

GUIDELINES FOR PREPARATION OF  
ANNUAL REPORT BY STATES ON  
MANAGEMENT TO NATURAL  
DISASTERS

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**GOVERNMENT OF INDIA  
MINISTRY OF HOME AFFAIRS  
DISASTER MANAGEMENT- I  
DIVISION**

## **Draft Format for submission of Annual Report by the States on natural disasters as per provisions of Schemes of CRF/NCCF.**

### **1. Background:**

Under this head, profile of the State be given which should include geographical, climatic and other features of the State. For this purpose a suggestive format is given as per the **Appendix-I**. In addition, the main causes of occurrence of calamities in the State as well as the names of the Inter State Rivers and annual average rainfall during different parts of the year (i.e. southwest monsoon, northeast monsoon, winter season, pre monsoon period) should also be mentioned.

### **2. Natural calamities during the year:**

Extent of damage to life and property separately for each calamity should be given as per the format at **Appendix -II A**. A consolidated information in respect various calamities during the year, as per **Appendix - II-B** should also be furnished.

### **3. Relief Operations:**

3.1 Brief account of relief operations undertaken – separately for each calamity should be given under this head.

3.2 Expenditure on Relief operations

3.2.1 Item-wise details of expenditure incurred as per approved items and norms – calamity wise, should be provided as per enclosed format (**Appendix -III**).

3.2.2 Item-wise details of expenditure incurred by the State Government over and above the approved item and norms from their own resources (on relief operations) should also be provided in relevant columns of **Appendix-III**.

3.3 Efforts of the NGOs in supplementing the immediate relief operations should be added as a separate paragraph.

### **4. Status of Preparedness:**

A brief account on preparedness measures, inter alia including points mentioned below, should necessarily form part of the report.

4.1 Details of analysis made on management of natural disasters in order to identify shortcomings and effected/proposed improvements.

4.2 Action taken in the area of public education and community awareness.

4.3 Details of search and rescue teams set up by the State Govt. and their deployment during the current year, if any. Can these teams be deployed to other States in case of a calamity of severe nature?

4.4 Details of training imparted to the relief machinery in handling the disasters.

4.5 Whether relief manual has been updated during the year?

4.6 Whether mock drills were organized for various calamities to sensitize the relief machinery at various levels?

4.7 Number of floods/cyclone shelters constructed/identified.

4.8 Brief account regarding status of preparation of disaster management plans by the State Government, concerned Departments of the State Government and the District Authorities. Whether these Plans, inter alia, include (i) the types of disasters to which different parts of the State are vulnerable, (ii) integration of strategies for the prevention of disaster & mitigation of its effects with the development plans and programmes of the Departments/Districts, (iii) the role and responsibility of each of the Departments of the State in the event of any threatening disaster situation or disaster and the emergency support function it is required to perform & present status of its preparedness to perform such role or responsibility or emergency support function, (iv) annual review and updating of the Plan, (v) whether a copy of the Plan of each Department/District is available at the State HQ., (vi) allocation of funds for disaster prevention, mitigation, capacity building and preparedness measures to different departments.

4.9 Any other significant item/issue State Government would like to mention.

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**Appendix -I**

S.No.	Name of District	Total land area Sq. Km.)	Number of villages	Population (in lakh)	Literacy Rate (in per cent)	Cropped area (in 000 ha.)	% of SMF*	Inter-State rivers	Normal annual rainfall (mm)
1	2	3	4	5	6	7	8	9	10
Total (State)									

*\*Basis should also be mentioned.*

**Appendix-II-A****Extent of damage due to natural calamities\***

State \_\_\_\_\_

Type of natural calamity \_\_\_\_\_

S.No.	Item	Details
1.	Period of occurrence	
2.	Total number of districts in the State	
3.	Number and names of districts affected	
4.	Number of villages affected	
5.	Population affected (in lakh)	
6.	Total land area affected (in lakh ha)	
7.1	Cropped area affected	
7.1.1	Total cropped area affected (in lakh ha.)	
7.1.2.	Estimated loss to crops (Rs.in lakh)	
7.1.3	Area where crop damage was more than 50%	
7.2	Percentage of cropped area held by SMF	
7.2.1	In State, as a whole	
7.2.2	In the affected districts	
8.	Houses damaged	
8.1	No. of houses damaged (Total)	
8.1.1	Fully damaged pucca houses	
8.1.2	Fully damaged kutcha houses	
8.1.3	Severely damaged pucca houses	
8.1.4	Severely damaged kutcha houses	
8.1.5	Partly damaged houses (pucca + kutcha)	
8.1.6	No. of huts damaged	
8.2	Estimated value of damage to houses (Rs.in lakh)	
9.	No. of human lives lost	
10.	No. of persons who suffered grievous injuries	
11.	No. of persons who suffered minor injuries	
12.	Animal & Poultry Loss	
12.1	No. of milch animal lost	
12.1.1	Buffalo/Cow/Camel/Yak	
12.1.2	Sheep/Goat	
12.1.3	Others (indicate name)	
12.2	No. of Draught animals lost	
12.2.1	Camel/Horse/Bullock	
12.2.2	Calf/Donkey/Pony	
12.2.3	Others (indicate name)	
12.3	No. of Poultry birds lost	

13.	Damage to public properties		Estimated Loss (Rs. in lacs)
13.1	Roads (All)	Length	Estimated Loss (Rs. in lacs)
13.1.1	State Roads	Length	Estimated Loss (Rs. in lacs)
13.1.2	District Roads	Length	Estimated Loss (Rs. in lacs)
13.1.3	Village Roads	Length	Estimated Loss (Rs. in lacs)
13.2	Bridges & Culverts	No.	Estimated Loss (Rs. in lacs)
13.2.1	Bridges	No.	Estimated Loss (Rs. in lacs)
13.2.2	Culverts	No.	Estimated Loss (Rs. in lacs)
13.3	Drinking Water Supply	No. of schemes	Estimated Loss (Rs. in lacs)
13.4	Irrigation Sector	No. of schemes	Estimated Loss (Rs. in lacs)
13.5	Power Sector	No. of schemes	Estimated Loss (Rs. in lacs)
13.6	Education Sector		
13.6.1	Primary Schools (Damaged/Destroyed)	No. of buildings.	Estimated Loss (Rs. in lacs)
13.6.2	Middle Schools (Damaged/Destroyed)	No. of buildings.	Estimated Loss (Rs. in lacs)
13.6.3	High/Higher Secondary Schools (Damaged/Destroyed)	No. of buildings.	Estimated Loss (Rs. in lacs)
13.6.4	Other educational institutes (Damaged/Destroyed)	No. of buildings.	Estimated Loss (Rs. in lacs)
13.7	Health Sector		
13.7.1	PHCs (Damaged/Destroyed)	No. of buildings.	Estimated Loss (Rs. in lacs)
13.7.2	CHCs (Damaged/Destroyed)	No. of buildings.	Estimated Loss (Rs. in lacs)
13.7.3	Other Buildings (Damaged/Destroyed)	No. of buildings.	Estimated Loss (Rs. in lacs)
14.	Total Estimated damage to Houses, Crops and Public Properties.		Estimated Loss (Rs. in lacs)

\* Information is to be given separately for each major natural disaster during the Year.

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Sl.No.	Item		Calamities											Total (All calamities)
			Cy-clone	Drou-ght	Earth- quakes	Fire	Flood	Tsu- nami	Hail- storm	Land- slide	Ava- lances	Cloud- burst	Pest Attack	
13.7.2	CHCs (Damaged/Destroyed)	No. of buildings												
		Estimated Loss (Rs. in Lacs)												
13.7.3	Other Buildings (Damaged/Destroyed)	No. of buildings												
		Estimated Loss (Rs. in Lacs)												
14.	Total Estimated damage to Houses, Crops and Public Properties.	Estimated Loss (Rs. in Lacs)												

\* Information is to be given separately for each major natural disaster during the Year

**Statement showing item-wise details of expenditure incurred as per approved items and norms of CRF/NCCF**

(Rupees in lakh)

Code No.	Items	Calamity										
		Avalanche	Cloud burst	Cyclone	Drought	Earthquake	Fire	Flood	Hailstorm	Landslide	Pest Attack	Tsunami
1	2	3	4	5	6	7	8	9	10	11	12	13
1.	Gratuitous Relief											
(a)	Ex-Gratia payment to families of deceased persons											
	(i) As per CRF/NCCF norms											
	(ii) Outside the norms											
	(iii) Total no. of beneficiaries											
(b)	Ex-Gratia payment for loss of a limb or eyes											
	(i) As per CRF/NCCF norms											
	(ii) Outside the norms											
	(iii) Total no. of beneficiaries											
(c)	Grievous injury requiring hospitalization											
	(i) As per CRF/NCCF norms											
	(ii) Outside the norms											
	(iii) Total no. of beneficiaries											
(d)	Relief for the old, infirm and destitute, children											
	(i) As per CRF/NCCF norms											
	(ii) Outside the norms											
	(iii) Total no. of beneficiaries											
(e)	Clothing and utensils/ household goods for families whose houses have been washed away/ fully damaged/ severely inundated for more than a week due to a natural calamity											
	(i) As per CRF/NCCF norms											
	(ii) Outside the norms											
	(iii) No. of families benefited											
(f)	Gratuitous relief for families in dire need of immediate sustenance after a calamity											
	(i) As per CRF/ NCCF norms											
	(ii) Outside the norms											
	(iii) No. of families benefited											
2.	Supplementary Nutrition											
	(i) As per CRF/NCCF norms											
	(ii) Outside the norms											
	(iii) No. of beneficiaries											
3.	Assistance to Small and Marginal Farmers (SMF) for											
(a)	Desilting of agriculture land											





Code No.	Items	Calamity										
		Avalanche	Cloud burst	Cyclone	Drought	Earthquake	Fire	Flood	Hailstorm	Landslide	Pest Attack	Tsunami
1	2	3	4	5	6	7	8	9	10	11	12	13
9.	Assistance to artisans in handicrafts / handloom sectors by way of subsidy for repair/replacement of damaged equipments											
(a)	Traditional Crafts (Handicraft)											
(i)	For replacement of damaged tools / equipments											
	(i) As per CRF / NCCF norms											
	(ii) Outside the norms											
	(iii) No. of equipments											
	(iv) No. of beneficiaries											
(ii)	For loss of raw material / goods in process/ finished goods											
	(i) As per CRF / NCCF norms											
	(ii) Outside the norms											
	(iii) Qty. of Materials (Qtls.)											
	(iv) No. of beneficiaries											
(b)	For Handloom Weavers											
(i)	Repairs/replacement of loom equipments and accessories											
	(i) As per CRF / NCCF norms											
	(ii) Outside the norms											
	(iii) No. of equipments / accessories											
	(iv) No. of beneficiaries											
(ii)	Purchase of yarn and other materials like dyes and chemicals and finished stocks											
	(i) As per CRF / NCCF norms											
	(ii) Outside the norms											
	(iii) Qty. of Material (Qtls)											
	(iv) No. of beneficiaries											
10	Assistance for repair / restoration of damaged houses											
(a)	Fully damaged/ destroyed Pucca houses											
	(i) As per CRF / NCCF norms											
	(ii) Outside the norms											
	(iii) Number											
(b)	Fully damaged / destroyed Kutcha houses											
	(i) As per CRF / NCCF norms											
	(ii) Outside the norms											
	(iii) Number											
(c)	Severely damaged houses											
(i)	Severely damaged Pucca houses											
	(i) As per CRF / NCCF norms											
	(ii) Outside the norms											
	(iii) Number											
(ii)	Severely damaged Kuchha House											
	(i) As per CRF / NCCF norms											
	(ii) Outside the norms											
	(iii) Number											
(d)	Partially Damaged Houses (both pucca and kuccha)											

Code No.	Items	Calamity										
		Avalanche	Cloud burst	Cyclone	Drought	Earthquake	Fire	Flood	Hailstorm	Landslide	Pest Attack	Tsunami
1	2	3	4	5	6	7	8	9	10	11	12	13
	(i) As per CRF / NCCF norms											
	(ii) Outside the norms											
	(iii) Number											
(e)	Huts damaged / destroyed											
	(i) As per CRF / NCCF norms											
	(ii) Outside the norms											
	(iii) Number											
11.	Provision of emergency supply of drinking water in rural areas and urban areas.											
	(i) As per CRF / NCCF norms											
	(ii) Outside the norms											
	(iii) Total Qty. of water supplied (No. of Tankers load)											
12.	(i) Provisions of medicines, disinfectants, insecticides for prevention of outbreak of epidemics											
	(ii) No. of beneficiaries											
13.	(i) Medical care for cattle and poultry against epidemics as a sequel to a notified natural calamity.											
	(ii) Total no. of cattle & poultry benefited											
14.	(i) Evacuation of people affected / likely to be affected											
	(ii) No. of people evacuated											
	(iii) Average cost/person											
15	Hiring of boats for carrying immediate relief and saving life											
	(i) No. of boat days											
	(ii) Average hiring cost per boat / day											
16	Provision for temporary accommodation, food, clothing, medical care etc. of people affected / evacuated (operation of relief camps)											
	(i) As per CRF / NCCF norms											
	(ii) Outside the norms											
	(iii) No. of persons provided shelters											
	(iv) No. of relief camps opened											
	(v) Average cost per person/per day											
17	Air dropping of essential supplies											
	(i) No. of sorties											
	(ii) Quantity (in MTs) dropped											
18	Repair / restoration of immediate nature of the damaged infrastructure in eligible sectors											
(a)	Roads & Bridges											





Code No.	Items	Calamity										
		Avalanche	Cloud burst	Cyclone	Drought	Earthquake	Fire	Flood	Hailstorm	Landslide	Pest Attack	Tsunami
1	2	3	4	5	6	7	8	9	10	11	12	13
	(ii) Outside the norms											
24	Disposal of dead bodies / carcasses											
	(i) As per CRF / NCCF norms											
	(ii) Outside the norms											
	(iii) Total no. of dead bodies disposed											
	(iv) Total no. of carcasses disposed											
25	Training to specialist multi-disciplinary groups / teams of the State personnel drawn from different cadres/ services/ personnel involved in management of disaster in the State.											
	(i) Number of trainings organised											
	(ii) Number of persons trained											
26	Procurement of essential Search, Rescue and Evacuation equipments including Communication equipments											
	Cost of equipments procured.											
	<b>Gross Total:-</b>											

**Notes:-**

- i) Expenditure incurred by State Government on items outside the CRF/NCCF norms will have to be borne by State Government & will not be included in the account for the purpose of "Statement of Expenditure from CRF account of the State".
- ii) In case of any ambiguity whether any item is covered or not under the extant norms prior guidance of MHA should be obtained.
- iii) Expenditure Statements may be forwarded to Ministry of Finance/ Ministry of Home Affairs, with due authentication of expenditure details by Accountant General (A.G).
- iv) Accountant General is requested that while authenticating the expenditure details, the deviation noted in utilization of CRF/NCCF grant may be pointed out clearly.

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