

# Local Self Government Institutions of Kerala Prepared Disaster Management plans

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Kerala State Disaster Management Authority

## Introduction and Background

Kerala was massively hit in the devastating floods of August 2018. The floods and the accompanying landslides were catastrophic in terms of loss of lives, livelihoods, property and infrastructure. After a detailed and comprehensive Post Disaster Needs Assessment (PDNA)<sup>1</sup> study led by Government of Kerala supported by the United Nations assessed the damages, losses and recovery needs. In response to which, Government of Kerala launched a special purpose vehicle called Rebuild Kerala Initiative (RKI) to provide a sustained leadership in the recovery and rebuilding process.

A policy document of the Rebuild Kerala Development Programme (RKDP)<sup>2</sup> was approved by the Government which focusses on activities that aimed at improving resilience through a participatory approach towards “Building Back Better” and build a Nava Keralam. An action plan was formulated under the leadership of Rebuild Kerala Initiative (RKI) for providing guidance to foregoing operations. The mandate of RKI was to develop, coordinate, facilitate and monitor the Rebuild Kerala Development Programme through a participatory and inclusive process. RKDP constituted a road-map for a Green and Resilient Kerala. It encompassed crosscutting and sector based policies, regulatory and institutional actions. The programme aimed to catalyse the rebuilding of Kerala in a way that it addresses key drivers of floods and other natural disasters. Revival from flood disaster was conceived as a challenge and an opportunity by RKDP and the aim was to rebuild Kerala in a manner to withstand future calamities.

## Enhancing Community Resilience to Disasters

The 2018 floods and the subsequent calamity of 2019 evoked a sense of necessity among the society to rethink on the need for disaster specific preparations and approaches. There was a demand from the civil society to adopt localized and community based disaster risk reduction programmes. Preparedness centric efforts were assessed as a major area to overcome natural hazards like landslides, floods, and many other disasters of anthropogenic nature. The project document prepared as part of the Rebuild Kerala initiative stressed the need to envisage development projects focussing on possibilities of disaster risk reduction and mitigation. Hence, the Rebuild Kerala Initiative (RKI) launched a campaign by the name “*Nammal Namukkayi*” to utilize the knowledge, experience, and ideas of the entire people of the state in a participatory manner for rebuilding Kerala.

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<sup>1</sup> <https://sdma.kerala.gov.in/wp-content/uploads/2020/08/Kerala-Post-Disaster-Needs-Assessment.pdf>

<sup>2</sup> [https://rebuild.kerala.gov.in/reports/RKDP\\_Master%2021May2019.pdf](https://rebuild.kerala.gov.in/reports/RKDP_Master%2021May2019.pdf)

## Nammal Namukkayi Campaign

Nammal Namukkayi – a people’s consultation program was hosted by RKI to seek inputs and insights from people – across geographies, sectors and professions – on key themes which influence the approach to be adopted by the Government towards enhancement of the State’s resilience to natural calamities and climate change. The Programme was a three-phase process aimed towards making a shift in the policy paradigm of the State.



The Rebuild Kerala Development Programme had two broad components.

- i. Extensive campaign with the active participation of the people to identify the required policy changes to ensure resilience.
- ii. Preparation of Disaster Management Plan at every local self government institution.

Preparation of Disaster Management Plan by every Self Government Institution was an important component of the above campaign.

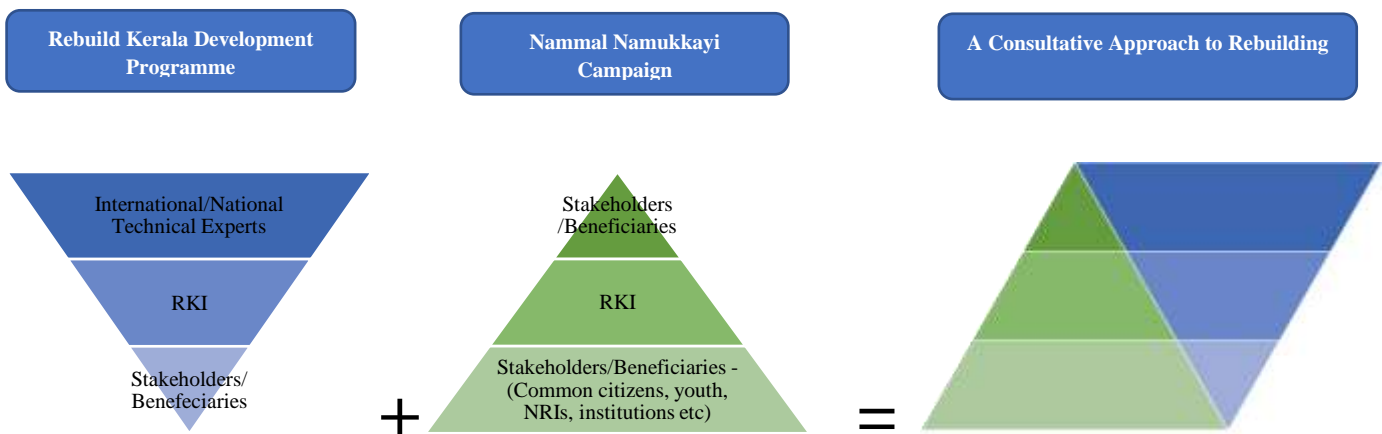


Fig: Approach and methodology – “Nammal Namukkayi” Programme

## Local Self Government Disaster Management Plans

The Disaster Management Act, 2005 directs that the local authorities shall, subject to the supervision of the District Authority prepare disaster management plan setting out the following, namely:-

- i. Provisions for prevention and mitigation measures as provided for in the District Plan and as is assigned to the department or agency concerned.
- ii. Provisions for taking measures relating to capacity building and preparedness as laid down in the District Plan.
- iii. Coordinate the preparation and the implementation of its plan with those of the other organisations at the district level including local authority, communities and other stakeholders
- iv. Regularly review and update the plan and
- v. Submit a copy of its disaster management plan, and of any amendment thereto, to the District Authority.

In accordance to that, The Local Self-Government Department, Kerala State Disaster Management Authority (KSDMA) and Kerala Institute of Local Administration (KILA) jointly engaged in the 'resource-intensive, time bound, pan-Kerala grassroot-level consultations' for developing the DM plans at local level. The overall objective of the mission which was rolled out in the first week of December 2019 was to identify and understand the ground-level challenges faced by citizens who were the first responders in light of the recent natural calamities that struck the state.

Kerala, in its 14 districts, has 941 grama panchayats, 87 municipalities, and 6 corporations (See table 1). It was directed by the Government<sup>3</sup> that disaster management plans to be formulated for all these local bodies in the State. Thus, first of its kind, in the Country (Perhaps in the whole world), an extensive disaster prevention/response programme at the local level was initiated.

Directions were given vide G.O(MS)No.156/2019/LSGD, dtd. 4/12/2019 for ensuring people's participation and leader-driven intervention of local self-government institutions in disaster mitigation, preparation, and disaster management areas and for the planning and implementation of such plans at the local self-government level as part of annual plans. Besides this, detailed instructions with respect to the integration of disaster management plans with annual plans have also been issued vide GO (MS) No. 157/2019/LSGD, dtd. 5/12/2019 and GO (MS) No.9/2020/LSGD.

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<sup>3</sup> G.O. (MS) No.14/2020/LSGD; dated 14.01.2020

The Disaster Management plan had 2 parts -

- A template comprising Situation Analysis Resource Mapping and Intervention Reports. Data, as per the template, can be collected from institutions and available secondary sources.
- The projects proposed to be taken up in the annual plan based on the above template. Data, as per the template can be collected by conducting transect walks, focus group discussions, and one-on-one issues that need to be addressed.

**TABLE 1 NUMBER OF LSGS IN DIFFERENT DISTRICTS**

Sl No	District	Grama Panchayats	Municipalities	Corporation
1	Thiruvananthapuram	73	4	1
2	Kollam	68	4	1
3	Pathanamthitta	53	4	0
4	Alappuzha	72	6	0
5	Kottayam	71	6	0
6	Idukki	52	2	0
7	Ernakulam	82	13	1
8	Thrissur	86	7	1
9	Palakkad	88	7	0
10	Malappuram	94	12	0
11	Kozhikode	70	7	1
12	Wayanad	23	3	0
13	Kannur	71	9	1
14	Kasaragod	38	3	0
	<b>Total</b>	<b>941</b>	<b>87</b>	<b>6</b>

A Local Self Government Disaster Management Draft template was prepared under the leadership of Kerala State Disaster Management Authority (KSDMA) and Kerala Institute of Local Administration (KILA). Grama/ward sabhas were convened for discussing the inclusion of Disaster Management and mitigation projects into annual plan for the forthcoming year. Project ideas evolved from situation analysis that was presented in grama/ward sabhas by the respective working groups. To assist the working groups in these activities, 20-member local resource groups were proposed to be formed at the ward level and local self-government level by the local body. Guidelines regarding the formation and function of local resource groups were issued vide the GO (MS) No.9/2020/LSGD.

## Process flow

The Local self-government department vide GO (MS) No. 156/2019/LSGD, dated. 4/12/2019, laid down the roles and responsibilities of the working group on Biodiversity, environmental conservation, climate change, and disaster management along with the process involved in the formulation, formation of disaster management plans at the local level. It also highlighted the formation and responsibilities of ERTs (Emergency Response Team), responsibilities of the Local Resource Group (LRGs).

### District Planning Office and KSDMA

- The LSGIs submitted the DM plans to the district planning office for technical review. The DM plan and projects proposed, scope of interventions at the panchayat, block, and district levels to be included in the annual plan is under scrutiny by LSG committee for approval and subsequent submission to the district planning committee. Along with these, possible interventions that could be made sector specific to the LSG is also being identified by the State Disaster Management Authority.

### KSDMA and KILA

- A team of local resource persons were given training and instructions by KSDMA on conducting situation analysis and disaster scenario impact analysis of grama panchayat and urban local bodies, taking into account the present status and vulnerable areas of their LSGIs. Instructions were also given on how to prepare the standardized DM plan template.

January - February, 2021

September - December, 2020

March - April, 2020

January - February, 2020

January, 2020

### District Disaster Management Authority and District Planning Office

- The project inputs are to be incorporated into annual plans and the LSG committee approves the LSG-level DM plan. This plan will then be submitted to the District Disaster Management Authority (DDMAs) for consultation and approval.

### Local Self Government Institutions (LSGIs)

- The LSGIs prepared the DM plans after a detailed situational analysis, by conducting focus group discussions and transect walks. The strengths and weakness in the LSGIs were analysed and mitigation measures were identified. These were then converted to specific projects and fed into the annual plan of the local bodies for implementation.

### KSDMA, KILA, LSGD

- The template for the DM plan and the guidelines for the formulation of the DM plan was jointly prepared by Kerala State Disaster Management Authority (KSDMA) and KILA. The standardized DM plan template consisting of the tables, maps designed for collecting data for the preparation of disaster management plans of local self-government institutions were handed over to the Local Self Government Institutions.

Fig: Process flow – LSG DM Plan

## Contents of LSG DM Plans

The DM Plans prepared are specific to each LSGIs which has data scaled down to gramasabha /ward sabha. Apart from the basic demographic, hazard, vulnerability and infrastructure details, the strengths and weakness of particular LSGIs, disaster mitigation measures were also identified while preparing the plans. These measures were then converted to specific projects and fed into the annual plan of the local bodies for implementation. Grama sabhas in each ward were aided by a team of local facilitators for sectoral discussions on the analysis report and for identifying local action points through participatory process. The reports also focused on identifying the scope of interventions at the panchayat, block, and district levels. Along with these, possible interventions that could be made specific to the LSG by disaster management authorities were also identified.

The DM plan template includes 7 chapters.

Chapters	Content
<b>Chapter 1</b>	Local Self Government Institution – General Information
<b>Chapter 2</b>	Disaster Risk and Vulnerability Assessment
<b>Chapter 3</b>	Disaster Response
<b>Chapter 4</b>	Preparedness, Mitigation and Capacity Building
<b>Chapter 5</b>	Resource Mapping
<b>Chapter 6</b>	DRR Projects
<b>Chapter 7</b>	Important Phone Numbers

This includes General Information about the LSGs, Disasters, and Possibilities for Disasters – Evaluation, Disaster response plan, Preparation, Mitigation and Social Empowerment, Potentials and Resources, Climate-conscious Disaster Mitigation Project Proposals, Important phone numbers, and Supplementary Information to be collected at Ward Level as chapters).

### Thematic Maps on various hazards

The LSG level maps on different themes were prepared by KSDMA for better planning and decision making. A set of 31 different scaled-down maps for each LSGI, which specifically focus on various hazards, land use, susceptibility to disasters, infrastructure details, etc. were provided to the LSGIs so

that they can incorporate the same in their plans. Details on health institutions, anganwadi, basic infrastructure, community centers, educational institutions were also recorded.

The templates, maps, guidelines, and template were shared by Kerala Institute for Local Administration (KILA) through their portal - <https://www.kila.ac.in/dmp/>

## Maps - Flood Proneness and Land Use

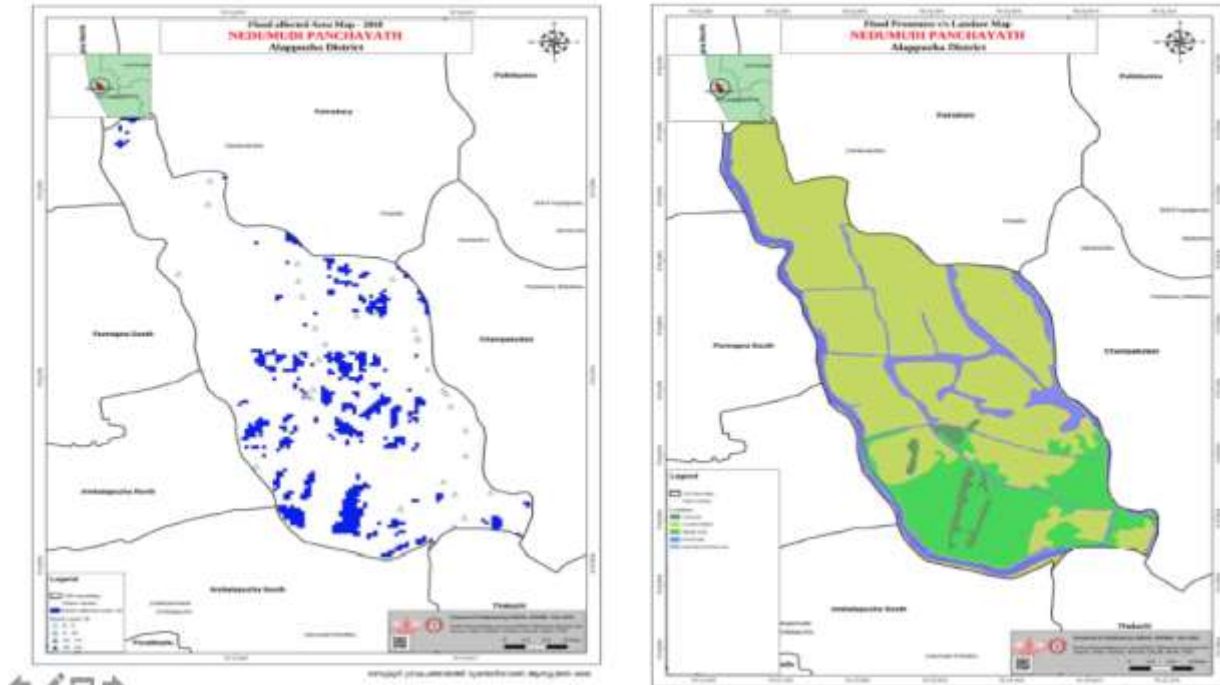


Fig: Sample maps given to all the LSGIs



Fig: Situation analysis and focus group meetings across various LSGIs

The DM plan also records the history of disasters in each ward of the LSGIs with details such as human casualties, damaged houses, damaged infrastructure, agriculture loss, and loss of livelihood. The DM plan also gives special emphasis on groups that need special attention during disasters, for instance, persons with disabilities, children below six years, people under palliative care, elderly,



pregnant women, houses with women as earning members, care home inmates, migrant workers and elderly persons living alone etc.



Fig: Various consultation meetings at ward levels

## Present status and way forward

The process of LSG DM plan preparation was anchored and executed by KSDMA, KILA, Planning board and LSG department. Technical support was provided by KSDMA, whereas capacity building and training were supported by KILA. Review of LSG DM plans were supported by Planning board and District Planning Offices in all the districts and the directions were given by the LSG department. 1034 LSG institutions from 14 districts including corporations, municipalities, and panchayats have submitted the DM plans to the District Planning Office along with their annual plans for the year 2020-2021. KILA, LSG Department along with KSDMA has appointed LSG DM plan coordinators in all the districts to review the plans prepared and give guidance, project formulation, and further suggestions on improving the plans for the following years. The DM plans submitted are made available in the following portal. – [www.dmp.kila.ac.in](http://www.dmp.kila.ac.in)

### Report Prepared by

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### Edited by

Dr Sekhar L. Kuriakose & Joe John George

# **ANNEXURES**

## **Government Orders**

# GOVERNMENT OF KERALA

(Abstract)

Department of Local Self Government – Guidelines for the formulation and implementation of regional and community based disaster management activities at local self-government institution- orders issued.

GO. (MS) NO.156/2019/LSGD

dtd., Tvpm, 4/12/2019

Ref: 1. GO (Rt.) No.499/2019/P&EA Dpt. Dtd. 26/11/2019 issued by the Department of Planning and Economic Affairs.

## **ORDER**

Natural calamities like flood, drought, landslide and sea rage are becoming serious challenges to the people, resultant to the aggravating climate change occurring in Kerala. In these circumstances, the Government vide the reference cited 1<sup>st</sup> had issued orders for the formulation of local specific and community-based disaster management activities at every local self-government institutions to mitigate the brunt and impact of such episodes.

2. In the above circumstances, disaster resistance and mitigation activities have to be implemented with increased people's participation. For this, every local self-government institution shall prepare its own disaster management plan, incorporating preparation steps and mitigation measures.

3. Disaster Management Plan shall have the following components:

- General information (profile) pertaining to the local self-government institution.
- Hazard and vulnerability profile.
- Capacity and resources.
- Response plan.
- Preparedness, mitigation and community resilience plan.

4. Formation of Emergency Response Team.

An Emergency Response Team shall be formed as per the stipulations in the National Disaster Management Act, comprising local level volunteers who are trained on the basis of the disaster management plan and have good understanding of the regional landscape and contour. These volunteers should have basic awareness in disaster management-resistance activities and they shall be ready to reach the disaster spots immediately and involve in disaster resistance and mitigation activities. In each ward there shall be an Emergency Response Team, consisting of 8 volunteers at the least.

There shall be 4 ERTs in each local bodies to announce disaster warnings, spotting the victims of disasters, evacuating them and giving first aid and for the running of relief camps and involving in basic life saving measures.

5. Duties and Responsibilities of Local Self Governments with respect to Disaster Management Plan.

1. Disaster Management Plan shall be integrated with the Annual Plan of the local body.

2. Ensuring the formation and empowerment of local self-government level Incident Response System and Emergency Response Team.

3. Improving the infrastructure and facilities of those transferred institutions which could be transformed as relief camps.

4. Making arrangements in association with Revenue authority and state-district disaster management authority for the safe sheltering and rehabilitation of the victims of disasters.

5. Arranging drinking water, toilet facilities and lighting in relief camps and rehabilitation centres.
6. Creating awareness regarding the rehabilitation activities and welfare measures implemented by the Government and other agencies.
7. Formation of Local Resource Group (LRG)

A Local Resource Group (LRG), comprising 20 members, shall be formed in each local self-government institution for garnering data and status report for the preparation of disaster management plan. Training will be imparted to the LRGs jointly by KILA and State Disaster Management Authority. Besides, in each ward a 20 member team shall be formed by inducting volunteers from social organizations, NGOs, youth organizations and other volunteer groups.

#### 6. Preparation of Disaster Management Plan: Procedure

The following procedure shall be followed for the preparation of the Disaster Management Plan and for its integration to the Annual Plan.

1. Trained Local Resource Group shall collect locally available statistics and data and conduct transect walk for a proper status study.
2. Draft Disaster Management Plan may be prepared on the basis of statistics and status study.
3. The Draft Disaster Management Plan shall be discussed in Grama Sabha meeting.
4. After incorporating the recommendations and suggestions put forward by the Grama Sabha, the draft disaster management plan shall be placed in the meeting of the Panchayat Committee for discussion.
5. A special Development Seminar shall be conducted prior to the Annual Plan Development Seminar to discuss the final version of the Disaster Management Plan.
6. Thereafter the Disaster Management Plan shall be approved by the local self-government concerned.
7. Responsibilities of the Working Group on Bio-diversity Management, Climate Change and Disaster Management.

It is the Working Group on Disaster Management that ensures the co-ordination of activities for the preparation of Disaster Management Plan. Recommendations and involvement of sectors like Production, Welfare and Infrastructure have strong bearing on preparedness, resistance and mitigation related activities to be planned and made operational to face disasters. Hence the working groups concerned shall prepare projects for mitigating the impact of disasters. For this, the Working Group on Disaster Management shall hand over notes on disaster management schemes to the working group concerned once the Disaster Management Plan is finalized. Besides, the Working Group on Disaster Management shall prepare projects for awareness building, formation of Emergency Response Team and its training.

#### 8. Approval of Disaster Management Plan and its Integration with Annual Plan – District Planning Committee.

The entire procedure prescribed for the preparation of Annual Plan shall be adopted for the preparation of Local Self-Government level Disaster Management Plan. Projects pertaining to disaster management shall be included in the draft annual plans of local self-governments and submitted for the approval of District Planning Committee. The disaster management plan so submitted in prescribed template shall be included and approved as a part of the annual plan of the LSG concerned. District Planning Committee will approve the Disaster Management Plans of LSGs after the scrutiny of the district level Technical Committee.

The disaster management plans so approved shall be handed over to the District Disaster Management Authority for final approval and keeping.

District Planning Committees shall conduct planning workshops, involving experts from fields like soil conservation, climate change, water conservation and disaster management at the initial phase of the planning process itself. The ideas evolved from such workshops shall be shared with LSGs for the preparation of disaster management plans.

Considering the availability of resources, the disaster resistance and mitigation projects proposed in disaster management plans shall be included in annual plans. Draft disaster management plans of panchayats and lists of disaster management related projects included in annual plans shall be made available to block/district panchayats. From the above, those projects which can be taken up shall be included in the annual plan of block/district panchayats.

All training programmes pertaining to disaster management will be conducted jointly by KILA and State Disaster Management Authority.

Information Kerala Mission (IKM) shall effect necessary changes in Sulekha software as per this order

To

The Director of Panchayaths, Thiruvananthapuram  
The Commissioner of Rural Development, Thiruvananthapuram The Director of Urban Affairs,  
Thiruvananthapuram  
The Chief Engineer, Local Self Government Department.  
The Member Secretary, State Planning Board, Thiruvananthapuram. Department of Planning and Economic  
Affairs.  
The Chief, Decentralized Planning. The Director, KILA, Thrissur.  
The Executive Director, IKM, Thiruvananthapuram. The Director, Kerala State Audit  
Department.  
All District Planning Officers (through the Director of Panchayaths) Principal Secretary

By order of the Governor Sarada Muraleedharan IAS  
All Grama Panchayath Presidents and Secretaries (through the Director of Panchayaths) All District  
Panchayath Presidents and Secretaries  
All Municipal Chairpersons, Mayors and Secretaries (through the Director, Urban Affairs) Office  
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Private Secretary to the Hon'ble Minister for Local Self Governments.  
PA to the Additional Chief Secretary, Local Self Government Department. PA to  
the Principal Secretary, Local Self Government Department.  
PA to the Principal Secretary, Planning and Economic Affairs Department. CA to  
the Joint Secretary, Local Self Government Department.

Forwarded by order  
-sd-  
Section Officer

## GOVERNMENT OF KERALA

(Abstract)

Department of Local Self Government – Thirteenth Five Year Plan (2017-22) – People’s Plan for Nava Kerala- Additional guidelines and revised timeline for local self-governments to prepare and get approval for their Annual Plan 2020-21 - orders issued.

GO. (MS) NO.157/2019/LSGD

Tvpm, dtd. 5/12/2019

- Ref: 1. GO (MS) No.11/2018/LSGD dtd. 29/1/2018.  
2. GO (MS) No.17/2018/LSGD dtd. 2/2/2018.  
3. GO (MS) No.22/2018/LSGD dtd. 14/2/2018.  
4. GO (MS) No.106/2018/LSGD dtd. 6/8/2018.  
5. GO (Rt) No.2462/2018/LSGD dtd. 19/9/2018  
6. GO (Rt) No.2710/2018/LSGD dtd. 23/10/2018.  
7. GO (Rt) No.2766/2018/ LSGD dtd. 29/10/2018.  
8. GO (MS) No.156/2019/LSGD dtd. 8/4/2019.

### **ORDER**

Local Self Governments of Kerala are now capable of starting plan implementation from the very beginning of financial years by preparing annual plans well in advance. Now it is time to prepare the annual plans of 2020-21. Planning activities have to be chalked out in such a way that the planning process is started from the beginning of December and Grama/Ward Sabhas are convened by the end of January. Then only the planning process can be completed by the beginning of March for submitting the annual plans for the approval District Planning Committee. In the above circumstances, the additional guidelines stated hereunder are issued for the local self -governments to prepare their Annual Plan 2020-21.

### Preparation of Annual Plan 2020-21

2. All local self-government institutions shall commence action for the preparation of Annual Plan 2020-21 during the first week of December. Grama/Block/District panchayats may follow the guidelines issued as per the GO cited first for the preparation of plan, while the guidelines applicable to Municipalities and Corporations would be the one issued vide the GO cited second. Criteria applicable for subsidies are stipulated in the GO cited third. Explanations and amendments given to the planning guidelines and subsidy guideline are also to be reckoned with.

### Directions for Lower- tier in District Plan

3. Local self-government institutions shall prepare their annual plan in accordance with the development perspective and directions for lower tier institutions put forth in district plan. District Planning Committee shall issue district plan perspective and directions meant for the lower tier institutions at the initial phase of the planning process itself, possibly before working groups start the preparation of draft projects.

4. Local self-government institutions shall make special effort to take up larger projects independently or jointly. Such projects would enhance the efficacy of development. District Planning Committees shall take special initiative in this regard. The Government intends to promote integrated programmes and joint projects. Ear marked funds

have been set apart in state budget by the Government to provide financial encouragement to integrated programmes and projects taken up jointly by local self –government institutions. Detailed guidelines in this regard has been issued vide the Go cited fourth. District Planning Committee shall convene a special joint meeting of the heads and secretaries of all local bodies before 20<sup>th</sup> January to arrive at a consensus regarding the integrated programmes and joint projects to be taken up.

## Subjects to be given special consideration

5. Local self-government institutions have to give special thrust for the creation of a new Kerala in 2020-21. Rebuilding Kerala programme formulated by the Government put forth a broad perspective encompassing better living conditions to people in the context of the heavy floods which affected the state, overcoming the shortcomings in implementation for making Kerala more vibrant and rebuilding or renovating the assets affected by the floods in a time bound manner to withstand future calamities, resorting to environment friendly guidelines. Local bodies shall conceive the above perspective while preparing their annual plan.
6. Thrust should be given in 2020-21 for regional level projects which are meant for ensuring employment and enhancing income of those who lost their livelihood means in natural calamities.
7. Stray complaints are aired here and there that agricultural assistance is not being made available in June when agricultural activities begin. Since annual plans are now prepared in advance, special care should be given to make available assistance to the agricultural sector in time.
8. Repair works of transferred assets including schools shall be completed during the months of April and May.
9. Special attention should be given for the repair of those roads marred or destroyed in floods and excessive rains. Works like strengthening of sides and repairing of potholes may be completed in April and May. Since the ownership of PMGSY roads are vested with district panchayats, they shall give special attention for the timely repair and maintenance of the above roads. Projects for this may be included in annual plan and get the approval expediently so that the implementation can be begun on 1<sup>st</sup> of April.

## Integration of Disaster Management Plan with Annual Plan

10. It has been decided to prepare disaster management plans at grama panchayat, municipality and corporation levels along with the development scheme planning process of the next year. Directions in this regard has been issued vide the GO cited 8<sup>th</sup>. The aim is to prepare draft disaster management plans before the grama sabha/ward sabha meetings to be convened for the annual plan preparation. The draft disaster management plans so prepared shall be placed for discussions in grama/ward sabha meetings. Then to finalize the draft disaster management plan, a special development seminar has to be organized before the annual plan development seminar. Project proposals in the disaster management plan shall be taken into account while formulating annual plan proposals of 2020-21. *Bio-diversity, Climate Change, Environment Conservation and Disaster Management Working Group* shall codify the disaster management related projects proposed by various working groups to prepare the disaster management plan. A joint meeting of all the working groups shall be conducted under the chairmanship of the President/Chairperson/Mayor, as the case may be, to ensure the integration of the disaster management plan with the annual plan.
11. Considering the availability of resources, the disaster resistance and mitigation projects proposed in disaster management plans shall be included in annual plans. Draft disaster management plans of panchayats and lists of disaster management related projects included in annual plans shall be made available to block/district panchayats. From the above, those projects which can be taken up shall be included in the annual plan of block/district panchayats.

## Annual Plan Estimate

**12.** Plan preparation activities may be started with the assumption that the fund allocation for development and maintenance in 2020-21 would be equivalent to the allocation for the same in 2019-20. Actual picture of the allocation would become clear when the state budget is presented in January. Once the actual budget allocation is revealed, the planning process may be done in accordance with the allocation. Final version of the Annual Plan shall be submitted only on the basis of the actual budget allocation.

**13.** For those projects which are being implemented in current financial year and cannot be completed by 31<sup>st</sup> March and hence likely to continue as spill over ones, a lump sum amount may be kept apart while preparing Annual Plan of 2020-21. Facility would be there in Sulekha software to keep apart lump sum amount for each category. By keeping apart lump sum amount as above, the predicament to find funds for spill over projects by dropping new ones can be avoided.

### Restriction in taking up multiyear projects.

**14.** Since 2020-21 being the last year of the current governing committees of LSGs, new multiyear projects shall not be taken up. Nevertheless, project component for already begun multiyear projects may be included in Annual Plan, 2020-21.

## Mission Andyodaya Survey and Grama Panchayat Development Plan

**15.** As per the directions of the Central Government, Mission Andyodaya Survey is now being carried out in every grama panchayat. Aim is to identify the development issues and gaps existing in villages and to resolve them through proper planning and implementation. Data and details collected through the above survey shall be made available to all working groups by the secretaries of panchayats at the beginning of the planning process itself. Findings of the survey shall be included in status report and plan proposals to be formulated after analyzing the same. Findings of the survey shall be presented in grama sabha meetings for discussion.

**16.** Peoples' Planning Programme implemented in Kerala over the last two decades is now being implemented all over India by the name Grama Panchayat Development Plan as per the directions of the Central Government. Information pertaining to the annual plan preparation (2020-21) of all grama panchayats has to be uploaded to the portal of the Central Government as done in 2019-20. The guidelines for uploading information pertaining to annual plan preparation issued vide the reference cited 7<sup>th</sup> may be followed by the concerned for uploading information related Annual Plan, 2020-21.



## Timeline

17. Time line for the preparation and approval of Annual Plan is given below. The dates mentioned in the table are the last dates for completion of each important phase of the process. Though there is flexibility to make necessary changes in the time schedule, the last date for the submission of annual plan shall strictly be adhered to.

Serial No.	Activity		Last date for completion
1.	Reconstitution of planning committee and working groups.	:	7 <sup>th</sup> December, 2019
2.	Status Report revision	:	25 <sup>th</sup> December
3.	Issuance of guidelines based on district plan proposals at DPC level	:	1 <sup>st</sup> January, 2020
4.	Preparation of draft project proposals	:	6 <sup>th</sup> January
5.	Deliberations prior to grama/ward sabha meetings	:	15 <sup>th</sup> January
6.	Meeting to be convened by District Planning Committee to finalize joint projects.	:	20 <sup>th</sup> January
7.	Grama/ ward sabha meetings		8 <sup>th</sup> February
8.	Special Development Seminar for Disaster Management Plan	:	15 <sup>th</sup> February
9.	Annual Plan Development Seminar	:	19 <sup>th</sup> February
10.	Finalization of Annual Plan	:	22 <sup>nd</sup> February
11.	Preparation of projects	:	29 <sup>th</sup> February
12.	Submission of Annual Plan	:	5 <sup>th</sup> March
13.	Approval of District Planning Committee	:	14 <sup>th</sup> March
14.	Integration of Annual plan with budget	:	20 <sup>th</sup> March

By order of the Governor

Sd/-

Sarada Muraleedharan IAS  
Principal Secretary

To

The Director of Panchayaths, Thiruvananthapuram  
The Commissioner of Rural Development, Thiruvananthapuram The  
Director of Urban Affairs, Thiruvananthapuram  
The Chief Engineer, Local Self Government Department.  
The Member Secretary, State Planning Board, Thiruvananthapuram.  
Department of Planning and Economic Affairs.  
The Chief, Decentralized Planning.  
The Director, KILA, Thrissur.  
The Executive Director, IKM, Thiruvananthapuram. The  
Director, Kerala State Audit Department.  
All District Planning Officers (through the Director of Panchayaths)  
All Grama Panchayath Presidents and Secretaries (through the Director of Panchayaths) All District  
Panchayath Presidents and Secretaries  
All Municipal Chairpersons, Mayors and Secretaries (through the Director, Urban Affairs) Office  
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Private Secretary to the Hon'ble Minister for Local Self Governments.  
PA to the Additional Chief Secretary, Local Self Government Department. PA to  
the Principal Secretary, Local Self Government Department.  
PA to the Principal Secretary, Planning and Economic Affairs Department. CA to  
the Joint Secretary, Local Self Government Department.

Forwarded by order

## GOVERNMENT OF KERALA

(Abstract)

Department of Local Self Government – Formation of Local Resource Group at local self-government institutions for involving in disaster management and resistance activities - orders issued.

GO. (MS) NO.9/2020/LSGD

Tvpm, dtd. 6/1/2020

Ref: GO(MS) No.156/2019/LSGD

Tvpm, dtd. 4/12/2019

### ORDER

Formation of a Local Resource Group is essential for completing the preparation of the disaster management plan in a time bound manner. LSG level Local Resource Group should be able to assist the disaster management working group in preparing and modifying disaster management plan and for its implementation. Hence the members of the group shall have expertise and flair to involve in the above task. Following directions are hereby issued for the formation of the Local Resource Group.

#### 1. Members of the Group

The governing committee of the LSG shall ensure that the persons included as members of the group are capable of providing necessary assistance to the working group on disaster management. There shall be a minimum of 20 members in a Local Resource Group.

1-1 Person having expertise in disaster management, climate change, soil-water conservation etc. 1-2 Persons having excellent track record in disaster management operations.

1-3 RPs of People's Planning Programme. 1-4

Teachers

1-5 Volunteers

1-6 Kudumbashree trainers

1-7 Those who training from KILA

1-8 Representatives of academic institutions

1-9 Those who know the topography of the panchayat.

1-10 Persons from the above categories may be considered for including in the Group. Representation of women shall be ensured. Persons having expertise in codifying data, data analysis and preparation of documents may be invited to assist the LRG as when required.

#### 2. Responsibilities.

2-1 to assist the LSG and the working group on disaster management for the preparation of the disaster management plan.

2-2 to collect data in prescribed templates.

2-3 to collect data from all wards and codify the same.

2-4 preparation of disaster management status study report.

2-5 impart training to ward level groups and oversee their activities.

2-6 assist the working group for the preparation of matters to be placed in grama sabha/ward sabha.

2-7 to participate and explain matters in grama sabha meetings as per the direction of the LSG governing committee.

- 2-8 to empower the ward level group to facilitate discussions in grama sabha meetings.
- 2-9 organizing development seminars, preparation of matters to be presented in development seminar, lead the discussions in the seminar.
- 2-10 to assist the working group to prepare the disaster management plan by including the proposals came up in the development seminar.
- 2-11 to assist working group on disaster management for preparing project ideas pertaining to various sectors to hand over the same to the respective working groups.
- 2-12 preparation of points relating to disaster management for raising the same at LSG level discussions and codifying the discussions.
- 2-13 to assist the working group on disaster management and the governing committee of the LSG for submitting proposals to be taken up at higher tiers on the basis of matters codified from various discussions.
- 2-14 to assist for updating the disaster management plan from time to time.
- 2-15 to assist the working group on disaster management to co-ordinate the disaster management activities proposed by various working groups in their general plan.

### 3. Ward level Team

It would be desirable to form a 20 member group in each ward for the timely collection of data and for giving leadership to various activities taken up at the ward level in this regard.

3-1 following persons may be included in this group.

- 3-1-1 Representatives of voluntary organizations
- 3-1-2 NGO representatives
- 3-1-3 persons having experience in disaster management activities.
- 3-1-5 ADS representatives
- 3-1-6 Anganvadi workers
- 3-1-7 Asa workers
- 3-1-8 trained persons.

3-2 Responsibilities

- 3-2-1 to collect information and data required for the LRG in prescribed template.
- 3-2-2 to organize FDG and transect walk as per the request of the LRG
- 3-2-3 provide assistance for the conduct of grama sabha and ward sabha convened for discussing disaster management plan.
- 3-2-4 to give leadership for the discussions in grama sabha/ward sabha. Assist the gramasabha co-ordinator to minute and codify the discussions. Furnish a copy of the same to the LRG.
- 3-2-5 make preparation for the discussions in the grama sabha/ ward sabha under the Leadership of the people's representative.

### 4. Training

- 4-1 Training will be given to the groups under the aegis of KILA and disaster management department.
- 4-2 participants of the training programmes may be given actual TA from the respective LSG institutions.

By order of the Governor

Sarada Muraleedharan IAS  
Principal Secretary

To

The Director of Panchayaths, Thiruvananthapuram

The Commissioner of Rural Development, Thiruvananthapuram The Director of Urban Affairs, Thiruvananthapuram

The Chief Engineer, Local Self Government Department.

The Member Secretary, State Planning Board, Thiruvananthapuram. The Chief, Decentralized Planning.

The Director, KILA, Thrissur.

All District Planning Officers (through the Chief, Decentralized Planning)

All District Panchayath Presidents and Secretaries (through the Director of Panchayats)

## GOVERNMENT OF KERALA

(Abstract)

Department of Local Self Government- Standardized template of tables and guidelines for garnering data required for the preparation of Disaster Management Plans of Local Self Government Institutions - Sanctioned- Orders issued.

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### Local Self Government (DA) Department

G.O (MS) No.14/2020/LSGD

Dtd. Thiruvananthapuram 14/01/2020

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**Ref:** 1. GO (MS) No.156/2019/LSGD, dtd. 4/12/2019  
2. GO (MS) No.157/2019/LSGD, dtd. 5/12/2019  
3. GO (MS) No.9/2020/LSGD, dtd. 6/1/2020

### ORDER

Rebuild Kerala Initiative (RKI) has launched a campaign by the name *Nammal Namukkayi* with the aim to utilize the knowledge, experience and ideas of the entire people of the state in a participatory and practicable manner for rebuilding Kerala. Preparation of Disaster Management Plan by every Self Government Institutions is an important component of the above campaign formulated in *People's Planning* mode.

2. Instructions have already been issued vide the GO cited 1st for ensuring people's participation and leaderly intervention of local self-government institutions in disaster mitigation, preparation and disaster management areas and for the planning and implementation of such plans at local self-government level as part of annual plans. Besides, detailed instructions with respect to the integration of disaster management plans with annual plans have also been issued vide the GO cited 2<sup>nd</sup>.

3. The following procedure shall be adopted for the preparation of disaster management plans.

- i. District Disaster Management Authority can codify the data included in local level disaster management plans only if the local self-government institutions prepare the same in a standardized template.
- ii. Two parts are there for the disaster management plan. The template comprising Situation Analysis Resource Mapping and Intervention Reports forms the first part. The projects proposed to be taken up in the annual plan on the basis of the above template come under

the second part.

- iii. Data, as per the template, can be collected from transferred institutions and through focus group discussions.
  - iv. Draft template shall be prepared under the leadership of local self-government institutions and the same be discussed by the working group on disaster management and by grama/ward sabhas convened for discussing the annual plan for the forthcoming year. Project ideas evolved from situation analysis shall be presented in grama/ward sabhas by the working groups concerned. In order to assist the working groups in these activities, 20 member local resource groups shall be formed at ward level and local self-government level by the local body. Guidelines regarding the formation and function of local resource groups have been issued vide the GO cited 3rd.
  - v. Ideas evolved in grama/ ward sabhas and special development seminar shall be included in the disaster management plan template. Working groups concerned can effect special changes in projects concepts pertaining to disaster management plan. The template and projects so revised will be included in the annual plan and placed in the LSG committee for approval and subsequent submission to the district planning committee.
  - iv. The templates so submitted will be approved by the district planning committee after due technical scrutiny and handed over to the district disaster management authority for final approval.
4. The standardized template consisting the tables designed for collecting data for the preparation of disaster management plans of local self-government institutions, guidelines for garnering data and other instructions for the preparation of plan are appended and approved herewith.

Director of Panchayats Director, Urban Affairs

Commissioner, Rural Development

Chief Engineer, Local Self Government Department Member Secretary, State Planning Board  
Chairpersons of all District Planning Committees

Member Secretaries of all District Planning Committees Director, KILA

Director, Kerala State Audit Department Chairman, State Resource Group

Executive Director, Information Kerala Mission Stock file/Office copy

Copy

Private Secretary to the ho'ble Minister for Local Self Government

PA to the Additional Chief Secretary, Local Self Government Department PA to Principal Secretary, Local Self  
Government Department

Forwarded by order

-Sd/-

Section Officer