OFFICE OF THE DISTRICT MAGISTRATE-CUM CHAIRMAN,
DISTRICT DISASTER MANAGEMENT AUTHORITY, ROHTAK.

ORDER

Covid disease is contagious and very dangerous in nature and is the defining global health crisis of this time. As per UNDP, this is the greatest challenge we have faced since World War-II. In light of this and as per letter of National Disaster Management Authority letter no. 05/55/2020/NDMA/CBT (Part) dated 06 May 2021 for mitigation of Covid pandemic by engagement of CSOs/NGOs/CBOs.

So, I, Capt. Manoj Kumar, IAS, District Magistrate, Rohtak in pursuance of power conferred upon me by the Haryana Epidemic Disease, Covid-19 Regulations 2020 along with Epidemic disease Act, 1897 and Disaster Management Act 2005, do hereby entrust Sh. Shakti Singh, IAS, Managing Director, Haryana State Cooperative Federation of Sugar Mills, deputed in District Rohtak during Covid times, to ensure action on all the points mentioned in above quoted letter of NDMA, New Delhi (annexure attached).

The task assigned related to coordination mechanism with help of CSOs/NGOs/CBOs Voluntary Organizations, Religious and Social Trusts, carrying out campaigns for mass awareness about Covid Vaccination testing, isolation, treatment, post-Covid Care, Logistics and supply Chain Managements etc.

District Magistrate-CUM-Chairman, DDMA, Rohtak.

Endst. No. 13582 (A) /MB, dated 07-05-2021

A copy is forwarded to the following for information and necessary action:-

1- The Chief Secretary to Govt. Haryana, Chandigrh.
2- Shri. Shakti Singh, IAS, Managing Director, Haryana State Cooperative Federation of Sugar Mills.
3- Addl. Deputy Commissioner, Rohtak.
4- SDM, Rohtak/Meham/Sampla.
5- City Magistrate, Rohtak
6- Civil Surgeon, Rohtak.
7- DRO, Rohtak.
8- D.D.P.O, Rohtak.
9- DIO, NIC, Rohtak.
10- DIPRO, Rohtak.
11- Secretary Red Cross Society, Rohtak.

District Magistrate-CUM-Chairman, DDMA, Rohtak.
I am directed to say that the nation is experiencing a steep increase in the number of COVID cases which has precipitated in an unprecedented crisis. To handle this crisis, it is necessary to involve all the stakeholders at the State, District and Local levels. A large number of NGOs/CSOs, Voluntary Organizations, Faith-based Organizations, Religious and Social Trusts are already playing an important role at the District and State level.

2. NDMA held a web-meeting with nearly 1,000 NGOs engaged in COVID containment and mitigation yesterday (05.05.2021). The meeting was also attended by all the SDMAs and many DDMAs. The deliberations and discussions in the above meeting highlighted the need to institutionalize the engagement with NGOs/CSOs, Voluntary Organizations, Faith-based Organizations, Religious and Social Trusts (henceforth will be collectively referred as NGOs) by creating a coordination mechanism at the district and state levels. The functions and structure of the coordination mechanism should be as below:

(a) Functions

i. The coordination mechanism should work as a clearing house to sort out the problems and issues at the grassroots level and the issues faced by the helping NGOs including allocation of excess resources & services to the districts which are in need.

ii. The geographical distribution amongst the NGOs in terms of villages and talukas so that there is no duplication of the same services.

iii. Identifying the services required such as locating the hospitals, helping for hospital beds, accessing facilities for oxygen, supplying oxygen concentrators, organizing oxygen banks and ambulance services, providing facilities in the waiting areas of the hospitals, distribution of food to the persons in home isolation/ poor, catering to the special needs of the Persons with Disabilities, taking care of orphan children, psycho-social counseling, medical counseling, campaign and assistance for vaccination, assisting in burial/cremation of dead bodies, and other required services.

iv. Distribution of the above mentioned services/assistance amongst the NGOs so that all the necessary help is available to the affected people.

v. Understanding and dissemination of all the current Orders, Directives and Guidelines of the Central and State Governments to the NGOs.

vi. Carrying out Information, Education Campaigns for mass awareness about COVID appropriate behavior, testing, isolation, treatment, post-COVID care etc.
vii. Maintaining a robust data-base at the district level with regard to all aspects of COVID management such as availability of hospitals, beds, oxygen, doctors, nurses, containment zones etc.
viii. Mobilization of necessary resources including human and financial resources.
ix. Logistics and Supply - Chain Management.

x. Any other issue which is specific to the particular District or State.

(b) Structure

In order to undertake the above mentioned functions, the following structure is suggested:

i. There should be an Office/ Secretariat set up at the District and State level for functioning of NGO Coordination Centre with all necessary facilities such as furniture, computers etc.

ii. A Senior Officer at the District and State level should be nominated as Nodal Officer on full-time basis for the work of NGO Coordination Centre, who will chair the coordination meetings.

iii. The Centre will have a full-time coordinator nominated by the NGOs and assisted by required number of NGO representatives.

iv. There should be regular meetings held in the Centre where the Nodal Officer and other concerned Officers (Police, Health, Municipal and other relevant) from the District or State and one representative from each of the NGOs will participate. The frequency of the meeting will be decided on the basis of need of District and State. In the meeting, specific issues related to Covid management in the district should be clearly identified.

v. As NGOs/ CSOs, Voluntary Organizations, Faith-based Organizations, Religious and Social Trusts have to provide services in the containment zones and curfew imposed areas, a system of special passes or identity cards may be introduced.

vi. Records of discussion and Minutes of the Meetings should be recorded and maintained meticulously to avoid problems in future.

vii. Any problem which cannot be solved at the District level should be brought to the notice at State level and solved.

viii. A Standard Operating Procedure for the functioning of Coordination Centre should be evolved by the District/ State in consultation with NGOs.

3. The concerned Districts and States should appoint a full-time Nodal Officer as discussed above and communicate his/ her name, designation and contact details to NDMA immediately so that these can be compiled at NDMA and be shared with NGOs who are willing to provide assistance.

4. The Districts & State level coordination mechanism will help not only in efficiently overcoming the COVID-19 crisis but it will also help in the event of any future disaster. Considering the importance and need of setting up of Coordination Centre, personal attention may be paid to this and same may be set up at the earliest.

Yours faithfully,

Nawal Prakash,
Joint Advisor (CBT), NDMA