

GOVERNMENT OF ASSAM
REVENUE & DISASTER MANAGEMENT DEPARTMENT
(GENERAL BRANCH)
ASSAM SECRETARIAT (CIVIL):DISPUR
GUWAHATI- 6

ORDERS BY THE GOVERNOR OF ASSAM

NOTIFICATION

Dated Dispur, the December, 2022

ECF. No. 227624: The Governor of Assam is pleased to notify the Disaster Risk Reduction Roadmap implementation –cum –technical support unit (TSU) for overall coordination, handholding, documentation and technical support to departments for implementation of the Assam Disaster Risk Reduction Roadmap2030 as follows:

Sl No	Name	Designation in TSU
1	The Chief Executive Officer of ASDMA or an Officer nominated by the Government of Assam not below the rank of Secretary	Executive Officer and Head of the TSU
2	Advisor Projects, ASDMA	Convener and coordinator
3	Dr. Chandan Mahanta, IIT Guwahati	Expert Member
4	Dr. Bhupen Sharma, OKDISCD	Expert Member
5	Dr. Jayanta Pathak, Professor, Assam Engineering College	Expert Member
6	Prof. Ganga Bhusan, Assam University	Expert Member
7	Prof. SudipMitra, Indian Institute of Technology	Expert Member
8	Prof. Sujit Deka, Bodoland University	Expert Member
9	Prof. Ankuran Dutta, Mass	Expert Member

	Communication	
10	Prof. Devesh Walia, North Eastern Hill University(NEHU)	Expert Member
11	Prof. Satyabrata Choudhury, National Institute of Technology, Silchar	Expert Member
12	DRR Officer-UNICEF	Expert Member
13	DRR Consultant-UNICEF	Expert Member
14	Chairperson, Inter Agency Group	Expert Member
15	Resilient Social Sector Services and Infrastructure Specialist	Consultant
16	Resilient Critical Infrastructure Specialist	Consultant
17	Resilient Livelihood Specialist	Consultant
18	Resilient Cities and Towns Specialist	Consultant
19	Preparedness and Building Back Better Specialist	Consultant
20	Shared resilience and Finance Management Specialist	Consultant

Roles and Responsibilities

1. To carry out day to day business supporting the implementation of DRR Roadmap
2. To create and maintain Databases of disaster induced losses and damages including updation of baseline
3. To develop notifications, advisories and other documents as relevant to the implementation of the DRR Roadmap as per guidance of the Advisory Committee.
4. To develop position papers, briefing papers, thematic review papers, summary reports, and detailed progress reports on bi-annual basis or as per need under the guidance of the Advisory Committee.
5. To support in the preparation, coordination, organization and documentation of stakeholder

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meetings as per need, on different aspects of DRR Roadmap implementation.

6. To follow-up and facilitate reporting by identified stakeholders on progress of DRR Roadmap on a biannual basis.
7. To design and conduct capacity-building programs related to design of concept notes, proposals and budgets towards accessing different financial windows for DRR Roadmap interventions.
8. To support designing of flagship programs/schemes with stakeholder departments across various priorities of DRR Roadmap.
9. To develop case studies, document success stories as well as stories of unsuccessful interventions.
10. To support Secretarial functions towards organizing conventions of the state platform for DRR.
11. To assist stakeholders in developing proposals to access financial resources applying for various funding windows in accordance with need, scope and adherence to guidelines applicable to specific funding window.
12. To execute overall M&E functions as outlined in the DRR Roadmap document.
13. Any other task referred to by the Advisory Committee.

Assam,
Department

Secretary to the Govt. of
Revenue & Disaster Management

Memo ECF No.227624-A
December , 2022

Dated Dispur, the

Copy to:

1. P.S. to the Commissioner & Secretary to the Govt. of Assam, Revenue & Disaster Management Department and Chief Executive Officer, Assam State Disaster

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Management Authority for kind appraisal of the
Commissioner & Secretary and CEO.

2. The Staff Officer to the Chief Secretary, Assam for kind information of the Chief Secretary.
3. All Concerned

By order etc.,

Secretary to the Govt. of Assam,
Revenue & Disaster

Management Department.