

MANUAL – 1  
Particulars of organisation, functions and duties  
[Section – 4(1)(b)(i)]  
Emergency Section, Collectorate, Khordha

**1. Aims & objections of the organisation :-**

The Emergency Section is one of the important sections of Collectorate, which oversees the Disaster Preparedness, Disaster response & Disaster Mitigation measures. Khordha District has been witness to continuous major Disasters since Super Cyclone'99, followed by devastating Flood in 2001 & 2003 and Droughts in 2000 & 2002. The Section has over these years put into practice preparedness measures for minimizing the response time in times of Natural Calamities.

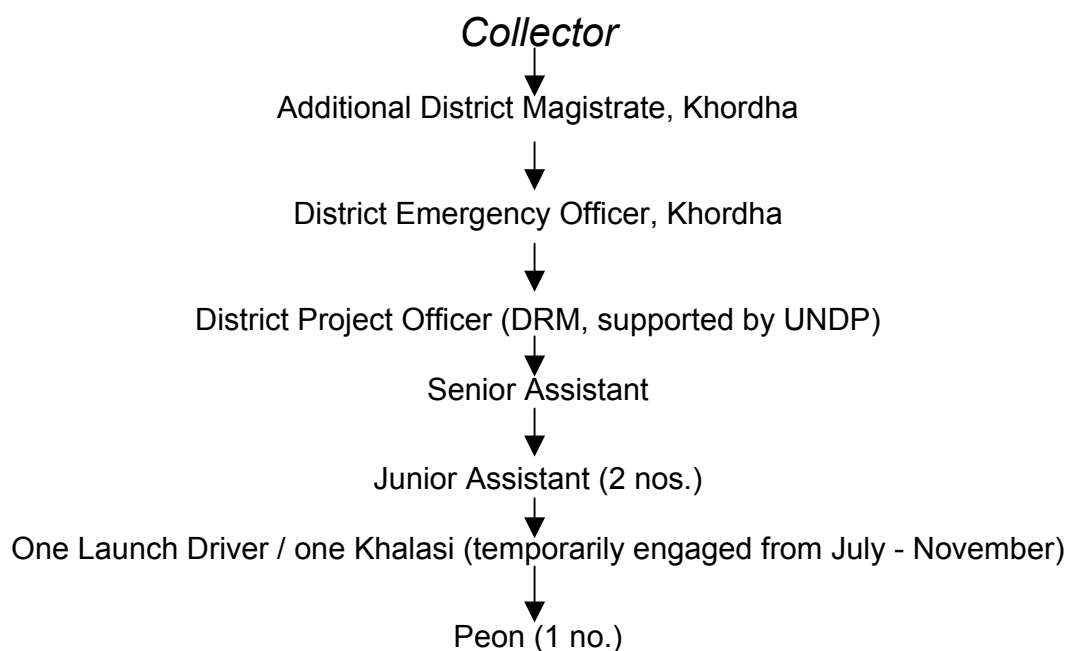
**2. Mission/Vision :-**

To laise and coordinate with all the sub-ordinate offices as well as the line department District level offices for effective Disaster Preparedness, Response and Mitigation in times of Natural Calamities.

**3. Brief History & back ground for its establishment :-**

The Section is in integral part of the Collectorate, since the establishment of Collectorates as an administrative unit at the District level.

**4. Organisation Chart :**



## **5. Allocation of Business :-**

District Emergency Officer oversees and coordinate all the matters relating to Disaster Preparedness Response & Mitigation measures. District Project Officer, Disaster Risk Management supported by UNDP oversees the field level activities undertaken in the DRM Programme which is being implemented in Khordha District under the aegis of Orissa State Disaster Mitigation Authority.

## **6. Duties to be performed to achieve the mission :-**

"Alertness" is the password for functioning in the Emergency Section. All the staffs assigned to the Emergency Section are expected to live up to this Bench mark.

## **7. Detail of Service rendered :-**

The Emergency Section acts as the Nodal Agency for convening the District Level Natural Calamity Committee meeting twice in a year to take stock of the preparedness measure. In times of Natural Calamities, it is the nodal agency for coordination of Relief - Rescue - Rehabilitation measures. Besides this, administration of the Relief as per the revised Calamity Relief Fund norms as well as the directives of the SRC / Revenue & Disaster Management Department are also routed through Emergency Section. Payment of assistance to the beneficiaries out of the CMRF is also given through Emergency Section.

## **8. Citizens Interaction :-**

Hon'ble MLAs / MPs / President, Zilla Parishad / Chairman of Panchayat Samities / Chairman of ULBs / recognised Political Parties are members of the District level Natural Calamity Committee meeting, where interaction with the line department officials are held with the representatives of the people.

## **9. Postal Address of the Main Office :-**

*DISTRICT EMERGENCY OFFICER,  
COLLECTORATE, Khordha  
AT - KHORDHA COLLECTORATE CAMPUS  
PO/DIST - KHORDHA, ORISSA  
PIN CODE - 752055*

## **10. Map & Office location :-**

In the Collectorate building, Khordha.

## **11. Working hour both for Office &Public :-**

From – 10 A.M. to 5 P.M. except holidays.

## **12. Public Interaction, if any :-**

As and when required by the public.

## **13. Grievances redress Mechanism :-**

Every Saturday of the week is a grievance day and the copy of the action taken report is made available to the public.