

**GUJARAT INSTITUTE OF DISASTER MANAGEMENT**  
**RIGHT TO INFORMATION ACT 2005**  
**DISCLOSURE**

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## CHAPTER - I

# **THE PARTICULARS OF ORGANIZATION, FUNCTIONS AND DUTIES GUJARAT INSTITUTE OF DISASTER MANAGEMENT (GIDM)**

## **ABOUT THE INSTITUTE**

The Gujarat Institute of Disaster Management (GIDM) is registered as an autonomous society under the Government of Gujarat. The Institute has been entrusted with the responsibility of human resource development, capacity building, training, research and documentation in the field of Disaster Management.

## **VISION**

To establish GIDM as a state-of-the-art premier institute for training, education and research related to disaster management. GIDM will focus on enriching the capacities – in specific areas of prevention, mitigation, preparedness, relief, recovery, rehabilitation, reconstruction and sustainable development – of officials and other functionaries of the State and district administration, autonomous institutions and non-governmental organizations.

## **MISSION**

Make available to all stakeholders the knowledge and skills required to develop their individual competencies, gain appropriate understanding and accomplish appropriate disaster management tasks, while establishing and strengthening overall disaster management institutional capacities at the national, state and local levels.

## **HISTORY OF GIDM**

**SINCE 1996:** A Natural Disaster Management (NDM) Cell had been functioning at the Sardar Patel Institute of Public Administration (SPIPA), Ahmedabad under the aegis of the Gujarat Administration Department imparting training to government officers of the State in handling of natural disasters.

**2002:** The Governing Body of GSDMA in its meeting dated 12 March 2002 decided to establish Gujarat Institute of Disaster Management (GIDM).

**2004:** With effect from 1 April 2004 vide Government of Gujarat Resolution (GAD R&R Division) No. NDM-102004-488-B1 dated 9 April 2004, the NDM cell of SPIPA was placed under the administrative control of the GSDMA.

**2005:** Further, the Government of Gujarat vide its Resolution No. NDM-102005-488-PU-NI dated 23 December 2005 declared the erstwhile "Disaster Management Cell" as "Gujarat Institute of Disaster Management".

**2012:** The Gujarat Institute of Disaster Management (GIDM) was registered as an autonomous body on 10 July 2012 under the provisions of the Societies Registration Act, 1860 and the Bombay Public Trust Act, 1950 to allow and function "GIDM" as an autonomous body.

**AUGUST, 2012:** In August 2012, the GIDM shifted to its newly constructed building at Raisan, Gandhinagar. The Institute has been conducting trainings programmes for government officials, members of panchayatiraj institutions, industry officials and others in different aspects of disaster management.

## **OBJECTIVES**

- To serve as the apex institute in the State for disaster management capacity building.
- To provide disaster management related training to all the stakeholders.
- To assess the training needs of different government departments, offices, boards, corporations, local bodies and non-government organizations and others who may consent to be associated with it.
- To undertake activities for human resource development, public education and community awareness, safety etc. in disaster education and management.
- To undertake quality research projects on disaster management and mitigation covering both natural and human induced disasters.
- To act as a resource centre and clearing house of information on disaster management by documentation of field experiences including case studies, lessons learnt and best practices.
- To establish and maintain libraries and spread knowledge of disaster management.
- To facilitate partnership with reputed national and international organizations, universities, institutions, bodies and individuals specialized in disaster management.
- To serve as a centre of excellence on disaster mitigation and management.
- To run and award degree/diploma/certificate courses on disaster management on its own or with the affiliation to any other institute/universities, local/ national/ international.
- To undertake publication of newsletters, journals, reports, occasional papers, study reports etc.

## **ACTIVITIES**

**TRAINING & CAPACITY DEVELOPMENT:** To nurture the culture of DRM and preparedness, GIDM conducts capacity building programs leveraging state-of-the-art pedagogies to reach human resources at the grass-root like Virtual Classroom, SATCOM, Virtual Internet Partnership (VIP) Programs and webinars in addition to residential and blended (Residential & Non-Residential) programs.

Each of such program is designed in conformation to Global agreements viz. the Sendai Framework for Disaster Risk Reduction (SFDRR), Sustainable Development Goals (SDGs) and the Paris Agreement (COP21) along with Hon. Prime Minister's 10 Point Agenda for Disaster Risk Management.

**DOCUMENTATION:** GIDM is in the process of developing a Knowledge Management System in the field of DRM and CCA in line with Hon. Prime Minister of India's one of the 10-point agenda which emphasizes on never missing the opportunity to learn from past disasters. Through such initiatives, GIDM promotes consolidation of existing knowledge as well as accumulation and assimilation of new disaster risk knowledge to strengthen technical and scientific capacity of stakeholders.

**ACADEMIC PROGRAMMES:** GIDM, as the state nodal institute for capacity development in DRM is committed to promote knowledge sharing that strengthen local capacities to reduce disaster risk and enhance resilience in collaboration with intergovernmental, governmental and developmental organizations, academia and the private sector. GIDM recognized the need for urgency to accelerate the capacity development activities to achieve its vision and mission and academic programs is one of the best possible approaches in recent times.

GIDM is developing Online and Off-line Courses in Disaster Risk Management (in Gujarati & English), wherein, the certificate shall be issued jointly with the GIDM partner institutions. These online courses are available on Learning Management System (LMS) provided by the National e-Governance Division (NeGD) of Ministry of Electronics and Information Technology (MeitY), Government of India and on Shiksha portal of Ministry of Education, Government of India. GIDM has also introduced Post Graduate Diploma courses under the affiliation of its partner Universities.

**APPLIED RESEARCH:** GIDM takes cognizance of the fact that applied research is extremely essential to understand and act in each phase of the Disaster Risk Management (DRM) cycle. GIDM's concerted effort in all spheres of its activities imbibes the principle of research. GIDM exercises evidence-based strategies to achieve its mandates.

Thematically, GIDM's research activities focus on reducing existing risks and preventing new risks, encompassing aspects of climate change as disaster risk amplifier too, thereby empowering practitioners to take risk-informed and sustainable decisions.

**CONSULTANCY:** GIDM, through innovative and participatory approach, is striving in professional development in Disaster Risk Reduction (DRR) and Climate Risk Resilience initiatives. GIDM's projects are formulated to deliver strategic results; promote disaster resilience; meet capacity-building needs in the state and support stakeholders in planning and implementation of DRR initiatives through innovative approaches. GIDM prides itself of having an expert team, comprising of a perfect blend of academicians, practitioners as well as partners.

**STRATEGIC PARTNERSHIP:** GIDM believes in the approach put forth by the Sendai Framework for Disaster Risk Reduction (SFDRR) that the onus of Disaster Risk Reduction is upon all of the society and all of its institutions. Therefore, GIDM builds partnership and coordinating with various International Agencies/ Institutes, National & state level scientific and technological community, academia, and private sector. GIDM has also devised a 3-tier strategy to leverage such partnership in accomplishing various activities in DRM.

## **MEMORANDUM OF ASSOCIATION OF GUJARAT INSTITUTE OF DISASTER MANAGEMENT**

### **1) Name of the Institute**

The name of the institute shall be the “Gujarat Institute of Disaster Management” here in after shall be referred to as the “Institute”.

### **2) Registered Office**

The registered office of the “Institute” shall be situated in the State of Gujarat or at a place, as may be decided by a formal resolution of the governing council of the institute.

### **3) Definitions**

In this memorandum and rules made there under, unless the context otherwise requires;

1. “The Central Government” shall mean and include, the Government of India.
2. “The State Government” shall mean and include, the Government of Gujarat.
3. “The Governing Council” shall mean and include “Governing Council” of the Gujarat Institute of Disaster Management in India abbreviated as GIDM.
4. “Member” shall mean and include, The Members of Governing Council, of the Gujarat Institute of Disaster Management for the purpose of acts or things to be done by the Governing Council of the Gujarat Institute of Disaster Management.
5. “Prescribed” means and include, prescribed by laws made by the Governing Council.
6. “Official Year” shall mean and include the year commencing the first day of April and ending on the 31<sup>st</sup> March of the following year.
7. “Official Member” shall mean and include, the officer of the State Government appointed as the member of the Governing Council.
8. “Co-opted Member” shall mean and include, the experts in the field of Disaster Management appointed as co-opted members of the governing council for the period not more than three years. Such members shall have a right to speak and give advice in the meeting of the governing council, but not to vote for any resolution adopted or to be adopted by the governing council.
9. “Director General” shall mean and include any officer appointed by the state government not below the rank of Secretary to Government occupying the position of the Additional Chief Executive Officer / Chief Executive Officer, GSDMA of the institute. He / She shall perform function and duties as the Member Secretary and shall be responsible for day to day management of the Institute.
10. “Secretary to Government” shall mean and include any officer of Indian Administrative Services occupying the position of Secretary, Principal Secretary, Additional Chief Secretary in the state of Gujarat.
11. Fund : Funds of the institute shall consist of the following ;

- a) Grants received from the sponsors of projects/ services;
  - b) Grants received from the World Bank / Any Other International Bodies, Central and State Government (s) , other Trusts, Societies, and foundations and national and international bodies;
  - c) Donations or contributions from persons or bodies;
  - d) Income from investments;
  - e) Loans raised by the Institute; and
  - f) All grants, donations and contributions shall be deemed to be grants, donations and contributions towards the corpus fund of the Institute unless otherwise specified by government (s), Trusts, Societies, Foundations, and bodies giving the grants, Donor(s) and Contributor(s). Provided that no funds will be accepted by the Governing Council which in its opinion involves conditions and obligations opposed to the aims and objects of the Institute.
12. The word imparting masculine gender should also include the feminine gender and vice versa;
13. The word imparting singular number shall also include plural number and vice versa;

#### **4) Objectives**

The Gujarat Institute of Disaster Management shall have in general, the following aims and objectives;

- a) To serve as the apex institute in the state for disaster management training and capacity building.
- b) To provide disaster related training to all the stakeholders.
- c) To assess the training needs of the different Government Departments, Offices, Boards, Corporations, Local Bodies and Non Government Organizations and others who may consent to be associated with it.
- d) To undertake activities for Human Resource Development, public education and community awareness, safety etc. in disaster education and management.
- e) To undertake quality research projects on disaster management and mitigation covering both natural and human induced disasters.
- f) To act as a resource centre and clearing house of information on disaster management by documentation of field experiences including case studies, lessons learnt and best practices.
- g) To establish and maintain libraries and spread knowledge of disaster management.
- h) To facilitate partnerships with willing eminent national & international organizations, universities, institutions, bodies & individuals specialized in Disaster Management.
- i) To serve as a centre of excellence on Earthquake Mitigation and Management.
- j) To run and award degree/diploma/certificate courses and research on Disaster Management at its own or with the affiliation of any other Institute/Universities, Local/National/International.
- k) To undertake publication of newsletters, journals, reports, occasional papers, study reports etc.
- l) To do such all other acts and undertake such other activities and to create such infrastructure, institutions and organization for Disaster Management.

5) **Members of the “Governing Council of the Institute”**

The Gujarat Institute of Disaster Management will be a State level autonomous body directly supported by the Government of Gujarat. The Ex. Officio Members of the society, shall be the Ex Officio Members of the Governing Council of the Institute. The Gujarat Institute of Disaster Management Governing Council will act in supervisory and advisory capacity to the institute and shall meet at least once in a year to review institute progress and provide advice. They will also provide an advice to the Institute on minimum standards for holding the trainings and offering education on Disaster Management and accreditation of the courses. The board of governors shall consist of eleven members and there shall not be at any time less than seven or more than eleven members.

5.1 The first members of the Board of Governors shall consist of the following :

<b>Sr. No.</b>	<b>Name</b>	<b>Designation</b>
01	Hon’ble Chief Minister, Gujarat	Chairman
02	Hon’ble Minister for Revenue & Disaster Management	Vice Chairman
03	The Chief Secretary to GoG	Member
04	Commissioner of Relief, Revenue Dept.	Member
05	Principal Secretary, Finance Department	Member
06	Chief Executive Officer, GSDMA	Member
07	Addl. CEO, GSDMA	Member Secretary

**The Governing Council shall consist of the following Members :**

<b>Sr. No.</b>	<b>Name</b>	<b>Designation</b>
01	Hon’ble Chief Minister, Gujarat	Chairman
02	Hon’ble Minister for Disaster Management	Vice Chairman
03	The Chief Secretary to GoG	Member
04	Director General of GIDM	Member Secretary
05	Commissioner of Relief, Revenue Dept.	Member
06	Principal Secretary, Education Dept.	Member
07	Principal Secretary, UD & UDH Department	Member
08	Secretary, R&B Dept.	Member
09	Addl.CEO/CEO, GSDMA	Member
10	Director General of Police	Member
11	Director General of ISR	Member

The State Government may reconstitute the Governing Council at any time, if so required. In absence of appointment of Director General, Addl. CEO, GSDMA shall act as Member Secretary.

5.2 Co-opted members may be appointed by the Governing Council from amongst the persons having background of disaster management, academics management, general management, finance, business, technical, administration, and legal matters, eminent experts working in the field of disaster management, vice

chancellors of the different universities of the state and centre, eminent persons from the private/public sector working in the field of disaster management.

**6) Associate Membership**

6.1.1 Associate membership of the institute will be open to state and union territory training institute, institute of public administration and public management to those institutions with appropriate membership fee, as and when decided by the Governing Council.

6.1.2 The Associate members and co-opted members will not be entitled to hold any executive post in the society and institute.

**7) Register of Members of Governing Council**

7

7.1.1 The institute shall maintain a register of members of the Governing Council giving their name, occupation and address and every member shall sign the register. Every change of address shall be notified to the Member Secretary of the Institute.

**8) Sub - Committees**

8.1 There shall be an executive committee having not less than three members. The executive powers not delegated to Director General or other officers shall be exercisable by the executive committee. The Executive committee will consist of the following members

Sr. No.	Name	Designation
1	Director General, GIDM	Chairman
2	Addl. CEO/CEO, GSDMA	Member
3.	Representative from Revenue Department	Member
4.	Representative from Finance Department	Member
5	Development Commissioner	Member
6.	Director General, ISR	Member
7.	Admin./HR Officer, Gujarat Institute of Disaster Management	Member Secretary

8.2 The Governing Council may add or delete more members or invite experts or other individuals in the executive committee meeting as may be found appropriate from time to time.

8.3 The Governing Council may appoint more sub-committees like advisory/expert committees etc. as may be required for the efficient and proper running of the Institute from time to time.

**9) Fund**

9.1 The INSTITUTE shall function with an initial fund of Rs.5001/-

9.2 The INSTITUTE shall be entitled to receive grant, donations, contribution, fees, subscription, bequests, loan or contingency in cash or kind, either in Indian or foreign currency. The money earned by the institute through sponsored projects will form a part of corpus fund to be used by the institute for the purpose of capital expenditure and day to day expenses.

9.3 The Member Secretary and Director General of the Institute/ Additional CEO, GSDMA shall hold and stand possessed of the said amount of Rs.5001/- (Rs. Five



thousand one only) here in after called the Institute fund which expression shall include further additions, the conversions there of and / or the investments for the time being of the same and or accumulations, additions and accretions there of and the dividends, interest and or any other income of the said INSTITUTE FUND and subject to the powers and provisions declared and contained hereinafter.

9.4 The funds for the research projects / schemes / training programs, administration, operation & maintenance expenses can be obtained from various sources including international bodies, departments of the State Government, various ministry of Government of India, various bilateral/multilateral agencies like World Bank, ADB etc. Administrative, operational and maintenance expenses can also be obtained from various projects/ schemes/ training programs of the central/state government from time to time. An amount of 10% or as may be fixed by the executive committee of the projects/ schemes / programmes will be considered as management cost, and will be retained and used by the Institutes.

9.5 The investment of the Institute's fund or interest and income there of or any part there of shall always be kept in the name of the "Gujarat Institute of Disaster Management" in the scheduled banks as may be decided by the INSTITUTES from time to time.

**10) Property of the Institute**

All properties belonging to the INSTITUTES be deemed to be vested in the hands of the GOVERNING COUNCIL, but shall be referred to as "The property of the INSTITUTE".

**11) Rules and Regulations**

Rules and Regulations of the INSTITUTE are appended.

We, the several persons whose names and addresses are hereunder subscribed are desirous of being formed into a INSTITUTE under Societies Registration ACT, 1860, in pursuance of this deed of Memorandum of Association and Rules and Regulations.

## **RULES AND REGULATION OF THE GIDM**

**1. Name of the Institute**

The name of the Institute shall be the "Gujarat Institute of Disaster Management" (here in after referred to as the "Institute")

**2. Title**

These rules shall be called the "Rules and Regulations" of the "Gujarat Institute of Disaster Management" (here in after referred to as the "Rules")

**3. Definitions**

In these Rules, here in after, unless the context requires otherwise, the expression;

- (a) "Act" shall mean the Societies Registration Act (Act No.XXI of 1860).
- (b) "Government" shall mean the Government of Gujarat.
- (c) "Chairman" shall mean the Chairman of the Governing Council or executive committee as the case may be.
- (d) Governing Council shall mean the Governing Council of the Institute constituted as in rule 5 below.
- (e) Executive committee shall mean the executive committee of the Institute.

- (f) “Director General” shall mean and include any officer occupying the position of the Director General of the institute appointed by the Government of Gujarat as mentioned in the Memorandum of Association. He / She shall perform function and duties as the Member Secretary and shall be responsible for day to day management of the Institute.
- (g) “Sponsor(s)” shall mean the Government and such other institutions (Government and Non Government) as may be recognized by the Governing Council from time to time.
- (h) “Fund” shall mean and include the core fund and administrative fund as under;
  - (i) Core Fund shall mean and include, principal amount received by way of grant, loans, donation, contribution, bequests, fees, sale proceeds of land, building, infrastructures including other projects owned by Institute or any other Indian / foreign funds received from time to time;
  - (ii) Administrative fund shall mean and include income received by way of interest, dividend, accretion, premium, bonus, profit or gain received out of core fund and shall also include the grant that may be given by the government or any other organization specifically for meeting administrative and professional expenses;
- (i) Financial year means 12 months commencing on the 1<sup>st</sup> April and ending on 31st March.

#### **4. Objectives**

The Gujarat Institute of Disaster Management shall have in general, the following aims and objectives;

- a) To serve as the apex institute in the state for disaster management training and capacity building.
- b) To provide disaster related training to all the stakeholders.
- c) To assess the training needs of the different Government Departments, Offices, Boards, Corporations, Local Bodies and Non Government Organizations and others who may consent to be associated with it.
- d) To undertake activities for Human Resource Development, public education and community awareness, safety etc. in disaster education and management.
- e) To undertake quality research projects on disaster management and mitigation covering both natural and human induced disasters.
- f) To act as a resource centre and clearing house of information on disaster management by documentation of field experiences including case studies, lessons learnt and best practices.
- g) To establish and maintain libraries and spread knowledge of disaster management.
- h) To facilitate partnerships with willing eminent national & international organizations, universities, institutions, bodies & individuals specialized in Disaster Management.
- i) To serve as a centre of excellence on Earthquake Mitigation and Management.
- j) To arrange for financial assistance, to raise money through financial instruments, bonds, deposits etc. permissible under the provisions of Societies, Registration Act 1860 and the Bombay Public Trust Act, 1950 and

management, administration, investment and reinvestment of funds so raised or available with the institute.

- k) To run and award degree/diploma/certificate courses and research on Disaster Management at its own or with the affiliation of any other Institute/Universities, Local/National/International.
- l) To undertake publication of newsletters, journals, reports, occasional papers, study reports etc.
- m) To do such all other acts and undertake such other activities and to create such infrastructure, institutions and organization for Disaster Management.

#### **5. Meeting of the Governing Council**

The Governing Council of the Institute shall meet at least once in a year. The date of such meeting shall be as decided by the chairman of the Governing Council. A notice of clear 15 (fifteen) days shall be issued to the members of the council for such a meeting. Agenda of the meeting shall be finalized by the Member Secretary.

The following business shall be transacted at the Governing Council Meeting.

- b. To consider and adopt the Annual Budget, Annual Report and Audited Accounts of the Institute together with the Audited Statement.
- c. To review the progress of the operations of the Institute.
- d. To review policy and practices of the Institute and make appropriate recommendations.
- e. To transact any other business as may be brought forward by a member with the permission of the Chairman of the meeting.
- f. Proceeding of the meeting shall be prepared by the Member Secretary and shall be placed before the Chairman for approval. The minutes approved by the chairman shall be final conclusive evidence for the decision taken at the meeting.

#### **6. Extra Ordinary Meeting of Governing Council**

Any Member except co-opted or associated member of the Governing Council may requisition an extraordinary Governing Council meeting and the Chair Person shall there upon convene such a meeting at his/her convenience from the date of the receipt of the such requisition by the Institute, provided that at least one third of members of the Governing Council have also seconded the requisition. In the event of absence of requisiting of the extraordinary meeting of the Governing Council, the meeting shall stand dissolved, unless otherwise decided by the Chairman.

#### **7. Procedure at Meeting of the Governing Council**

- (a) Presence of one third or three members whichever is higher, of the total filled of strength, shall constitute a quorum for any meeting of Governing Council. If the meeting is adjourned because of the insufficiency of the quorum, than the same shall be held after half an hour at the same place irrespective of the quorum if minimum three members are present. Authorized representative shall also form a part of quorum for any meeting of the Governing Council.
- (b) Every meeting of the Governing Council shall be presiding over by the Chairman or in his/ her absence, by a member chosen at the meeting.
- (c) In case of difference of opinion amongst the members, the opinion of the majority shall prevail. Each member of the Governing Council including the Chairman shall have one vote and if there shall be an equality of votes on any question to be

determined by the Governing Council, the Chairman shall in addition, have and exercise a casting vote.

- (d) The chairman shall have the power to invite any person or persons, not being the member of Governing Council to attend the meeting of the Governing Council but such invitee shall not be entitled to vote at the meeting.
- (e) The Governing Council, by a simple majority may adopt any other procedure as may be deemed necessary.

## **8. Powers and Functions of the Governing Council**

The general superintendence, management and control of the affairs of the Institute shall vest in the Governing Council. Save as herein expressly provided, the duties, powers, functions and rights whatsoever consequential on or incidental to carrying on the Institute shall be exercised by the Governing Council.

In particular and without prejudice to the generality of the foregoing provisions and subject to the provisions of the Memorandum, the Governing Council may:

- (a) Take steps for making, amending, or repealing any rules, regulations and bye-laws of the Institute, also delegate the powers to different persons connected with the Institute in compliance with the provisions contained in the Act.
- (b) Accept and give grants, loans, guarantees/ gifts, donations and subscriptions whether in cash or in securities or in any other form, in furtherance of the objects of the Institute.
- (c) Purchase, acquire, take on lease or hire, accept as gift, any movable property and to deal with the same for furtherance of the objects and activities of the Institute.
- (d) Sell, assign, mortgage, lease, exchange or otherwise dispose off any movable or immovable property of the Institute as may be necessary or convenient for the working of the Institute.
- (e) Borrow or raise money that may be required by the Institute from such sources and on such terms as may be deemed desirable by the Governing Council and hold custody of the funds of the Institute.
- (f) Enter into agreement for and on behalf of the Institute.
- (g) Sue and defend all legal proceedings on behalf of the Institute.
- (h) Appoint committee/ committees for the disposal of any business of the Institute or for rendering advice in any matter pertaining to the Institute.
- (i) Prepare and finalize the annual report, the annual accounts and the financial estimates of the Institute as it may deem appropriate.
- (j) Delegate to such extent as it may deem necessary any of its powers to the Director General or any other officer of the Institute or to a committee/ committees of the Governing Council.
- (k) Subject to the provision contained in the Act, take steps to make, adopt, amend, vary or rescind from time to time rules and regulations and bye-laws of the Institute ;
  - i. For conduct of the business of the governing council and committee to be appointed by it ;
  - ii. For the delegation of its powers ;
  - iii. For fixing the quorum ;
  - iv. For all other matters for which provision is necessary or expedient ; and

- v. Perform such other functions and duties as May from time to time deemed fit, proper and expedient and those assigned to it by the Governing Council.

**9. Vacancies**

The Institute shall function notwithstanding the absence, for the time being, of any member of the Governing Council. The proceedings of the meeting of the Governing Council or the Governing Council shall not be invalidated by the existence of any vacancy on account of the absence of any member or otherwise.

**10. Proceedings of the Governing Council**

- (i) The Governing Council shall ordinarily meet once in every year provided that the Chairman on his/ her own may or on a requisition of not less than three members of the Governing Council shall, require it to be convened any time. Not less than fifteen days notice shall ordinarily be given for every meeting of the Governing Council provided that shorter notice shall not invalidate the decisions taken in a meeting.
- (ii) Three members shall constitute quorum for any meeting of the Governing Council.
- (iii) In case of difference of opinion amongst members, the opinion of the majority shall prevail;
- (iv) Each member including the Chairman shall have one vote and, in case of an equality of votes on any question to be determined by the Governing Council, the Chairman shall in addition, have and exercise a casting vote;
- (v) Every meeting of the Governing Council shall be presiding over by the chairman or in his/ her absence, by a member chosen at the meeting.
- (vi) A resolution may be adopted by the Governing Council by circulating to all its members and any resolution so circulated and adopted by a majority of the members (including the Chairman) who have signified their approval of such resolution, shall be as effective and binding as if the resolution has been passed at a meeting of the Governing Council.

**11. Chairman's power to invite non-members to attend Governing Council meeting**

The Chairman shall have the power to invite any subject matter specialist or any other person or persons not being members of the Governing Council to attend its meeting but such invitees shall not be entitled to vote at the meeting.

**12. Sub-committees**

The Executive Committee is the main committee of the council to assist in the implementation of the direction and policies of the Governing Council. The governing council may also constitute such sub-committees like advisory/expert committee etc. as it may deem appropriate for performing any task that may be assigned to it by the council

**13. Meeting of the Executive Committee**

- (i) The Executive Committee shall ordinarily meet once in three calendar months. Chairman at his own or on a requisition of Members of the Executive Committee may require it to be called meeting at any time convenient to him. Agenda of the meeting shall be finalized by the Member Secretary. Proceeding of the meeting shall be prepared by the Member Secretary approved by the Chairman. The minutes so approved by the chairman shall be final and conclusive evidence for the decision taken at the meeting. The minutes shall be signed and dated both by the Chairman and the Member Secretary.

- (ii) Presence of one third or three members whichever is higher of the total filled up strength shall constitute a quorum for any meeting of the Executive Committee. If the meeting is adjourned because of the insufficiency of the quorum, then the same shall be held after half an hour at the same place and the question of insufficiency of the quorum can not be raised at the meeting if minimum three members are present.
- (iii) In case of difference of opinion amongst the members, the opinion of majority shall prevail.
- (iv) Each member of the Executive Committee including the chairman shall have one vote and if there shall be an equality of votes on any question to be determined by the Executive Committee, the Chairman may exercise a casting vote.
- (v) Every meeting of the Executive Committee shall be presided by the chairman and in his/her absence the member present may elect the Chairman.
- (vi) Any resolution, except such as may be placed before the meeting of the Executive Committee may be adopted by circulation among all members present in India. Such resolution shall be as effective and binding as if such resolution has been passed at the meeting of the Executive Committee.
- (vii) The Chairman shall have the powers to invite any person or persons, not being members of the Executive Committee to attend the meeting of the Executive Committee as special invitee, but such invitee shall not be entitled to vote at the meeting.

#### **14. Director General and Employees**

- (i) The Director General shall be the Secretary of the society and the Chief functional executive of the Institute, and shall carry out the general administration of the Institute. He shall be responsible for the administration of the affairs of the Institute as well as of the conduct of the other officers and staff.
- (ii) He shall be responsible for preparation of agenda for meeting of the governing council and maintenance of accurate record of proceeding of such meeting.
- (iii) The Director General shall be responsible for administering of the funds of the Society/Institute according to the approved budget.
- (iv) He would be responsible for day to day running of the Society/ Institute's affairs.
- (v) The Director General will be the person in whose name Society/ Institute may sue or to be sued for the purpose of the Societies Registration Act, 1860 and The Bombay Public Charitable Trust Act, 1950.
- (vi) The Director General will be assisted by an appropriate strength of officers, faculties and other staff as may be determined by the Governing Council/Executive Committee.
- (vii) Such officers, faculties, research officers, scientists, technical and other officers and staff will be appointed by the Director General as per requirement.
- (viii) The Director General shall in all matters under his charge, have the powers to exercise for performing the duties assigned to him in these Rules of By Laws/Procedures that may be framed or such powers and duties as may be delegated further to him by the Governing Council. He may further sub delegate his powers and duties to the officers of the Institute with the approval of the Governing Council.

- (ix) The Director General can also appoint temporary staff of required nature for the projects/programme undertaken to meet the requirements/ dead line of various projects/schemes/programs.

**15. Remuneration of Services**

The institute may pay reasonable remuneration to any of its officers or servants or to any other person in return for any services actually rendered to the institute. It is also made it clear that so far as service conditions, allowances, pay scales, administration, discipline and conduct is concerned, it shall also be governed by the rules of the Institute.

**16. Directions by the Government**

Notwithstanding, and in addition, anything contained in the Rules, the Government shall have the right to issue suitable directives on broad questions of policy and matters of general interest to the Institute.

**17. By-Laws / Procedures of the Institute**

The Governing Council shall have the power to make and frame bye-laws and procedures, not inconsistent with the Memorandum of Association and the rules of the Institute and to alter, amend and rescind these byelaws and procedures from time to time for the administration and management of the affairs of the Institute, to fulfill its aims and objects.

**18. Funds of the Institute**

The funds of the Institute shall consist of the following;

- a) Grants received from the sponsors of projects/ services;
- b) Grants received form the World Bank / other international bodies, Central and State Government (s) , other Trusts, Societies, foundations and national and international bodies;
- c) Donations or contributions from persons or bodies;
- d) Income from investments;
- e) Loans raised by the Institute; and

All grants, donations and contributions shall be deemed to be grants, donations and contributions towards the corpus of the Institute unless otherwise specified by government (s), Trusts, Societies, Foundations, arid bodies giving the grants, Donor(s) and Contributor(s). Provided that no funds will be accepted by the Governing Council which in its opinion involves conditions and obligations opposed to the aims and objects of the Institute.

**19. Bankers and Operations of Bank Accounts**

The Bankers of the Institute shall be appointed by the Governing Council. All funds of the Institute shall be credited into the Institute account with one or more of the said bankers and shall not be withdrawn except by cheques signed by the officers empowered in this behalf by the Governing Council.

**20. Accounts and Audit**

- i) The Institute shall keep proper books of accounts in which shall be entered:
  - a) All sums of money received and the sources thereof and all sums of money expended by the Institute and the objects or purposes for which sums are expended; and
  - b) The Institute's assets and liabilities.
- ii) The financial year of the Institute shall be from 1st April to 31st March.

- iii) The accounts of the Institute shall be balanced each year on the 31st day of March, and annual accounts shall be prepared.
- iv) The accounts of the Institute shall be audited by Chartered Accountant appointed at the meeting of governing council.
- v) The Institute shall hold a meeting of the Governing Council to consider the Annual Report on its working and audit report within six months of the close of the financial year.

**21. Returns To Be Filed With The Registrar**

- (a) The Institute shall file such returns and documents and in the manner as may be required by the Societies Registration Act, 1860.
- (b) Once in every year a list of the office bearers and members of the Governing Council of the Institute shall be filed with the Registrar of Societies as required under Section 4 of the Societies Registration Act of 1860
- (c) The institute shall submit its Annual Administration Report to the Government every year.

**22. Legal Proceedings**

The Institute may sue and may be sued in the name of its Director General as per Section 6 of the Act. No suit or proceedings shall become void by reason of any change in the nomenclature or temporary vacancy of the office.

**23. Amendments/Alterations Of Memorandum Of Association And Rules**

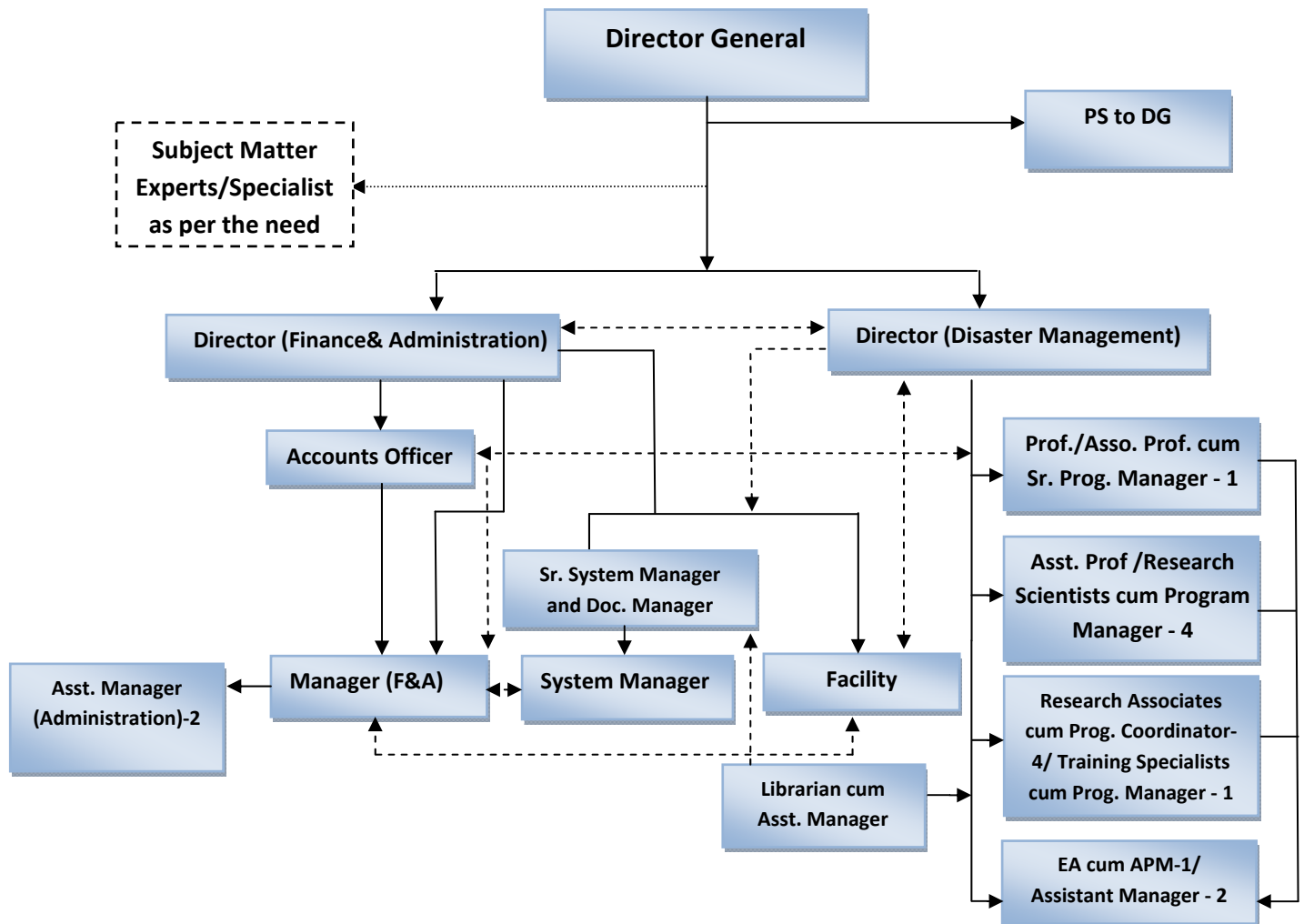
Any amendment in the Memorandum of Association or Rules will be carried out in accordance with the procedure laid down under Section 12 and 12A of the Societies Registration Act, 1860.

**24. Dissolution and adjustment of affairs of the institute**

In case of dissolution of the institute all the properties vesting in the institute shall vest in the State Government.



## THE ORGANIZATION CHART OF THE INSTITUTE IS GIVEN BELOW :



THE LIST OF OFFICERS AND EMPLOYEES WHO ARE PERFORMING THEIR DUTIES  
AND FUNCTIONS ARE AS UNDER

Sr. No.	Designation	No. of Post	Remuneration
1.	Director General	1	As per Govt.'s Order
2.	Director(Finance and Admin.)	1	Deputation
3.	Director (Disaster Management)	1	Deputation/ On Contract
4.	Accounts Officer	1	Deputation
5.	Associate Professor Cum Sr. Programme Manager	1	On Contract
6.	Assistant Professor Cum Programme Manager	2	
7.	Research Scientist Cum Programme Manager	2	
8.	Research Associate Cum Programme Co-Ordinator(DRM/Chemical & Industrial Disaster Management/Fire & Safety)	4	
9.	Training Specialist Cum Programme Manager	1	
10.	Sr. System Manager/System Manager	2	
11.	Personal Secretary to DG	1	
12.	Manager (Finance & Admin.)	1	
13.	Facility Manager	1	
14.	Executive Assistant cum Assistant Programme Manager	1	
15.	Librarian cum Asst. Manager	1	
16.	Asst. Manager	4	
	Total	25	

**OFFICE TIMINGS AT INSTITUTE**

- 10.30 AM TO 6.10 PM Recess Time 13.30 to 14.00
- Closed on 2<sup>nd</sup> & 4<sup>th</sup> Saturday & All Sundays
- Closed on Public Holidays as declared by the Government of Gujarat

## CHAPTER - 2

### **THE POWERS AND DUTIES OF OFFICERS AND EMPLOYEES**

#### THE POWERS AND FUNCTIONS OF THE DIRECTOR GENERAL

- (x) The Director General shall be the Secretary of the society and the Chief functional executive of the Institute, and shall carry out the general administration of the Institute. He shall be responsible for the administration of the affairs of the Institute as well as of the conduct of the other officers and staff.
- (xi) He shall be responsible for preparation of agenda for meeting of the governing council and maintenance of accurate record of proceeding of such meeting.
- (xii) The Director General shall be responsible for administering of the funds of the Society/Institute according to the approved budget.
- (xiii) He would be responsible for day to day running of the Society/ Institute's affairs.
- (xiv) The Director General will be the person in whose name Society/ Institute may sue or to be sued for the purpose of the Societies Registration Act, 1860 and The Bombay Public Charitable Trust Act, 1950.
- (xv) The Director General will be assisted by an appropriate strength of officers, faculties and other staff as may be determined by the Governing Council/Executive Committee.
- (xvi) Such officers, faculties, research officers, scientists, technical and other officers and staff will be appointed by the Director General as per requirement.
- (xvii) The Director General shall in all matters under his charge, have the powers to exercise for performing the duties assigned to him in these Rules of By Laws/Procedures that may be framed or such powers and duties as may be delegated further to him by the Governing Council. He may further sub delegate his powers and duties to the officers of the Institute with the approval of the Governing Council.
- (xviii) The Director General can also appoint temporary staff of required nature for the projects/programme undertaken to meet the requirements/ dead line of various projects/schemes/programs.

**The delegation of powers by the Governing Council to the Director General and the other Officers are as under**

**DELEGATION OF POWERS**

<b>A.</b>	<b>GENERAL POWERS</b>		<b>Authority</b>	<b>Extent of Power</b>	<b>Remarks</b>
1.	To negotiate for entering into agreements with Central Government, State Government, Central & State Government, PSUs, local authorities, banks, Co-operative, NGOs, CBOs, International Agencies for the purpose of fulfilling the objectives of the Institute.		DIRECTOR GENERAL	Full Power	
2.	To execute contracts, deeds, instruments, and assurance and in particular:		DIRECTOR GENERAL	Full Power	
	a)	All Service Agreement			
	b)	Security Bonds for the performance of their duties by Authority employees.			
	c)	Lease of houses, premises or other immovable property.			
	d)	To hire or give on hire any machinery, equipment, appliance vehicles.			
3.	To enter into agreements with any consultancy firm or taking up feasibility studies or preparation of scheme in connection with affairs of the Institute.		DIRECTOR GENERAL	Full Power	
4.	To execute agreement on behalf of Institute in connection with Banking, insurance, procurement and execution of any work.		DIRECTOR GENERAL	Full Power	
5.	To institute and prosecute compromise, withdraw or abandon any legal proceedings by the Institute or its Officer and to defend compromise, withdraw and abandon any legal proceedings by the Institute or its officer.		DIRECTOR GENERAL	Full Power	
<b>B.</b>	<b>ADMINISTRATIVE POWERS</b>				
1.	a)	Appointment to any post on deputation from Government equivalent to Director and above.	As per direction of Government of Gujarat.	Full Power.	
	b)	Appointment of post other than above.	DIRECTOR GENERAL	Full Power.	

2.	Hiring personnel on Contract Basis.	DIRECTOR GENERAL	Full Power.	
3.	Sanction of Journey of officers and staff of the Institute	DIRECTOR GENERAL	Full Power.	
4.	Sanction of leave and increment to the officers and staff of the Institute.	DIRECTOR GENERAL	Full Power.	
5.	To outsource any work of GIDM	DIRECTOR GENERAL	Full Power.	
<b>C.</b>	<b>FINANCIAL POWERS</b>			
1	To buy or purchase any materials or stores required for the Institute	DIRECTOR GENERAL	Full Power	
2	To buy or procure movable assets required for the Institute	DIRECTOR GENERAL	Full Power	
3	To approve payment for procurement and services availed by the Institute	DIRECTOR GENERAL	Full Power	
4	To pay for feasibility studies or schemes for project reports or any other report undertaken or prepared by any consultancy firm or technical organization	DIRECTOR GENERAL	Full Power	
5	For and on behalf of the Institute to draw, endorse and negotiate all such cheques, bills of exchange, promissory notes, hundis, drafts, Government and other securities as shall be necessary in or for carrying on the affairs of the Institute	JOINT DIRECTOR/ DEPUTY DIRECTOR (ACCOUNTS)	Full Power	
6	To make and give receipts, release and other discharge for money received by the Institute and the claims and demand of Institute	JOINT DIRECTOR/ DEPUTY DIRECTOR (ACCOUNTS )	Full Power	
7	To invest surplus funds in short term deposits/fixed deposits	DIRECTOR GENERAL	Full Power	
8	a) To open bank account of the Institute	GOVERNING COUNCIL	Full Power	
	b) To operate or authorise operation of Bank Accounts	DIRECTOR GENERAL	Full Power	

9	To receive money or securities for deposits	JOINT DIRECTOR/ DEPUTY DIRECTOR (ACCOUNTS )	Full Power	
10	To sanction contingent expenditure including new telephone connection, periodicals, stationery, repairs, etc.	DIRECTOR GENERAL	Full Power Non-Recurring Rs. 40,000 in each case and recurring Rs. 10,000 in each case.	
11	To pass claims in respect of salary, wages, T.A., advances, allowances, medical reimbursement and other personal entitlement of all officers and staff of the Institute	JOINT DIRECTOR/ DEPUTY DIRECTOR (ACCOUNTS)	Full Power	
12	Sanction of all advances for Moped/Scooter/ Motorcycle/ Computer and house building	DIRECTOR GENERAL	Full Power	
13	Payment of work bills, supplier bills, work advance and suppliers advance	JOINT DIRECTOR/ DEPUTY DIRECTOR (ACCOUNTS)	Full Power	
14	Repairs to Vehicles	DIRECTOR GENERAL	Full Power Upto Rs. 50,000/-	
15	Hiring of Vehicles	DIRECTOR GENERAL	Full Power	
16	Payment of all Statutory dues and committed expenditure including PF, Income Tax, Service Tax, Professional Tax, Telephone Bills, Municipal Tax, Rent, Electric, Gas, Water Charges, Insurance, Vehicle Tax etc.	JOINT DIRECTOR/ DEPUTY DIRECTOR (ACCOUNTS)	Full Power	
17	Sanction of Expenditure for Meeting, Conference, Training or other publicity programme.	DIRECTOR GENERAL	Full Power	
18	To execute or authorize any person, a power of	DIRECTOR	Full Power	

	Attorney, Instruments, Deed, Contracts or Agreements on behalf of the Institute.	GENERAL		
19	To hold or participate in Seminar, Training Course, Conferences or meet in India and approve expenditure for the same.	DIRECTOR GENERAL	Full Power	
20	To treat any VIPs, Visitors, Experts or a Guest of the Institute and approve expenditure on boarding, lodging, transportation and entertainment of such personality.	DIRECTOR GENERAL	Full Power	
21	To make all such agreements or to do such acts on behalf of Institute as may be necessary for attainment of the object in the event of emergencies and to take such measures as may be appropriate to safeguard the interest of the Institute.	DIRECTOR GENERAL	Full Power	
<b>D. AWARD OF WORK AND PROCUREMENT OF MATERIALS</b>				
1	Sanction of Schemes/ Programmes to fulfill the objectives of the Institute.	EXECUTIVE COMMITTEE.  DIRECTOR GENERAL	Full Power  UptoRs. 10.00 Crores	Subject to Procurement guidelines.
2	Administrative Approval to proposals confirming National, International, Bilateral Agencies or Multi-lateral Agencies	EXECUTIVE COMMITTEE.  DIRECTOR GENERAL	Full Power  UptoRs. 10.00 Crores	Subject to Procurement guidelines.
3	Procurement of Materials & Services.	EXECUTIVE COMMITTEE.  DIRECTOR GENERAL	Full Power  UptoRs. 10.00 Crores	Subject to Procurement guidelines.
4	Grant of extension of time in respect of works/ services.	DIRECTOR GENERAL	Full Power	
5	Power to sanction Purchase of Heavy Machinery & Equipments.	EXECUTIVE COMMITTEE  DIRECTOR GENERAL	Full Power  UptoRs. 10.00 Crores	Subject to Procurement guidelines.

6	Sanction of extra/substituted items and approval of deviation from contract not exceeding 10% of the original estimate.	DIRECTOR GENERAL	Full Power		
<b>Vide Circular No. GIDM/A/C/ Delegation of Powers/972224/07/2014 Dt. 15.07.2014</b>					
<b>A.</b>	<b>GENERAL POWERS</b>	<b>Authority</b>	<b>Extent of Power</b>	<b>Officer to whom powers delegated</b>	<b>Extent of Powers (Rs.)</b>
<b>(1)</b>	<b>(2)</b>	<b>(3)</b>	<b>(4)</b>	<b>(5)</b>	<b>(6)</b>
<b>C.</b>	<b>FINANCIAL POWERS</b>				
1	To buy or purchase any materials or stores required for the Institute	DIRECTOR GENERAL	Full Power	Joint Director(A/c)	25000
3	To approve payment for procurement and services availed by the Institute	DIRECTOR GENERAL	Full Power	Joint Director(A/c)	90000
10	To sanction contingent expenditure including new telephone connection, periodicals, stationery, repairs, etc.	DIRECTOR GENERAL	Full Power Non-Recurring Rs. 40,000 in each case and recurring Rs. 10,000 in each case.	Joint Director(A/c)	25000
14	Repairs to Vehicles	DIRECTOR GENERAL	Full Power Upto Rs. 50,000/-	Joint Director(A/c)	30000
15	Hiring of Vehicles	DIRECTOR GENERAL	Full Power	Joint Director(A/c)	50000
17	Sanction of Expenditure for Meeting, Conference, Training or other publicity programme.	DIRECTOR GENERAL	Full Power	Joint Director(A/c)	50000
20	To treat any VIPs, Visitors, Experts or a Guest of the Institute and approve expenditure on boarding, lodging, transportation and entertainment of such personality.	DIRECTOR GENERAL	Full Power	Joint Director(A/c)	15000

**THE POWER DELEGATED AS ABOVE CAN BE EXERCISED BY THE NEXT HIGHER AUTHORITY.**

**Notes:-**

- The Governing Council and Executive Committee will exercise full powers in all matters as per Memorandum of Association/ Rules of GIDM.
- The powers not mentioned above herein shall be as per Delegation of Power Rules, 1988 issued by Finance Dept, Govt. of Gujarat as amended from time to time.



- The remarks of Finance/ Accounts division of GIDM should be obtained in case of financial implications.
- The expenditure/ payment to be made subject to overall budgetary provisions and internal audit.
- The question of interpretation or meaning of the above powers will be referred to the Governing Council and its decision shall be final.
- All payments should first be checked and certified by the officer in charge of procurement and to be pre-checked by project management consultant / third party expert wherever possible.
- All payment (except statutory / committed dues) should be preferably pre-audited, subject to Internal Audit.

## CHAPTER - 3

### **THE PROCEDURE FOLLOWED IN THE DECISION MAKING PROCESS INCLUDING CHANNELS OF SUPERVISION AND ACCOUNTABILITY**

#### **ABOUT THE INSTITUTE**

- 3.1 According to provision of GIDM MoA and RR, the Governing Council of the GIDM is Apex Body for taking any decision on matters pertaining to GIDM. All policy matters, administrative and financial decisions are being taken by this Governing Council. Day to day administrative except affairs which are to be decided by the Director General of GIDM as provided in the Act and the financial decisions are to be taken by the Committee or by an officer to whom the powers are delegated by the Governing Council. Such delegation of powers has been given in details in foregoing Chapter-II. Accordingly, the decisions are being taken in the Institute.
- 3.2 There is Executive committee chaired by the Director General, GIDM. There is a provision of obtaining technical sanction and administrative approval from the competent authority before entrusting or executing any work from the funds given by the GIDM.
- 3.3 The channel of supervision in GIDM is as per the details given in organogram of the Chapter I. A chart of supervision channel and the subjects allotted to individuals regarding subordinate staff to support these individuals in performing their functions and duties are given in detail. All the decisions will be in writing except in emergency. For taking any decision the files will be opened at subordinate levels and route through the channel of submission. Decision on file will be as per the delegation of powers to each individual officer. The decision taken in the meeting of more than two members will be minutised at the earliest and will be sent to all concerned. The implementation of any such decision will be approved on file by the appropriate authority after scrutinizing the matter with the provisions of relevant rules and regulations.

## CHAPTER - 4

### **THE NORMS SET BY GIDM FOR THE DISCHARGE OF ITS FUNCTIONS**

The norms set by GIDM for discharge of its functioning have been discussed at length in the Chapter I, II & III. However, for achieving the objectives of the GIDM, the following activities have been identified

**1.** Gujarat Institute of Disaster Management (GIDM) – a State of the Art premier institute – was set up for human resource development, capacity building, training, research and documentation in the field of Disaster Risk Management in 2013. GIDM is focusing on enriching the capacities – in specific areas of prevention, mitigation, preparedness, relief, recovery, rehabilitation, reconstruction and sustainable development – of officials and other functionaries of the State and district administration, autonomous institutions and nongovernmental organizations.

Since its inception, GIDM is systematically striving to enhance the understanding of Disaster Risk Management (DRM) and Climate Resilience (CR) amongst the stakeholders to achieve sustainable development by emphasizing a risk-informed development path for management of disaster risks and building resilient Gujarat.

GIDM believes that risk can be mitigated and impacts and effects of disasters can be reduced. Considering the same, GIDM has taken up a whole-of-society approach to reduce existing risk, prevent the creation of new risk and building resilience through :-

- 1) Trainings and Capacity Building;
- 2) Applied Research and Documentation;
- 3) Academic Programs;
- 4) Consultancy; and
- 5) Strategic Partnerships.

A brief note on activities undertaken under each of the above mentioned Six areas during various financial years is mentioned in the respective years of the Annual reports of GIDM and the same is available on its portal.

#### **2. Staff members of the GIDM are jointly and severally required to exercise their discretion with reference to the following principles**

- a) The GIDM may not practice any form of discrimination or preferential treatment in its relations with third parties, be they beneficiaries of GIDM of goods or services, or persons or institutions involved in any way in the GIDM's activities or the results of those

activities. The GIDM shall exclusively apply the decision, making the selection procedure described in the present manual.

- b) Maximum cost-effectiveness, in relation to the general objectives set forth in chapter-1, should always be sought in decision making at all levels within the GIDM and in the practical application of its procedures

**3.** The GIDM is required to perform a public service. Its employees are accordingly under an obligation to observe confidentiality, impartiality and discipline similar to that required of civil servants. Employees may not, in the performance of their functions, engage in political or religious propaganda. GIDM employees are required to observe absolute impartiality. They are expected to accord equal treatment to the users of the public service provided by the GIDM, namely the beneficiaries and the Agencies. GIDM employees are furthermore required to demonstrate the loyalty to Government demanded of public services concessionaires

## CHAPTER - 5

### **THE RULES, REGULATIONS, MANUALS AND RECORDS HOLD BY GIDM OR UNDER ITS CONTROL OR USED BY EMPLOYEES FOR DISCHARGING ITS FUNCTIONS**

#### **5.1 Acts**

#### **5.2 Rules**

#### **5.3 Manuals**

#### **5.4 Government Resolutions**

#### **5.5 Guidelines**

#### **5.6 Internal Circulars**

#### **5.1 Acts**

1. Society Registration Act-1860
2. Bombay Public Trust Act,1950

GIDM has been registered as an autonomous body under the above Acts. The Memorandum of Association of GIDM is based on the Act. (The MOA is given in para 1.1)

3. The Gujarat State Disaster Management Act, 2003

#### **5.2 Rules**

- GIDM Rules made under Memorandum of Association.
- Grant in Aid Rules for GIDM vide No. Revenue Dept.
- Gujarat Civil Service Rules 2002, which are applicable to all Govt. officers and employees of GIDM.
- Provisions of Gujarat Civil Service (Discipline and Appeal) Rules, 1971 shall apply mutatis mutandis to all employees of GIDM.
- Gujarat Finance Rules, 1971

#### **5.3 Manuals**

- GIDM Training Manual
- Office Procedure 2020, GoG

#### **5.4 GOVERNMENT RESOLUTIONS**

- Revenue Department vide Resolution No. Bhakapa/10/2014/20/pu.v.pu.ni, dated 4.07.2014
- Revenue Department, vide GR No. BHA.KA.P/ 102014/ 20/ Pu. Va. Pu. Ni. Dated 11.03.2020

#### **5.5 Guidelines**

- Decisions taken in 1<sup>st</sup> Governing Council's meeting dated 10/10/2013.
- Decisions taken in 2<sup>nd</sup> Governing Council's meeting dated 05/08/2019.
- Decisions taken in Executive Committee meetings

#### **5.6 Internal Circulars**

- Circular specifying rate / rent for all facilities at GIDM
- Circular specifying rates/rent for lodging and boarding at GIDM

## CHAPTER - 6

### STATEMENT OF THE CATEGORIES OF DOCUMENTS THAT IS HELD IN GIDM ON ITS CONTROL

The details of different categories of the documents held in GIDM are given below

SR. NO.	INDEX
1	<b>GIDM INFORMATION</b>
	GIDM Brochure
	About GIDM_Presentation_Gujarati_2021
	About GIDM_Presentation_English_2021
	GIDM MOA
	GIDM RR
	GIDM Audio-Video Film
2	<b>GIDM KNOWLEDGE PRODUCT</b>
	1. Training Module Understanding Disaster Risk Management(Gujarati)
	2.Training Module Understanding Disaster Risk Management(English)
	3.Training Module Dignified Management of the Dead
	4.Training Module Dignified Management of the Dead VIRTUAL
	5.Training Module Role of Youth and Volunteers
	6.Training Module Webinar-Role of Youth and Volunteers
	7.Training Module Drought Risk Mitigation & Management
	8.Training Module Role of youth and volunteers for DRM
	9.Training Module on Flood Risk Mitigation and Management
	10.Training Module Basics of Disaster Risk Management for Govt. Officials
	11.Training Module Extreme Heat Prevention and Management Designed
	12.Training Module Masons on Hazard Resistant Construction
	13.Training Module Urban Risk Reduction & Resilience
	14.Training Module Role of Youth and Volunteers for DRM
	15.Training Manual
	16.Gujarat Flood 2017 - A Case Study by NDMA & GIDM
	17.Training Module on HOPE
	18. Training Module on Cyclone Risk Management
3	<b>GIDM DOCUMENTATION</b>
	Bhadbhut Barrage Project Safety Manual
	GIFT City Disaster Risk Management Plan
	Fire Safety Officer (Specialist, Advance and General) Handbook
	Handbook Series on Fire Safety - English
	Handbook series on Fire Safety - Gujarati
	Comic Book Series about 5 major Hazards for children

## CHAPTER - 7

### **THE PARTICULARS OF THE ARRANGEMENTS THAT EXIST FOR CONSULTATION WITH OR REPRESENTATION BY THE MEMBERS OF THE PUBLIC IN RELATION TO THE FORMULATION OF GIDM POLICY OR ITS IMPLEMENTATION THEREOF**

In any policy decision which concerns public/any participant stakeholders approach is used in the form of constitution of committees where representation is provided or in the form of workshops/discussions there view is elicited both through formal and informal suggestions are made.

#### **7.1 People's Participation in Disaster Management**

As narrated in forgoing paras main work area of the institute is capacity in the areas of Disaster Management. Keeping in view this fact;

- (a) The institute is undertaking programmes of education and training, of the general all the stakeholders on a continuous basis.
- (b) Institute develops documents/ resource material in consultation with subject matter experts, institutions, CBOs, etc. for awareness purpose.
- (c) Institute develops short-term self-paced e-courses on various aspects on disaster management for public at large.

#### **7.2 Representation by the members of the public**

The Governing council of the Institute is an apex forum for taking any decision regarding the functions of the Institute. The Hon'ble Chief Minister of the State and one Ministers from the Council of Ministers are members of the Governing council of the institute. Thus, the Institute has unique representation of the elected members in formulation of the policies as well as in implementations thereof.

#### **7.4 The Institute is also expecting certain things from the public. These expectations are incorporated in the Disaster Management Act, 2003. The community groups and the other people are expected to coordinate with the disaster management work as mentioned in the Chapter XII (Section 28,29,30 & 31) of the Act which read as :**

**1.** Each community group and each youth organization such as the National Cadet Corps, National Service Scheme, Nehru Youth Kendra may-

- (a) assist the State Government, the Authority, the Commissioner and the Collector in all disaster management activities;
- (b) participate in capacity-building, vulnerability reduction programmes and training activities;
- (c) assist in relief operations under the supervision of the Commissioner and the Collector;
- (d) assist in conducting detailed damage assessment and in carrying out reconstruction and rehabilitation activities in accordance with the guidelines framed by the Authority; and
- (e) provide such assistance to the Authority, the Commissioner and the Collector and take such other steps as may be necessary for disaster management.

**2.(1)** Each Factory as defined under the Factories Act 1948, shall-

- (a) assist the State Government, the Commissioner and the Collector in all disaster management activities;
- (b) ensure that their staff are adequately trained;
- (c) ensure that all necessary resources are in a ready-to-use state;

(d) ensure that its buildings and other structures are in compliance with all specifications stipulated by the departments of the Government and the Authority;

(e) carry out relief operations under the supervision of the Commissioner and the Collector;

(f) assist in conducting damage assessment and in carrying out reconstruction and rehabilitation activities in accordance with the guidelines framed by the Authority;

(g) prepare a disaster management plan in conformity with the other disaster management plans of local authorities, departments of Government having regard to the guidelines laid down in this behalf by the Authority;

(h) take all other steps and provide such assistance to the Authority, the Commissioner and the Collector and take such other steps as may be necessary for disaster management.

(2) Each factory shall be responsible for effective implementation of the plan drawn up by it in this behalf.

(3) Each private and public sector entity shall provide assistance to the Authority, the Commissioner, the Collector and take such other steps as may be necessary for disaster management.

**3.** All voluntary agencies, including non-governmental organizations, which desire to participate in disaster management activities may,-

(a) participate in capacity-building, vulnerability reduction programmes and training activities;

(b) assist in relief operations under the supervision the of Government, the Commissioner and the Collector;

(c) assist in assessing damage and in carrying out reconstruction and rehabilitation activities in accordance with the guidelines framed by the Authority;

(d) provide such assistance to the Authority, the Commissioner and the Collector as may be necessary for effective disaster management.

**4.** It shall be the duty of every citizen to assist the Commissioner, the Collector or such other person entrusted with or engaged in disaster management whenever his aid is demanded generally for the purpose of disaster management and particularly for the following purposes, namely :-

(a) Prevention,

(b) Response,

(c) Warning,

(d) Emergency Operation,

(e) Evacuation, and

(f) Recovery



## CHAPTER - 8

### STATEMENT OF THE BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES OF GIDM

#### 1. Governing Council of GIDM :

Sr. No.	Name	Designation
01	Hon'ble Chief Minister, Gujarat	Chairman
02	Hon'ble Minister for Disaster Management	Vice Chairman
03	The Chief Secretary to GoG	Member
04	Director General of GIDM	Member Secretary
05	Commissioner of Relief, Revenue Dept.	Member
06	Principal Secretary, Education Dept.	Member
07	Principal Secretary, UD & UDH Department	Member
08	Secretary, R&B Dept.	Member
09	Addl.CEO/CEO, GSDMA	Member
10	Director General of Police	Member
11	Director General of ISR	Member

#### 2.Executive Committeeof GIDM

Sr. No.	Name	Designation
1	Director General, GIDM	Chairman
2	Addl. CEO/CEO, GSDMA	Member
3.	Representative from Revenue Department	Member
4.	Representative from Finance Department	Member
5	Development Commissioner	Member
6.	Director General, ISR	Member
7.	Admin./HR Officer, Gujarat Institute of Disaster Management	Member Secretary

## CHAPTER - 9

### DIRECTORY OF THE OFFICERS AND EMPLOYEES OF THE GIDM

Sr. No	Name	Designation	Tel. No.	Ext. EPBX	CUG Mobile No.	Official Email ID
1.	Dr.Rajiv Kumar Gupta IAS(Retd)	Director General	23275801/804	801/804	-	<a href="mailto:dg-gidm@gujarat.gov.in">dg-gidm@gujarat.gov.in</a>
2.	Shri Riteshkumar Chaudhari	Director(F&A) I/C	232-75811	811	7574800080	<a href="mailto:directorfa-gidm@gujarat.gov.in">directorfa-gidm@gujarat.gov.in</a>
3.	Shri Nisarg Dave	Director (DM)	232-75833	833	9727060666	<a href="mailto:directordm-gidm@gujarat.gov.in">directordm-gidm@gujarat.gov.in</a>
4.	Shri Riteshkumar Chaudhari	Accounts Officer	22-75812	812	7574800080	<a href="mailto:ao-gidm@gujarat.gov.in">ao-gidm@gujarat.gov.in</a>
5.	Shri K.V.Subramanian	P.S. to DG	232-75804 Fax :232-75814	804/ 814	7574807847	<a href="mailto:postodg-gidm@gujarat.gov.in">postodg-gidm@gujarat.gov.in</a>
6.	Dr. Sandeep Kumar Pandey	APSPM	232-75822	822	7574802288	<a href="mailto:apspm-gidm@gujarat.gov.in">apspm-gidm@gujarat.gov.in</a>
7.	Dr. Chintan Y. Pathak	APPM	232-75821	821	7574855063	<a href="mailto:appm1-gidm@gujarat.gov.in">appm1-gidm@gujarat.gov.in</a>
8.	Mr. Piyush Ramteke	RSPM	232-75865	865	7574800470	<a href="mailto:rspm1-gidm@gujarat.gov.in">rspm1-gidm@gujarat.gov.in</a>
9.	Shri Ankit Rathod	TSPM	232-75819	819/809	7574800270	<a href="mailto:tspm-gidm@gujarat.gov.in">tspm-gidm@gujarat.gov.in</a>
10.	Ms Anusha Vyas	RAPC	232-75819	819	7574800102	<a href="mailto:rapc1-gidm@gujarat.gov.in">rapc1-gidm@gujarat.gov.in</a>
11.	Mr. Shubham Daberao	RAPC	232-75823	823	7574800260	<a href="mailto:apc2-gidm@gujarat.gov.in">apc2-gidm@gujarat.gov.in</a>
12.	Mr. Himalay Kotadiya	RAPC(F&S)	232-75820	820/809	7574800380	<a href="mailto:rspc3-gidm@gujarat.gov.in">rspc3-gidm@gujarat.gov.in</a>
13.	Ms Pushpanjali Pradhan	RAPC	232-75819	819	7574806071	<a href="mailto:rapc-gidm@gujarat.gov.in">rapc-gidm@gujarat.gov.in</a>
14.	Mr. Bateswar Das	RAPC	232-75806	823	7574806072	<a href="mailto:rapc4-gidm@gujarat.gov.in">rapc4-gidm@gujarat.gov.in</a>
15.	Mr. Mohammad Shoeb	FM	232-75824	816/824	7574807849	<a href="mailto:fm-gidm@gujarat.gov.in">fm-gidm@gujarat.gov.in</a>
16.	Shri Rajesh Joshi	Manager (F&A)	232-75815	815	7574855019	<a href="mailto:mfa-gidm@gujarat.gov.in">mfa-gidm@gujarat.gov.in</a>
17.	Shri Bhavesh Goswami	SM	232-75817	817	7574855018	<a href="mailto:sm-gidm@gujarat.gov.in">sm-gidm@gujarat.gov.in</a>
18.	Shri Kushang Jani	Sr.SM	232-75817	817	9978406261	<a href="mailto:sm1-gidm@gujarat.gov.in">sm1-gidm@gujarat.gov.in</a>
19.	Ms Kamini Rathod	EAAPM	232-75820	820	9909039517	<a href="mailto:eaapm-gidm@gujarat.gov.in">eaapm-gidm@gujarat.gov.in</a>
20.	Ms Shilpa J. Boricha	Lib. AM	232-75810	810	7574809042	<a href="mailto:lib-gidm@gujarat.gov.in">lib-gidm@gujarat.gov.in</a>
21.	Shri Shailesh B. Ramanuj	AM	232-75818	818	7574807853	<a href="mailto:asstmngadm1-gidm@gujarat.gov.in">asstmngadm1-gidm@gujarat.gov.in</a>
22.	Shri Jaysinh Chauhan	AM	232-75816	816	7574807850	<a href="mailto:asstmngadm2-gidm@gujarat.gov.in">asstmngadm2-gidm@gujarat.gov.in</a>
23.	Shri Nimish Solanki	AM	232-75808	808	7574807845	<a href="mailto:asstmng1-gidm@gujarat.gov.in">asstmng1-gidm@gujarat.gov.in</a>
24.	Shri Pragya Mishra	AM	232-75816	816	7574800103	<a href="mailto:asstmng2-gidm@gujarat.gov.in">asstmng2-gidm@gujarat.gov.in</a>
25.	Shri Jayesh Bhavsar	Driver	-	-	-	
26.	Shri Praveensinh Chauhan	Driver	-	-	-	
27.	Shri Shyam Golde	Driver	-	-	-	
28.	Shri Rajesh Vaghela	Peon	-	-	-	
29.	Shri Ajaysinh Chauhan	Peon	-	-	-	

## CHAPTER -10

### MONTHLY REMUNERATION RECEIVED BY THE OFFICER AND EMPLOYEES OF THE GIDM

Sr. No.	Name	Designation	Emolument (Rs.)	System of Compensation as provided in its regulation
1.	Dr. Rajiv Kumar Gupta, IAS (Retd.)	Director General	225000/-	As per Government Rules and Regulation
2.	Shri R. D. Chaudhari	Director (F&A)	Addl. Charge	
3.	Shri R. D. Chaudhari	Accounts Officer	52000/- (44900/- to 142400/- Level -8)	

Other appointees are on contract basis or through placement agencies.

## CHAPTER - 11

### THE BUDGET ALLOCATED TO GIDM, INCLUDING THE PARTICULARS OF ALL PROPOSED EXPENDITURES AND REPORTS ON DISBURSEMENTS MADE.

For the FY 2023-24, the Government of Gujarat has decided to allocate a budget of INR 200 lakh to GIDM for further enhancement of capacity building programs for the State, which will benefit the officers, employees, persons through 216 training programs during the financial year 2023-24. GIDM will also work in creating a Disaster Risk Management Information Resource Centre, consolidating the best practices, documentation, and learning from past experiences/disasters with a vision to make GIDM as Centre of Excellence.

#### (Rs. in Crore) As per Balance Sheet

Financial Year	Aggregate Expenditure
2014-2015	0.95
2015-2016	1.82
2016-2017	2.15
2017-2018	2.79
2018-2019	5.06
2019-2020	4.72
2020-2021	3.84
2021-2022	4.08
2022-2023	5.43

\* subject to finalize the account

The details of the budget of GIDM approved for the year 2023-2024 is as under  
(Rs. in Crore)

Sr.No	Particulars	Amount (Rs.)
1	Assistance to Disaster Management Institute	2.00
Total		2.00

## CHAPTER - 12

### **THE MANNER OF EXECUTION OF SUBSIDY PROGRAMMES INCLUDING THE AMOUNTS ALLOCATED AND THE DETAILS OF BENEFICIARIES OF SUCH PROGRAMMES**

“ This Institute is not executing any subsidy programmes”

## CHAPTER - 13

### **PARTICULAR OF RECIPIENTS OF CONCESSIONS, PERMITS OR INSTITUTE GRANTED**

Gujarat Institute of Disaster Management (GIDM) – a State of the Art premier institute - was set up for human resource development, capacity building, training, research, and documentation in the field of Disaster Risk Management in 2014. GIDM is focusing on enriching the capacities – in specific areas of prevention, mitigation, preparedness, relief, recovery, rehabilitation, reconstruction, and sustainable development – of officials and other functionaries of the State and district administration, autonomous institutions, and non-governmental organizations. GIDM's capacity-building initiatives for Disaster Preparedness have been designed based on the Global, National, and Local Disaster Risk Management Strategies, Policies and the directions given during the Governing Council Meetings of GIDM. Post-2015, due to various Global agreements viz. the Sendai Framework for Disaster Risk Reduction (SFDRR), Sustainable Development Goals (SDGs) and Paris Agreement (COP21) along with Hon. Prime Minister's 10 Point Agenda, GIDM has reframed its activities in coherence across these overlapping policy areas in building the coping capacity of all stakeholders with a focus on grass-root level first responders. Considering the same, GIDM has taken up a whole-of-society approach to reduce existing risk, prevent the creation of new risk and building resilience through -(1) Trainings; (2) Documentation; (3) Applied Research; (4) Academic Programs; (5) Consultancy; and (6) Strategic Partnerships. A brief note on activities undertaken under each of the above mentioned six areas are as follow;

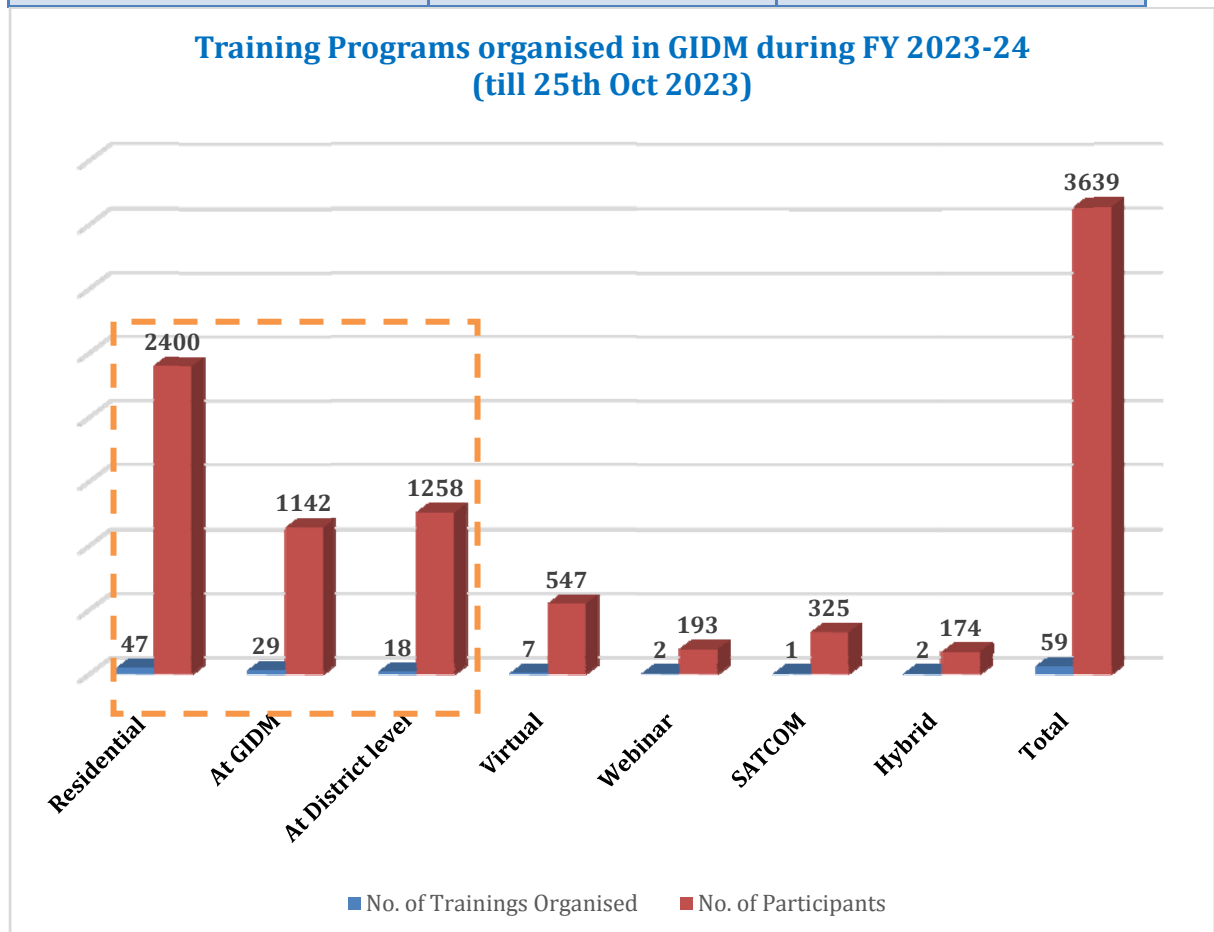
#### **(A) TRAINING PROGRAMS:**

To nurture the culture of Disaster Risk Management (DRM) and Climate Resilience (CR), GIDM is developing needs-based, demand driven approaches to strengthen stakeholder capacity, including institutional capacities in analysing and managing disaster and climate risks to achieve its ultimate goal to strengthen risk-informed planning and risk governance. GIDM is propagating a paradigm shift in its capacity building initiatives by amalgamating digital technologies to maximize the outreach. The different genres of trainings provided by GIDM are Residential Trainings, District outreach, Virtual Classroom Based Trainings, SATCOM Based Trainings and Hybrid (Virtual Internet Partnership & Residential).

GIDM addresses the DRR capacity building need of its widespread stakeholders at the grassroots level like women from ASHAs, ANMs, Anganwadi to government departments, academia, civil society, and community by using modern technology-driven pedagogical tools.

In the FY 2023-24 (till 25<sup>th</sup>October 2023), GIDM organized 59 multi-sectoral capacity-building programs and trained/ oriented about 3704 participants on various aspects of Disaster Risk Management (DRM) and strengthened the preparedness of the last-mile learners. Specialised training programs targeting first responders like health workers, fire personnel, etc. have been organised. Customised training for engineers of SSNNL, Roads and Building Department, Urban Development and Urban Housing Department, Education Department, etc. are being organised by in collaboration with the targeted departments.

Training Program organised in FY 2023-24 (Till 25 <sup>th</sup> October 2023)		
Mode of Training	No. of Trainings Organised	No. of Participants Trained/ Oriented
<b>Residential</b>	47	2400
<i>At GIDM</i>	29	1142
<i>At District level</i>	18	1323
<b>Virtual</b>	07	547
<b>Webinar</b>	02	193
<b>SATCOM</b>	01	325
<b>Hybrid</b>	02	174
<b>Total</b>	<b>59</b>	<b>3704</b>



## **(B)Applied Research & Documentation**

### **1. *Report on Extreme Heat Exposure and Actions for Gujarat***

GIDM has undertaken a project on development of Report on Extreme Heat Exposure and Actions for Gujarat. The project is funded by Climate Change Department, Government of Gujarat to assess the heat-related vulnerability of the 33 districts of Gujarat. The project focuses on developing the temperature thresholds for local impact-based Heat Early Warning System for all districts of Gujarat. The overall goal is to inform the relevant policymakers about the heat-related vulnerability in Gujarat in order to help them for informed extreme heat prevention and mitigation decisions.

Overall, the *Report on Extreme Heat Exposure and Actions for* provide a framework of implementation, coordination and evaluation of heat health response activities to reduce the ill effects of extreme heat in various cities and districts across the Gujarat state.

Further, GIDM in collaboration with IIPH-G developed sector-wise SoPs. It is further proposed to develop Heat-Health IEC materials and GIS based interactive mapping focusing on Extreme Heat Vulnerability in the State of Gujarat.

### **2. *3D for Heritage India***

3D for Heritage India is a project conducted jointly by GIDM, researchers at the Centre for Architecture, Urbanism and Global Heritage at Nottingham Trent University in the United Kingdom; ICCROM in Italy; the Centre for Heritage Conservation at the CEPT Research and Development Foundation, and the Hunnarshala Foundation in India. GIDM is assisting in formulation of policy brief that incorporates the nuances of cultural recovery post a seismic event.

GIDM in partnership is working on a project “Applicability and scalability of a sustainable re-construction framework for seismic-prone heritage areas of Gujarat, India”. GIDM will prepare a Disaster Risk Management Plan for Bela.

### **3. *Development of Training Modules and Learning/Awareness Material***

GIDM promotes consolidation of existing knowledge as well as accumulation and assimilation of new disaster risk knowledge to strengthen technical and scientific capacity of stakeholders. With this objective large number of knowledge products have been developed in both English and vernacular language to ensure maximum outreach. Recently, GIDM has published following training modules;

- Training module on Urban Risk Reduction and Resilience: A Comprehensive Approach



- Training module on Chemical & Industrial Disaster Risk Management (CIDRM)

GIDM training modules are available at: <https://gidm.gujarat.gov.in/en/knowledge-hub>

### **(C) Academic/ Certificate Programs**

#### **1. *Five hours self-paced E- Course on Basics of Disaster Risk Management***

With an intention to spread awareness amongst all, GIDM has rolled out five hours self-paced E-Courses on Basics of Disaster Risk Management in English and Gujarati. The 5-hour E-Course on Basics Disaster Risk Management explains the fundamentals as lucidly as possible, combining experiences from the field with latest research. The units of the course have been designed, keeping in mind, the latest developments at the international and national level (India) like Sendai Framework for Disaster Risk Reduction (SFDRR 2015 – 2030), the 2030 Agenda for Sustainable Development (Sustainable Development Goals), Hon'ble PM's 10 Point Agenda etc.

The course is available on National e-Governance Division (NeDG), DIKSHA and GUIDE LMS platforms. Since its inception, around 2,28,068 individuals have registered and over 1,63,751 have completed the E Course till date with overall rating of 4.8/5.

#### **2. *One day self-paced E- Course on School Safety and Security***

GIDM has developed a comprehensive E Course on School Safety & Security with the aims to provide information on crucial issues that would help in creating a safe learning environment in the schools and beyond. The course is available in English and Gujarati. This course is designed for whole school community – from school staffs to teachers, parents to students, and Govt. officials. The course is divided into 5 modules. The first module serves as a prologue giving a detailed introduction to the fundamentals of school safety and security. This module also include the legal and institutional mandates that support the cause of school safety and security. The second module covers the basics of school disaster risk reduction and management in Schools. The third module is on safe learning facility which talk about aspects of structural/nonstructural safety and water, sanitation & hygiene facilities within the school premises. The fourth module addresses the aspects relevant to the security of children from abuse (both physical and mental, including sexual) and associated legal provisions. In the last module, learners have been introduced to a model School Disaster Risk Management Plan.

The course is developed in both, English and Gujarati languages. It is available on National e-Governance Division (NeDG), DIKSHA and GUIDE LMS platforms. Since its inception around 61,421 individuals have registered and over 28,818 have completed the E-Course till date.

### ***3. Three-Month (Hybrid) Certificate Course on Disaster Risk Reduction and National Security offered by GIDM-RRU***

Under the collaborative capacity development activity of GIDM-RRU, a comprehensive and specialized Three-Month (Hybrid) Certificate Course on Disaster Risk Reduction and National Security is to be launched. The course will be offered by School of Internal Security and Police Administration (SISPA) of Rashtriya Raksha University and GIDM, jointly. The proposed date of beginning of the course is from 11<sup>th</sup> December 2023 to 10<sup>th</sup> March 2024.

#### ***Course Objective:***

- To inculcate basic understanding for various stakeholders in the field of Disaster Risk Reduction.
- Provide overview of various components of Disaster Risk resilience building including government, private organisations, laws, policies and linkages with National Security.
- To appraise the officers with the latest technological advancements in the field of Disaster management and mitigation.

#### ***Methodology:***

The course to be conducted in a hybrid mode with Two (02) weeks of contact classes followed by Ten (10) Weeks of online education and capped by once again, Two weeks (02) of contact classes including Examination. Methodology of teaching will be combination of lectures, discussions, practical exercises, case studies and field exposure during the contact period. Participants will have access to relevant literature and resources, both online and offline, to support their learning.

### **4. PG Diploma Course in Fire & Safety Audit**

Fire and Life Safety Audit is a mandatory requirement as per Gujarat Fire Prevention & Life Safety Measures Act 2013 which is amended in 2021 as well as requirements mentioned vide National Building Codes – 2016, Part -IV. The Post Graduate Diploma in Fire & Life Safety Audit (PGDFLSA) is a diploma course with a duration of 1 year, offered Gujarat Institute of Disaster Management (GIDM) jointly with GSFC University. This program covers the requirements for fire prevention, fire protection, firefighting & life safety covering all legal requirements pertaining to all

types of occupancies. A total of 8 students were enrolled in the course during the last academic year.

#### **(D) Strategic Partnership**

GIDM recognizes that the pursuit of resilient sustainable development is a multi-sectoral and trans disciplinary affair and therefore has entered into MoUs with about 40 international and local partners like UNDP, UNDRR, ADPC, ICCROM, ISRO, IMD, Universities, Industries and Government Agencies and carries out strategic capacity development programs at sub-national, national and regional levels. During current financial year, GIDM has entered into an MoU with Sardar Vallabhbhai National Institute of Technology (SVNIT), PI Industries Ltd., Rashtriya Raksha University (RRU), and Anand Agricultural University.

#### **(E) Consultancy Services**

Believing in the principle of 'Words into Action', GIDM provides consultancy services to support planning and development of Disaster Risk Management Plans, training and capacity building plans and strategies for government bodies, local authorities, private sector and industries. During the current financial year following projects are being implemented by GIDM;

- Development of training module on Urban Risk Reduction and Resilience: A Comprehensive Approach and training of officials from UD&UHD.
- Customize training program for the TATA group of Companies and development of Guidelines for Mainstreaming DRR into CSR activities.
- Development of Professional Courses (Sub-Officers', Station Officers' and Divisional Officers')

Several other proposals/activities are in the initial stage, such as the Risk Assessment and Emergency Management Plan for Ekta Nagar, Flood and drought resilience in urban landscapes with IIT Gandhinagar, etc.

#### **(F) Affiliation & Recognition**

GIDM is strategically directing its attention towards enhancing capacity in specific domains, with a particular emphasis on initiatives related to chemical and industrial safety. The organization is gearing up to implement comprehensive programs and activities aimed at strengthening expertise and preparedness in these crucial areas. Acknowledging the delicate balance between economic progress and potential hazards, GIDM has established a Committee of Experts with an aim to enhance chemical and industrial safety. Further, GIDM has received an affiliation from DISH under section 111-A (ii) of the Factories Act, 1948.

## CHAPTER - 14

### DETAILS IN RESPECT OF THE INFORMATION AVAILABLE TO OR HELD BY GIDM, PRODUCED IN AN ELECTRONIC FORMAT

- (1) Training Modules
- (2) Reports
- (3) Training Material

## CHAPTER - 15

### THE PARTICULARS OF FACILITIES AVAILABLE TO CITIZENS FOR OBTAINING INFORMATION, INCLUDING THE WORKING HOURS OF A LIBRARY OR READING ROOM, IF MAINTAINED FOR PUBLIC USE

Most of the information regarding the working of GIDM and the activities undertaken by it are published on the website [www.gidm.gujarat.gov.in](http://www.gidm.gujarat.gov.in). The library of GIDM is open to the public during office hours.

## CHAPTER - 16

### The Names, Designations and other particulars of the public information officer in the Gujarat Institute of Disaster Management

Sr. No	Details	Assistant Public Information Officer	Public Information Officer	Appellate Authority
1	Name	Shri Rajesh Joshi	Shri Nisarg Dave	Shri Riteshkumar Chaudhari
2	Designation	Manager (F&A)	Director (DM)	Director (F&A)
3	Phone (Office )	079-232-75815	079-232-75833	079-232-75812
4	Fax	079-232-75814	079-232-75814	079-232-75814
5	Email	<a href="mailto:mfa-gidm@gujarat.gov.in">mfa-gidm@gujarat.gov.in</a>	<a href="mailto:directordm-gidm@gujarat.gov.in">directordm-gidm@gujarat.gov.in</a>	<a href="mailto:directorfa-gidm@gujarat.gov.in">directorfa-gidm@gujarat.gov.in</a>