



भारतीय लेखा परीक्षा और लेखा विभाग
INDIAN AUDIT & ACCOUNTS DEPARTMENT
महानिदेशक लेखापरीक्षा का कार्यालय
OFFICE OF THE DIRECTOR GENERAL OF AUDIT
पूर्वोत्तर सीमा रेल, मालिगाँव, गुवाहाटी
NORTHEAST FRONTIER RAILWAY, MALIGAON, GUWAHATI



Proceedings of the Disaster Management Committee

Half-yearly Meeting of the Disaster Management Committee held in the Chamber of the Dy. Director (Admn), O/o Director General of Audit, NF Railway, Maligaon, Guwahati – 781 011, on 27.01.2023

Officers Present:

1. Shri Uttam Chanda, Deputy Director (Admn) – *Chairman*
2. Smt. Marina Simte, Senior Audit Officer – *Member*
3. Shri Manash Bhattacharjee, AAO & Secretary to DGA – *Member*
4. Shri Imtaz Hussain, Welfare Assistant – *Member*

In terms of HQs Letter No. 131 – Estates/22-2004 dated 22.09.2004 read with 340 – Estates/25-2020 dated 21.09.2021, the Half Yearly Meeting of **Disaster Management Committee** was held under the Chairmanship of Deputy Director (Admn), for assessment of Risk for probability of occurrence of disaster, formulation of safety norms and establishing ‘trigger’ mechanism and handling of disaster situation to quickly bring back normalcy.

Points Discussed and delivered upon –

All Railway Audit Offices and Residential accommodation are located within Railway premises and are provided, maintained and secured by the Zonal Railway. As Buildings and Premises/Campuses/Colonies are Railway property, their safety and security rests with Railway Administration.

It was assessed that HQs Office Building, which is located within Railway HQs premises, does not have any Emergency Management System such as water pipelines, hoses, hydrants, alarms, sprinklers, fire-extinguishers, etc. Neither is there any water reservoir in the vicinity from where water can be sourced for spraying and refilling of Fire Engines. Emergency Exit (Fire Escape) is permanently closed. Besides, NF Railway falls in Seismic Zone-V which is high earthquake prone. The Office premises do not have adequate safety measures to deal with this natural calamity.

Therefore, it was decided that:

1. NF Railway Administration would be contacted to know about their Disaster Management Plan for Offices and Residential accommodation. Letter is to be written to GM, NFR, in this regard.

Action: **Sr. AO (Admn)**

2. Boards depicting important Telephone Numbers and ‘DOs & DON’Ts’ would be installed in conspicuous places in the Office.

Action: **Sr. AO (RC)**

3. Fire Extinguishers (mix of ABC Powder and CO2 Cylinders) would be procured and installed in the Office. The Record Room would also be fitted with Fire Extinguishers as it is not housed in a different building.

Action: *Sr. AO (RC)*

4. Compliance of IT back-up policy and electronic back-up of all data to be submitted by Sr. AO (EDP), along with a proposal for periodical back-up and names of Personnel nominated for the task, by 24.02.2023.

Action: *Sr. AO (EDP)*

5. Condemnation and disposal of unusable/unserviceable redundant stores.

Action: *Sr. AO (RC)*

6. Periodical sorting and weeding out of old Records.

Action: *All Sr. AOs*

7. De-cluttering of open spaces and encouraging Officers/Staff to keep their work spaces clean.

Action: *Sr. AO (RC) & All Officers and Staff*

8. Progress would be monitored through Monthly Meetings.

The Meeting ended with a vote of thanks to the Chair.

Sd/-
Deputy Director (Admn)

No. *Admn/21-1/2023/102(DMC)/*

Dated: *13th February 2023*

Copy forwarded for information and necessary action to:-

1. All Sr. AOs/AAOs/Supervisors, *HQ/MLG and Outstations.*
2. Sr.AO (*Admn*)/(RC)/(EDP), *HQ-MLG*
3. Sr.AO (*Coord*)/(ITA), *HQ-MLG*
4. Secretary/Sr. PS to *DGA*
5. Steno-I to *DD(Admn)*
6. Jr. Translators (*for Translation*)

Sr. Audit Officer (Admn)

