



Government of West Bengal
Department of Disaster Management and Civil Defence
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No: ²³⁶⁰-DMCD/O/III/9E-03/2023

Date: 03/10/2024

ORDER

It has been reported that some problems has been cropped up in respect of Go-downs / Flood Shelters / Rescue Shelters etc. in almost all the districts. Therefore regular inspection is in ardent need by the Senior Officers from the Headquarter so that the issues of shortcomings may be shorted out and resolved at an early date. Hence, an inspection schedule is prepared in the following format. Every officer is requested to submit their report along with their suggestions after visiting their districts.

Sl. No.	Name of the Officers	Name of the District	Period of Inspection
1.	Sri Satyajit Sen, IAS, Senior Special Secretary.	Howrah & Hooghly	11.11.2024 to 14.11.2024
2.	Smt. Priyanka Singla, IAS, Special Secretary.	Darjeeling & Jalpaiguri	05.11.2024 to 06.11.2024 & 11.11.2024 to 12.11.2024
3.	Sri Prasanta Biswas, W.B.C.S. (Exe.), Special Secretary.	Coochbehar & Dakshin Dinajpur	25.10.2024 to 26.10.2024 & 05.11.2024 to 06.11.2024
4.	Sri Mrinal Kanti Rano, W.B.C.S. (Exe.), Additional Secretary.	Kalimpong & Alipurduar	09.11.2024 to 16.11.2024
5.	Sri Palden Sherpa, W.B.C.S. (Exe.), Director & Ex-Officio Additional Secretary	South 24 Parganas	29.10.2024 to 30.10.2024
6.	Sri Swapan Kumar Malick, W.B.S.S, O.S.D. & E.O. Joint Secretary.	Nadia	18.11.2024 to 20.11.2024
7.	Sri Ashim Kumar Bala, W.B.C.S. (Exe.), Deputy Secretary.	Murshidabad	18.11.2024 to 20.11.2024

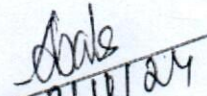
This order is issued with the approval of the competent authority of this Department.

Sen
3-10-24
Senior Special Secretary
to the Government of West Bengal

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Copy for information and necessary action to:-

1. Sri Satyajit Sen, IAS, Senior Special Secretary of this Department.
2. Smt. Priyanka Singla, IAS, Special Secretary of this Department.
3. Sri Prasanta Biswas, W.B.C.S. (Exe.), Special Secretary of this Department.
4. Sri Mrinal Kanti Rano, W.B.C.S. (Exe.), Additional Secretary of this Department.
5. Sri Palden Sherpa, W.B.C.S. (Exe.), Director & Ex-Officio Additional Secretary of Directorate of Disaster Management.
6. Sri Swapan Kumar Malick, W.B.S.S, O.S.D. & E.O. Joint Secretary of this Department.
7. Private Secretary to the Hon'ble MIC of this Department.
8. Sri Ashim Kumar Bala, W.B.C.S. (Exe.), Deputy Secretary of this Department.
9. Sr. P.S. to the Additional Chief Secretary of this Department.
10. P.A. to the Senior Special Secretary of this Department.
11. Sr. P.A. to the Special Secretary of this Department.
12. P.A. to the Additional Secretary of this Department.
13. P.A. to the O.S.D. & E.O. Joint Secretary of this Department.
14. IT Cell of this Department.
15. Office Copy.
16. Guard File.


Deputy Secretary
to the Government of West Bengal

Inspection format	
Name & Designation of the Inspection Officer	
Name of District	
DDMO	
Date:- 22.05.2023	
Relief related issue:	
1. Attendance/Punctually	
2. Disaster Management Plan updation and directory Updation	
3. Stock of relief materials	
4. Relief materials distributed without proper documentation, if any	
5. Cash/book/ Subsidiary cash book/ Bill Registers whether those are maintained properly?	
6. Status of recovery due to audit query, if any	
7. Status of improper distribution of GR, food grains etc. if any:	
8. Cases of capital expenditure from relief contingency, if any.	
9. UC pending, if any	
10. Whether verification committee are constituted or not?	
Ex-Gratia issue/ HB Grant/ Construction issue	
1. Unpaid Ex-Gratia cases if any:	
2. Cases of HB Grant paid without proper enquiry if any	
3. Cases of delay in building construction if any:	
4. Cases of misutilization of Ex-Gratia /HB Grant/ ER Grant/ Relief Materials/ Relief Contingency, if any	
Accounts and stock	
1. Loss of Govt. Money/ Misappropriation, if any	
2. Details of PLA account, if any	
3. Particular of Bank A/C if opened by DM/ SDO/ BDO etc.	
4. Details of property registers maintained	
5. Unserviceable stock, if any.	
6. Cases of pending Public Grievances related to Disaster Management, if any	
Miscellaneous	
1 population	

2. Maintenance of satellite phone, EOC equipments etc.	
3. IMD Alert communication	
4. Steps taken to check drowning cases	
5. Steps taken to reduce lighting casualties	
6. Steps taken to reduce snake bite cases	
7. Training conducted	
8. Mock Drill Conducted	
9. Innovation or Best Practices	
10. Problem areas identified	
11. Suggestions for improvement	

Issues related to NCRMP-II for Coastal District

1. No of MPCS	
2. Committees have already formed for MPCS	
3. Nos. of AMC done for DG sets	
4. Up to date status of the MPCS building	

SDRT & SDRRT

SDRT/SDRRT already Formed?	
Rescue Operation	

Control Room of District

1. . Data base of vulnerable population	
2.No of Phone	
3. No of Satellite phone	
4. IMD alert communication	

CD Plan of the District

Annual Action Plane	
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Boat & OBM Status

Item	Functional	Non- Functional
No of INF Boat		
No Of OBM		
No Life Buoy		

No of life jacket		
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CD Volunteers

No of Trained Volunteer in District	
No of Master Trainers in District	
No of Diver in District	

Annual District Training Programme & Mock Drill

No Of Training Completed	
No of Mock Drill Conducted	

Stock & Data Base

Equipment wise stock with Database	
Register	
New Procurement	

Court Case

Total court cases	
Pending cases	