

## Standard Operating Procedure (SOP) for National Disaster Response Reserve (NDRR)

### Introduction :-

The Government of India has recently constituted a National Disaster Response Reserve (NDRR). Presently, the budget size of the fund is Rs. 250 crores which is revolving in nature. The NDRR is meant for purchase of items required by the NDRF in discharge of its duties particularly at the time of disasters. From the revolving fund of NDRR, the NDRF is expected to maintain a ready inventory of goods & services. The items in this inventory are for the operational use of NDRF and for the use of the victims of disaster. The NDRR shall be at the disposal of the DG, NDRF. To streamline the process of purchase and to maintain an inventory, a detailed Standard Operating Procedure (SOP) is required. Therefore, this document lays down the Standard Operating Procedure (SOP) for purchase and maintenance of the inventory from the funds under NDRR. This fund is over and above the general allocations to NDRF under Plan and non-Plan segments.

2. The procurement of all the goods and services from the NDRR shall be as per the procedure laid here under this SOP :

2.1 The goods required for the purpose of inventory under the NDRR may be broadly categorized under the following three heads :

- i) Perishable goods :- These goods are in the form of ready to eat items, food packets, drinking water, medicines, apparels and such other things whose general life is less than 6 months ;
- ii) Non-perishable goods :- These goods are such whose life extends beyond 6 months and upto such number of years as may be prescribed.
- iii) Goods hired on rent :- These are the goods which may not be readily available in the standard inventory of the NDRF but the NDRF may be needing these for its own operational purpose or for the support of disaster victims.

2.2. In addition to the goods, the NDRR can also be used for services too. The DG, NDRF can purchase these services outright or hire the services for a limited period of time during the period of disaster and till such time the disaster tides over.

**Empowered Committee :-**

3. There shall be an Empowered Committee (EC) headed by the Secretary / Additional Secretary in charge of Disaster Management Division. The other Members would be DG, NDRF, Joint Secretary (Police Modernisation), Joint Secretary (Police II) and one representative of the IFD. Representative of each CAPFs, DGS&D or his nominee shall also be members. Joint Secretary (Disaster Management) shall be Member-Secretary of this Committee. The mandate of the EC shall be as under :

- i) It shall prescribe the list of items (both goods and services) that will constitute the inventory alongwith specifications that can be purchased by the DG, NDRF from the NDRR;
- ii) The EC shall have full power to expand the inventory and add more items to it;
- iii) The EC shall also have the powers to add or amend any of the provisions of this SOP.
- iv) The EC shall also have the power to take any policy decision with respect to any issue brought out before it by the DG, NDRF.
- v) The EC must meet once in 6 months and more frequently if occasion arises.
- vi) Members of international bodies like UNISDR, USAID etc and other civil society groups specializing in Disaster Management may be invited for their inputs/advice.

**Operations Group :-**

4. Once the EC has decided the inventory (both goods and services), the DG,NDRF shall call a meeting of the Operations Group (OG). The OG shall constitute DG, NDRF as its Chairman. IG, NDRF, Director(Provisioning), Police Modernization Division and

Financial Advisor, NDRF or his nominee to be such other Members. All the Battalion Commanders shall necessarily be the members of OG. The OG shall necessarily meet once every month. The OG should frame detailed guidelines for its own procedures and get it approved by the Empowered Committee. The OG shall have the following powers :

- a) It shall lay down “prescribed life” of each item duly listed by the EC;
- b) The OG may follow standard “prescribed life” already decided in case of such items by other Para Military Forces or the Defence Forces. Wherever, there is no prescribed life for certain items, the OG shall be fully empowered to prescribe the life for such items as per a Standard Protocol duly approved by the EC.
- c) The OG shall be fully empowered to decide the tenders floated to purchase the items and fix the price of each item mentioned in the inventory list.
- d) The OG shall also decide which goods should be treated as perishable or which good be treated as non-perishable.
- e) The OG shall also decide which good/services have to be purchased and which goods /services are to be outsourced or hired on rent.

**Procurement, Storage & Use :-**

5. The DG, NDRF shall be fully competent to procure such inventory as approved by the EC. The OG shall serve as a Procurement Committee for the purpose.

6. For the purpose of procurement, the NDRF may directly advertise in the news papers or buy the goods at DGS&D approved rates or may even hire a professional procurement agency for assisting them in the procurement.

7. If the procurement agency is hired then such an Agency shall be hired from amongst Public Sector Undertakings/Inter-government Agencies/State Corporations. The Agency shall be selected through an open bidding and the Agency quoting minimum agency charges shall be selected with the prior approval of MHA. The Agency should

have necessary core competence and it may also be required to conduct pre-delivery inspection of goods etc.

While seeking offer from above-mentioned bodies, NDRF should lay down certain criteria as under :-

- They should have undertaken a minimum procurement of atleast Rs. 15 Crore per annum on an average during the last three years.
- They should have a dedicated procurement wing to assure that procurement is one of their core competencies.
- They should have a minimum experience of 5 years in procurement.
- They should have undertaken procurement job for atleast 2 Government/Foreign Government bodies.

There may be cases where Public Sector undertakings/Inter-governmental Bodies/State Corporations may like to offer their services to NDRF free of cost. Such offers should be welcomed and the NDRF should explore such proposals.

8. Procurement of Goods and Services shall be done following the extant GFR Rules.
9. The OG headed by the DG, NDRF shall be competent to decide the tender as per the financial power delegated by the MHA to the DG, NDRF.
10. The Goods may be stored at all the Battalion Headquarters and the NDRF Headquarters, as well as Company/Team locations.
11. The OG can hire premises for storage of the inventory and pay the user charges from NDRR with the prior approval of the Empowered Committee.
12. The DG, NDRF shall also be fully empowered to rush the items under NDRR to the disaster struck places upon oral or written directions from the DM Division. Oral directions must be confirmed in writing post facto.
13. During the time of operations at the disaster struck place, it shall be within the powers of the Battalion Commander to leave behind certain goods and services at the

site of disaster subject to the cost of the such goods being calculated and recovered from the State Government concerned, from their SDRF.

14. The Battalion Commander while leaving behind certain goods and services for the States must draw a detailed inventory of the items left behind and get the inventory counter-signed by the concerned District Magistrate.

15. These items will not be written-off from the inventory unless it is fully reimbursed (as assessed ) by the State Government to the NDRR.

16. The storage and transportation of these NDRR items shall be booked to the State Governments to be recovered from their SDRF.

17. The DG, NDRF may enter into MoU with various Government/private agencies for supply of inventory items at a short notice at a fixed price.

**Condemnation :-**

18. The Operations Group (OG) headed by the DG, NDRF shall be competent to declare an item condemned and/or order its auction. The OG may formulate guidelines for condemnation of items with the approval of MHA.

19. The OG may also decide to hold camps in villages of the service areas of the respective Battalions and distribute perishable items like food packets, dry rations, drinking water, medicines, when it is felt that these are likely to perish and there is no possibility of them being used in a disaster. Similarly, while holding such camps, certain non-perishable items for the use of common people may also be distributed. However, before doing this, the concerned Battalion Commander must take the prior permission of the District Magistrate. The cost of this distribution shall be recouped from the State SDRF.

20. The OG shall also be empowered to write-off an item before its prescribed life subject to the approval of the MHA.

### **Internal Audit Group :-**

21. The Internal Audit Group (IAG) shall be headed by the Financial Adviser, NDRF consisting of one Senior Audit Officer, three Assistant Accounts Officer and such other officers as the FA may co-opt. These officers may be deputed from the MHA. The broad functions of the IAG are as under :-

- i) It shall carry out the audit of the scheme every four months;
- ii) It shall visit the Battalion Headquarters where it will ensure that the goods are properly inventorised, stored and accounted for;
- iii) It will also ensure that the items condemned and auctioned by the OG are justified and these items are no longer in the premises of the NDRF. The IAG shall also see that whatever inventory was used in the event of a disaster or left behind by the NDRF for continuous use of the State Government are actually been monetized and the money recoverable has been received from the State SDRF and re-couped in the NDRR.
- iv) The IAG shall look into such other papers and the processes regarding the purchase and disposal of the inventory under NDRR and suggest ways and means for further improvement.

### **Recoupment of Fund Flows:**

22. The fund flows for recoupment of the NDRR fund would be from Centre to SDRF and thereafter to NDRR and not directly through deduction at source. Thus, the recoupment shall be made by the respective State Governments through their existing SDRF allocations. The IAG shall ensure that the funds are recouped from the SDRF as per the demand raised by NDRF.

23. However, in exceptional cases, the Fund may be recouped directly through deduction at source subject to the approval of the Empowered Committee.

**Monitoring :-**

24. There shall be a Monitoring Committee headed by the Joint Secretary(DM). IG, NDRF, Financial Advisor, NDRF and Director, MHA shall be the other Members. The Monitoring Committee shall monitor all aspects of NDRR and suggest ways and means of improving this SOP further. The Monitoring Committee will meet once every quarter and see that the Operations Group and the Internal Audit Group have been performing the functions assigned to them. In case of any disputes between States and NDRF, the matter will be referred to the Monitoring Committee whose decision shall be final.

**External Aid :**

25. In case of external aid or assistance to be rushed by the NDRF on the request of MEA, the resources from the NDRR may be used, provided the MEA agrees to meet such resources.

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