

[Authorized English Translation]

**HARYANA GOVERNMENT**

**REVENUE AND DISASTER MANAGEMENT DEPARTMENT**

**Notification**

The 23rd August, 2010

No. S. O. 89/C. A. 53/2005/S. 78/2010.—In exercise of the powers conferred by Sub-section (1) read with Sub-section (2) of Section 78 of the Disaster Management Act, 2005 (53 of 2005), the Governor of Haryana hereby makes the following rules, namely:—

1. These rules may be called the Haryana State Disaster Management Rules, 2010.

Short Title.

2. (1) In these rules, unless the context otherwise requires,—

Definitions.

(a) "Act" means the Disaster Management Act, 2005 (53 of 2005);

(2) Words and expressions used herein and not defined in these rules but defined in the Act, shall have the meanings respectively assigned to them in the Act

3. (1) The headquarter of the State Authority shall be at Chandigarh or at any place as may be decided by the State Government from time to time.

Meeting and quorum of State Authority.  
Section 15(1)

(2) The State Authority shall meet at least twice in a year.

(3) The quorum of the State Authority shall be of five members. In case a meeting is postponed due to lack of quorum, the subsequent meeting shall not have any requirement of quorum.

(4) The State Authority can call any member of the Executive Committee in its meeting to seek expert opinion.

4. (1) The term of the nominated members of the State Authority shall be two years unless removed by State Government before completion of term of two years.

Term of office and conditions of service of Members of State Authority.  
Section 14(5)

(2) A member of the State Authority shall hold office at the pleasure of the Government. The State Government may remove any member after affording him an opportunity of being heard.

(3) Any member of the State Authority may resign from the office of member of the State Authority by giving a notice in writing under his hand to that effect to the Chairperson of the State Authority and such resignation shall take effect from the date on which such notice is accepted by the Chairperson.

(4) Where a vacancy of member occurs in the office of the State Authority by reason of resignation, disqualification, death or otherwise, the vacancy may be filled by fresh nomination.

(5) Non-official members will be paid sitting allowance, travelling and daily allowances as fixed by the State Government from time to time.

Term and allowances of a member of advisory committee. Section 17(2)

5. The term of the advisory committee constituted by the State Authority under Section 17 shall be such as may be specified in the order of its constitution. The members of the Advisory Committee shall be paid such allowances as may be decided by the State Government from time to time.

Establishment of Secretariat. Section 78.

6. (1) There shall be a Secretariat to the State Authority under the administrative control of the State Government.

(2) It shall function within the broad policies laid down by the State Authority, and shall be responsible for planning and promoting training and research in the area of Disaster Management, documentation and development of State level information base relating to disaster management policies, prevention, mechanisms and mitigation measures.

(3) It shall be responsible :—

- (a) to assist the Chairperson of the State Executive Committee in the performance of his functions;
- (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 desire them to perform.

(4) The State Government may engage the services of consultants from time to time as per its requirement. The terms and conditions of the consultants shall be such as may be fixed by the State Authority. The tenure shall not exceed two years in the first instance which may be extended by one year.

(5) The State Authority may engage such other officers and employees, as it considers necessary, for carrying out the functions of the State Authority. These officers and employees shall be taken on deputation basis on such terms and conditions of deputation as may be determined by the State Government from time to time.

Powers and functions of Chairperson of State Executive Committee. Section 20(3)

7. (1) The Chairperson of the State Executive Committee shall preside over the meetings of the State Executive Committee:

Provided that in the case of his inability to preside over any meeting, he shall nominate one of the members the State Executive Committee to preside over the meeting.

(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 by the State Executive Committee.

(3) The Chairperson of the State Executive Committee may constitute a sub-committee, when required with the prior approval of State Government.

8. (1) The Chairperson of the State Executive Committee shall decide the day, time and place of a meeting of the State Executive Committee.

(2) The State Executive Committee shall meet as and when necessary and at such time and place, as may be decided by the Chairperson with prior notice of at least three days:

Provided that in case of an emergency meeting, prior notice of three days shall not be mandatory.

(3) The State Executive Committee shall meet as and when necessary but atleast twice a year.

(4) The State Executive Committee shall discuss the business as per agenda circulated at least 24 hours before the commencement of the meeting:

Provided that in case of an emergency meeting, prior circulation of the agenda shall not be mandatory.

(5) Quorum for holding a meeting of State Executive Committee shall be three members including Chairperson.

(6) The State Executive Committee may invite, any officer of State Government as a special Invitee to attend its meetings.

(7) The State Executive Committee shall forward the minutes of every meeting to the State Authority.

9. (1) The term of Sub-committee constituted under Section 21 shall be such as may be specified in the order of its constitution.

(2) A member of the Sub-committee shall be paid travelling and daily allowances as are admissible to the officers of the rank of Commissioner and Secretary to Government, Haryana.

(3) A member of the Sub-committee shall in addition to travelling allowance, receive sitting allowance as decided by State Government.

10. (1) The term of the nominated members of the District Authority shall be two years unless removed by State Government before completion of term of two years.

(2) A member of the District Authority shall hold office at the pleasure of the State Government. The State Government may remove any member after affording him an opportunity of being heard.

Procedure to be followed by State Executive Committee. Section 20(4)

Term of Sub-committee and allowances to be paid to a member of Sub-committee. Section 21(3)

Meeting and quorum of District Authority. Section 25

(3) Any member of the District Authority may resign from the office giving a notice in writing under his hand to that effect to the Chairperson of the District Authority and such resignation shall take effect from the date on which such notice is accepted by the Chairperson.

(4) Where a vacancy of member occurs in the office of the District Authority by reason of resignation, disqualification, death or otherwise, the vacancy may be filled by fresh nomination.

(5) Non-official members will be paid sitting allowance, travelling and daily allowances as fixed by the State Government from time to time.

(6) The headquarter of the District Authority shall be the headquarter of the district concerned.

(7) The Chairperson of the District Authority shall decide time and venue of the meeting of the District Authority.

(8) The quorum of the District Authority shall be of four members. In case a meeting is postponed due to lack of quorum, the subsequent meeting shall not have any requirement of quorum.

11. (1) The Chairperson of the District Authority may, as and when required, in the implementation of the directions of the Government of India, National Authority and State Government, seek guidance from the State Authority as to the modalities of such implementation.

(2) The District Authority shall forward the minutes of every meeting to the State Authority.

12. The accounts of the State Authority shall include all sums of money received and expended by the State Authority including the funds received and accounted for in the State Disaster Response Fund constituted under clause (a) of Sub-section (1) of Section 48 and the State Disaster Mitigation Fund constituted under clause (c) of sub section (1) of section 48.

13. (1) The State Authority shall prepare, as soon as may be, after the commencement of each financial year, the annual report showing the annual expenditure and income statement which shall include all money received and expenditure incurred and other subsidiary accounts, as the State Government may, in consultation with the Government of India, Auditors empanelled by Government of India or Comptroller and Auditor General of India or the Accountant General, (Audit) Haryana direct, as the case may be. However, the books of accounts shall remain open for inspection/audit by the officers of Government of India/State Government when considered necessary by them.

(2) The annual report shall include an account of activities of the State Authority during the previous financial year on the following matters:—

Powers of  
Chairpersons of  
District  
Authority.  
Sections 26 and  
27.

Accounts of  
State Authority.  
Section 48.

Preparation  
and submission  
of annual  
report and  
annual  
accounts.  
Sections 48 and  
70.

- (i) a statement of aims and objectives and vision of State Authority;
- (ii) annual targets, in physical and financial terms set out for various activities with a brief review of actual performance with reference to those targets;
- (iii) an administrative report on the activities of the State Authority during the previous financial year and an account of activities which are likely to be taken up during the next financial year;
- (iv) a summary of actual expenditure during the previous financial year and the year of report as indicated by way of statement of income and expenditure as well as sources and application;
- (v) important changes in policy and specific measures either taken or proposed to be taken, which have influenced or are likely to influence the functioning of the State Authority;
- (vi) important changes in the organizational set up of State Authority;
- (vii) other miscellaneous subjects as deemed fit by the State Authority or the State Government.

(3) The annual report shall be placed for adoption in the meeting of the State Authority and shall be signed by the Chairperson or any other person as may be authorized by the State Authority for the purpose, authenticated by fixing the common seal of the State Authority and the required number of copies thereof shall be submitted to the State Government by the 31st day of December of the following year.

(4) The annual accounts shall be approved by the State Authority and signed on its behalf by its Chairperson or in his absence by Chairperson of State Executive Committee authorized for this purpose by the Chairperson and authenticated by affixing the common seal of the State Authority and shall be forwarded for audit to the Accountant General (Audit), Haryana, not later than the 30th September of each year or by such date as may be extended by the State Government.

(5) The Audit Officer shall audit and report on annual accounts of the State Authority and certify whether in his opinion the expenditure and income statement contains all particulars and has been drawn up, to exhibit true and fair State of affairs of the State Authority and in case he has called for any information from the State Authority or any of its officers, whether it has been given or whether it has been found satisfactory.

(6) The State Authority shall be bound to give information and explanation in its annual report containing interalia, duly audited accounts or in an addendum thereto on every reservation, qualification or adverse remarks contained in the audit's report duly signed by its Chairperson or in his absence by Chairperson of State Executive Committee and authenticated by affixing common seal of the State Authority.

(7) The annual accounts and auditor's report thereon along with the annual report shall be submitted to the State Government by thirty-first day of December of the following year to which the accounts relate or by such date, as may be specified by the State Government.

(8) The State Authority shall arrange to pay to the Accountant General (Audit), Haryana the expenditure incurred by him in connection with the annual audit of its accounts.

14. (1) The State Disaster Response Fund shall consist of grants made by the State Government and Central Government or external assistance received by the State Authority, contributions/grants received from any person or institution for the purpose of disaster management, including any donation or voluntary endowment.

(2) It shall be utilized by the State Executive Committee to meet expenses for emergency response, relief and rehabilitation in accordance with the guidelines laid down by the State Government and the State Authority.

(3) It shall be administered by the State Executive Committee with the guidance of State Government and State Authority and shall not be used to finance any scheme the provision of which is normally the responsibility of the State Government. In case any scheme is financed from the State Disaster Response Fund, the same shall be financed with the previous approval of the State Government in consultation with the State Authority.

(4) The State Executive Committee of the State Authority may invest the State Disaster Response Fund in one or more accounts in Nationalized Banks or State Cooperative Bank or Scheduled Banks.

(5) Every department of State Government shall make provision in its annual budget for the purpose of carrying out the activities and programmes set out in its Disaster Management Plan.

(6) Regular accounts shall be maintained by the State Executive Committee and, wherever necessary it may avail the services of a firm of Chartered Accountants for the purpose. The auditor shall certify that the expenditure from the State Disaster Response Fund has been incurred in accordance with the objects of the said fund. The accounts and audit of this fund shall be made as per guidelines issued by the Government of India or by the Auditors empanelled by Government of India or by the Comptroller and Auditor General of India or the Accountant

General, (Audit) Haryana as the case may be. However, the books of accounts shall remain open for inspection by any officer authorized by Government of India/State Government to conduct a particular or general inspection/audit thereof.

15. (1) The State Disaster Mitigation Fund shall consist of grants made by the State Government and Central Government or external assistance received by the State Authority and contributions/grants received from any person or institution for the purpose of disaster management and Income from the assets of the State Disaster Mitigation Fund.

Establishment  
of State  
Disaster  
Mitigation  
Fund and  
procedure to be  
followed.  
Section 48.

(2) It shall be utilized to meet expenditure on projects for mitigation, including prevention of, and preparedness for, disaster. These projects may cover, inter alia, are as such as:—

- (a) capacity building;
- (b) public awareness;
- (c) information and communication systems, including creation of infrastructure like the State Emergency Operations Centre;
- (d) improving forecasting and early warning systems;
- (e) creation of State Disaster Mitigation Resource Reserves;
- (f) training, research and development;
- (g) maintenance of ongoing public assets and infrastructure and amenities so created or existing.

(3) The State Authority may invest the State Disaster Mitigation Fund in one or more accounts in Nationalized Banks or State Cooperative Bank or Scheduled Banks.

(4) Regular accounts and audit thereof shall be maintained by the State Authority in consultation with the Government of India, Auditors empanelled by Government of India or Comptroller and Auditor General of India of the Accountant General, (Audit) Haryana direct as the case may be. However, the books of accounts shall remain open for inspection/audit by the officers of Government of India/State Government when considered necessary by them and, wherever necessary, it may avail the services of a firm of Chartered Accountants for the purpose. The auditor shall certify that the expenditure from the State Disaster Mitigation Fund has been incurred in accordance with the objects of the said fund.

(5) Every department of State Government shall make provision in its annual budget for the purpose of carrying out the activities and programmes set out in its Disaster Management Plan.

Procedure to be followed by the District Authority for Finance Accounts and Audit. Sections 48 and 78.

16. (1) The accounts of the District Authority shall include all sums of money received and expended by the District Authority including the funds received and accounted for in the District Disaster Response Fund and the District Disaster Mitigation Fund.

(2) (i) The District Authority shall prepare, as soon as may be, after the commencement of each financial year, the annual report showing the annual expenditure and income statement which shall include all money received and expenditure incurred and other subsidiary account at district level as the State Authority may, in consultation with the Government of India, Auditors empanelled by Government of India or Comptroller and Auditor General of India or the Accountant General, (Audit) Haryana direct and submit the same to the State Government before the 31st December of the following year.

(ii) The annual report shall include an account of activities of the District Authority during the previous financial year on the following matters :—

- (a) a statement of aims and objectives and vision of District Authority;
- (b) annual targets, in physical and financial terms set out for various activities with a brief review of actual performance with reference to these targets;
- (c) an administrative report on the activities of the District Authority during the previous financial year and an account of activities which are likely to be taken up during the next financial year;
- (d) a summary of actual expenditure during the previous financial year and the year of report, as indicated by way of statement of (a) Income and expenditure (b) sources and application;
- (e) important changes in policy and specific measures either taken or proposed to be taken, which have influenced or are likely to influence the functioning of the National Authority;
- (f) important changes in the organizational set up of the District Authority.
- (g) other miscellaneous subjects as deemed fit.

(3) The annual report shall be placed for adoption in the meeting of the District Authority and shall be signed by the Chief Executive Officer of the District Authority authenticated by fixing the common seal of the District Authority and the required number of copies thereof shall be submitted to the State Authority and State Government before the 31st December of the following year.



(4) The annual accounts shall be approved by the District Authority and signed by the Chairperson of District Authority and authenticated by affixing the common seal of the District Authority and shall be forwarded for audit to the Accountant General of Haryana, not later than the 15th September of each year or by such date as may be specified by the State Government.

(5) The Audit Officer shall audit and report on annual accounts of the District Authority and certify whether in his opinion the expenditure and income statement contains all particulars true and fair state of affairs of the District Authority and in case he has called for any information from the District Authority or any of its officers, whether it has been given and whether it has been satisfactory.

(6) The District Authority shall be bound to give information and explanation in its annual report containing inter alia, duly audited accounts or in an addendum thereto on every reservation, qualification or adverse remarks contained in the audit report duly signed by the Chairperson of District Authority and authenticated by affixing common seal of the District Authority.

(7) The annual accounts and auditor's report thereon along with the annual report shall be submitted to the State Authority and State Government before the 31st December of the following year to which the accounts relate or by such date as may be specified by the State Government.

17. (1) The District Disaster Response Fund shall consist of grants made by the State Government and Central Government or State Executive Committee of State Authority or external assistance received by State Executive Committees of the State Authority or District Authority and contributions/grants received from any person or institution for the purpose of disaster management and income from the assets of the District Disaster Response Funds.

(2) It shall be utilized by the District Authority to meet expenses for emergency response, relief and rehabilitation in accordance with the guidelines laid down by the State Government and State Executive Committee of State Authority.

(3) It shall be administered by the District Authority under the guidance of the State Government and State Executive Committee.

(4) It may invest District Disaster Response Fund in one or more accounts in Nationalized Banks or Scheduled Banks.

(5) Every department, board or corporation at district level shall make provision in its annual budget for the purpose of carrying out the activities and programmes set out in its disaster management plan.

18. (1) The District Disaster Mitigation Fund shall consist of grants made by State Government, Central Government and external assistance received by State Authority or District Authority and contribution/grants received from any person or institution for the purpose of disaster management and income from the assets of the District Disaster Mitigation Fund.

Establishment of District Disaster Response Fund and procedure to be followed for its operation. Sections 48 and 78.

District Disaster Mitigation fund and procedure to be followed for its operation. Section 48 and 78.

(2) It shall be utilized to meet expenditure on projects for mitigation including prevention of, and preparedness for, disaster. These projects may cover, inter alia, areas such as—

- (a) capacity building;
- (b) public awareness;
- (c) information and communication system including creation of infrastructure like the District Emergency Operation Centre;
- (d) forecasting and early warning systems;
- (e) creation of district disaster mitigation resource reserves;
- (f) training, research and development;
- (g) maintenance of on-going public assets and infrastructure and amenities so created or existing.

(3) It shall be managed by the District Authority.

(4) The District Authority may invest the District Disaster Mitigation Fund in one or more accounts in Nationalized Banks or Scheduled Banks.

(5) The Accounts and audit of this fund shall be maintained by the District Authority and, whenever necessary, it may avail the services of a firm of chartered accountants for the purpose. The auditor shall certify that the expenditure from the District Disaster Mitigation Fund has been incurred in accordance with the objects of the said fund. The accounts and audit of this fund shall be made as per guidelines issued by the Government of India or by the Auditors empanelled by Government of India or by the Comptroller and Auditor General of India or the Accountant General, (Audit) Haryana as the case may be. However, the books of accounts shall remain open for inspection by any officer authorized by Government of India/State Government to conduct a particular or general inspection/audit thereof.

**NARESH GULATI,**

Financial Commissioner and Principal Secretary to  
Government, Haryana,  
Revenue and Disaster Management Department.