

Date: April 13, 2019

Municipal Commissioner's Circular No. ...<sup>04</sup>...of 2019-20

**Sub.: Disaster Management**

The Disaster Management Coordination Meeting had always been organized centrally by KMC (HQ), for better management of Disaster related issues. It is also necessary to decentralize the disaster management activities in addition to the Disaster Management activities at the KMC Head Quarter.

To decentralize the disaster management activities, henceforth Executive Engineer (Civil) of all Boroughs shall be the Nodal Officers of Disaster Management of the respective Boroughs. Borough Executive Engineer (Civil) will also be designated as Borough Disaster Management Officer (BDMO) of respective Boroughs. BDMO will arrange for regular coordination meeting along with the officials of the Health, P&S, Water Supply, Drainage, Building, SWM, Lighting & Social Sector Departments on every fortnight to solve the local issues and to meet the different problems at Borough level. In the said meeting, officials of the local police may also be called at the Borough Level Coordination meeting. If required, officials of the Govt. Departments like PWD, KoPT, and Irrigation etc. may also be called for discussion and to solve the problem at the Borough level after observing usual norms. Senior most Dy. Ch. Engineer of the concerned Department will chair the meeting and Minutes of the meeting shall be sent to the Municipal Commissioner, Spl. Mpl. Commissioner (G&D), Municipal Secretary, concerned Controlling Officers including Chairman of the Borough Committee and O.S.D. to Hon'ble Mayor. In addition to the Control Room (HQ), BDMO may be contacted for any issues/ information related to disaster management.

D.G. (Civil), D.G. (SWM), D.G.(P&S) and D.G.(Drainage) and D.G.(Building) shall submit the budget for buying equipments related to disaster management. KMC will send the requisition of fund to the State Government for buying equipments and capacity building training after receiving budget from respective DGs.

Personnel Department shall provide the sufficient manpower at different Boroughs to strengthen the Borough to perform the different activities related to the disaster management.

**Municipal Commissioner**

**Distribution:**

1. OSD to Hon'ble Mayor.
2. P.A. to Hon'ble Dy. Mayor.
3. P.A. to Hon'ble MMIC (All).
4. Borough Chairperson (All).
5. Spl. Mpl. Commissioner (G, D & S).
6. Municipal Secretary.
7. CMF & A.
8. CMHO.
9. D.G. (Civil).
10. D.G. (P & S).
11. C.E.O & Ex. D.G. (WS).
12. D.G. (WS-1).
13. D.G. (S & D).
14. D.G. (Building).
15. D.G. (S.W.M).
16. D.G. (Lighting).
17. Chief Manager (Personnel).
18. Ch. Manager (SW & UPA) / HQ.
19. Executive Engineer (Civil) (All Boroughs).
20. O.C.- Control.

*[Handwritten Signature]*  
**Municipal Commissioner**  
The Kolkata Municipal Corporation