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**GOVERNMENT OF MEGHALAYA  
REVENUE AND DISASTER MANAGEMENT DEPARTMENT**

**NOTIFICATION  
Dated the 23<sup>rd</sup> April, 2009**

No. 93/2005/228 In exercise of the powers conferred under section 78(1) of The Disaster Management Act, 2005 (Central Act of No. 53 of 2005) the Governor of Meghalaya is pleased to make the following Rules:-

1. **Short Title and Commencement** :- (1) These Rules may be called Meghalaya Disaster Management Rules, 2008.  
(2) They shall come into force on the date of their publication in the Official Gazette.
2. **Definitions**.- (1) In these Rules, unless the context otherwise requires,-
  - (a) "Act" means the Disaster Management Act, 2005(53 of 2005);
  - (b) "Advisory Committee" means the Advisory Committee constituted by the State Authority under sub-section (1) of section 17;
  - (c) "Annual Report" means the Annual Report of the State Authority under sub section (2) of section 70.
  - (d) "Financial Year" means the financial year commencing from 1<sup>st</sup> April each year and ending on 31<sup>st</sup> March of the following year.
  - (e) "Section" means a section of the Act
  - (f) "State Authority" means the Meghalaya State Disaster Management Authority established under sub-section (1) of section 14;
  - (g) "State Executive Committee" means the Executive Committee of a State Authority constituted under sub-section (1) of section 20;
  - (h) "State Government" means the Department of Government of the State of Meghalaya having administrative control of disaster management(2) Words and expressions used and not defined in these rules but defined in the Act shall have the meanings respectively assigned to them in the Act.
3. **Composition of the State Disaster Management Authority**:- (1) The State Disaster Management Authority shall consist of the following members, namely:-
  - (a) Chief Minister of Meghalaya who shall be the Chairperson, ex-officio
  - (b) Minister in charge Revenue and Disaster Management -Vice Chair Person
  - (c) Minister in charge Home Department
  - (d) Minister in charge Health Department
  - (e) Minister in charge Agriculture Department
  - (f) Minister in charge Transport Department
  - (g) Minister in charge PWD Department
  - (h) Minister in charge Finance Department
  - (i) Chief Secretary, shall be the Chief Executive Officer, ex-officio

4. **The Meetings of the State Authority** :- The State Authority shall meet at least twice in a year at such time and place as the Chairperson of the State Authority may think fit.
5. **Provision of Officers, Consultants and Employees** - The State Government shall provide the State Authority with such officers, consultants and employees, as it considers necessary, for carrying out the functions of the State Authority. These officers, consultants and employees may be engaged on deputation from other Government departments or on contract or any other mode approved by the State Government.
6. **Constitution of Advisory Committee** - (1) The State Authority may, as and when it considers necessary, constitute an Advisory Committee, consisting of experts in the field of disaster management to make recommendations on different aspects of disaster management.  
  
(2) The non official members of the Advisory Committee shall be paid travelling and daily allowances as admissible to Class I Officers of the State Government. They shall also be paid 'sitting fee' as may be notified by the State Government from time to time.
7. **Constitution of State Executive Committee** - (1) The State shall constitute a State Executive Committee to assist the State Authority in the performance of its functions and to coordinate action in accordance with the guidelines laid down by the State Authority and ensure the compliance of directions issued by the State Authority.  
(2) The State Executive Committee shall consist of the following members, namely:-  
(i) The Chief Secretary to the State Government, who shall be Chairperson, ex officio  
(ii) Principal Secretary, PWD Department  
(iii) Principal Secretary, Revenue & Disaster Management Department  
(iv) Principal Secretary, Home Department  
(v) Principal Secretary, Finance Department

Director General of Police and Director General of Home Guards and Civil Defence will be special invitees.

8. **Procedure to be followed by the State Executive Committee** - (1) The Chairperson of the State Executive Committee may, as and when required, in the implementation of the directions of the State Government, seek guidance from the State Authority as to the modalities of such implementation.  
(2) The Chairperson of the State Executive Committee shall, in case of emergency, have the power to exercise all or any of the powers of the State Executive Committee, but exercise of such powers shall be subject to ratification of the State Executive Committee;  
(3) The Chairperson of the State Executive Committee shall preside over the meetings of the State Executive Committee :  
Provided that in case of his inability to preside over any meeting of the State Executive Committee, he shall nominate one of the members of the State Executive Committee to preside over the meeting.  
(4) The Chairperson of the State Executive Committee may nominate one or more officers:-  
(a) To assist him in the performance of his functions as Chairperson of the State Executive Committee;  
(b) To maintain proper records relating to the meetings of the State Executive Committee;  
(c) To take follow up action to ensure that the decisions taken in the meetings of the State Executive Committee are implemented in time; and

- (d) To perform such other functions as the Chairperson may direct.
- (5) The Chairperson of the State Executive Committee shall decide the day, time and place of a meeting of the State Executive Committee.
- (6) The State Executive Committee shall meet as often as necessary but at least once every quarter.
- (7) The State Executive Committee shall give notice of its meeting and circulate its agenda at least three working days in advance, unless there is an emergency situation on the occurrence of a major disaster or a situation of such a threatening disaster, when the State Executive Committee shall meet at the earliest to ensure smooth and efficient response.
- (8) The State Authority may invite any member of the State Executive Committee whenever required to assist it in the discharge of its functions.
- (9) The State Executive Committee shall invite the Secretary of the State Authority, as a special invitee to attend its every meeting.
- (10) The State Executive Committee shall forward the minutes of every meeting to the State Authority.

9. **Constitution of Sub-Committees**:- (1) The State Executive Committee may, as and when it considers necessary, constitute one or more sub-committees, for efficient discharge of its functions.

(2) The State Executive Committee shall appoint from amongst its members the Chairperson of the sub-committee referred to in sub-section (1)

(3) Any non official associated as an expert with any sub-committee constituted under sub-section (1) of section 10 shall be paid travelling and daily allowances as admissible to the Class I Officer of the State Government. They shall also be paid 'sitting fee' as may be notified by the State Government from time to time.

10. **District Disaster Management Authority** - (1) The State Government shall establish a District Disaster Management Authority for every district in the State.

(2) The District Authority shall consist of the following members, namely:

- (a) Deputy Commissioner -Chairperson ex-officio
- (b) Chief Executive Member -Co-Chairperson  
Autonomous District Council
- (c) Additional Deputy Commissioner -Chief Executive Officer  
in charge Revenue and Disaster Management
- (d) Superintendent of Police - Member
- (e) District Medical and Health Officer of the District - Member
- (f) Two District Heads of Offices to - Members  
be appointed by the State Government

11. **The Meetings of the District Authority** :The District authority shall meet as and when necessary but at least once in three months at such time and place as the Chairperson may think fit.

12. **Constitution of Advisory Committees and Other Committees**. - (1) The District Authority may, as and when it considers necessary, constitute one or more Advisory Committees and other Committees for the efficient discharge of its functions.

(2) The District Authority shall, from amongst its members, appoint the Chairperson of the Committee referred to in sub-section (1).

(3) Any non official associated as an expert with any committee or subcommittee constituted under sub-section (1) shall be paid travelling and daily allowances admissible to the Class I Officer of the State Government

- 13. Appointment Of Officers And Other Employees Of District Authority.**-The State Government shall provide the District Authority with such officers, consultants and other employees as it considers necessary for carrying out the functions of District Authority. These officers, consultants and employees may be engaged on deputation from other Government departments, on contract or any other mode approved by the State Government.
- 14. Annual Report** – (1) The State Authority shall prepare its annual report and forward it to the State Government within nine months of the end of the financial year for being laid before State Legislature.
- (2) The Annual Report shall contain the full account of the activities of the State Authority during the previous year and the State Authority shall forward copy of the Annual Report to the State Government which will cause it to be laid before the State Legislature.
- (3) The Annual Report shall include –
- (a) A statement of the aims and objectives and vision of the State Authority
  - (b) The role and function of the State Authority ;
  - (c) Annual targets and achievements ,in physical and financial terms ,during the year to which the Annual Report pertains ;
  - (d) The activities of the State Authority during the previous financial year ; and
  - (e) Any other information as the State Authority deems fit.

Sd/-

(Barkos Warjri, IAS)

Principal Secretary to the Government of Meghalaya  
Revenue and Disaster Management Department

By order etc.



Under Secretary to the Government of Meghalaya  
Revenue and Disaster Management Department.