

(3) The District Authority or the Chairperson of the District Authority may, by general or special order, in writing, delegate such of its or his powers and functions, under sub-section (1) or (2), as the case may be, to the Chief Executive Officer of the District Authority, subject to such conditions and limitations, if any, as it or he deems fit.

(4) **Meetings.** - The District Authority shall meet as and when necessary and but at least once in every three months at such time and place as the Chairperson may think fit.

(5) 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) may be paid such allowances as permissible under the existing Rules.

(6) **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.

(7) **Powers and functions of District Authority in the event of any Threatening Disaster Situation or Disaster:** The powers and functions of the District Authority in such a situation will be as defined under Section 34 of the Disaster Management Act, 2005

- District Plan.** 7. (1) There shall be a plan for disaster management for every district of the State. The District Plan shall be prepared by the District Authority, after consultation with the local authorities, line department offices at the district level and having regard to the National Plan and the State Plan and be approved by the State Authority.
- (2) The District Plan shall include-
- (a) a hazard assessment and vulnerability analysis of the areas in the district vulnerable to different forms of disasters;
 - (b) the measures to be taken, for prevention and mitigation of disaster, by the Departments of the Government at the district level and local authorities in the district;

- (c) the capacity-building and preparedness measures required to be taken by the Departments of the Government at the district level and the local authorities in the district to respond to any threatening disaster situation or disaster;
- (d) the Emergency Support Functions and Standard Operating Procedures of all government departments, in the event of a disaster, providing for-
 - (i) allocation of responsibilities to the Departments of the Government at the district level and the local authorities in the district;
 - (ii) prompt response to disaster and relief thereof;
 - (iii) procurement of essential resources;
 - (iv) establishment of communication links; and
 - (v) the dissemination of information to the public.

(3) The District Plan shall be reviewed and updated annually.

(4) The copies of the District Plan referred to in sub-sections (2) and (4) shall be made available to the Departments of the Government in the district.

(5) The District Authority shall send a copy of the District Plan to the State Authority which shall forward it to the State Government for approval.

(6) The District Authority shall, review from time to time, the implementation of the Plan and issue such instructions to different departments of the Government in the district as it may deem necessary for the implementation thereof.

Plans by different Authorities at district level and their implementation.

8. Every office of the Government of India and of the State Government at the district level and of the local authorities shall, under the supervision of the District Authority, -

- (a) prepare a disaster management plan setting out the following, namely:-
 - (i) provisions for taking prevention and mitigation measures as provided for in the District Plan and as is assigned to the department or agency concerned;
 - (ii) provisions for taking measures relating to capacity-building and preparedness;
 - (iii) the response plans and procedures, in the event of, any threatening disaster situation or disaster;
- (b) coordinate the preparation and the implementation of its plan with those of the other organisations at the district level including local authority, communities and other stakeholders;
- (c) regularly review and update the plan including Emergency Support Functions and Standard Operation Procedures;
- (d) submit a copy of its disaster management plan and any subsequent amendment thereto, to the District Authority.

Requisition by the District Authority.

9. The District Authority may by order require any officer or any Department at the district level or any local authority to take such measures for the prevention or

mitigation of disaster or to effectively respond to it, as may be necessary, and such officer or department shall be bound to carry out such order.

Annual Report 10. (1) The State Authority for information of the Government shall prepare its annual report which shall contain a full account of the activities of the State Authority and all works undertaken during the year. This report and the audited accounts of the Authority shall be placed before the Annual General Meeting of the Authority which shall be convened every year and not more than 15 months shall elapse between two successive annual general meetings.. The annual report shall be certified by the Chief Executive Officer and the Secretary/Convener and a copy each of the balance sheet and of the auditor's report certified by the auditor.

Notice of alleged offence and intention to make a complaint. 11. A notice under Clause (b) of Section 60 of the Act by a person, of the alleged offence and his intention to make a complaint shall be delivered to, or left at, the office of one of the following ;

(a) in the case of the State Government, the Secretary in charge of the concerned department in the government ;

(b) in the case of the State Authority, the Chief Executive Officer of the State Authority.

(c) in the case of the District Authority, the Chief Executive Officer of the State Authority.

Particulars to be furnished alongwith the notice. 12. The Notice referred to in Rule-11 shall contain the following information, namely:-

(a) name and address, including telephone number, if any, of the person giving the notice of his intention to make the complaint of an alleged offence;

(b) name and address, including telephone number, if any, of the person against whom the complaint is intended to be made;

(c) statement of complaint describing the alleged offence;

(d) statement indicating therein that no notice of the alleged offence and his intention to make a complaint has been delivered to, or left at, the office of any other Government or Authority.

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Dispur.