

No.33-10/2015-NDM-I  
Government of India  
Ministry of Home Affairs  
(Disaster Management Division)

C Wing, 3rd Floor, NDCC-II  
Jai Singh Road, New Delhi  
Dated 28<sup>th</sup> May, 2015

To

All Relief Commissioners/ Secretaries (DM) of States and UTs

Subject Meeting to discuss various State/UT specific disaster management  
issues -reg.

Sir,

I am directed to say that a meeting of the Relief Commissioners/  
Secretary (DM) of the States and UTs will be held at 3 PM on 23<sup>rd</sup> June, 2015  
in the Conference Room, 2<sup>nd</sup> Floor, NDCC-II Bldg., New Delhi under the  
Chairmanship of Joint Secretary (DM) to discuss various State/ UT specific  
issues related to disaster management.

2. The tentative agenda points for the meeting are enclosed.
3. It is requested to kindly attend the meeting or send a suitable  
representative for attending the meeting.

Yours faithfully,



(Goutam Ghosh)  
Director (DM-I)

Telefax:23438123

Email: dirdm1@nic.in

Copy with a request to attend the meeting:

1. Director General, National Disaster Response Force, R K Puram, New  
Delhi
2. Executive Director, NIDM, New Delhi
3. Sh. Sujit Mohanty, UNISDR, Thailand

Copy for information to :

PPS to JS(DM)/ Director (DM-III)/ DS (DM-II)

## Tentative Agenda Points

1. Utilization Certificate (UC) for SDRF funds as on 1<sup>st</sup> April, 2015.  
Pending this UC, the June installment of SDRF cannot be released.
2. Updation of available balance of SDRF in the NIC Portal at [www.mha1.nic.in/sdrf/login.aspx](http://www.mha1.nic.in/sdrf/login.aspx)
3. UCs for National Programme of Capacity Building for Engineers and Architects conducted from 2006-2010.
4. Position of Rules made by the State government u/s 78 of the DM Act - The States should notify the Rules under the DM Act.
5. States are required to get their Annual Reports prepared u/s 70(2) of the DM Act.
6. States should compile resource inventory data base in response to this Ministry's letter of 21<sup>st</sup> May, 2015 (copy enclosed)
7. Updation of IDRN data base : States should update IDRN data base record on the website [www.idrn.gov.in](http://www.idrn.gov.in)
8. Position of setting up of State Disaster Response force (SDRF) in the States
9. Allocation of land for NDRF Battalions (Arunachal Pradesh and UP) and details
10. Presentation by UNISDR on how to assess and maintain disaster loss in the event of a calamity. The States will be appraised of methodology through this presentation so that they can make realistic assessment of loss of lives and livelihood in the event of a calamity.

No. 33-7/2015-NDM-I/AD  
Government of India  
Ministry of Home Affairs  
(Disaster Management Division)  
NDCC-II Building, Jai Singh Road  
New Delhi-110 001

Dated: 21.05.2015

To

As per distribution list

**Sub: Preparation of Master Inventory**

Sir/Madam,

This Ministry, in the wake of recent experiences on sending relief supplies to Nepal, Jammu & Kashmir and Uttarakhand, has taken an exercise to draw up a Master Inventory regarding availability of relief materials that a particular Ministry / State Government / Agency / NGO can provide within 72 hours or earlier.

2. One of our major experiences has been that sending relief material was more 'supply-driven' rather than 'demand-driven'. Moreover, various Government agencies / PSUs / NGOs have approached us for contributing cash assistance for disaster affected families. It may be noted that a major impediment in accepting cash is to convert this cash into relief supplies, which is generally not possible given at the short time.

3. Moreover, it has also felt that the initial thrust of relief supplies reduces the impact of disaster to a great extent. The supplies that are sent within 72 hours, therefore, are very crucial in saving lives and reducing the impact. It is in these 72 hours that the first responders do not know which agency to be contacted for which relief material and what is the nearest rail/ air head from where this relief material can be picked up.

4. Furthermore, many agencies, after rushing the supplies at our request, have subsequently raised the bill for those supplies. This has put this Ministry in a predicament as to the cost of relief material so supplied in emergency cases and question arise as to whether these were over priced. It is understood that when emergency supplies are rushed by various sources, the expenditure of such relief supplies are to be borne by the concerned Ministry / State Government / NGO.

5. Based on the above experiences, this Ministry has now embarked upon on the exercise to maintain a Master Inventory of such items that any willing Ministry / PSU / State Government / NGO is able to provide within 72 hours of the calamity or before.
6. Please find attached with this letter, a list of probable items that are required in the first 72 hours which the concerned Ministry / PSU / State Government / NGO should be able to provide at the request of this Ministry free of cost.
7. It is requested that you may kindly indicate the relief material, as per attached list (or any other material which is available with you) which you can provide free of cost within a period of 72 hours of the calamity or before. Please also indicate the nearest rail / air head from where these supplies can be picked up. Please also indicate about the detailed address, phone numbers, fax and e-mail of a nodal officer with whom crisis responders can approach for obtaining the relief supplies.
8. Based on your responses, this Ministry will prepare a Master Inventory to be shared with all the State Governments as they are the first responders in case of a calamity.
9. Reply on the above lines may kindly reach to the undersigned within next 15 days.

Yours faithfully,



**(Gautam Ghosh)**  
Director to Govt. of India  
Tel. No. 011-23438123

Encl: as above

## Distribution List:

### States:

Resident Commissioners of all States

### Central Ministries/Department/Organisation:

- 1) Secretary, Department of Agriculture & Cooperation, Ministry of Agriculture, Krishi Bhawan, New Delhi.
- 2) Secretary, Ministry of Defence, 101-A, South Block, New Delhi.
- 3) Secretary, Ministry of Drinking Water Supply & Sanitation, Room No. 247, A Wing, Nirman Bhawan, New Delhi-110011.
- 4) Secretary, Ministry of Health & Family Welfare, 156, A Wing, Nirman Bhawan, Maulana Azad Road, New Delhi-110011.
- 5) Secretary, Ministry of Power, Room No.205, Shram Shakti Bhawan, II Floor, R.A.I. Marg, New Delhi-110001.
- 6) Secretary, Deptt. of Rural Development, Room No 199 D, Krishi Bhawan, Dr.Rajendra Prasad Road, New Delhi-110001.
- 7) Secretary, Ministry of Communication and Information Technology, Room No 210, Sanchar Bhawan, Ashoka Road, New Delhi-110001.
- 8) Secretary, Ministry of Urban Development, Room No.122, Nirman Bhawan, C Wing, Dr. Maulana Azad Road, New Delhi-110011.
- 9) Secretary, Ministry of Textiles, Udyog Bhawan, New Delhi.
- 10) Secretary, Ministry of Small Scale Industries, Udyog Bhavan, Rafi Marg, New Delhi.
- 11) Secretary, Ministry of Consumer Affairs, Food & Public Distribution, Krishi Bhawan, New Delhi.
- 12) Secretary, Ministry of Heavy Industries and Public Enterprises, Udyog Bhawan, New Delhi-110011.
- 13) Secretary, Ministry of Road Transport and Highways, Transport Bhawan, Sansad Marg, New Delhi - 110001
- 14) Director General, BRO, Seema Sadak Bhavan, Oelhi Cantt., New Delhi-110010.
- 15) DG, NDRF, East Block-7, Level 7, R.K. Puram, New Delhi.
- 16) Director General, Supplies and Disposal, New Delhi.

### NGOs/Business House:

- 1) Shri S.P. Agarwal, Secretary General, Indian Red Cross Society, 1, Red Cross Road, New Delhi 110001
- 2) Mr. Chandrajit Banerjee, Director General, CII , The Mantosh Sondhi Centre, 23, Institutional Area, Lodi Road, New Delhi - 110 003 (India)
- 3) Dr A. Didar Singh, Secretary General, FICCI, Federation House, Tansen Marg, New Delhi 110001
- 4) Sh. D.S. Rawat, Secretary General, ASSOCHAM Corporate Office, 5, Sardar Patel Marg, Chanakyapuri, New Delhi - 110021.

### Copy for information to:

- 1) Member Secretary, NDMA, Safdarjung Enclave, New Delhi.

S No	Items	Organisation
<b>1</b>	<b>Landing Facilities</b>	
(i)	Airstrips	
(ii)	Helipads	
(iii)	Airports	
<b>2</b>	<b>Health facilities</b>	
<b>2.1</b>	<b>Field Hospitals</b>	
(i)	Medical Teams	
(ii)	Mobile/Makeshift hospitals	
(iii)	Mobile Operation Theatres	
(iv)	Emergency Beds	
(v)	Generators	
<b>2.2</b>	<b>Medicines &amp; Disinfectants</b>	
(i)	Life Saving Drugs ( Standard Kit)	
(ii)	DDT	
(iii)	Bleaching powder	
(v)	Gamaxin	
(vi)	Chlorine Tablets	
(vii)	Phenyl	
(viii)	Sanitrate Tablets	
(ix)	Bioculum Tablets	
(x)	First Aid Kits*	
(xi)	Paracetamol	
(xii)	Amoxicillin	
(xiii)	Aspirin	
(xiv)	Glucagon Injection (diabetes)	
(xv)	Diclofenac (pain killer)	
(xvi)	Chloramphenicol eye ointment	
(xvii)	Pediatric medicine	
(xviii)	disposable syringes	
(xix)	Sterilized water pouches	
(xx)	Nebulizers	
<b>2.3</b>	<b>Medical Equipments &amp; Personnel</b>	
(iii)	Strechers	
(iv)	Road Ambulances	
(v)	Air/Heli Ambulances	
(vi)	Wheel Chairs	
(vii)	Oxygen Cylinders	
(viii)	Generator Sets	
(ix)	Nurse & Paramedical staff	

(x)	Specialised doctors	
(xi)	Trauma Counsellors	
(xii)	First-Aid Teams	
(xiii)	Patient masks	
(xiv)	Forecep/ scissor	
(xv)	Dignostic Equipments (X-ray machine, BP monitor, diabolic monitoring etc)	
(xvi)	Flexible beds for patients	
(xvii)	Vaccines	
<b>3</b>	<b>Food &amp; Civil Supplies</b>	
(i)	Ready To Eat Meals	
(ii)	Langars	
(iii)	Dry food -Gur - Chuda, chana-murmura, sattu	
(iv)	Noodles	
(vi)	Baby Food	
(vii)	Dry Milk/Milk Power/Tea	
(viii)	Dry Ration Kit - 5 kg ( Rice, Pulse, Salt, Sugar , spices, pickles etc)	
(ix)	Dry items like Rusks, Biscuits, Cereals etc.	
(x)	Cooking Oil	
(xi)	Cooking stove	
(xii)	Gas cylinders	
(xiii)	Match Boxes	
(xiv)	Candles	
(xv)	Utensils	
(xvi)	Salt	
<b>4</b>	<b>Livestock Care</b>	
(i)	Fodder	
(ii)	Poultry Feed	
(iii)	Vet medicine Kits ( Standard)	
(iv)	Animal sheds	
(v)	Veternary doctors	
<b>5</b>	<b>Drinking Water &amp; Sanitation</b>	
(i)	Water Bottles	
(ii)	RO Plant	
(iii)	Water Purifiers	
(iv)	Water tankers	
(v)	RO Bottling plants	
<b>6</b>	<b>Shelters &amp; Toilets</b>	
(i)	Tents	
(ii)	Tarpauline	
(iii)	Prefab Structures	
(iv)	Mobile Toilets	
<b>7</b>	<b>Clothings</b>	
(i)	Male clothings	

(ii)	Female Clothings	
(iii)	Baby Apparels	
(iv)	Sweaters	
(v)	Towels	
(vi)	Footwear	
(vii)	Blankets, bed sheets etc.	
<b>8</b>	<b>Search &amp; Rescue Equipments</b>	
<b>8.1</b>	<b>Heavy equipments</b>	
(i)	Rubble clearing Dozers	
(ii)	JCBs	
(iii)	Cranes	
(iv)	Road Clearing Equipments,	
	<b>Light Equipments</b>	
(i)	Safety Helments	
(ii)	Spade Shovels	
(iii)	Sledge Hammer	
(iv)	Ropes	
(v)	Heavy duty gloves	
(vi)	Dust masks	
(vii)	Torch Light	
(viii)	hydraulic Jack	
(ix)	Search light handhold/rechargeable	
(x)	Ladder	
(xi)	Boats	
(xii)	Life Jackets	
(xiii)	Fire Extinguishers	
(xiv)	CBRN Masks	
(xv)	Cutters, Shaw	
<b>9</b>	<b>Emergency Communication</b>	
(i)	HF sets	
(ii)	VHF sets	
(iii)	HAM Radio Operators	
(iv)	Satellite phones	
<b>10</b>	<b>Emergency Transportation</b>	
(i)	Buses	
(ii)	Trucks	
(iii)	SUVs	
(iv)	Light Vehicles	
(v)	Rail coaches	
(vi)	Goods Trains	
<b>11</b>	<b>Miscellaneous Items</b>	
(i)	Sanitary Napkins	
(ii)	Baby Diapers	
(iii)	Soap/detergent	
(iv)	Kerosene Oil	
(v)	Diesel/Petrol	



