

The Work Allocation of Disaster Management Cell.

Sr. No.	Type of Post	Detailed justification for creation of posts.
1	2	3
1	Head Clerk	<ol style="list-style-type: none"> 1.Natural Calamity 2. LAQ 3.Right to Information Act 4.Award file 5.Sate Disaster Management Authority 6.South Goa District Disaster Management Authority 7.Public Grievances under Natural Calamity. 8. Ad hoc committee issues 9.Budget Speech 10. Maintenance of leave register/Muster Roll 11. Marking of tapals 12. Border Area Dev.file 13. Earthquake Risk Mitigation file 14. Requirement of tools & equipments 15. Mock Exercise i.e Floods & Chemicals 16. Crisis Management 17. Mines matters 18. Multipurpose Evacuation shelters 19. Advisory Committee 20.Swine flu 21.Road Map 22. Website
2.	Sidharat Konnuche Upper Division Clerk	<ol style="list-style-type: none"> 1. Daily Reports on Natural Calamity 2. Loss –Assessment 3. Claims 4. Canacona Disaster Files 5. Streamlining of payment of gratuitous relief towards Natural Calamity. 6. Infrastructural Dev. i.e. Restoration on Canacona file 7. Flood Management Plan for South Goa District 8. Biological Disaster 9. Guidelines under NDM.
3.	Querobina Luis Jr.Steno	<ol style="list-style-type: none"> 1. Miscellaneous matters. 2. Orders under Disaster Management Act. 3. Integrated Off-site Emergency Plan for South Goa District. 4. Monsoon Preparedness meeting file. 5. Mutual Aid Agreement of South Goa District off-site. 6. Cases under Disaster Management Act 7. Training files

		8. Circular/Notification 9. Typing Work of all e-governance issues 10.DC* Suite Implementation & additional modules 11. Matters under E-Governance and E-Services.
4	Lower Division Clerk Lower Division Clerk-1	1. Capacity building programme(NDMA) 2. Awareness Programme file 3. Information about past disasters. 4. Landslide, Flood Management, Report on damages due to flood in Goa 5. Despatch 6. Compilation of Communication Plan 7.Receiving & Distribution of tapal 8.Daily Weather forecast. 9. Daily report file