



# Course Report

**Online Training Programme**  
**on**  
**Incident Response System**  
**[23<sup>rd</sup> - 25<sup>th</sup> February, 2022]**



**Mahatma Gandhi State Institute of Public**

**Administration, Punjab**

**Institutional Area, Sector - 26, Chandigarh**

*In collaboration with*

**National Institute of Disaster Management**

**(Ministry of Home Affairs, Government of India)**

**Plot no. 15, Pocket-3, Block-B, Sector-29, Rohini, Delhi -110042**



MGSIPA



**National Institute of Disaster Management, Government of India  
in collaboration with  
Mahatma Gandhi State Institute of Public Administration, Punjab**

**Guest of Honour**



Shri P N Rai, IPS  
Hon'ble Member, BSDMA

**23 - 25**

**February**

**11 AM - 1 PM**

**Online Training Programme on  
Incident Response System:  
Basic & Intermediate**

**Speakers**



Shri Shekher Chaturvedi  
Assistant Professor, NIDM



Shri Balaji Singh Chowhan  
South Asia Expert, USFS



Col. Dalbir Singh  
GM (Training) MGSIPA, Punjab

**Patrons**



Shri Taj Hassan, IPS  
DG Fire Services, Civil Defence  
& Home Guards MHA, GoI  
& Executive Director, NIDM



Mrs. Jaspreet Talwar, IAS  
Principal Secretary, Punjab  
cum Director General, MGSIPA



Shri Sibin, C., IAS  
Secretary, Punjab cum  
Director, MGSIPA

**Guidance**

**Course Coordinator**



Ms. Nitika  
DM Professional, MGSIPA, Punjab

**YouTube Live Streaming Links**

**Day 1** : [https://youtu.be/OA4TS451v\\_E](https://youtu.be/OA4TS451v_E)

**Day 2** : <https://youtu.be/6MLzfQBsr2Q>

**Day 3** : <https://youtu.be/YUN7sQtVD2w>

## CONTENTS

<b>Sr. No.</b>	<b>Topic</b>	<b>Page No.</b>
1.	<b>About the Institute</b>	<b>4</b>
2.	<b>About NIDM</b>	<b>5</b>
3.	<b>About the Training Programme</b>	<b>7</b>
4.	<b>Faculty Profile</b>	<b>13</b>
5.	<b>Programme Schedule</b>	<b>16</b>
6.	<b>Inaugural Session</b>	<b>17</b>
7.	<b>Technical Sessions</b>	<b>21</b>
8.	<b>Valediction Session</b>	<b>37</b>
9.	<b>Key Outcomes</b>	<b>41</b>
10.	<b>List of Participants</b>	<b>44</b>
11.	<b>Course Feedback</b>	<b>49</b>
12.	<b>Feedback Analysis</b>	<b>51</b>

## PREFACE

**N**IDM is entrusted with the nodal responsibility for planning and coordination of 'Incident Response system' training. The Incident Response System (IRS) provides a systematic, proactive approach guiding the concerned departments and agencies at all levels of government, the private sectors and Non-Governmental Organizations to work flawlessly in disaster situation.

Realisation of certain shortcomings in response and a desire to address the critical gaps led Government of India (GOI) to look at the world's best practices and in this pursuit a decision was taken to closely look at the Incident Command System (ICS) of US which was identified as one of the global best practices in disaster management by the High Power Committee on disaster management constituted by the Government of India under the chairmanship of Mr. Pant. The journey of looking at ICS, studying it, reflecting upon our system of management of disasters – its strengths & weaknesses and picking up the learning points from ICS, exploring the institutionalization issues, training strategies and actual conduct of trainings, practicing this system by some of these trained officers in their working, conduct of some pilot projects in three states, number of workshops by NDMA throughout the country in course of preparation of guidelines, finalization of Incident Response System (IRS) guidelines, NIDM taking up training programmes and finalization of training manual for IRS etc. has been long but has been a journey of making progress and moving forward continuously.

This compelling, interactive and sequential online training programme on IRS consisted of four modules. The four modules addressed IRS: Principles & Features, IRS: Planning P, IRS: Operationalization and EOC: Role as decision support system.

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## EXECUTIVE SUMMARY

The Incident Response System or IRS broadly refers to a management tool to be used during various disasters whether natural viz. earthquakes, floods, cyclones, landslides etc. or manmade such as boat capsizes, train/road accidents, epidemics, bomb blasts, terrorist attacks etc. as well as to manage a major event. Thus, IRS as a system is flexible and adaptable to suit any scale of natural as well as man-made emergency/incidents. IRS provides scope to organize various functions, tasks and staffs within the overall response process while emphasizing greater coordination and communication among different organizations involved. The main intention in using IRS is to transform the confusion during the early stage of an emergency situation into a well-managed response process. It will help to reduce chaos and confusion during response to any situation. In fact, as a management system IRS draws its strengths from its applicability to different wide range of incidents/disasters of varying scales.

The Incident Response System (IRS) is a non-scene, all risk, flexible modular system adaptable to any scale of natural as well as man made emergency/incidents. The IRS seeks to strengthen the existing disaster response management system by ensuring that the designated controlling/responsible authorities at different levels are backed by trained Incident Response Teams (IRTs), whose members have been trained in the different facets of emergency/disaster response management. The IRS will not put in place any new hierarchy or supplant the existing system, but will only reinforce it. When an IRT is deployed for an incident, all concerned agencies of the Government will respond as per the assessment of the Team. This system therefore enables proper coordination amongst the different agencies of the Government.

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## ABOUT THE INSTITUTE



Mahatma Gandhi State Institute of Public Administration (MGSIPA), Chandigarh, Punjab is the Administrative Training Institute (ATI) of the Government of Punjab engaged in imparting quality training in various disciplines to officers and officials of the State Government and its Boards, Corporations, Central Government and other Organizations; as well as undertaking research studies including evaluation and consultancy in public administration, public policy and governance. The Institute is an ISO 9001:2015 and ISO 14001:2015 certified organization for its training activities and is spread over 12 acres in a pollution free institutional area in Sector 26, Chandigarh.

MGSIPA houses subject - specific Centres for Management Development, Study of Laws, Urban Governance, Sevottam, Secretariat Staff Training, Engineering Studies and RTI. MGSIPA has three Regional Centres located at Bathinda, Jalandhar and Patiala. The Institute also runs a Civil Services Coaching Centre.

MGSIPA organizes over 200 training programmes a year, which include Foundation Training Programmes, Induction Training Programmes, Trainer Development Programmes, In-Service Training Programmes and regular domain-specific three-day and five-day training programmes for various categories of employees of the Government.

## NATIONAL INSTITUTE OF DISASTER MANAGEMENT (NIDM)

The National Institute of Disaster Management (NIDM), is a statutory organization of the Government of India under Ministry of Home Affairs, established to function within the policies & guidelines laid down under the Disaster Management Act, 2005, and to cater the needs of research, training, documentation and publication in the area of disaster management, including natural (geological, hydrological, climatic), and human induced (chemical, industrial, nuclear, environmental) hazards. It is a premier national institute working for human resource development at the apex level in the area of disaster mitigation and management. The mandate of the institute is to gear up the national, state and district level administration to tackle natural calamities and will also be coordinating research projects, training programmes and will build a database on natural disasters with case studies. The mission of the institute is to work as a think tank for the government by providing policy advice and facilitating capacity building services including strategic learning, research, training, system development and expertise promotion for effective disaster preparedness and mitigation.

NIDM works to design, develop and implement training programmes, undertake and coordinate research, formulate and implement the human resource development plan, provide assistance in national policy formulation, collaborate with and promote other research and training institutes, State Governments and other organizations for successfully discharging their tasks, develop educational wares for dissemination among stakeholders in addition to undertake any other function as assigned to it by the Central Government. The institute also works towards the effective application of disaster risk mitigation and

management in India as well as the region by providing technical assistance for capacity building and developing disaster management systems and Institutional framework in the sector.

NIDM is envisioned to be a Centre of Excellence and Advance Learning in the fields of disaster management, in this part of the world. The key activities of the centre include:

- Online Training for at the national/regional, state and district levels to prepare them to tackle natural and human induced disaster risks.
- Research on hazard identification & assessment, prevention & mitigation issues, and concerns and lacunae in management of hazards, risk and loss events with case analysis of lessons learnt from past disasters events.
- Documentation of best practices in disaster management, impact of disasters, case studies, situational analysis of relief and response measures, creation of database, preparation and dissemination of awareness materials, and publications in the form of newsletter, web-resource, flyers, journal, monographs, handbooks, etc.

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# ABOUT THE TRAINING PROGRAMME



## **Background**

India is vulnerable to a variety of natural and anthropogenic disasters that hinder the country's growth. Disaster response management requires the existing administrative set up, and all other stakeholders to carry out a large number of tasks. The activities involved in response management would depend on the nature and type of disaster. It has been observed that in times of disaster lack of coordination amongst various agencies exist. If the response is planned and the stakeholders are trained, there will be no scope for ad-hoc measures and the response will be smooth and effective. The objective of training on IRS is to pre-designate officers to perform various duties as well as train them in their respective roles.

Realization of certain shortcomings in response and a desire to address the critical gaps led Government of India (GOI) to look at the world's best practices and in this pursuit a decision was taken to closely look at the Incident Command System (ICS) developed by United States Forest Services (USFS) of United States of America (USA) which the High Powered Committee on disaster management constituted by the Government of India also identified as one of the best global practices for disaster response.

Government of India, with few modifications in ICS, adopted it as Incident Response System (IRS). After being identified as nodal institution for capacity building in the field of IRS, NIDM has been working closely with USFS and USAID for building capacity to have effective disaster response system in India. Meanwhile NDMA has also issued guidelines on IRS in 2010. Many state governments have started adopting IRS as a system for responding to any emergency striking their

state and subsequently have notified IRS in their respective states. They have also started building their capacity in this field.



## **What is Incident Response System**

The complexity of incident management coupled with the need for multiagency and multi-functional involvement on incidents was the main rationale for the development of a single standard incident management system that can be used by all emergency response disciplines. This resulted in the development and implementation of Incident Response System (IRS). Some of the factors which affect emergency management and influence such standardized system, are listed here. (Note that not all of these will apply to every incident)

- Multi-jurisdictional incidents
- Language and Cultural difference
- Shortages of resources requiring greater use of mutual aid
- Accountability requiring standard incident management system
- Greater life and property loss risk from natural and human caused disasters

The Incident Response System or IRS broadly refers to a management system to be used for incidents of various kinds and sizes such as earthquakes, floods, cyclones, landslides etc. or emergencies caused by train accidents, epidemics. The system provides scope to organize various functions, tasks and staffs within the overall response process while emphasizing greater coordination and communication among different organizations involved. IRS as a system is flexible and adaptable to suit any scale of natural as well as anthropogenic emergency/incidents. It can be useful for routine emergencies such as road and train accidents and for large, complex multi-jurisdictional disasters such as the tsunami. In fact, IRS as a management system draws

its strengths from its applicability to different kind of incidents/disasters of varying scales. Through Incident Response System (IRS), the main intention is to transform the confusion during the early stage of an emergency situation into a well managed response process by providing answers to vital questions such as “who is incharge? and “who is to do what?” In case of disasters in India, volume of affected people has always been very large and in times to come, it would multiply manifold. IRS could help in building disaster response professionals.

To develop capacity of the District authorities for building disaster response system, NIDM conducted Online Training Programme on the IRS: Basic & Intermediate jointly with Mahatma Gandhi State Institute of Public Administration (MGSIPA), Punjab for States of Punjab, Himachal Pradesh and UT administrations of Chandigarh and Jammu & Kashmir.

### **Programme Objectives**

The programme was designed with the following objectives:

1. To sensitize on disaster risk with analysis of past & recent major disasters.
2. To provide information on IRS guidelines.
3. To apprise participants about IRS as a system and its approaches.
4. To apprise the participants as to how IRS organization is build under planning process.
5. To let participants, utilize organizational formation for managing a disaster and also multi hazard.

## **Demography of Participants**

The key target audiences for these IRS training programmes were the personnel who are holding important administrative position and/or are likely to be involved in incident/emergency management. They include District level officials of line departments, sub-district level officers, Civil Defence, Home Guards and SDRF, etc. The Programme was specifically designed for the disaster emergency responders dealing with search and rescue, relief camp management, distribution of relief materials, safe evacuation, etc.

### **Course Design:**

- Unit A : Principles & Features of Incident Response System
- Unit B : Organization & Staffing Unit
- Unit C : Incident facilities.
- Unit D : Incident Resource & Resource Management
- Unit E : Initial Response
- Unit F : Incident Planning: Objectives and Tactics
- Unit G : Incident & Event Planning – Primary Phase Forms, Meetings and IAP

### **Methods**

Methodology adopted for these training programmes was through online platform with presentations, group work, discussion and question & answer sessions in English & Hindi.

### **Platform**

Zoom Platform Hosted by MGSIPA, Punjab.

### **Timings**

Programme was conducted w.e.f. 23<sup>rd</sup> – 25<sup>th</sup> February, 2022 from 11 AM to 1 PM.

### **Registration & Evaluation of The Programme**

Participants were requested to register on NIDM training portal i.e. <https://training.nidm.gov.in> and enroll for the said course. After the successful completion of the course, participants could download their e-certificate from the same portal after filling the feedback form which was available on the same portal provided they have 60% or more attendance in the programme.

### **Learning Methods**

**Zoom Platform** was used for this programme. All the participants were requested to install Zoom Application on their mobiles or desktops. The training was conducted through various methods including power point presentations, discussions, deliberations by the experts of the field, interventions and Q&A Sessions by the speaker/experts.

### **YouTube Live Streaming Links**

Day 1: <https://youtu.be/QTvlNxodVfk>

Day 2: <https://youtu.be/6MLzfQBsr2Q>

Day 3: <https://youtu.be/YUN7sOtVD2w>

## PATRONS

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**Shri Taj Hassan, IPS**  
DG Fire Services, Civil Defence &  
Home Guards MHA, GOI  
Executive Director, NIDM,  
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Principal Secretary, Punjab  
and Director General, MGSIPA  
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## SUPERVISION & GUIDANCE

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**Shri Sibin C., IAS**  
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and Director, MGSIPA  
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Professor & HOD, GIDRR and DRR  
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## KEY SPEAKERS

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**Shri P N Rai, IPS (Retd.)**  
Hon'ble Member  
BSDMA, Bihar, India

**Shri Balaji Singh Chowhan**  
South Asia Expert  
United States Forest Services  
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## COORDINATORS

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## FACULTY PROFILE

Highly qualified and eminent resource persons and key speakers hold the sessions according to the topics mentioned in the course module. The following speakers join the training programme based on their field expertise.



**Shri P N Rai, IPS (Retd.)**

Hon'ble Member  
BSDMA, India

Shri P. N. Rai has long experience in the field of disaster/ emergency management. He served in Department of Disaster Management, Govt. of Bihar in various capacities. During his tenure in the Department he had the opportunity to plan and organize rescue and relief work during major disasters particularly, Kosi disaster and Bihar flood 2017. He has been associated in capacity building activities for disaster management responders as Faculty Head, Centre for Disaster Management in BIPARD, Govt. of Bihar Training Institute. He is national level Master Trainer for Incident Command System (ICS) / Incident Response System (IRS). In course of which he visited several institutes/organizations including NIDM & NDMA. During the last assignment, DG Police (Home Guards & Fire Services), he changed the role of fire services from a mere fire fighting service to prevention and mitigation (DRR). Home Guards which has a strong presence (51,000) was mainstreamed in DRR activities in the State.

**Shri Balaji Singh  
South Asia Expert,**

**United States Forest Services (USFS)**

Shri Balaji Singh has over 30 years of experience working for business and social development sectors including 20 years in the field of Disaster Risk Reduction (DRR), primarily focused on disaster preparedness and response. Since 2012, Sir has extensively



worked in the area of Incident Command System (ICS) and Emergency Operations Centre (EOC) in India, Bangladesh, Bhutan and Nepal. As a consultant he helps World Bank in its disaster management initiatives in India and Bhutan.

## **NIDM FACULTY**



**Shri Shekher Chaturvedi,**  
**Assistant Professor, NIDM**

Shri Shekher Chaturvedi is presently working as the Asstt. Professor with Division of Disaster Response & Recovery at NIDM, He is post graduate with diploma in Computer Applications. His major areas of intervention

are Disaster Management Plans, Crowd Management, Community Based Disaster Preparedness, Incident Response System (Basic & Intermediate) and Accident Related Disasters, particularly Railway Accidents. He is a master trainer of the Incident Response system and have more than 22 years of experience in the field of disaster management.

**Arun Verma,**  
**Young Professional, NIDM**

Shri Arun Verma is presently working with Centre for Mass Congregation and transport related Disasters. He joined NIDM in year 2019 as Young professional. Prior to this he has completed his Masters degree in Disaster management from Department of geography Panjab



University Chandigarh and his Graduation degree in Geography Honors from University of Delhi. He also holds a post graduate diploma in Environment Management. He has completed a study on Comparative study of Kumbh Mela and HRVC of Rajiv Chowk Metro Station, New Delhi.

## **MGSIPA FACULTY**



### **Col. Dalbir Singh**

**GM (Training, Project & Consultancy)**

**MGSIPA, Govt. of Punjab, Chandigarh**

Col Dalbir Singh served in the Indian Army for 37 years. Armed with this rich Defence/Industry experience, he joined Mahatma Gandhi State Institute of Public Administration of Punjab in 2016 as General Manager (Training, Projects & Consultancy). During this stint of five years, he has successfully conducted number of training programmes. He constantly worked towards delivering value-based ROI to the client system. He successfully anchored a series of projects and programmes. An administrator with expertise in devising policies; directives, managing projects and ensuring timely completion. To sum up, he is a versatile leader with rich managerial and administrative acumen whose experience being utilized advantageously to benefit the MGSIPA planning to undertake various training programmes.

### **Ms. Nitika**

**Disaster Management Professional,**

**MGSIPA, Govt. of Punjab, Chandigarh**

Prior to joining as Disaster Management Professional, MGSIPA, Chandigarh she has been guest faculty and facilitator of the online training programmes of MGSIPA, Chandigarh for the last one year. Over that time, she served as a moderator and panellist for the collaborative virtual training programmes with various central and state departments. Miss Nitika is the gold medallist of her Master's in Disaster Management from Panjab University, Chandigarh. Her passionate dedication towards community service as an important component of empowerment is inspiring for which she has been working as a life member with Indian Red Cross Society and Volunteer with NSS and Child based NGO.



## **PROGRAMME SCHEDULE**



### **Online Training Programme on Incident Response System**

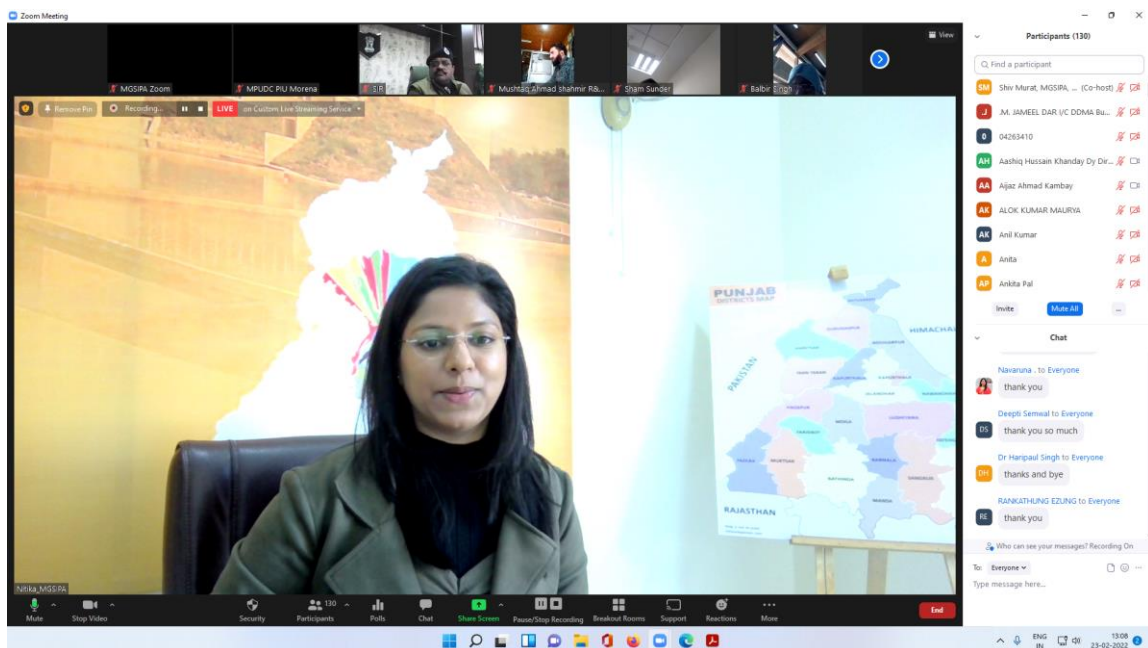
**w.e.f. 23<sup>rd</sup> to 25<sup>th</sup> February, 2022 from 11:00 AM – 1:00 PM**

<i>Time</i>	<i>Title</i>
<b><i>Day 1 – 23<sup>rd</sup> February, 2022</i></b>	
<i>11:00-10:55 hrs</i>	Inauguration
<i>11:00 – 11:25 hrs</i>	Covid-19 Appropriate Behaviour
<i>11:25 – 11:45 hrs</i>	Disaster Management Cycle
<i>11:45 – 12:45 hrs</i>	IRS: Principles & Features
<i>12:45 – 13:00 hrs</i>	Q & A Session
<b><i>Day 2 – 24<sup>th</sup> February, 2022</i></b>	
<i>11:00-11:05 hrs</i>	Review of Day 1
<i>11:05 – 12:00 hrs</i>	Emergency Operations Centre: Role as Decision Support System
<i>12:00 – 12:50 hrs</i>	IRS: Planning P
<i>12:50 – 13:00 hrs</i>	Q & A Session
<b><i>Day 2 – 24<sup>th</sup> February, 2022</i></b>	
<i>11:00 – 11:05 hrs</i>	Review of Day 2
<i>11:05 – 11:45 hrs</i>	IRS: Operationalization
<i>11:45 – 12:35 hrs</i>	IRS: Case Study of Bihar Floods
<i>12:35 – 12:50 hrs</i>	Q & A Session
<i>12:50 – 13:00 hrs</i>	Valediction

## INAUGURAL SESSION

### Welcome Address

**Ms. Nitika, Disaster Management Professional, MGSIPA** unfolded the inaugural session and expressed a great pleasure in collaboratively working with NIDM while welcoming the dignitaries, resource persons and the esteemed participants. Further, she underlined that the training programme is directed towards understanding and learning on disaster risk with analysis of past & recent major disasters, to provide information on IRS guidelines, to apprise participants about IRS as a system and its approaches, to apprise the participants as to how IRS organization is built under planning process and to let participants utilize organizational formation for managing a disaster and also multi hazard.



**WELCOME ADDRESS – Ms. NITIKA, DM PROFESSIONAL, MGSIPA**

## About the Programme

**Mr. Arun Verma, Young Professional, NIDM** briefed about the minutes and the technical sessions of all the 3-days of the training programme thus introducing the programme and the key speakers to the participants. Mr. Arun brought to limelight about what the participants would be able to gather as learning outcome after the successful completion of the course thus giving a glimpse of the theme of the training programme.



**MR. ARUN VERMA (YOUNG PROFESSIONAL, NIDM) BRIEFED THE PARTICIPANTS ABOUT THE PROGRAMME**

## Inaugural Address & Keynote Address



**Shri Shekher Chaturvedi, Assistant Professor, NIDM** with his insightful and remarkable remarks addressed the participants about the working of National Institute of Disaster Management (NIDM) and trajectory of Incident Response System in India. He further enlightened the audience about Incident Response System and how important Incident Response System is. He also emphasized on the need of the hour for building Dynamic and Robust Response System before a disaster strike.

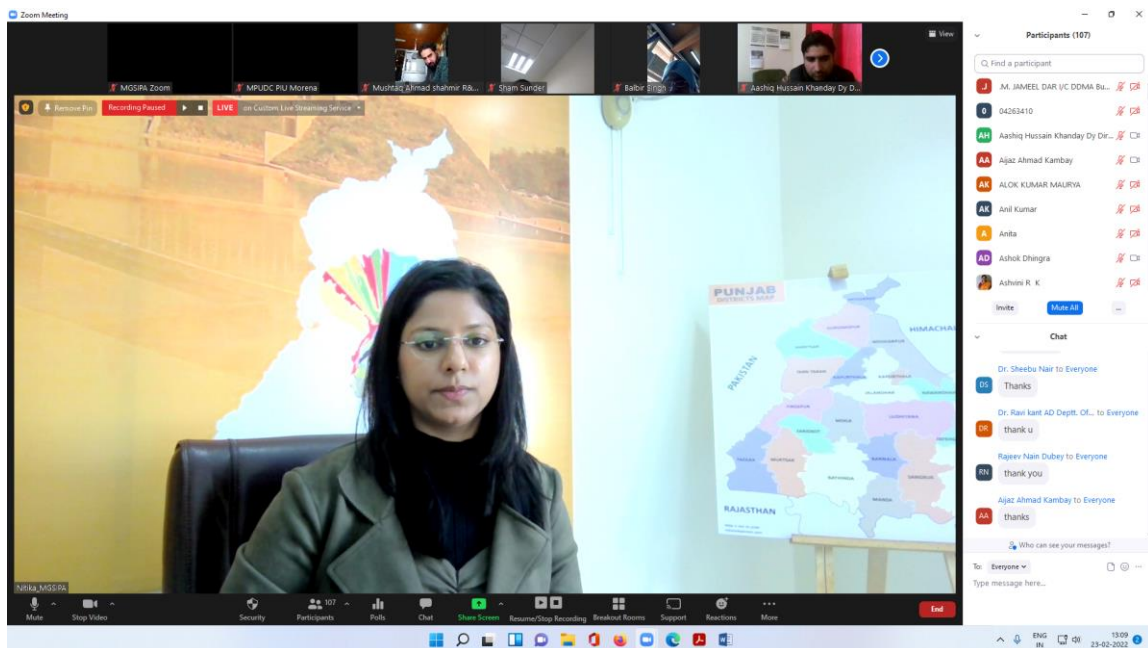


**INAUGURAL ADDRESS & KEYNOTE ADDRESS – SHRI SHEKHER CHATURVEDI (ASSISTANT PROFESSOR, NIDM)**

# Vote of Thanks



**Ms. Nitika, Programme Coordinator** proposed vote of thanks to the dignitaries, participants and the individuals and the organizations who were directly or indirectly involved in the coordination of the training programme in the spirit of team MGSIPA. She expressed her heartfelt gratitude to the response of participation that MGSIPA received from various Departments and institutions. At last, she offered many thanks to NIDM for its wonderful initiative being taken up and making MGSIPA Chandigarh its partner in its highly appreciable endeavor of the times.



**VOTE OF THANKS - Ms. NITIKA (DISASTER MANAGEMENT PROFESSIONAL, MGSIPA) IN THE SPIRIT OF TEAM MGSIPA PROPOSED A VOTE OF THANKS**

# TECHNICAL SESSIONS

Day 1 – 23<sup>rd</sup> February, 2022



**Ms. Nitika, Disaster Management Professional, MGSIPA – Covid-19 Appropriate Behaviour**

Miss Nitika elaborated on a set of 15 KEY components, required to be followed, as part of COVID 19 Appropriate Behaviour. Discussing the components, she urged the participants to evaluate themselves for the 15 key components of Covid-19 Appropriate and to start following the ones in which they underscore themselves. Through her presentation, Miss Nitika very well highlighted the preventive measures for COVID 19 infections i.e., social distancing, wearing of mask, and washing of hands regularly with soaps and maintaining standard hygiene practices at home as well as in working places. For not to Discriminate against anyone, as one of the 15 components of the Behaviour she brought to limelight how to be compassionate towards others especially those infected with the novel coronavirus and to respect the frontline workers.



**MS. NITIKA HELD A SESSION ON COVID-19 APPROPRIATE BEHAVIOUR**

Concluding her presentation, Miss Nitika emphasized on the need to follow up the Appropriate Behaviour and get vaccinated to check further spread of the deadly virus.

### **Key Takeaways: Covid-19 Appropriate Behaviour**

- Preventive measures of COVID 19
- Avoid Touching Eyes, Nose and Mouth / Maintain respiratory hygiene / wash hands frequently and thoroughly.
- Wearing a mask helps contain any potentially infectious respiratory droplets that may be released while breathing, talking, or coughing especially when social distancing is more challenging and even if the person doesn't yet know they're sick.
- Do not chew tobacco, khaini etc. or spit in the public places which may become a cause of spreading the deadly virus.
- Regularly clean and disinfect frequently touched surfaces to prevent the further spread of the novel coronavirus which stays on the surfaces.
- Avoid unnecessary travel / Do not discriminate against anyone / Discourage Crowd – Encourage Safety.
- Promote social distancing (a term applied to certain actions that are taken to slow down the spread of a highly contagious disease, including limiting large groups of people coming together).
- Understand basic information about coronavirus disease (COVID-19), including its symptoms, complications, how it is transmitted and how to prevent transmission.
- Stay informed about COVID-19 through reputable sources such as UNICEF, WHO and national health ministry advisories.

- Do not circulate social media posts which carry unverified or negative information/Seek information on COVID-19 from credible sources/Call on Helpline no.
- Seek psychosocial support for any stress or anxiety.
- Don't panic if infected with the virus. It is curable and take necessary precautionary measures to keep a check on the further transmission of the deadly virus.
- Being fully vaccinated is one of the best measures one can take to keep oneself and his/her family safe.
- Maintaining standard hygiene practices at home as well as in working places
- Greet without physical contact - Need to revive traditional gestures and coming up with new ways to greet each other without touching
- Maintain respiratory hygiene
- Wash hands regularly and thoroughly with soap and water
- Regularly clean and disinfect frequently touched surfaces
- Do not spit in the open
- Avoid unnecessary travel and outings
- Respect for frontline Covid-19 workers and love for others
- Compassionate and Empathetic for those infected with novel coronavirus
- Do not discriminate - Against anyone.
- Discourage crowd - Encourage safety.
- Do not circulate social media posts which carry unverified or negative information.
- Seek information on COVID-19 from credible sources.
- Call government helplines for any query related to COVID-19
- Seek psychosocial support in case of any distress or anxiety.

- Obeying Disaster Management Act and Government orders w.r.t Covid-19 situation.

### **Col. Dalbir Singh, GM (Training), MGSIPA – Disaster Management Cycle**

Col. Dalbir gave us all an illustration on four disaster management phases which he scrutinized do not always, or even generally, occur in isolation or in order. Often phases of the cycle overlap and the length of each phase greatly depends on the severity of the disaster. The cyclical nature of disaster management process focuses on the ongoing and continual actions to prevent and manage the disasters. To effectively coordinate this cycle, disaster-management leaders must develop a number of critical skills.

**Disaster Management Cycle**  
**COVID - 19**

**Mitigation** Lockdown

**Preparedness** Procurement of Equipment, Masks, PPE Kits and Research on vaccination, Health Sector, Oxygen, Preparation of mobile Hospitals, ICU's, Beds, contingency planning, early warning, etc

**Response** Social distancing; handwashing; 50% staff in offices; restriction on huge gatherings in markets, marriages, movement; awareness on good health and immunity etc.

**Recovery** Transfer of risk, Immunity, Vaccination, etc

5 zoom 32

### **COL. DALBIR SINGH, GM(T) DELIBERATING ON DISASTER MANAGEMENT CYCLE**

Col. Dalbir also deliberated upon how the phases of Disaster management cycle were and are followed in the current pandemic situation. He pointed out that maintaining social distance can be very difficult during emergency evacuation for natural disasters in the COVID-19 pandemic period because the former requires collaboration

but the latter requires isolation. Thus, indicated that existing disaster-management measures should be restructured to protect human life and security during the COVID-19 pandemic, which required health and disaster related organizations to coordinate and share information based on scientific knowledge.

### **Key Takeaways: Disaster Management Cycle**

The Disaster management cycle illustrates the ongoing process by which governments, businesses, and civil society plan for and reduce the impact of disasters, react during and immediately following a disaster, and take steps to recover after a disaster has occurred.

Appropriate actions at all points in the cycle lead to greater preparedness, better warnings, reduced vulnerability or the prevention of disasters during the next iteration of the cycle.

The complete disaster management cycle includes the shaping of public policies and plans that either modify the causes of disasters or mitigate their effects on people, property, and infrastructure.

**Mitigation** - Minimizing the effects of disaster.

Examples: building codes and zoning; vulnerability analyses; public education.

**Preparedness** - Planning how to respond.

Examples: preparedness plans; emergency exercises/training; warning systems.

**Response** - Efforts to minimize the hazards created by a disaster.

Examples: search and rescue; emergency relief.

**Recovery** - Returning the community to normal.

Examples: temporary housing; grants; medical care.

Disaster occurrences are cyclic phenomena. Hazards exist in nature, which when the vulnerability conditions allow, turn into disastrous events with devastating impacts on populations.

Following disasters, communities slowly recover and get back to life. Normal developmental processes set in after some time, till disaster strikes again, setting the cycle into motion all over again.

**Mr. Shekher Chaturvedi, Assistant Professor, NIDM – IRS: Principles & Features**

Mr. Shekher elaborated Incident Response System is the facilities, equipment, personnel, procedure and communications operating within a common organizational structure, with responsibility for the management of assigned resources to effectively accomplish stated objectives pertaining to an incident.

The Incident Response System being a management system has several salient features. Though the organizational chart of IRS is quite important in making it effective, IRS is more than just an organizational chart. The organization is just one of features of IRS.

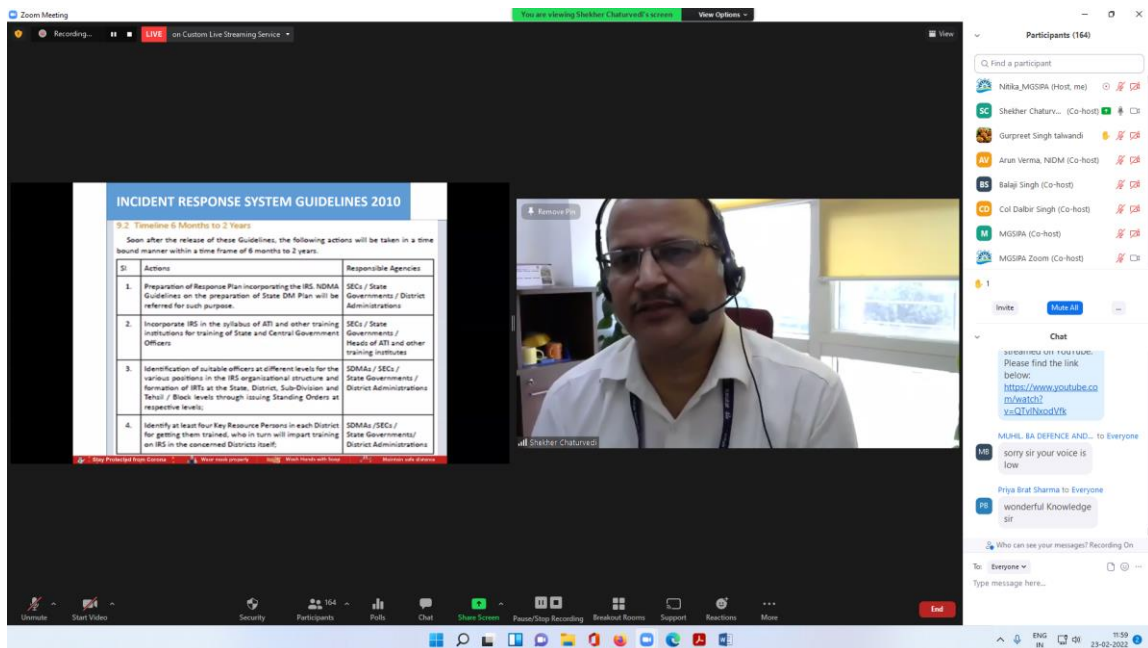
**The principal IRS management functions are:**

**Command:** The Incident Commander is responsible for all incident or event activity. Although other functions may be left unfilled, there will always be an Incident Commander.

**Operations:** The Operations Section is responsible for directing the tactical actions to meet incident objectives.

**Planning:** The Planning Section is responsible for the collection, evaluation, and display of incident information, maintaining status of resources, and preparing the Incident Action Plan and incident-related documentation.

**Logistics:** The Logistics Section is responsible for providing adequate services and support to meet all incident or event needs. Apart from Support & Service branches, Finance is also a branch in Logistics. The Finance Branch is responsible for keeping track of incident-related costs, personnel and equipment records, and administering procurement contracts associated with the incident or event. Each of these functional areas can be expanded as needed into additional organizational units with further delegation of authority.



**MR. SHEKHER CHATURVEDI (ASSISTANT PROFESSOR, NIDM)  
DELIBERATING ON IRS: PRINCIPLES & FEATURES**

**Key takeaways: IRS: Principles & Features**

- IRS has the flexibility and adaptability to be applied to a wide variety of incidents and events both small and large.
- The IRS organization adheres to a “form follows function” philosophy. In other words, the organization at any given time should reflect only what is required to meet the incident objectives.
- Written plans should be used when it is essential that all levels of a growing organization have a clear understanding of the tactical actions associated with the next operational period.

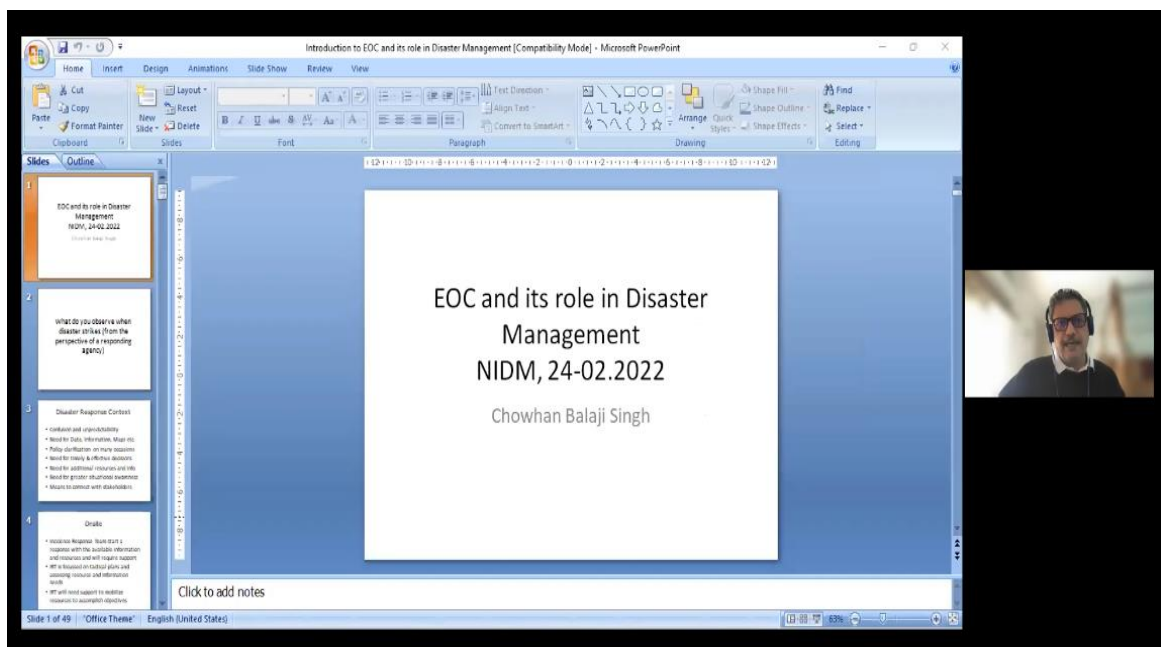
- In IRS, an Incident Briefing Form IRS 001 is used on smaller incidents to record initial actions and list assigned and available resources. As incidents grow in complexity and/or size IRS provides a format for a detailed written Incident Action Plan.
- IRS establishes lines of supervisory authority and formal reporting relationships. There is complete unity of command as each position and person within the system has a designated supervisor.

## Day 2 - 24<sup>th</sup> February, 2022

# DAY 2

**Shri Balaji S. Chowhan, DM Expert (South Asia) USFS & IRS Master Trainer** gave deliberations on, **“Emergency Operations Centre: Role as decision support system”**.

Shri Balaji discussed in detail about what the Emergency Operation Centre is and why it is the need of the hour in an emergency or disaster like situation.



**SHRI BALAJI S. CHOWHAN (DM EXPERT (SOUTH ASIA) USFS & IRS MASTER TRAINER) DELIVERING A SESSION ON EMERGENCY OPERATIONS CENTRE (EOC)**

He brought to the knowledge of the participants how Emergency Operation Centre helps Incident Response Team in managing better response and acts as Decision Support System to IRS. The Emergency Operations Center (EOC) serves a critical role in every phase of emergency management, from being the hub for all coordination during an incident to facilitating and directing recovery/clean-up. However, the EOC does not manage an incident — it coordinates.

Various situations will trigger the EOC's opening, including emergencies that require resources beyond what local capabilities can handle; lengthy crisis situations; when major policy decisions will or might be needed; when a local or state emergency is declared; and when the EOC's activation will be advantageous to successful management of an incident. He also illustrated when Emergency Operation Centre comes into action or is activated.

**Key takeaways: Emergency Operations Centre**

- The EOC is the centralized location of emergency response and recovery support operations during incidents. While tactical on-scene operations are conducted from the IRS, the EOC supports and helps coordinate IRS operations and any other adjacent incident operations.
- The EOC utilizes ICS as the command-and-control structure. Within this structure, the EOC is organized into five sections to manage operations.
- The makeup of the EOC Team may depend on the specific incident and. In some cases, the EOC Team will be pre-identified, while in other cases, potential EOC Team members will be requested to serve in the EOC.
- A primary EOC should be established at the main business facility and a secondary EOC should be available at another company facility, a

temporary facility (such as a hotel) or through a teleconference bridge established to bring staff together virtually.

- The emergency operations center should be activated whenever there is a major incident that causes significant property damage, potential or actual business disruption or has the potential to cause a significant impact on the business.

### Mr. Shekher Chaturvedi, Assistant Professor, NIDM – IRS: Planning P

Mr. Shekher enlightened the participants about the Incident and Event Planning Process of IRS. He explained in detail the Incident and Event Planning Process of Incident Response System. He shared the key points and factors which need to be taken care of while planning a response and its benefits. Mr. Shekher explained Operational Period Planning Cycle in which he emphasized on Incident briefing, applicability, operational period, planning cycle and responsibilities of command and general staff members. He discussed how the planning meeting is taken up to get to an Incident Action Plan (IAP). He enriched the knowledge of the attendees about the planning section of the Incident Response System.

The screenshot shows a Zoom meeting interface. The main content is a presentation slide titled "IAP: Preparation and Approval". The slide includes a list of bullet points under the heading "Following the planning meeting:" and a circular diagram of the "Operational Period Planning Cycle".

**IAP: Preparation and Approval**

Following the planning meeting:

- Organizational elements prepare IAP assignments and submit them to the Planning Section.
- Planning Section collates, prepares, and duplicates the IAP document for the operational period briefing.
- Resources Unit coordinates with the Logistics Section to acquire the amount and scope of resources.
- Incident Commander approves the IAP.

The diagram illustrates the "Operational Period Planning Cycle" with the following stages:

- Operations Pre-Planning Meeting (Pre-Plan)
- Prepare for Planning Meeting
- Planning Meeting
- IAP Preparation & Approval
- Operations Briefing
- New O-Period Begins
- Evaluate Plan & Assess Progress
- On-going Field Operations and Keeping Track of Situational Awareness
- Operations Meeting (Pre-Planning Meeting)
- Operations Meeting (Command & General Staff Meeting)
- IC/OC Develop/Coordinate Incident Objectives
- Initial IRT Meeting
- Incident Briefing (IRS Init)
- R.O Briefing
- Initial Response & Assessment
- Notifications
- Incident / Event

Participants (154):

- Nirika\_MGSPA (host, me)
- Shekher Chaturvedi (Co-host)
- Arun Verma, NIDM (Co-host)
- MGSPA (Co-host)
- 04263410
- 823 8663 6242
- A mid zameer hassain Basha
- Aashiq Hussain Khanday Dy Di...
- Aljaz Ahmad Kambay B PWIDL...

Chat:

Sir, how can we plan for a mock exercise of IRS in our office or with the support of district administration.

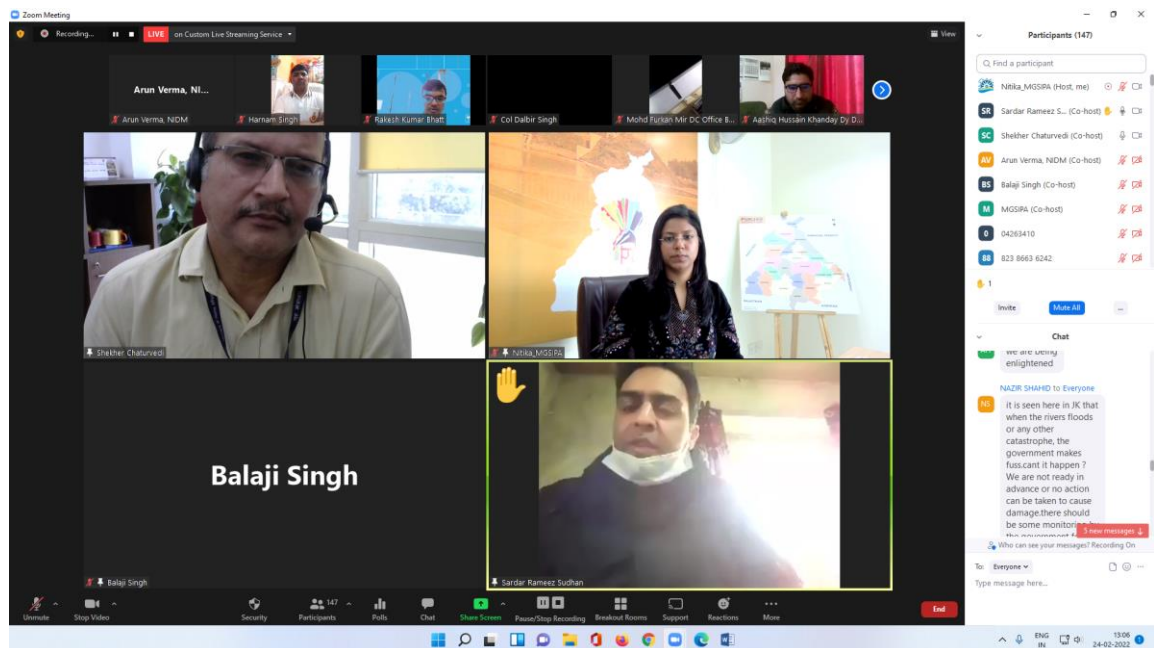
Planning and policy level exercise is important for all but the execution is little bit in drak.

Dr.Salish Uttamrao Patil to Everyone ppt send by group

### MR. SHEKHER PRESENTING ON IRS: PLANNING P

## Key Takeaways: IRS: Planning P

- In IRS, the Planning Section is responsible for managing all information relevant to an incident.
- When activated, the Planning Section Chief who is a member of the General Staff manages the Section.
- 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.
- The Planning Section Chief will determine the need to activate or deactivate a unit. If a unit is not activated, then the responsibility for that unit's duties will remain with the Planning Section Chief.
- Planning for demobilization should begin at the early stages of an incident, particularly in the development of rosters of personnel and resources, thus ensuring the efficient and safe demobilization of all resources.



**MR. SHEKHER ADDRESSING THE QUESTIONS OF THE PARTICIPANTS LIVE ONBOARD.**

## Day 3 - 25<sup>th</sup> February, 2022

DAY  
3

**Mr. Shekher Chaturvedi, Assistant Professor, NIDM – IRS: Operationalization.**

Taking example of Kerala Floods 2018, Mr. Shekher sensitized about the process of setting up of an Incident Response System for any emergency. He explained who the Incident Commander is and his key roles and action points in response to an emergency. Mr. Shekher emphasised on the Development of Incident Management Strategy to get to an Incident Strategic Analysis which is briefed by a Responsible Officer with Incident Response Team. Later to which he shared with us how Evacuation Plan, Medical Plan, Communication Plan, and various other safety plans are prepared through Strategy Meeting and Pre-planning Meeting to get to an Incident Action Plan. In the end, through a flow chart, Mr. Shekher explained how Incident Action Plan is brought into work by various Stakeholders.



**IRS: OPERATIONALIZATION - MR. SHEKHER CHATURVEDI, ASSISTANT PROFESSOR, NIDM**

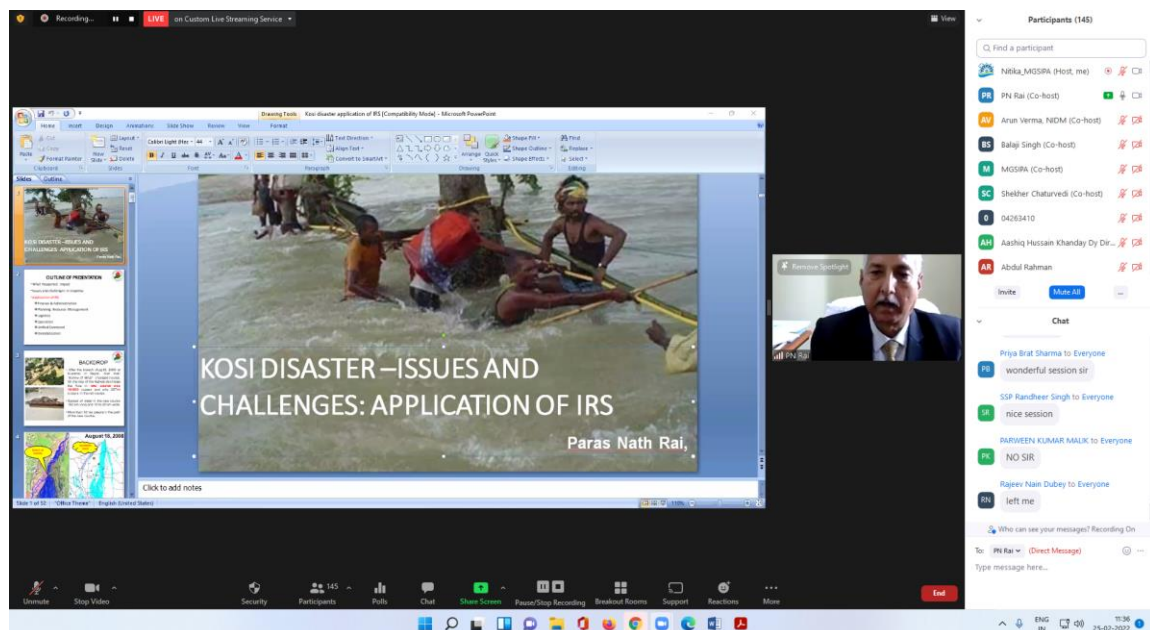
## **Key Takeaways: IRS: Operationalization**

- Every incident needs an action plan.
- The purpose of the plan is to provide all incident supervisory personnel
- with appropriate direction for future actions.
- The plan may be oral or written.
- 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.
- The Incident Commander's responsibility is the overall management of the incident. On most incidents a single Incident Commander carries out the command activity. The Incident Commander is selected by qualifications and experience.
- The ICP provides a central coordination point from which the Incident Commander, Command Staff, and Planning functions will normally operate.
- The Information Officer is responsible for developing and releasing information about the incident to the news media, to incident personnel, and to other appropriate agencies and organizations.
- Planning for demobilization should begin at the early stages of an incident, particularly in the development of rosters of personnel and resources, thus ensuring the efficient and safe demobilization of all resources.
- As the incident organization grows to meet the needs of the incident, care must be taken to ensure that information transfer is handled effectively.
- Knowing the specific capabilities of the various kinds of resources helps planners decide the type and quantity of resource best suited to perform activities required by the Incident Action Plan.

## **Shri P N Rai, IPS (Retd.), Hon'ble Member, BSDMA: Case Study of Bihar Floods**

Shri P N Rai elevated the understanding and learning of the participants about the Incident Response System (IRS) by holding a session on the Case Study of Kosi Floods.

The Kosi River is often called “Sorrow of Bihar.” With the pictorial view of breach made by river Kosi and areas inundated by it, Shri P N Rai shared that on 18, August 2008, the Kosi River burst through its eastern embankment about 13 km upstream of the Kosi Barrage in Nepal, 8 km north of the Indian border. The flood severely hit the districts of Supaul, Saharsa, Madhepura, Araria and Purnia in Bihar. Describing the impact caused, he brought to limelight the areas affected, lives lost, infrastructure damage and missing reports after the disaster. The Government of Bihar (GoB) was extremely proactive in relief operations in the immediate aftermath of the flood. An emergency response effort was initiated by the State government in association with the Indian Army, Air Force, Navy, National Disaster Response Force (NDRF), as well as a number of international and national relief organizations.



**SHRI P N RAI, IPS (RETD.), HON'BLE MEMBER, BSDMA DISCUSSING THE CASE STUDY KOSI FLOODS**

An extensive evacuation operation called Mammoth Evacuation was undertaken to bring approximately 1 million evacuees to safety which brought many challenges while carrying out the rescue operations. The State Government set up relief camps within school and college buildings and tents to house evacuees.

With this Shri P N Rai further shared the application of IRS during Kosi Floods 2008. Discussing the planning, logistics management for victims, resource management and coordination with various stakeholders, he held that there was lack of documentation, no professional management and lack of coordination which hindered the right applicability of Incident Response System and the response phase couldn't meet the expectations.

### **Key Takeaways: Case Study of Kosi Floods 2008**

- Repeated large-scale loss events in Bihar have brought significant destruction, hindering economic performance and depriving communities of their assets, livelihoods, and labor force, all too often locking them into endemic poverty cycles. In addition, each year, the State is plagued by the same disasters, impacting thousands of people, destroying lives and livelihoods, and necessitating the externalization of disaster response.
- The effect KOSI flood 2008 shows the significant impact compare to all another river effect of previous years.
- The devastation wrought by disasters in the region, however, has also presented an opportunity to initiate improvements in quality of life and changes in attitudes about risk while undertaking reconstruction tasks. As from different examples across the region, real reconstruction after a disaster can help revive the local economy, restore livelihoods, and improve access to housing. Housing quality and safety, as well as social and community infrastructures. People's participation in reconstruction activities such as through owner driven reconstruction reinforces the equity and strengthens community networks.

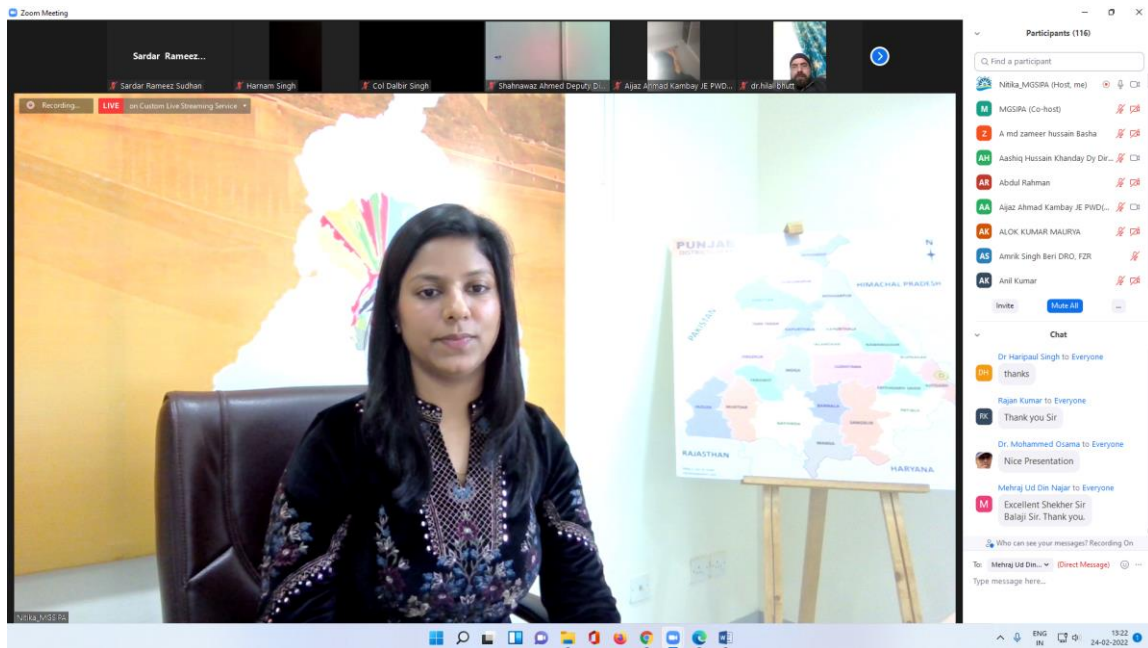
- While the measures in the needs assessment point to a number of specific interventions and activities. The real challenge in the region is ultimately to achieve institutional paradigm shifts towards mainstreaming disaster risk management in the State. Is this shift better than one-time initiatives focusing on small groups of people or led to short-term project approaches? There is an urgent need for long-term transformations on how we manage risk to ensure that the usual stay of development interventions is not put in jeopardy.

# VALEDICTION SESSION



## Summary of the Programme

**Ms. Nitika, Disaster Management Professional, MGSIPA** gave a summary of the programme with a recapitulation of all the technical sessions and the faculty concerned. She made a quick review of how the three-day online Training Programme on, “Incident Response System” was very well brought up by the wonderful and remarkable technical sessions of the experts from NIDM and various other prestigious institutions of the nation.



**MS. NITIKA STEERING UP THE VALEDICTORY SESSION**

# Valedictory Address

## **Shri P N Rai, IPS (Retd.), Hon'ble Member, BSDMA**

Shri P N Rai held the attention of the participants by addressing them that all present being the disaster management workers should work in cohesion and support to give their due as people, the general public is demanding proper attention and well planned response in situations like disaster. Shri P N Rai sharing his words of wisdom addressed the officials that it is the high time to take the necessary actions on time countering to deliver quickly and rightly.

Sir also addressed that the need of the hour being the society getting sensitized to the requirements and risk around them in order to bring in line the actions taken as per risk involved.



## **SHRI P N RAI, IPS (RETD.), HON'BLE MEMBER, BSDMA DELIVERING THE VALEDICTORY ADDRESS**

## Closing Remarks

**Shri Shekher Chaturvedi, Assistant Professor, NIDM** outlined the purpose of the “Incident Response System”: A model tool for command, control, and coordination of a response and provides a means to coordinate the efforts of individual agencies as they work toward the common goal of stabilizing the incident and protecting life, property, and the environment.

Regardless of the size of the incident or the number of agencies involved in the response, all incidents require a coordinated effort to ensure an effective response and the efficient, safe use of resources.

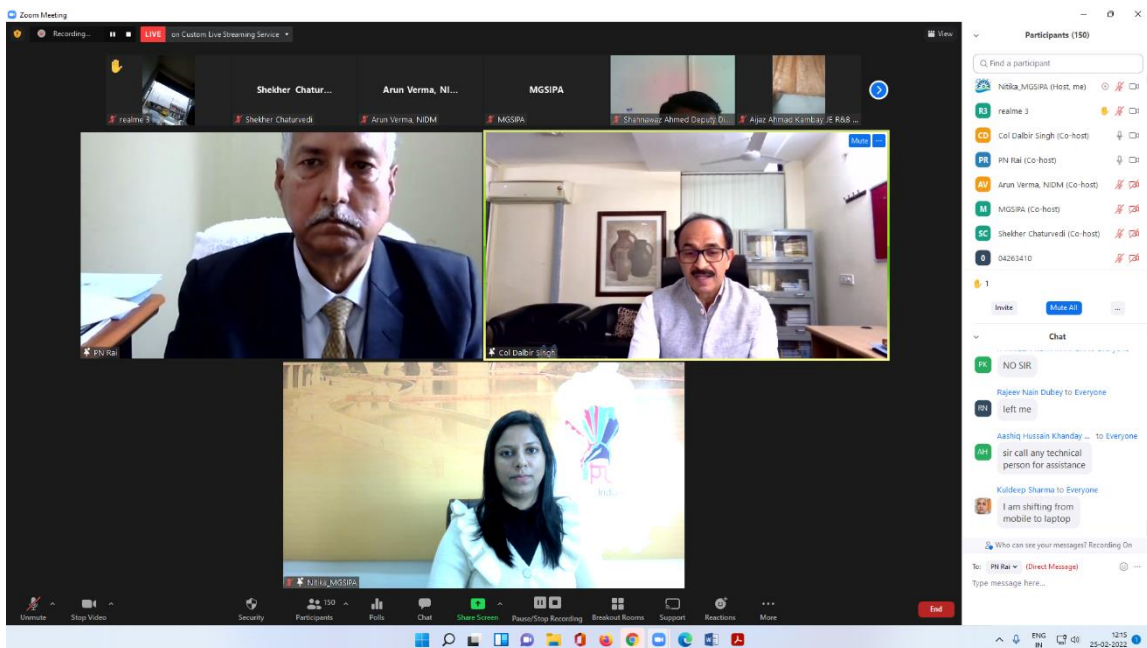
The training for national government officials constituted the core of this capacity building programme, as it essential that governments can lead Incident Response System.



**CLOSING REMARKS BY SHRI SHEKHER CHATURVEDI (ASSISTANT PROFESSOR, NIDM)**

## Vote of Thanks

**Col. Dalbir Singh, General Manager (Training, Project & Consultancy), MGSIPA** vote of thanks to all the esteemed dignitaries who graced the occasion with their immense presence and embraced it with their magnificent addresses. He expressed gratitude to all the key speakers and faculty who shared their vast knowledge and experience during the 3-days online training programme. He also proposed a special thanks to team NIDM for their wonderful collaboration with MGSIPA, Chandigarh. At last, he proposed a thanks to all the participants who took time out their busy personal and professional schedules for their unwavering attention during the training programme.



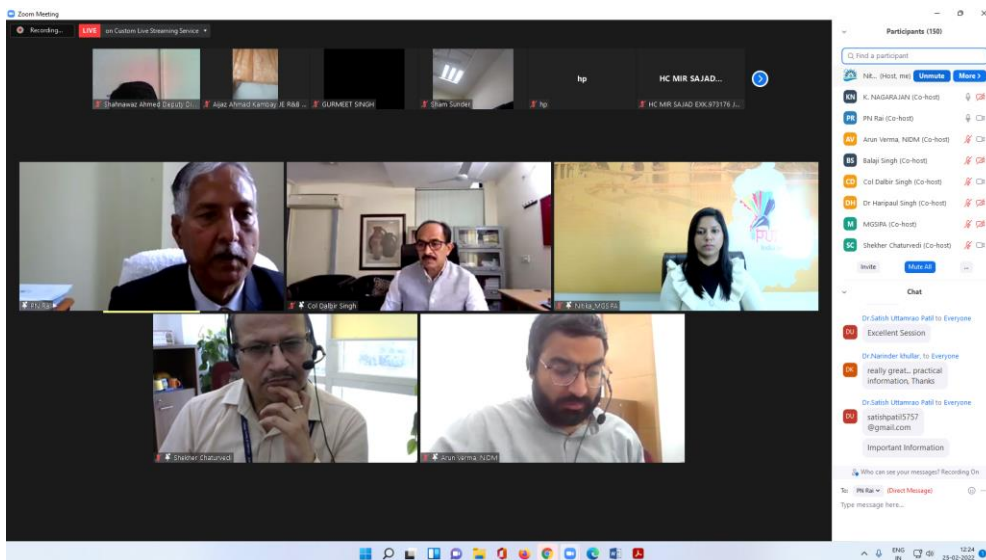
**COL. DALBIR SINGH (GM TRAINING, PROJECT & CONSULTANCY, MGSIPA) PROPOSING VOTE OF THANKS TO ALL THE PARTICIPANTS AND FACULTY MEMBERS FOR ATTENDING THE PROGRAMME**

## **KEY OUTCOMES**

1. The adaptable IRS structure is composed of major components to ensure quick and effective resource commitment and to minimize disruption to the normal operating policies and procedures of responding organizations.
2. In IRS, a number of the Unit Leader's responsibilities are common to all units in all parts of the organization.
3. Preparation pays off – Preparing for a major incident can reduce damage to the organization, as well as reduce incident cost and management difficulty.
4. Operationalize your incident management processes – Managing major cybersecurity incidents must be part of standard business risk management processes.
5. Coordination is critical – Effective cybersecurity incident management requires collaboration and coordination of technical, operations, communications, legal, and governance functions.
6. The IRS organization has the capability to expand or contract to meet the needs of the incident, but all incidents, regardless of size or complexity, will have an Incident Commander.
7. A basic IRS operating guideline is that the Incident Commander is responsible for on-scene management until command authority is transferred to another person, who then becomes the Incident Commander.
8. An effective Incident Commander must be assertive, decisive, objective, calm, and a quick thinker.

9. To handle all of the responsibilities of this role, the Incident Commander also needs to be adaptable, flexible, and realistic about his or her limitations.
10. The proper interface between the EOC and the on-scene management should be worked out in advance, if possible.
11. The EOC manages the community-wide resources necessary to complete the evacuation. The EOC requests resources through mutual aid and establishes traffic control points at key evacuation junctions.
12. IRS operates according to basic principles to ensure quick and effective resource commitment and to minimize disruption of usual operating policies and procedures of responding organizations.
13. Stay calm and do no harm in an incident – Overreacting can be as damaging as underreacting.

# VALEDICTION GLIMPSES



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**Note:** 270 Participants have attended the Subject Training Programme but names of 170 participants have not been incorporated in the list due to shortage of attendance, improper login details and absence of e-mail ID.

75  
आज़ादी का  
अमृत महोत्सव



**ਮਹਾਤਮਾ ਗਾਂਧੀ ਸਟੇਟ ਇੰਸਟੀਚਿਊਟ ਆਫ ਪਬਲਿਕ ਐਡਮਿਨਿਸਟ੍ਰੇਸ਼ਨ, ਪੰਜਾਬ**

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