

**Disaster Management Unit and Mantralaya Control Room Desk Wise Subject List**

<b>S.N.</b>	<b>Desk and Subject</b>
	<b>DMU-1</b>
	<b>Subject as per office order dated 06.01.2023</b>
1.	All matters as per Disaster Management Act, 2005
2.	Creation of website of Disaster Management Division and related matters
3.	Procurement of equipment for disaster management
4.	Matters related to the establishment of officers/employees of the Disaster Management Unit
5.	All budgeted/non-plan works related to Disaster Management Unit
6.	UNDP related work
7.	UNICEF related work
8.	Audit related to the above subject
9.	All matters related to the Aapda Mitra Scheme
10.	Empanelment of Public Sector Undertakings (PSUs) as Project Implementation Units
11.	Coordination work within the department
12.	All tasks assigned from time to time
13.	Legislative matters / Court cases / Information Officer etc. related to the above subject
	<b>Newly added subjects as per office order dated 04.04.2024</b>
14.	Establishment of DDRF
15.	Establishing a Disaster Management Office and Storage Room at the District Level
16.	Tent Procurement
17.	Procurement of Inflatable Rubber Boat
18.	Procurement of Mini Fire CAF Bike
19.	Procurement of Fire Suit
20.	Emergency Fire Fighting Bike
	<b>DMU-2</b>
	<b>Subject as per office order dated 06.01.2023</b>
1	Konkan Disaster Mitigation Project All matters regarding State Disaster Response Force and District Disaster Response Force (DDRF)

2	State Institute of Disaster Management (SIDM)
3	Establishment of Independent State Disaster Management Authority (SDMA)
4	All matters regarding this disaster excluding earthquake/tsunami/flood/fire
5	All matters related to disasters related to rates / landslides and renewable energy projects
6	Coordination of the department regarding Aaple Sarkar, e-Samiksha, PG Portal, V.K.K.
7	Work regarding publicity of the schemes of the department
8	Implementation of the recommendations given at the SENDAI Conference and work on plans to strengthen the Disaster Management Cells of 4 backward districts
9	All matters related to the above subjects, Legislative matters/Court cases/Right to Information
10	Project Management Unit (PMU)
<b>Newly added subjects as per office order dated 04.04.2024</b>	
11	Preparing books on disaster management for school students
12	Provide Disaster Management Kit at Village Level
13	To provide training on disaster management to students of 7th to 9th standard
14	Proposal for a portable hospital by the Medical Education Department
15	Strengthening SEOC and DEOC
16	Creation of a website
17	Establishment of automatic weather stations
18	Establishment of a state satellite system on disaster management
19	Purchase of Forest Fire Detection System and Fire Fighting Equipment
20	Regarding implementation of system for registration and tracking of search and rescue equipment.
21	Regarding purchase of Virtual Reality Set
<b>MCR-1</b>	
1	<b>Subject as per office order dated 06.01.2023</b>
2	Nomination of officers for training organized by State and Central Government institutions
3	Coordination of State and District Disaster Management Authorities
4	All matters related to the daily functioning of the Mantralaya Control Room
5	Collecting and acting on disaster alerts received at the Ministry Control Room.
6	Preparing daily reports on disaster incidents in the state and submitting them to the seniors.
7	Collecting and collating disaster information from the districts on the NDMIS portal.

8	To provide necessary response to every disaster that occurs in the state and to coordinate with the State Disaster Response Force and the National Disaster Response Force.
9	To coordinate with the Central Government and the National Disaster Management Authority (NDMA) as well as other government agencies.
10	All matters related to the IDRN
11	All matters related to Common Alert Protocol (CAP) and Extension of Emergency Support Response System (ERSS)
12	Housekeeping of Disaster Management Unit
13	Legislative matters/Court cases/Right to Information matters related to the above subject
14	All tasks assigned from time to time
	<b>Newly added subjects as per office order dated 04.04.2024</b>
15	Purchase of search and rescue equipment for ARMY, NDRF, SDRF, DDMA.
16	Aapda Mitra
17	Drone purchase
18	District level purchase
19	Initiate process regarding Indian Rescue Academy
20	Purchase of equipment available through Mazgaon Dock
21	E
22	New Newspaper Payments
	<b>MCR-2</b>
	<b>Subject as per office order dated 06.01.2023</b>
1	National Cyclone Risk Mitigation Project (NCRMP)
2	Preparation of Disaster Management Plans of the districts and keeping them up to date
3	Preparation of rules and guidelines for planning and response to man-made disasters.
4	Post Disaster Need Assessment
5	Public relations and awareness for disaster management and related payments.
6	Legislative matters/Court cases/Right to Information matters related to the above subject
7	All matters regarding training of manpower working in all emergency work centers in the state
8	All tasks assigned from time to time