

संघ राज्य प्रशासन, लद्दाख  
आपदा प्रबंधन, राहत, पुनर्वास और  
पुनर्निर्माण विभाग

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सत्यमेव जयते

THE ADMINISTRATION OF  
UNION TERRITORY OF LADAKH  
Disaster Management Relief,  
Rehabilitation & Reconstruction  
Department.

दूरभाष /tele: : 01982-255567

लेह/Leh

I/c Control Room,  
National Disaster Management Authority,  
Government of India

Subject:- Notification of IRS - regarding.

Kindly refer to your email communication dated 6th Sept, 2024 regarding notification of IRS by state / UTs. In this regard, I have been directed to enclose the Order issued in the UT regarding Constitution of a Committee on Incident Response System (IRS) for the UT Ladakh which is for kind information and necessary action at your end, please.

Yours faithfully,

*(Signature)*  
Abdul Majid Tantray (JKAS)

Deputy Secretary, DMRRR Department

Enclosures: 18 (leaves)

No. Secy//UTL/24/१५१-५२

Dated: ०९- 09.2024

Copy to the: -

1. OSD with Advisor to the Hon'ble Lieutenant Governor for kind information of the Advisor.
2. Concerned Member(s) for kind information.



संघ राज्य प्रशासन, लद्दाख

THE ADMINISTRATION OF  
UNION TERRITORY OF LADAKH

सामान्य प्रशासन विभाग

GENERAL ADMINISTRATION  
DEPARTMENT

**F.No: A/538/2022-GAD SEC-Part(4)**

ई-मेल/email: [gad.utladakh@ladakh.gov.in](mailto:gad.utladakh@ladakh.gov.in)

यूटी सचिवालय, लेह /UT Secretariat, Leh,

Dated: 22.09.2023.

**Subject: Constitution of a Committee on Incident Response System (IRS).**

**Order No.311-LA(GAD) of 2023,  
Dated: 22.09.2023.**

In terms of the Guidelines issued by National Disaster Management Authority on the Incident Response System (IRS) under section 6 of Disaster Management Act 2005, the Union Territory Incident Response System (IRS) is hereby constituted to make swift, efficient and effective response to any disaster incident(s) in the Union territory with role & responsibilities as indicated below:

COMMAND STAFF			
S.NO	Incident Response System Position	Designation Officers	Roles/Responsibilities
1.	<b><u>Responsible Officer</u></b>  Overall, in-charge in the management of emergency response respective administrative levels	Advisor	<ul style="list-style-type: none"> <li>• Overall, in-charge.</li> <li>• Issue a Standing Order in advance to different departments and agencies for mobilization of resources in times of emergency.</li> <li>• Activate Incident Response Team (IRT) at Union Territory Headquarter when the need arises.</li> <li>• Coordinate with the central Government for mobilization of Armed forces, Air support etc. as and when required.</li> </ul>
2.	<b><u>Incident Commander</u></b>  Individual responsible for the	Administrative Secretary Revenue Department.	<ul style="list-style-type: none"> <li>• The Incident Commander's responsibility is the overall management of the incident.</li> <li>• On most incidents a single Incident Commander carries</li> </ul>

**ZAKIR  
HUSSAIN**

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	<b>management of all operations at the incident site</b>		<p>out the command activity. The Incident Commander is selected by qualifications and experience.</p> <ul style="list-style-type: none"> <li>• Establish immediate priorities, including search &amp; rescue and relief distribution strategies.</li> <li>• Brief higher authorities about the situation as per incident briefing form – 001 and request for additional resources, if required,</li> <li>• Establish appropriate Incident Response System (IRS) organization with sections, branches, Divisions and / or Units based on the span of control and scale of the incident;</li> <li>• Establish incident command post (ICP) at a suitable place.</li> <li>• Ensure that the Incident Action Plan is prepared;</li> <li>• Approve and authorize the implementation of Incident Action Plan.</li> <li>• Ensure that planning meetings with section head are held at regular intervals.</li> <li>• Authorize release of information to the media,</li> <li>• Recommend demobilization of the Incident Response Team (IRT), when appropriate;</li> </ul>
<b>3.</b>	<b>Information &amp; Media Officer (IMO)</b> <ul style="list-style-type: none"> <li>• Interaction with the media.</li> <li>• Maintain records of meetings.</li> <li>• Organize Incident Action Plan meetings.</li> <li>• Disseminate meteorologi</li> </ul>	<b>Administrative Secretary, Information and Public Relations Department.</b>	<ul style="list-style-type: none"> <li>• Prepare and release information about the incident to the media agencies and others with the approval of Incident Commander;</li> <li>• Jot down decisions taken and directions issued in case of sudden disasters when the Incident Response Team has not been fully activated and hand it over to the Planning Section on its activation for incorporation in the Incident Action Plan.</li> <li>• Monitor and review various media reports regarding the</li> </ul>

	<b>cal information</b>		incident that may be useful for incident planning; <ul style="list-style-type: none"> <li>Disseminate weather information to all concerned;</li> </ul>
4.	<b><u>Liaison Officer</u></b>  Focal point of contact for all Line Departments, incoming Responders, NGOs, PRIs etc.	<b>Administrative Secretary, Disaster Management, Relief, Rehabilitation and Reconstruction Department.</b>	<ul style="list-style-type: none"> <li>Maintain a list of concerned line departments, agencies (CBOs, NGOs, etc.) and their representatives at various locations;</li> <li>Carry out liaison with all concerned agencies including National Disaster Response Force and Armed Forces and line departments of Government</li> <li>Keep the Incident Commander informed about arrivals of all the Government and Non Government agencies and their resources;</li> <li>Help in organizing briefing sessions of all Governmental and Non Governmental agencies with the Incident Commander;</li> <li>Maintain record of various activities performed as per IRS Form-004 by each section.</li> </ul>
5.	<b><u>Safety Officer (SO)</u></b>	<b>Additional Director General of Police/ Head of Police Department.</b>	<ul style="list-style-type: none"> <li>The Safety Officer's function on the Command Staff is to develop and recommend measures for assuring personnel safety, and to assess and/or anticipate hazardous and unsafe situations.</li> <li>Recommend measures for assuring safety of responders and hazardous unsafe situations and review it regularly;</li> <li>Review the Incident Action Plan for safety implications;</li> <li>Review and approve the Site Safety Plan, as and when required;</li> </ul>
<b>GENERAL STAFF</b>			
<b>S.no</b>	<b>Incident Response</b>	<b>Designation</b>	<b>of/Responsibilities</b>

	System Position	Officers	
6.	<b><u>Operation Section Chief -(OSC).</u></b>  <b>Situation Unit Incharge, Finalization of SOP for search &amp; rescue, medical assistance &amp; Casualties Management, and evacuation. Conducting, directing, and supervising all tactical actions in the field.</b>  <b>• Search &amp; Rescue</b> <b>• Fire Fighting</b> <b>• Evacuation</b> <b>• Law &amp; Order</b>	<b>Administrative Secretary, Public Works (R&amp;B) Department</b>	<ul style="list-style-type: none"> <li>• Manage all field operations for the accomplishment of the incident objectives;</li> <li>• Deploy, activate, expand and supervise organizational elements (Branch, Division, Group, etc.) in his Section.</li> <li>• Maintain on Duty Officers list (Incident Response System form – 007) for the day as enclosed.</li> <li>• Brief the personnel in Operation Section at the beginning of each operational period;</li> <li>• Prepare Section Operational Plan in accordance with the Incident Action Plan; if required;</li> <li>• Consult the Incident Commander from time-to-time and keep him fully briefed;</li> <li>• Determine the need for additional resources and place demands accordingly with planning section and ensure their arrival;</li> <li>• Ensure record of various activities performed IRS Form-004 by members of Branches, Divisions, Units/Groups are collected and maintained in the Unit Log (IRS Form-003)</li> </ul>
a)	<b><u>Staging Area Manager</u></b>	<b>Administrative Secretary, PWD (R &amp; B) /Mechanical Department.</b>	<ul style="list-style-type: none"> <li>• An Incident Response System Staging Area is a temporary location for placing resources available for incident assignments. All resources within the Staging Area belong to the Incident.</li> <li>• Staging areas should, if possible, be located such that the resources can be at the scene of their assignment within three to five minutes.</li> <li>• Resources assigned to a Staging Area should be available on a three-minute</li> </ul>

			<p>basis to take on active assignment.</p> <ul style="list-style-type: none"> <li>• Establish the Staging Area with proper layout,</li> <li>• Organize storage and dispatch of resources received and mobilize them as per Incident Action Plan.</li> <li>• Report all receipts and dispatches to Operational Section Chief (OSC) and maintain their records;</li> <li>• Establish check-in function as appropriate;</li> <li>• Ensure that communications are established with the incident command post (ICP) and other required locations e.g. Different Staging Areas (SAs), Incident Command post, Relief camp etc;</li> <li>• Maintain and provide resource status to Planning Section and Logistic Section;</li> <li>• Demobilize Staging Area in accordance with the Demobilization Plan IRS Form-010</li> <li>• Maintain record of various activities performed as per IRS Form-004</li> </ul>
b)	<b><u>Transportation Branch(Road)</u></b>	<b>Regional Transport Officer.</b>	<ul style="list-style-type: none"> <li>• This supports the response efforts by arranging different modes of transportation for resources, persons and relief material.</li> <li>• It is headed by a Transportation Branch Head and Group-in-charges for Road, Rail, Water and Air operations.</li> </ul>
	<b><u>Transportation Branch (Air)</u></b>	<b>Administrative Secretary, Civil Aviation Department</b>	<ul style="list-style-type: none"> <li>• Coordinate with the Logistic Section (LS) for required resources, and activate Groups of his Branch;</li> <li>• On placement of resources/ requisition. Coordinate with railways, road transport, waterways and airport authorities for support as required;</li> </ul>



			<ul style="list-style-type: none"> <li>• Ensure that Organizational Assignment List (Divisional / Group) IRS Form-005 is circulated among the Group-in-charge(s) and other responders of his Branch;</li> <li>• Provide ground support to the air operations and ensure appropriate security arrangements;</li> </ul> <p>Report to the Operation Section chief and Incident Commander about progress of the Transportation Branch;</p> <p>Prepare Transportation plan as per the Incident Action Plan, if required</p> <p>Ensure the maintenance of the status of hired resources, their full utilization and timely release;</p> <p>Ensure that the record of various activities performed (IRS Form-004) by different operational groups (Road, Rail, Water and Air) are collected and sent to the Section concerned.</p>
7.	<b><u>Planning Section Chief (PSC)</u></b>  <b>Situation assessment, Analysis Planning, Resources and Requirement, Documentation, MIS Demobilization. Collection &amp; analysis of incident Information. Maintaining record of and tracking Resources. Prepare Incident Action Plan. Prepare Demobilization plan.</b>	<b>Administrative Secretary Planning, Development and Monitoring &amp; Department.</b>	<ul style="list-style-type: none"> <li>• In Incident Response System, the Planning Section is responsible for managing all information relevant to an incident.</li> <li>• When activated, the Planning Section Chief who is a member of the General Staff manages the Section.</li> <li>• The Planning Section collects, evaluates, processes, and disseminates information for use at the incident. Dissemination can be in the form of the Incident Action Plan, formal briefings, or through map and status board displays.</li> <li>• Coordinate with the activated Section Chiefs for planning and preparation of Incident Action Plan in consultation with Incident Commander;</li> <li>• Ensure that decisions taken</li> </ul>

	<p><b>Maintain Situation Board.</b></p> <ul style="list-style-type: none"> <li>• <b>Damage Assessment</b></li> <li>• <b>Plan Response</b></li> <li>• <b>Maintain Help Line</b></li> <li>• <b>Forecast Future Operations</b></li> </ul>	<p>and directions issued in case of sudden disasters when the Planning Section had not been activated are obtained from the Information and media Officer (Command Staff) and incorporated in the Incident Action Plan.</p> <ul style="list-style-type: none"> <li>• Ensure collection, evaluation, and dissemination of information about the incidents including weather, environment toxicity, availability of resources etc. from concerned departments and others sources. The Administrative Secretary must have a databank of available resources with their locations from where it can be mobilized;</li> <li>• Ensure that Incident Status Summary (IRS Form= 00 2) is filled and incorporated in the Incident Action Plan;</li> <li>• Ensure that Organizational Assignment List (Divisional/group) IRS Form -005 is circulated among the Unit leaders and other responders of his Section;</li> <li>• Plan to activate and deactivate Incident Response System organizational positions as appropriate, in consultation with the Incident commander and Operation Section chief.</li> <li>• Determine the need for any specialized resources for the incident management;</li> <li>• Provide period projections on incident potential;</li> <li>• Report to the Incident commander of any significant changes that take place in the incident Command post.</li> <li>• Oversee preparation and implementation of Incident demobilization plans (IRS form- 010)</li> <li>• Maintain On Duty Officers</li> </ul>
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			<p>List (IRS Form- 007) for the day</p> <ul style="list-style-type: none"> <li>• Ensure that record of various activities performed IRS Form- 004 by members of Units are collected and maintained in the Unit Log (IRS Form -003).</li> </ul>
(i)	<b><u>Resource Unit</u></b> <b><u>Leader (RUL)</u></b>	<b>Inspector General of Police</b>	<ul style="list-style-type: none"> <li>• This unit is responsible for maintaining the status of all assigned resources (primary and Secondary) at an incident.</li> <li>• Ensure the establish Check-in function at various incident locations;</li> <li>• Update the Planning Section Chief (PSC) and Incident Commander about the status of resources received and dispatched from time to time.</li> <li>• Coordinate with the various activated Branches, Divisions and Groups of Operation Section for checking status and utilization of allotted resources;</li> <li>• Maintain record of various activities performed as per IRS Form-004 and send to Section concerned;</li> </ul>
(ii)	<b><u>Situation Unit</u></b> <b><u>Leader</u></b>	<b>Deputy Inspector General of Police Leh range &amp; Kargil range.</b>	<ul style="list-style-type: none"> <li>• Collect, process and organize all incident information.</li> <li>• Prepare periodic future projections of the development of the incident (along with maps if required) and keep the Planning section chief (PSC) and Incident Commander informed;</li> <li>• Prepare situation and resource status reports and disseminate as required</li> <li>• Provide authorized maps, photographic services to responders, if required;</li> <li>• Attend Incident Action Plan Meeting with required information, data, documents</li> </ul>

			<p>and Survey of India maps etc;</p> <ul style="list-style-type: none"> <li>• Maintain record of various activities performed as per IRS Form-004 and send to Section concerned; and</li> </ul>
(iii)	<u><b>Documentation Unit Leader (DUL)</b></u>	<b>Director, Planning Development and Monitoring Department</b>	<ul style="list-style-type: none"> <li>• The Documentation Unit is responsible for the maintenance of accurate, up-to-date incident files.</li> <li>• Ensure that all the required forms and stationery are procured and issued to all the activated Sections, Branches, Divisions, Groups and Units;</li> <li>• Compile all information and reports related to the incident;</li> <li>• Review and scrutinize the records and various IRS forms for accuracy and completeness;</li> <li>• Inform appropriate Units of errors or omissions in their documentation, if any, and ensure that errors and omissions are rectified;</li> <li>• Store files properly for post-incident analysis; Maintain record of various activities performed as per IRS Form-004 and send to Sections concerned.</li> </ul>
(iv)	<u><b>Demobilization Unit Leader (DEMOB)</b></u>	<b>Deputy Director Planning Development &amp; Monitoring Development</b>	<ul style="list-style-type: none"> <li>• Prepare Incident Demobilization Plan (IDP) as per IRS Form-010;</li> <li>• Identify surplus resources and prepare a tentative Incident Demobilization Plan in consultation with the Planning Section Chief and give priority to demobilization of surplus resources;</li> <li>• Develop incident check-out functions for Sections, Branches, Divisions and units in consultation with all Sections and send to the Planning Section;</li> <li>• Plan for logistics and</li> </ul>

			<p>transportation support for Incident Demobilization in consultation with Logistic Section;</p> <ul style="list-style-type: none"> <li>• Disseminate Incident Demobilization Plan at an appropriate time to various stakeholders involved;</li> <li>• Brief the Planning Section Chief on the progress of Demonization;</li> <li>• Maintain record of various activities performed as per IRS Form- 004 and send to Sections concerned;</li> </ul>
8.	<p><b><u>Logistics Section Chief (LSC)</u></b></p> <p><b>Demand, Supply &amp; Storage of relief markets in sectors. Providing Services, material, equipment, resources. Procurement and financial accounting. Medical Response &amp; Trauma Counselling</b></p> <ul style="list-style-type: none"> <li>• Food &amp; Shelter</li> <li>• Debris and Road Clearance &amp;</li> <li>• Sanitation &amp; Water supply</li> <li>• Services: Electricity &amp; Communication</li> </ul>	<p><b>Administrative Secretary, Finance Department.</b></p>	<ul style="list-style-type: none"> <li>• Provide logistic support to all incident response effort including the establishment of Staging Area, Incident Command Post, Relief Camp, Helipad etc.;</li> <li>• Participate in the development and implementation of the Incident Action Plan;</li> <li>• Keep Responsible Officer and Incident Commander informed on related financial issues;</li> <li>• Ensure that Organizational Assignment List (Divisional / Group) IRS Form-005 is circulated among the Branch Directors and other responders of his Section;</li> <li>• Request for sanction of Imprest Fund, if required;</li> <li>• Brief Branch Directors and Unit Leaders;</li> <li>• Constantly review the Communication Plan, Medical Plan and Traffic Plan to meet the changing requirements of the situation;</li> <li>• Ensure that record of various activities performed IRS form -004 by members of Branches and Units are collected and maintained in the Unit Log IRS Form 003</li> </ul>
(a)	<p><b><u>Service Branch Director (SBD)</u></b></p>	<p><b>Administrative Secretary</b></p>	<ul style="list-style-type: none"> <li>• Work under the supervision of Logistic Section Chief</li> </ul>

		<b>Food Supplies &amp; Consumer Affairs Department.</b>	<p>(LSC), and manage all required service support for the incident management;</p> <ul style="list-style-type: none"> <li>• Manage and supervise various Units of the Branch like Communication Unit, Medical Unit, Food Unit and any other activated Unit</li> <li>• Discuss with activated Unit leaders for the materials and resources required and procure the same through Logistic Section</li> <li>• Ensure proper dispatch of personnel, teams, resources etc as per the Incident Action Plan Keep the Logistic Section Chief informed about the progress of Service Branch, from time-to-time;</li> <li>• Maintain record of various activities performed as per IRS Form-004 and send to sections concerned</li> </ul>
<b>(i)</b>	<b>Communication unit Leader (CUL)</b>	<b>Administrative Secretary, IT Department/ General Manager. BSNL.</b>	<ul style="list-style-type: none"> <li>• The Communications Unit headed by Communication Unit Leader is responsible for developing plans for the use of incident communications equipment and facilities; installing and testing of communications equipment;</li> <li>• Supervision of the Incident Communications Centre; and the distribution and maintenance of communications equipment.</li> <li>• Provide communications facility as and when required;</li> <li>• Ensure that all communications equipment available are in working condition and that the network is functional;</li> <li>• Supervise Communication Unit activities</li> <li>• Maintain the records of all communications equipment deployed in the field</li> <li>• Ensure setting up of a</li> </ul>

			<p>message centre to receive and transmit radio, telephone and other messages from various activated Sections, Branches, Units and higher authorities and maintain their records;</p> <ul style="list-style-type: none"> <li>• Prepare an alternative communication plan for execution in case of possible failure of the normal communications network.</li> <li>• Prepare a plan for integration of the communications set up of the central teams. Maintain record of various activities performed as per IRS Form- 004 and send to Service Branch Director (Service Branch Director).</li> </ul>
(ii)	<b><u>Medical Unit</u></b>	<b>Director Health &amp; Medical Education</b>	<ul style="list-style-type: none"> <li>• Work under the direction of the Service Branch Director (SBD);</li> <li>• Prepare the Medical Plan and procurement of required resources as per Incident Action Plan,</li> <li>• Respond to requests of the Operation Section for medical aid, transportation and medical supplies etc. under intimation to the Service Branch Director (SBD) and Logistic Section Chief(LSC);</li> <li>• Maintain the list of medical personnel who could be mobilized in times of need;</li> <li>• Prepare and circulate list of referral service centers to all the medical team leaders;</li> <li>• Maintain record of various activities performed as per IRS Form-004 and send to Service Branch Director (SBD);</li> </ul>
(iii)	<b><u>Food Unit Leader (FUL)</u></b>	<b>Director, Food Supplies &amp; Consumer Affairs.</b>	<ul style="list-style-type: none"> <li>• Work under the direction of the Service Branch Director (SBD);</li> <li>• supply resources to various activated Sections, Branches, Units and Groups of Incident Response Team (IRT) as per</li> </ul>

			<p>direction of the Service Branch Director (SBD);</p> <ul style="list-style-type: none"> <li>• supply food to: a) Personnel of Incident Response Team (IRT's) at Incident command Post (ICP), Relief Camps, Staging Area, etc., and b) Victims at the temporary shelters, relief camps etc.;</li> <li>• Determine food and drinking water requirements and their transportation, and brief the Service Branch Director (SBD) and Logistic Section Chief (LSC)</li> <li>• Maintain inventory of receipt and dispatch of resources;</li> <li>• Maintain record of various activities performed as per IRS Form – 004 and send to Service Branch Director.</li> </ul>
(b)	<b><u>Support Branch Director (SBD)</u></b>	<b>Administrative Secretary Public works (R&amp;B) Department.</b>	<ul style="list-style-type: none"> <li>• Work under the supervision of Logistic Section Chief (LSC), and supervise the function of Resource Provisioning Unit, Facility Unit and Ground Support Unit.</li> <li>• Procure and dispatch required tactical materials and resources for Operations with the concurrence of the Section Chief;</li> <li>• Participate in the planning meeting of the Logistic Section.</li> <li>• Ensure that organization assignment list concerning the Branch is circulated to all Units under him;</li> <li>• keep the Logistic Section Chief informed about the progress of work;</li> <li>• Maintain record of various activities performed as per IRS Form-004 and send to Section concerned;</li> </ul>
(i)	<b><u>Resource Provisioning Unit Leader (RPUL)</u></b>	<b>Chief Engineer Mechanical.</b>	<ul style="list-style-type: none"> <li>• The Resource Provisioning Unit is responsible for ordering, receiving, processing and storing all incident-related resources.</li> </ul>



			<ul style="list-style-type: none"> <li>• the resource provisioning Unit will manage tool operations, including the storage, disbursement, and service of all tools and portable non-expendable equipment.</li> <li>• Work under the supervision of Support Branch Director;</li> <li>• Organize movement of personnel, equipment and supplies,</li> <li>• Receive and store safely all supplies required for the incident response,</li> <li>• Maintain the inventory of supplies and equipment;</li> <li>• Maintain the records of receipt and dispatch of supplies including equipment and personnel;</li> <li>• Organize repair and servicing of non-expendable supplies and equipment;</li> <li>• Participate in the planning meeting of Logistic Section;</li> <li>• Monitor the 'Kind', 'Type' and quantity of supplies available and dispatched</li> <li>• Requisition of additional human resource assistance, if needed.</li> </ul>
(ii)	<b><u>Facilities Unit Leader (FUL)</u></b>	<b>Chief Engineer, Public Works Department/ Chief Engineer Power Development Department.</b>	<ul style="list-style-type: none"> <li>• This unit is responsible for set-up, maintenance, and demobilization of all Incident support facilities except Staging Areas.</li> <li>• Prepare the layout and activation of incident facilities, e.g., Relief Camp(s), Incident Command Post, etc., and provide basic amenities to the responders;</li> <li>• Report to the Support Branch Director;</li> <li>• Locate the different facilities as per the Incident Action Plan.</li> <li>• Participate in the planning meeting of the Section, prepare list for each facilities and its requirements in coordination with the Logistic Section Chief;</li> </ul>

			<ul style="list-style-type: none"> <li>• Maintain record of various activities performed as per IRS Form-004 and send to Support Branch Director.</li> </ul>
(iii)	<b><u>Ground Support Leader (GSUL)</u></b>	<b>Chief Engineer Public Health Engineering &amp; Regional Transport Officer.</b>	<ul style="list-style-type: none"> <li>• The Ground Support Unit is primarily responsible for the maintenance, service, and fueling of all mobile equipment and vehicles, with the exception of aviation resources. The Unit also has responsibility for the ground transportation of personnel, supplies, and equipment, and the development of the Incident Traffic Plan.</li> <li>• Work under the supervision of the Support Branch Director.</li> <li>• Provide transportation services for field operations to Transport Branch Director;</li> <li>• In case Air Operations are activated, organize and provide required ground support through Transport Branch Director;</li> <li>• Provide maintenance and repair services for all the vehicles and related equipment used for incident management as per proper procedures and keep the concerned line departments informed through the Support Branch Director and Logistic Section Chief;</li> <li>• Inform Resource Unit about the availability and serviceability of all vehicles and equipment</li> <li>• Arrange for and activate fueling requirements for all transport including Aircrafts in consultation with the Support Branch Director;</li> <li>• Maintain inventory of assigned, available and off road or out of service resources;</li> <li>• Ensure safety measures within his jurisdiction;</li> </ul>

c)	<b>Finance Branch Director (FBD)</b>	<b>Director Finance</b>	<ul style="list-style-type: none"> <li>• Work under the Logistic Section Chief.</li> <li>• Attend planning meetings;</li> <li>• Prepare a list of resources to be mobilized, procured or hired in accordance with the Incident Action Plan. Obtain orders of the competent authority as per financial rules and take steps for their procurement without delay;</li> <li>• Ensure that time records of hired equipment, personnel and their services are accurately maintained as per Government norms for payment;</li> <li>• Examine and scrutinize cost involved in the entire response activity including the demobilization, analysis the cost effectiveness and keep the Logistic Section Chief (LSC) informed;</li> <li>• Ensure that all obligation documents initiated at the incident are properly prepared, completed, verified and signed by the appropriate Section Chief and BD;</li> <li>• Brief the Logistic Section Chief or Incident Commander on all incident related financial issues needing attention or follow-up;</li> </ul>
(i)	<b>Time Unit Leader (TUL)</b>	<b>Additional Secretary Finance</b>	<ul style="list-style-type: none"> <li>• Maintain time recording of hired equipment and personnel and ensure that it is maintained on a daily basis and according to government norms;</li> <li>• Examine logs of all hired equipment and personnel with regard to their optimal utilization;</li> <li>• Maintain record of the activities performed as per IRS Form – 004 and send to Finance Director.</li> </ul>
(ii)	<b>Compensation Claim Unit Leader</b>	<b>Director Economics &amp;</b>	<ul style="list-style-type: none"> <li>• Collect all cost data and provide cost estimates;</li> </ul>

	<b>(CUL)</b>	<b>Statistics</b>	<ul style="list-style-type: none"> <li>• Prepare and maintain a list of requisitioned premises, services, resources and vehicles, etc. with correct date and time of such requisition;</li> <li>• Follow appropriate procedures for preparation of claims and compensation;</li> <li>• Maintain record of various activities performed as per IRS Form – 004 and send to Finance Director.</li> </ul>
<b>(iii)</b>	<b>Cost Unit Leader (CUL)</b>	<b>Director Finance /Director Accounts &amp; Treasuries</b>	<ul style="list-style-type: none"> <li>• The Cost Unit headed by Cost Unit Leader (CUL) provides all incident cost analysis. It ensures the proper identification of all equipment and personnel requiring payment; records all cost data; analysis and prepares estimates of incident costs; and maintains accurate records of incident costs.</li> <li>• Develop incident cost summaries in consultation with the Finance Branch Director on the basis of Cost Analysis Report;</li> <li>• Make cost-saving recommendations to the Finance Branch Director;</li> <li>• Complete all records relating to financial matters prior to demobilization;</li> <li>• Maintain record of various activities performed as per IRS Form-004</li> </ul>
<b>(iv)</b>	<b>Procurement Unit Leader</b>	<b>Director Finance</b>	<ul style="list-style-type: none"> <li>• Attend to all financial matters pertaining to vendors and contracts;</li> <li>• Review procurement needs in consultation with the Finance Director;</li> <li>• Prepare a list of vendors from whom procurement can be done and follow proper procedures;</li> <li>• Complete final processing of all bills arising out of the response management and send documents for payment</li> </ul>

			<p>management with the approval of the Finance Director, Logistic Section Chief and Incident Commander;</p> <ul style="list-style-type: none"><li>• Brief Finance Director on current problems with recommendations on outstanding issues and follow-up requirements;</li><li>• Maintain record of activities performed as per IRS Form - 004 and send to Finance Director.</li></ul>
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**By Order of the Lieutenant Governor.**

Sd/  
**(Y.M. Maralkar) IAS**  
Administrative Secretary,  
General Administration Department.

**Copy to all the above Officers (Members) of (IRS) of the concerned Department(s).**

**Copy also to the:**

1. All Administrative Secretaries of the UT Administration.
2. Secretary to Hon'ble Lieutenant Governor.
3. Administrative Secretary, Food, Civil Supplies & Consumer Affairs Department, Ladakh.
4. Deputy Commissioners/CEOs, LAHDC, Leh and Kargil.
5. All Heads of the Departments.
6. Technical Director NIC Ladakh.
7. Private Secretary to Advisor to Hon'ble Lt. Governor for the information of Advisor.
8. Superintendent, Archives, Archeology & Museums.
9. Pvt. Secretary to Administrative Secretary, General Administration Department for information of the Secretary.
10. E-office/ Office file

**ZAKIR  
HUSSAIN** Digitally signed by  
ZAKIR HUSSAIN  
Date: 2023.09.22  
18:22:32 +05'30'

**(जाकिर हुसैन/Zakir Hussain) JKAS,**  
प्रशासन के उप सचिव/Deputy Secretary to the Administration.