

The Work Allocation of Disaster Management Cell.

Sr.No.	Type of Post	Work Allocation
1	Head Clerk(Post vacant) Work is looked after by UDC & Jr.Steno	Legislative Assembly Questions Right to Information Act State Disaster Management Authority South Goa District Disaster Management Authority Public Grievances under Natural Calamity Ad hoc committee issues Budget Speech Maintenance of leave Register Border Area Dev. File Annual Report on Natural Calamity Mines matter relating to disasters Border Area Dev. File Crisis Management Plan Capacity Building – XIII th Finance Commission Advisory committee Swine flu Road map Daily Reports on Natural Calamity Multipurpose evacuation shelters Website Chief Minister 's Reference
2.	UDC	Gratuitous Relief under Natural calamity to the beneficiaries of the six talukas Loss-Assessment Canacona Disaster Files Streamlining of payment of gratuitous relief towards natural calamity Sanction orders/Notifications/Circular Flood Management Plan for South Goa District Trawler/Fishing boat issue Biological Disaster Infrastructural Dev. i.e. Restoration on Canacona file Control Room matters Guidelines under NDM. Government Reference cyclones Typing work
3	Jr.Steno	Earthquake Risk mitigation file Drought, Earthquake, Chemical Accidents Goa Institute on Research & training on

		Disaster Management
		Incident Response System
		Implementation of IT tools
		Offsite disaster management plans
		Requirement of tools and equipments
		Mock exercise on floods
		Mock exercise of chemicals
		State Disaster Response Fund & National disaster response fund
		State Disaster Response Force
		Orders under Disaster Management Act
		Off-site Emergency Plan for South Goa District
		Monsoon preparedness
		Mutual Aid Agreement off-site group
		Cases under Disaster management Act
		Public Insurance Liability Act
		Training for officers/Stakeholders
		Awareness Programme
		Earthquake Risk mitigation file
		Miscellaneous Matters
		Dudhsagar Issues
		Typing work
		<u>MATTERS ON E-GOVERNANCE</u>
		DC* Suite software of NIC Kerala, tour of South Collectorate officials reg....
		DCS Taluka suite
		Computerization of office system DC* Suite
		Village suite
		Projects on e-governance
		CFC, E-Governance
		Projects Asset management
		Communication on e. governance, computerization CFC
		Matters on e-services
		E. Governance miscellaneous matters
		District e-governance societies in e district mission mode project
4	Lower Division Clerk	Landslide
		Communication plan for control room
		Information about past disasters
		Compilation of Communication plan

