

**MOST URGENT**  
**TIME BOUND**

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI**  
**(LABOUR DEPARTMENT)**  
**5-SHAM NATH MARG, DELHI-54**

**CIRCULAR**

Please find enclosed herewith a copy of U.O. no. 49(5)/RN/2009/RM/21/27395-414 dated 30/11/2009 alongwith its reminders dated 18/3/2010 and 17/5/2010 received from OSD to Lt. Governor, regarding action taken report on the point , which emerged during the meeting may be forwarded for kind perusal of the Hon'ble Lt. Governor at the earliest.

You are, therefore, requested to send the report directly on the above said matter to OSD to Lt. Governor within 3 days receipt of this letter.

Encls: as above

  
**(BIJANDRA SINGH)**

**Assistant Labour Commissioner (Co-Ordination)**

**ALL DLCs,**  
**Labour Department,**  
**Delhi**

**No. F-1/31/642/LC/Estt/Misc/10/pt. file-I/1680**

**Dated :- 02/06/10**

Copy forwarded for information and necessary action to :-

1. O.S.D. to Lt. Governor, Raj Niwas, Delhi-110054, w.r.t. your above mentioned references.
2. P.S. to Labour Commissioner, Labour Department, Delhi
3. P.A. to Special Commissioner (Labour) Labour Department, Delhi.
4. P.A. to JLC-II & DLC (HQ), Labour Department, Delhi.
5. Assistant Programmer (EDP Cell) with the request to update the said Circular on the web site of Labour Department.
6. Guard file

  
**Assistant Labour Commissioner (Co-Ordination)**



सत्यमेव जयते

राज निवास  
दिल्ली-११००५४  
RAJ NIWAS  
DELHI-110054

NO:49(5)/RN/2009/RM/21/27395-414

Dtd: 30/11/2009

Please find enclosed herewith a copy of Record of the Minutes of the Meeting on Disaster Management held at Raj Niwas on 18<sup>th</sup> November 2009 at 1100 Hrs. for information and further necessary action.

Encl: As above

(RANJAN MUKHERJEE)  
O.S.D. to Lt. Governor

1. V.C.,DDA
2. Commissioner of Police
3. Commissioner, MCD
4. Pr. Secy. (H & FW)
5. Chairman, NDMC
6. Pr. Secy. (Revenue) Div. Commissioner
7. Commissioner, Industries
8. Secretary (Environment) GNCTD
9. Secretary (Labour), GNCTD
10. Joint C.P. (Traffic)
11. D.C. (West)
12. D.C. (East)
13. D.C. (North West)
14. D.C. (Najafgarh Zone)
15. D.C. (South)
16. D.C. (Central & North)
17. D.C. (New Delhi)
18. Director, Delhi Fire Service
19. ADM (HQ)/Jt.Secy.DDMA
20. ADM (South West)

salc

**Record of the Minutes of the Meeting on Disaster Management held at Raj Niwas  
on 18<sup>th</sup> November 2009 at 1100 Hrs.**

A list of participants is given in the marginal box.

2. Hon'ble Lt. Governor welcomed the participants and reviewed the action taken on

the decisions of the last meeting held on 5<sup>th</sup> June 09 at Raj Niwas. During the review, Hon'ble Lt. Governor gave the following directions:-

**PARTICIPANTS**

1. Hon'ble Lt. Governor
2. Commissioner, MCD
3. Pr. Secy. (H & FW)
4. Pr. Secy. (Revenue) Div. Commr.
5. D.C. (West)
6. D.C. (East)
7. D.C. (North West)
8. D.C. (Najafgarh Zone)
9. D.C. (South)
10. D.C. (Central & North)
11. D.C. (New Delhi)
12. CFO, Delhi Fire Service
13. ADM (HQ), JS, DDMA
14. ADM (South West)
15. Principal Secretary to LG
16. OSD to LG (RM)

☆ All Dy. Commissioners/SDMs will inspect warehouses and godowns in their respective areas of jurisdiction along with Delhi Fire Service team and submit their reports within six weeks. The godowns located on agricultural land will also be inspected to ensure safety of the people working there and residing in the neighbourhood. Godowns operating from unplanned industrial areas will also have to obtain the necessary statutory

clearances. A synergical approach is required to be taken by the concerned agencies i.e. Fire, MCD, Labour, Industries and Environment in this regard. This action needs to be completed within a period of 90 days and a feed back is to be given by the concerned DCs to the Divisional Commissioner. Hon'ble LG directed that a notice in this regard be published in the media by the Divisional Commissioner.

(Action : Divisional Commissioner, All DCs, DFS, Secy.(Labour), Secy.(Industry),  
Secy.(Environment) and Commissioner, MCD)

- ☆ The Fire Department is to inspect all godowns and take appropriate action against storing of hazardous and inflammable material.

(Action : Director - Fire Service)

- ☆ An audit of response time and efficiency of response of various stakeholders during mock drills should invariably be carried out by the Indian Army (Rep. of GOC Delhi Area).

(Action : Rep. Of GOC Delhi Area)

- ☆ Surprise mock drills need to be carried out by all District and Delhi Disaster Management Authorities.

(Action : Dvl.Commr., All DCs, GOC Delhi Area)

- ☆ Lists of civil defence volunteers at the district and state levels need to be updated immediately and call-out drills for civil defence volunteers need to be carried out by the Dy. Commissioner at regular intervals. Civil defence volunteers need to be given basic rescue training in cordoning off the area, carrying injured on stretchers, etc. to empower them to meet any eventuality, specially during the Commonwealth Games.

(Action : All DCs and Dvl. Commr., & DG Civil Defence)

- ☆ A scheme may be formulated for survey of structurally unsafe buildings and grant of incentives for retrofitting to make these safe.

(Action : Commr.MCD, Div.Commr.)

- ☆ Emergency Operation Centres (EOC) are to be made functional in all districts by end of December 09. The district EOC should be equipped with basic search and rescue equipment necessary for saving lives.

(Action : Div. Commr. & All DCs)

- ☆ Workshops for sensitizing media of their role and responsibility and code of conduct to be followed by them in times of any disaster should be organized regularly.

(Action : Dvl. Commissioner)

- ☆ Representatives from police and MCD are to attend disaster management meetings and participate in mock drills organized by the District and Delhi Disaster Management Authorities. Non-attendance by members of District Disaster Management Authorities needs to be dealt severely with disciplinary action against defaulters.

(Action : C.P., Commr.MCD, Div. Commr. & all DCs)

- ☆ Incident Command System needs to be incorporated in District Disaster Management Plans. Draft for the same is to be submitted by each District Disaster Management Authority to the Divisional Commissioner. All stakeholders are to extend unqualified support to the Incident Commander at the district level i.e. the Dy. Commr. (Revenue).

(Action : Div. Commr. and all DCs & HODs  
Of Delhi Police, DDA, MCD, NDMC, Industry, Labour, Environment)

3. The Hon'ble LG directed that a team from Delhi Traffic Police should visit Sanjay Gandhi Transport Nagar and prepare a traffic circulation plan as part of Creative Solution Unit (CSU) at the earliest. ↗

(Action : J.L.C.P. Traffic)

4. Hon'ble LG desired that at the next meeting, the focus will be on disaster management at sports venues in the context of the Commonwealth Games - 2010.
5. There being no other point, the meeting ended with a vote of thanks to the Chair at 1300 Hrs.

(15)

10048/CC  
25/3/10

1136/CC  
1/12/09



सत्यमेव जयते

VIP copy  
original with Sabharwal - 53/CC

राज निवास  
दिल्ली-110054  
RAJ NIWAS  
DELHI-110054

**Reminder**  
**Urgent**  
**Time Bound**

Please refer minutes of the review meeting on Disaster Management held on 18<sup>th</sup> November 2009 at Raj Niwas, circulated vide this office U.O. No. 49(5)/RN/2009/RM/21/27395-414 dated 30.11.2009.

The follow up action taken on the actionable points, which emerged during the meeting, may kindly be forwarded to this office for kind perusal of Hon'ble Lt. Governor by 30.03.2010.

(Ranjan Mukherjee)  
OSD to Lt. Governor

JLC II URGENT  
P. part of meeting  
5/4

1. Vice Chairman, DDA
2. Pr. Secretary (H & FW)
3. Commissioner, MCD
4. Pr. Secretary (Revenue)/Div. Commissioner
5. Chairman, NDMC
6. Commissioner (Industries), GNCTD
7. Secretary (Environment), GNCTD
8. Secretary (Labour), GNCTD
9. All Dy. Commissioner, GNCTD
10. Director, Delhi Fire Service
11. ADM (HQ)/Jt. Secy. DDMA
12. ADM (South West), GNCTD

of (A)  
27/4  
I have concurred  
file was  
with AD (P)  
C/P  
San. Section

Do not make for  
this Annex.  
27/4

Dated: 18/03/2010

563/JLC  
20/5/10  
908/JLC  
20/5/10  
cc: San. Section

U.O letter date 30/11/09 mentioned in the said letter already sent to the JLC II vide Diary No. 11136/CC dt. 01/12/09 as per record of Diary section of this deptt.

15/4/10 OS (Admin.)  
we may send the same to JLC (II) for take up  
15/4/10  
Now JLC-II  
most Urgent

(6)

A 1582/1e  
21/5/10



राज निवास  
दिल्ली-११००५४  
RAJ NIWAS  
DELHI-110054

**Reminder-II**  
**Urgent**  
**Time Bound**

Please refer minutes of the review meeting on Disaster management held on 18<sup>th</sup> November 2009 at Raj Niwas, circulated vide this office U.O. No. 49(5)/RN/2009/RM/21/27395-414 dated 30.11.2009 and subsequent reminder dated 18.03.2010 & 28.04.2010.

Office of the Secretary (Labour)  
Diry No. 671  
Dated 19/5/10

*Handwritten note: kity aund*

2. It is requested that the Action Taken Report on the points, which emerged during the meeting, may be forwarded for kind perusal of the Hon'ble Lt. Governor at the earliest.

*Handwritten signatures and dates:*  
29/5/10  
28/5  
28/5

(Ranjan Mukherjee)  
O.S.D. to Lt. Governor

1. GOC, Delhi Area, Delhi Cantt.
2. DG (Civil Defence), Raja Garden, New Delhi
3. Secretary (Labour), GNCTD
4. Director, Delhi Fire Service
5. Dy. Commissioner (North), GNCTD
6. Dy. Commissioner (North West), GNCTD
7. Dy. Commissioner (Najafgarh), GNCTD

U.O. No. 49 (5)/RN/2010/RM/21/11868-74 Dated:- 17 /05/2010

854/spl. Comm  
24/05/10

OS/A)  
Maha  
28/5  
Satim.