

GOVT OF NCT OF DELHI
DISTRICT DISASTER MANAGEMENT AUTHORITY (NORTH EAST)
OFFICE OF THE DY. COMMISSIONER (NORTH EAST)
D.C. OFFICE COMPLEX, NAND NAGARI DELHI-93
PH. NO 011-22115289 EMAIL ddmane95@gmail.com

F.No. DC (NE)/DRM/Strengthening of EOC- Control Room/15/2010/473-484

Date-21/09/2010

Order

District Disaster Management Authority, North East (DDMA-NE) has operationalized its Disaster Control Room on 24X7 basis. The Control Room Numbers are as follows:

- **Phone no. 011-22115289**
- **Wireless No. REV-DC-NE 3175510**

The following 3 personnel are deployed for performing the duties at 24 x7 Disaster Control Room from 21st September, 2010 onwards.

1. **Sh. Arun Kumar**
2. **Sh. Mukesh Kumar**
3. **Sh. Pawan Kaushik**
4. **Sh. Girish Kumar**

First 3 volunteers will work for 6 days (one shift per day) while the last volunteer will work on the Off-Shifts of the first 3 volunteers.

The Disaster Control Room will be functional on 24X7 basis in the following shifts: -

Morning Shift	6:00 am to 2:00 pm
Evening Shift	2:00 pm to 10:00 pm
Night Shift	10:00 pm to 6:00 pm

Shift wise duty roster of the personnel is as under:

Morning Shift - "A" [6:00 am to 2:00 pm]

S.NO.	NAME
1.	Sh. Arun Kumar

Evening Shift - "B" [2:00 pm to 10:00 pm]

S.NO.	NAME
1.	Sh. Pawan Kaushik

Night Shift - "C" [10:00 pm to 6:00 pm]

S.NO.	NAME
1.	Sh. Mukesh Kumar

District Disaster Management Authority (North East)
Call 1077 in case of any disaster in Delhi




Shift - "X" [for off shifts]

S.NO.	NAME
1.	Sh. Girish Kumar

Shift A, B, C will have their Shift - Off on Sunday, Saturday and Friday respectively. Subsequently Shift "X" will work in the corresponding Off-Shifts of "A", "B" & "C" shifts. After every fortnight all the three shifts duty staff will have their corresponding shift rotate in the order i.e. morning to evening, evening to night, Night to morning shift respectively.

Note: -

1. All the volunteers shall report for duty in time. The person on Control Room duty will not relinquish their charge till the new incumbent takes over.
2. A proper register for recording messages and change of duty will be maintained regularly.
3. In case any volunteer is unable to attend his duty, he should give prior intimation to District Project Officer (North East)).
4. Any laxity in Control Room duty will be viewed seriously.
5. Duty allowance shall be paid based on no. of work days / performance.


(Prakash Chandra)
ADM (NE)/ CEO- DDMA(NE)

Copy to: -

1. PA to Divisional Commissioner, 5- Sham Nath Marg, Delhi 54
2. ADM (HQ), Revenue Deptt., 5-Sham Nath Marg, Delhi-110054.
3. PA to DC (NE)
4. All SDMs (Distt. North East).
5. Disaster Call Centre, 5 Sham Nath Marg
6. ICD, District Civil Defence Office, Shahdra Police Station
7. Sh. B.D. Sharma, DMU Coordinator, DC Office Complex
5. Sh. Arun Kumar
6. Sh. Mukesh Kumar
7. Sh. Pawan Kaushik
8. Sh. Girish Kumar
9. Officials concerned for compliance.
10. All the Emergency Support Functionaries for necessary actions

District Disaster Management Authority (North East)
Call 1077 in case of any disaster in Delhi