
8. All Extra Assistant Commissioners, West Khasi Hills District, Nongstoin for kind information and necessary action.
9. The District Medical Health Officer, West Khasi Hills District, Nongstoin for kind information and necessary action.
10. All District Heads of Offices, West Khasi Hills District, Nongstoin for kind information and necessary action.
11. The DIO, NIC, DC's Offices, West Khasi Hills District, Nongstoin to display this order in the District Website.
12. The Block Development Officer Nongstoin/ Mairang/ Mawthadraishan/Mawshynrut for kind information and necessary action.
13. All Officers in-charge Police Station , West Khasi Hills, for information and necessary action.
14. All Officers concerned for kind information & necessary action.

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