

Government of India  
**NATIONAL DISASTER MANAGEMENT AUTHORITY**  
NDMA Bhawan, Opposite Trauma Centre, AIIMS  
A-1, Safdarjung Enclave, New Delhi-110029.



F.No.A-20016/11/2006-Admn.

Dated: 21.11.2008.

**Subject: SOP for processing of proposals on DM related subjects which include Sensitization programme/training programme/workshops/ seminars, conferences/ symposium organized through Central/ State Government / their PSUs, Premier training/Academic institutions/ societies/ reputed NGOs/ National level Federations.**

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Enclosed is the SOP for processing of proposals on DM related subjects which include Sensitization programme/training programme/workshops/ seminars, conferences/ symposium organized through Central/ State Government / their PSUs, Premier training/Academic institutions/ societies/ reputed NGOs/ National level Federations. This will come into force with immediate effect.

**Encl: A copy of SOP.**

( P. Thakur )  
Under Secretary to the Govt. of India.

To:

1. OSD to Hon'ble VC
2. Sr. PPS / PPs to Hon'ble Members
3. PS/ PA to Spl. Secy./FA/All JS/ All specialist/ all consultant
4. All Us
5. All SO
6. Accounts & Finance Section

## NATIONAL DISASTER MANAGEMENT AUTHORITY

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### SOP FOR PROCESSING OF PROPOSALS ON DM RELATED SUBJECTS WHICH INCLUDE SENSITIZATION PROGRAM / TRAINING PROGRAM / WORKSHOPS / SEMINARS / CONFERENCES / SYMPOSIUM ORGANIZED THROUGH CENTRE / STATE GOVERNMENT / THEIR PSUs, PRIMER TRAINING / ACADEMIC INSTITUTIONS / SOCIETIES / REPUTED NGOs / NATIONAL LEVEL FEDERATIONS

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#### I. Procedure for processing the short term Proposals received:

##### 1.1 Types of Workshop / Conference:

**(a) Extended Group Meetings:** The no. of participants may vary from **50 to 100**. The purpose of these group meetings is to (i) draw the initial approach to the format of the guidelines; (ii) to get consensus a regional / national level, if the guidelines are formulated. The proposal should be submitted with minimum **one month** advance notice. The group meetings may be held in ATIs / Scientific / Technical institutions of the Centre / States. In case of NDRF conference, the no. of participants would be about 15 – 20 persons only.

**(b) Co-sponsoring of Workshops as Partners:** Keeping in view of the need to convey the message of Disaster Management across the length and breadth of the country, the NDMA has to enter into partnership with various organizations such as FICCI; CII; UNDP; World Bank etc., to organize events on various subjects. The subject selected should be directly related to / under study of NDMA. The event should carry our NDMA logo and include NDMA as co-sponsor in all correspondence to give wide publicity to the efforts of NDMA. The contribution from NDMA will be limited to **25 - 50%** of the total estimated cost or a maximum amount of **Rs. 4.00 lakhs**, which ever is lower. The proposal shall be submitted with minimum **6 weeks advance** notice.

**(c) Core Group Meetings:** are conducted with about 5-10 participants or more, if steering group members also need to be invited and with 2 weeks notice or a shorter case, as the case may be.

**(d) NGOs:** In exceptional cases, the NDMA may take the assistance of NGOs of exceptional fame to organize events (Capacity Building in Disaster Management) on issues such as Physically challenged persons; Gender empowerment : Care of Women / children during / post disasters; specific subjects decided by NDMA with a clear cut, well established, measurable and pronounced outcome. The subjects so selected / specialized that the expertise to organize the event is not available with NDMA / any other Govt. organization. Such events shall not hold more than once for each type of Disaster with a maximum of Rs. 2 lakhs each per annum with a total outlay of Rs 12 lakhs per annum. The office of Member proposing the conduct of any event through an NGO shall submit details of the NGO such as Aim; Purpose, scope of the event; Credentials of the NGO; Types of audience and relevance; Panelists; gains to be accrued quantifying the output etc. along with the proposal to the VC, NDMA for approval in principle.

**(e) Training of NDRF personnel & Community Awareness Program:** The training expenses for the short term / long term training of NDRF personnel outside the country will be dealt within short notice only. The expenses of the Community awareness & preparedness program undertaken by NDRF Bns. Will also be dealt under this SOP.

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## **I.2. Processing of the short term event Proposal:**

**(a) Part I:** The office of the concerned Member will first process the request received along with the details of the Necessity; date; time and venue of the proposed event along with the category / number of participants likely to attend and put up through the Member to VC, NDMA for administrative approval in principle, of the Necessity of the event; Venue & Date, without any expenditure sanction. The responsibilities entrusted to the Empowered Committee in the earlier SOP related to the submission of details in **Format 1** and **Annexure 1** may be done by the office of the concerned Member.

**(b) Part II:** After approval of VC in principle for the event, the proposal in duplicate will be sent from the office of the VC, NDMA to (i) concerned Member for information and going ahead with the arrangements and (ii) JS, Mitigation for processing the same for financial sanction within 7 days. In case of any difficulty, the details may be brought to the notice of VC, NDMA.

**(c) US (CB&T)** will process the file through Director, Mitigation; JS, Mitigation; FA; Special Secretary; concerned Member and VC for financial concurrence and expenditure sanction within 7 working days.

## **I.3 Amounts to be sanctioned:**

(a) The instructions of the MoF, GOI should be followed along with the powers / amounts delegated under GFR; DFPR and specific orders. No grant in aid can be given / approved by NDMA.

(b) In case of Government Organizations such as ATIs / SIRDs / IITs / Universities, the limit will be about Rs. 3000/- to Rs. 4,000/- per trainee for a one day training program.

(c) The said amount will include Boarding & lodging charges of the participants and other incidentals for the event. Ticket & Honorarium, wherever applicable to the Experts / Guest lecturers, will be extra.

(d) The same may vary depending on the availability of accommodation; air / road connectivity, cost of living etc.

(e) For example, the training expenditure in places such as NE region; Goa; J&K, HP, Uttarakhand etc., will be slightly high due to poor road / air connectivity necessitating two nights stay.

(f) In general, training / accommodation in star Hotels may be discouraged.

(g) Payments to the Experts / Guest lecturers such as TA, DA, Honorarium etc. shall be made before completion of the event.

(h) Where NDRF exhibitions are a part of any workshop / event, the details of additional expenditure will be furnished by OSD, NDRF attached to Member, NDRF.

**I.4 Monitoring of the Program:** Monitoring of the program may be done by concerned MEMBER and a brief report may be submitted about the discussions held in the said training program.

**I.5 Payment Schedule:** Keeping in view of the tight financial position of most of the training institutions such as ATIs / SIRDs etc., it will not be possible on their part to organize any training program on behalf of NDMA without any advance payment. Hence, 50 - 90% of the amount sanctioned may be released in one or two installments, depending on the case minimum 10 days in advance of the event and balance may be reimbursed within 15 days of conduct of the training program.

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## **II. Procedure for long term Capacity Building & Training:**

There is a specific capacity building and training component under each of the Disaster Risk Mitigation Projects namely Cyclone; Earthquake etc., while the same will be incorporated in the other Disaster Risk Mitigation Projects such as Flood; Landslide etc., Pending the starting of these training programs under these Disaster Risk Mitigation projects some time in 2<sup>nd</sup> half of next financial year, the following actions need to be taken for the interim period:

### **II.1 Training Need Assessment (TNA):**

Keeping in view of the preparation of guidelines for different types of Disasters by NDMA, Preparation of Disaster Plans by the districts / states is the next step. The training requirement of different stakeholders involved in the preparation of DM plans at various levels; implementation of these plans etc should be assessed. Members, NDMA may suggest (i) the areas / subjects requiring training / workshop / conference under each category of disaster along with (ii) details of the Institutions / organizations capable of imparting training and (iii) and the duration of training in about 15 days period.

### **II.2 Preparation of Training Calendar:**

Based on the suggestions received from different members for organizing the training programs in different subjects, a committee consisting of the **Advisor, Mitigation; Advisor, Policies; FA; Director, Mitigation** may consult different organizations, workout the modalities of the training institution, location / venue; duration; amount required etc., and prepare a detailed training calendar from January 2009 to March 2010 including various aspects of the training / workshop / conference / Capacity Building and submit the same for approval of NDMA for next financial yr. by 1 March, 2009.

The NDMA's Annual Training Program should be a part of the Capacity Building Plan of the NIDM so that there is no gap or overlapping in the overall training program to ensure mutual reinforcement, synergy and complimentarily. It may cover:

- 1) Different Disasters such as Cyclone; Earthquake; Landslide; Flood etc
- 2) Different Central Ministries / State Governments
- 3) Different aspects of Disaster Management:
  - i. Preparedness / prevention / response / rehabilitation / reconstruction / recovery etc
  - ii. Thematic: Early warning & forecasting, capacity building; standards of relief etc.,

**Organization Details**

- (i) Name of the Organisation.
- (ii) Audited financial reports of the Organisation for at least past two years.
- (iii) Status of the Organisation.
- (iv) Details of past work including agencies they have been associated with.
- (v) Details of registration (Certified copy to be enclosed).
- (vi) Registered Address
- (vii) Name of the contact person
- (viii) Contact Number
- (ix) Fax Email ID

**Programme Details**

- (i) Title of the programme
- (ii) Objectives of the programme
- (iii) Duration of the programme and dates thereof
- (iv) Location/Venue of the programme.
- (v) Number of participants likely to attend.
- (vi) Benefits likely to accrue, quantifying the outputs to be achieved
- (vii) Any similar programmes held in the past; if so details thereof.
- (viii) Total estimated expenditure likely to be incurred.
- (ix) Extent of financial support from NDMA.
- (x) If above is partial, names of the other Organisations funding the said programme.
- (xi) Details of the amount required under various units of expenditure:
  - I. Accommodation
    - (a) TA/DA
    - (b) Transportation
    - (c) Training/Workshop materials
    - (d) Refreshment
    - (e) Others

Signature  
Name of Organization