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आजादी का
अमृत महोत्सव



GOVERNMENT OF SIKKIM
HOME DEPARTMENT
TASHILING, GANGTOK - 737102
Email: hd.confdlsection@gmail.com

No: 83 /Home/2022

Dated: 12/08/2022

NOTIFICATION

The Sikkim State Disaster Management Authority/SSDMA has accepted the guidelines on Incident Response System issued by National Disaster Management Authority (NDMA) under Section 6 of the DM Act, 2005 for effective, efficient and comprehensive management of disasters in the State of Sikkim. In the view of the provision of DM Act 2005 District Level Incident Response System Organization (IRSO) is hereby notified as follows:-

SI No.	Function of IRS	Designation
1	Responsible Officer	District Collector
2	Incident Commander	A. C.
3	Nodal Officer (Air Operation)	DFO (I)
4	Deputy Incident Commander	DPO/Zilla
5	Safety Officer	SDM (Hq.)
6	Liaison Officer	Dy. Director/ DDMA
7	Information & Media Officer	District Information Officer (DIO)
8	Operation Section Chief	SP/ Sikkim Police
	a) Staging Area Manager	SDM
	b) Rescue & Response Branch	SDRF/ F&ESD/ ARMY
	c) Transport Branch	RTO
9	Planning Section Chief	ADC (Development)
	a) Resource Unit	SDM
	b) Situation Unit	DFO(WL)
	c) Documentation Unit	Deputy Director/DDMA
	d) Demobilization Unit	Addl. Dir (Animal Husbandry)
10	Logistic Section Chief	Chief Education Officer, Education Dept.
	I. Service Branch	
	a) Communication Unit	SHO/ Sikkim Police/Forest Dept.
	b) Medical Unit	CMO
	c) Food unit	DCSO



II. Support Branch	
a) Resource Provisioning Unit	SE (PWD) - R&B/B&H/RDD/PHE/I&FCD
b) Facilities Unit	
c) Ground Support	
III. Finance Branch	
a) Time Unit	CPAO (District Pay & Accounts Officer) supported by AO/LR
b) Compensation/Claim Unit	
c) Procurement Unit	
d) Cost Unit.	

The District Level Incident Response Team (IRT) will be activated by the Responsible Officer (RO) in case of occurrence of disaster.

By Order and in the name of the Governor.

Sd/-
(S.C Gupta, IAS)
Chief Secretary

Government of Sikkim

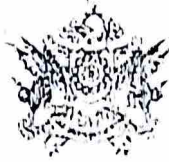
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Copy for information to:

1. All concerned above;
2. The Secretary to Hon'ble Governor, Raj Bhawan;
3. The Secretary to Hon'ble Chief Minister, CMO;
4. The all Addl. Chief Secretaries, Principal Secretaries, Secretaries/HODs;
5. The Director General of Police, PHQ, Gangtok;
6. The Secretary, Land Revenue and DM Department, Government of Sikkim, Gangtok;
7. The District Collectors, Gangtok, Gyalshing, Mangan, Namchi, Pakyong and Soreng;
8. The Research Officer, Chief Minister's Office, Gangtok;
9. SO-cum-Additional Secretary to the Chief Secretary;
10. Sr. PA to Additional Chief Secretary, Home Department;
11. The Programmer-IT, Home Department (Confdl.) - for uploading on Government website;
12. Gazette Section - for publication in the official Gazette;
13. File & Guard File.



Additional Secretary (Confdl.)
Home Department.



**GOVERNMENT OF SIKKIM
HOME DEPARTMENT
GANGTOK**

No. 67/Home/2024

Dated: 07/09/2024

NOTIFICATION

In compliance with the National Disaster Management Guidelines on Incident Response System (IRS) published by the National Disaster Management Authority (NDMA) under section 6 of the Disaster Management Act, 2005 and in supersession of the notification number 81/Home/2022 dated 12.08.2022, the Sikkim State Disaster Management Authority (SSDMA) for effective, efficient and comprehensive management of disasters in the State of Sikkim, hereby constitutes the State Level Incident Response Team as under, namely :-

Sl. No.	Function of Incident Response System IRS	Designation
1	Responsible Officer	Chief Secretary, Government of Sikkim
2	Incident Commander	Relief Commissioner-cum-Secretary, Land Revenue and Disaster Management Department
3	Nodal Officer (Air Operation)	Secretary, Home Department
4	Deputy Incident Commander	Director, Sikkim State Disaster Management Authority (SSDMA).
5	Safety Officer	Director, Fire and Emergency Services
6	Liaison Officer	Additional Director, SSDMA
7	Information and Media Officer	Secretary, Information and Public Relations Department
8	Operation Section Chief	Director General of Police (DGP), PHQ, Sikkim Police
	(a) Staging Area Manager	Secretary, Roads and Bridges Department
	(b) Rescue and Response Branch	Secretary, Forest and Environment Department, National Disaster Response Force (NDRF), State Disaster Response Force (SDRF), Home Guard and Civil Defence (HG&CD), Sikkim Fire Services and Forest and Environment Department
	(c) Transport Branch (Road, Rail, Water and Air Unit)	Secretary, Transport Department
9	Planning Section Chief	Secretary, Home Department
	(a) Situation Unit	Secretary, Mines and Geology Department
	(b) Resource Unit	Secretary, Rural Development Department
	(c) Documentation Unit	Secretary, Directorate of Economics, Statistics & Monitoring and Evaluation (DESME)
	(d) Demobilization Unit	Secretary, Urban Development Department

10	Logistic Section Chief	Additional Director General of Police (ADGP), Sikkim Police
1. Service Branch		
	(a) Communication Unit	Inspector General of Police (IGP), Communication, Sikkim Police / Telecommunication
	(b) Medical Unit	Secretary, Health and Family Welfare Department
	(c) Food Unit	Secretary, Food and Civil Supplies Department
2. Support Branch		
	(a) Resource Provisioning Unit	Secretaries, Buildings and Housing Department, Roads and Bridges Department, Public Health Engineering Department, Water Resources Department, Women and Child Development Department, Social Welfare Department, Animal Husbandry Department, Horticulture Department, Agriculture Department, Forest and Environment Department, Commerce and Industries Department, Labour Department, National Highways and Infrastructure Development Corporation Ltd. (NHIDCL) and Border Roads Organisation (BRO)
	(b) Facilities Unit	
	(c) Ground Support	
3. Finance Branch		
	(a) Time Unit	Secretary-cum-Controller, Department supported by Sr. Account Officer, Finance
	(b) Compensation/Claim Unit	Land Revenue and Disaster Management Department.
	(c) Procurement Unit	
	(d) Cost Unit	

2. The State Incident Response Team (IRT) shall be activated by the Responsible Officer (RO) in case of occurrence of disaster.

3. The Terms of Reference (ToR) regarding the functioning of Incident Response Teams (IRTs) are as follows, namely :-

(1) All nominated officers shall personally go through the National Disaster Management Guidelines 2010 on incident Response System and become acquainted with the roles and responsibilities. Link available as:
NDMA website - [https://ndma.gov.in/Capacity Building/Ops Comm/IRS](https://ndma.gov.in/Capacity%20Building/Ops%20Comm/IRS)
SSDMA website - <https://ssdma.nic.in>

(2) All nominated officers shall physically be present in the State Control Room, Tashiling Secretariat, Block B at the time of emergency and also participate in all the State Level Mock Exercises organised by the National Disaster Management Authority and Sikkim State Disaster Management Authority.

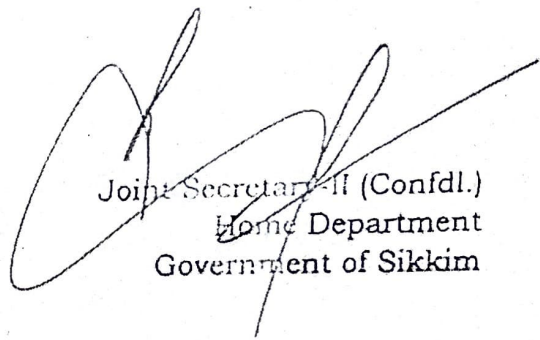
By Order and in the name of the Governor.

Sd/-
(V.B. Pathak, IAS)
Chief Secretary
Government of Sikkim
No. 319/SSDMA/LR&DMD/GoS/12

Copy for information to:

1. All concerned above;
2. The Pr. Secretary to Hon'ble, Chief Minister, CMO;
3. The Secretary to Hon'ble Governor, Raj Bhawan;
4. All the Head of Department, Government of Sikkim;
5. The Director General of Police, PHQ, Gangtok;
6. All District Collectors, Gangtok, Gyalshing, Mangan, Namchi, Pakyong and Soreng;
7. The Staff Officer to the Chief Secretary, Government of Sikkim;
8. PS to Additional Chief Secretary, Home Department, Government of Sikkim;
9. Sr. PA to Secretary, Home Department, Government of Sikkim;
10. The Asst. Director-IT, Home Department (Confdl.) - for uploading on Government website;
11. Gazette Section - for publication in the official Gazette and uploading on the e-Gazette platform;
12. File & Guard File.




Joint Secretary-II (Confdl.)
Home Department
Government of Sikkim