

DISTRIBUTION OF WORK
D.M.I Branch

ER-I

- a) Allocation of funds to Deputy Commissioners, Disbursement of gratuitous relief to the flood affected people. Monitoring of expenditure and other related information from the Deputy Commissioners in connection with disbursement of gratuitous relief for the calamities covered under CRF Scheme except drought and hailstorms.
- b) Collection of data regarding damage by natural calamities and submitting of reports to Govt. of India and concerned quarters.
- c) All correspondence with Deputy Commissioners in connection with grant and disbursement of relief.
- d) Sending daily reports to Govt. of India regarding damage in Monsoon Season.
- e) Vidhan Sabha Questions and Assurance.
- f) Rail Fall Data.
- g) Tsunami.
- h) To supply statistical data from D.Cs to Economic Adviser office.
- i) Audit paras relating to the seat received from A.G. Punjab.

ER-II

- a) Formulating of policy and issue of instructions/guidelines regarding assessment and disbursement of relief on account of natural calamities and its interpretations and clarification.
- b) Preparation of memorandum for obtaining Central assistance from Govt. of India after collecting information regarding damage on account of natural calamities from the concerned departments/Deputy Commissioners.
- c) Allocation of Central Assistance and Monitoring expenditure by concerned departments out of Central Assistance and to Govt. of India. All matters regarding sanction and release of Central Assistance.
- d) Meeting of State Level Natural Calamities Relief Fund Committees.
- e) Flood protection works-Funds to Irrigation and other Departments.
- f) Emergency relief manual amendments and upto dating manual.
- g) Preparation of annual report for obtaining the relief fund from Govt. of India.
- h) Audit paras relating to the distribution of relief fund.
- i) Grant of gratuitous relief on account of hailstorms and drought.

ER.III

- All Matters regarding
- a) P.A.C. relating to E.R. Branch.
 - b) C.A.G. Report/paras relating to E.R. Branch.
 - c) Audit paras received from Accountant General, Punjab relating to E.R. Branch.
 - d) Vehicles of flood relief organization report and maintenance.
 - e) Photostat Machine repair and maintenance.

ER.IV

- a) All matters relating to disaster Management, Punjab
 - i) Training for different disasters.
 - ii) Formation of disaster Management plans
 - a) State Plans
 - b) Departmental Plans
 - c) District Plans
 - d) City/ward, Block, village Planning.
 - iii) ESF Plans-all Departments
 - iv) S.O.Ps for different Disasters.
 - v) Setting up of SAR Teams, ToTs om MFR/CSSR.

