



GOVERNMENT OF KERALA  
Disaster Management(A)Department

No.1/2020/DMD

Dated,Thiruvananthapuram,21/01/2020

**CIRCULAR**

Sub: DMD-Duties and responsibilities of Hazard Analysts posted from UNDP and SPHERE to District Disaster Management Authorities -duties assigned-clarification -reg

Ref: G O(Rt)No.466/2019/DMD dated 03/08/2019

As per Government Order read above, Government have ordered that the funds allocated to DDMA from KSDMA are to be used by the Hazard Analysts(HAs). They are permitted to use the funds based on a plan prepared directly in consultation with Chairman DDMA and Chief Executive Officer, DDMA for the activities that Hazard Analysts are supposed to implement. It has come to the notice of Government that in many districts the funds are kept un-utilized and the Hazard Analysts are not informed and files not given to them indicating the remaining funds such that they are able to prepare an action plan for utilization. In light of the above and based on the request of the District Collector, Wayand, Government are pleased to issue following clarifications:

1. The funds allotted by KSDMA from time to time under various proceedings of Secretary, KSDMA shall be utilized for any purpose that the Hazard Analyst, Chief Executive Officer of DDMA and the Chairman, DDMA collectively deems appropriate as given in the annexure to GO read above.
2. The details of the position of funds available that was given by KSDMA from time to time shall be provided to the Hazard Analyst (HA) within a week of issuance of this circular.
3. On receiving the fund status, the Hazard Analyst shall prepare an annual action plan for utilisation of the funds, in consultation with Chief Executive Office of

DDMA and the Chairman, DDMA. He/she will be guided by KSDMA in preparing the action plan if needed.

4. The action plan for utilisation of funds shall also include necessary maintenance cost for the District Emergency Operations Centre including stationery, subscription charges, telephone, mobile, fax charges, internet charges, maintenance of DEOC, DEOC generator fuel and maintenance cost, etc.
5. On receipt of the Annual Action Plan, the Chief Executive Officer of DDMA shall place the annual action plan before the DDMA for formal approval. Once approved by the DDMA, the Senior/Junior Superintendent concerned, Disaster Management/Natural Calamity should immediately release funds and administratively and logistically support and facilitate the implementation of the programmes.
6. The funds available shall be utilised before 31-03-2020 as stipulated in the Government Order read above. Balance fund, if any, remaining will be resumed thereafter. If funds are not available in a district, they may approach KSDMA for funds upto a maximum of Rs. 10 lakhs for utilisation within 31-03-2020.

**VENU V**  
**Principal Secretary to Government**

To,

The Principal Accountant General (Audit)(A&E) Kerala, Thiruvananthapuram

All District Collectors

The Member Secretary, KSDMA, Observatory Hills, Vikas Bhavan P.O,  
Thiruvananthapuram

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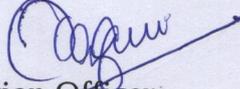
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PS to Minister (Revenue & Housing)

PS to Principal Secretary (Revenue & DM)

The Information Officer, Web & New Media,I&PRD

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Section Officer