



**SCHEME  
FOR  
STRENGTHENING CIRCLE LEVEL DISASTER MANAGEMENT COMMITTEES  
(CDMC)**

The Circle Disaster Management Committee (CDMC) was constituted in the year 2017 vide Revenue & DM (General) department OM No. RGR/83/2012/Pt-II/21 dated 24th January, 2017. The Circle Disaster Management Committees (CDMC) are entrusted with the responsibility of preparation of Disaster Management Plans, Capacity building for Disaster Management and Community preparedness, extend co-operation to DDMA in Disaster management activities, review the activities of Govt. departments and agencies on disaster management and monitor relief and rehabilitation operations.

However in times of emergency/ crisis, it has been observed that there is a need for trained man-power and equipments to mobilize immediately to the incident site. In absence of dedicated teams, it is difficult for the Circle Officer to co-ordinate response. In times of any disaster, it is essential to minimize the time for response. Therefore it is proposed to constitute a "Circle Quick Response Team (CQRT)" in every Revenue circle of Assam equipped with basic equipment and resources to respond to an emergency. These teams will work under the immediate disposition of the committee and help in immediate response in any kind of natural or man-made disaster.

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## I. CONSTITUTION OF CIRCLE QUICK RESPONSE TEAM(CQRT):

The Circle Quick Response Team (CQRT) will constitute an 8 member team. Community volunteers, AapdaMitra, ProtirudhiBandhus, Civil Defence Volunteers etc. are also eligible to join the team provided they fulfil the parameters under selection criteria. This 8 member team will be selected on the basis of certain selection criteria and these members will be trained to perform disaster response activities on immediate call from the Circle Officer/ CDMC members. The CQRT members will be paid daily wages on fixed payment basis depending on their engagement. The members will report to the Chairperson, Circle Disaster Management Committee (CDMC). These team will be trained to tackle Level-1 disasters (local level disaster response).

### A. Selection Criteria for CQRT members:

Every CQRT will comprise an 8 member team. Out of the 8 members, 2 members will be female and 1 member can be transgender. In case no female member / transgender member is willing to join the team, the same will be filled by male members. The persons willing to join the team should be available to undergo rigorous training on Disaster management in the Circle itself or elsewhere within/outside the State. The persons should also commit to be available under any emergency/ crisis situation.

#### a. Selection to Circle Quick Response Team(CQRT) will depend on the following criteria:

- i. He/ She shall be a citizen of India and permanent resident of Assam,
- ii. He/She shall have completed the age of 18 years provided that this age limit may be relaxed at the discretion of the competent authority up to a maximum of



3 years. A person should not have attained 55 years for enrolment into the CQRT

- iii. He/ She shall have passed at least the primary standard, that is to say, the fourth class, and this condition may be relaxed by the competent authority at his discretion.
  - iv. Both men and women shall be eligible for enrolment into the team.
  - v. A person shall not be entitled to be enrolled into the team, unless he/she is found to be physically fit and mentally alert.
  - vi. Any service in the National Volunteer Team and in the Armed Teams of the Union', Ex-servicemen shall be a special qualification.
  - vii. He/she should have interest in sports / NCC / NSS etc. Having valid certificates of achievement in relevant field will draw extra credits
  - viii. Knowledge of swimming is an essential criteria
  - ix. He/she should have interest in disaster management activities/ He/she should be willing to render services to the community
  - x. Any person in regular service/ salaried jobs will not be eligible to enrol under CQRT unless he/she is able to produce a certificate from his employer agreeing to spare his service for CQRT training and duty, when so require.
- b. Process of enrolment into Circle Quick Response Team(CQRT) will be as below:
- i. Only resident of the concerned revenue circle will be eligible to apply for CQRT of that Revenue circle.

- ii. The applicant will fill up an enrolment form as available at [Form-A](#) and submit details to the Circle office
- iii. The Circle office will scrutinise the applications received from applicants and shortlist candidates fulfilling the eligibility criteria and accord points to the candidates based on credits earned. The rejected list of candidates will be displayed in the Circle office notice board along with reason for rejection. CDMC will screen all the applications (for respective Circle) and prepare a list of valid application.
- iv. The Chairman, DDMA will notify the selection committee for every Circle office. The selection committee will constitute members from Circle Office, DDMA, Civil Defence, SDRF/ NDRF or any other member as deemed competent by the Chairman, DDMA of the District.
- v. CDMC will also hold a basic screening test like Physical tests, Cognitive ability test etc. at Circle Level. DDMA notified committee will hold the Physical tests and accord marks. CDMC will also hold Cognitive ability test
- vi. CDMC will shortlist and prepare a list adhering to 1:2 ratio norm
- vii. The list will be sent to DDMA for final selection. 8 members will be selected out of 16 member list and rest members will be on standby. The members who join the team will submit the filled membership [Form-B](#) to Circle Officer and Circle officer will issue ID card.

- viii. A CQRT member will be retained in the team based on his/her performance. In case of irregularity in duties, unauthorised leave of absence or resignation from membership, the position will be filled from the rest of the members in standby list.
- ix. The members in the standby list will be eligible to undergo training at the cost of State Govt. The State Govt. will bear the expenses of members in standby list.

**B. Roles and responsibility of CQRT members:**

- i. When any disaster happens in the locality, CQRT members will be on alert
- ii. CQRT members will be mobilized to the incident site at the command of the Circle Officer
- iii. CQRT members will be responsible for safe-keeping and maintenance of equipment in stockpile and report to Circle officer in case of replacement required
- iv. CQRT members will be trained by DDMA / ASDMA/ Response Teams on regular basis to improve response skills
- v. CQRT members will actively participate in local level drills conducted by the Circle Office
- vi. In peace times, CQRT will be mobilized by Circle office to attend the panchayat level meetings like Gram Sabha to create awareness on Disaster preparedness and to promote Disaster Education in schools by conducting regular drills etc.

**C. Remuneration of selected CQRT members:**

The payment rates applicable in case of CQRT members will be as per rates mentioned under ANNEXURE-I which will be paid on attending duty or attending any disaster management training. Each CQRT member will be paid Rs.120 per day



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during training. The CQRT members will claim remuneration as per Incentive claim form at FORM-C

D. Dress code and ethics for selected CQRT members:

1. The members will be provided with dress code /uniform and a helmet for wearing during duty hours. The members will keep two pairs of the dress code /uniform
2. The members will be provided with allowance for wearing good quality boots during duty hours
3. Wet Suits for water rescue will be made available under material bank as "Circle level Resource inventory". Members will wear the suits under directives of Circle Officer

II. ESTABLISHMENT OF CIRCLE EMERGENCY OPERATION CENTRE FOR FUNCTIONING OF CQRT:

Circle Emergency Operation Centres (CEOC) will be established in all revenue circles of Assam in a phased manner. Each Circle Emergency Operation Centres (CEOC) will have two sections. One section will be communication section and the other will be section for storage of equipment under material bank. All CQRT members will report / assemble at CEOC during emergency/ crisis time on call from Circle Officer.

III. ESTABLISHMENT OF MATERIAL BANK SECTION IN CIRCLE EMERGENCY OPERATION CENTRE:

The Circle Emergency Operation Centres (CEOC) will have a section for material bank for storage of equipment which will be immediately mobilized during any localized disasters. The members of the CQRT will be responsible for handling of the equipment in the material bank. The CQRT members will be trained at regular intervals by the DDMA / ASDMA for appropriate handling of equipment. The CQRT

members will participate in regular mock-drills conducted by DDMA and Circle office and test the equipment in material bank. The list of items to be made available at CEOC material bank is at ANNEXURE-II. The Circle office will follow the guidelines stated below for maintenance of the material bank:

A. Guidelines for Maintaining Stock under Material Bank:

- Circle Office will identify suitable spaces measuring minimum 1500 square feet for setting up of CEOC & material banks in all-weather accessible locations within their territorial jurisdictions.
- The proposed material banks will remain in the custody of concerned circle officer.
- The stock items under material bank cannot be used for any other purpose, other than during disasters
- Circle office will identify existing space or new infrastructure for creation of material banks in the identified spaces as per design provided by ASDMA
- Circle office will maintain stock registers for items under material banks
- Chairman, DDMA will assign responsibility of stock maintenance under material banks to circle level officials
- The stock items under material banks must be tagged for identification
- Replacement/repair of stock items under material banks should be immediately taken up with ASDMA
- In case of deployment of re-usable stock items under material bank to nearby District, both custodian and receiving DDMA/ Circle Office will ensure safe return of items to the material bank



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- One time use stock items under material bank will be replenished under SDRF by ASDMA
- Transportation and labour charges required for transporting stock items under material bank will be borne by requisitioning DDMA.
- In case, building construction is yet to happen, existing infrastructure will be acquired by DDMA/ Circle Office
- The infrastructure acquired/constructed for storage of stock items under material bank should mandatorily be in a safe site above High Flood level or considering other hazard vulnerability parameters, so that it does not get affected by disasters.
- The uniforms / suites of CQRT personnel will also be stored in material banks and mobilized during emergency time

#### IV. ESTABLISHMENT OF COMMUNICATION SECTION AT CIRCLE EMERGENCY OPERATION CENTRE (CEOC) FOR EARLY WARNING DISSEMINATION TO THE COMMUNITIES:

The Circle Emergency Operation Centres (CEOC) will have a communication section that will host communication equipment to be used during any disaster.

The CQRT team members will be trained to understand the meteorological warnings and act fast to spread / communicate the warning throughout the village and surrounding community in an effective manner. Early warning should be spread in the community by alert sirens, megaphones, drums, social media and other available communication aids. The communication section will be responsible for dissemination of all kinds of warnings to the community. The Communication section will also keep database and establish communication with all Village Land



Conservation and Disaster Management Committees (VLCDMC) for effective dissemination of early warning. The Communication section in CEOC will be equipped with all sorts of communication equipment like Push to Talk Handsets, Megaphones and communication towers to disseminate the early warnings received at CEOC.

**The Alert Sirens** are to be installed on 07-(seven) meter high poles or the highest flood water level of the location preferably in Govt. buildings like GP Office, Multi-purpose Flood Shelters , Govt. schools, Community Centres, etc. In case of unavailability of Govt. buildings at the proposed site, the sirens shall be installed in self -sustained towers of 15 Meters of height to avoid mischief makers.

Alert sirens and audio warning system shall be activated from the SEOC / DEOC as well as from Circle Emergency Operation Centre (CEOC). The Alert Sirens shall have interface for GSM/VSAT/Internal Protocol etc. for activation from SEOC/DEOC. Alert shall be in the form of pre-recorded sound, siren sound and Live announcement.

#### V. TRAINING OF CIRCLE DISASTER RESPONSE TEAM:

The Circle Quick Response Team(CQRT) will be trained in Early-warning dissemination, Handling of equipment, Search & Rescue, Basic First Aid, Trauma counselling, Relief Camp Management, Basics of CBRN & IRS etc. The CQRT members will be quarterly trained on the above techniques depending on the

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availability of Trainers. The training module for training of CQRT members will be prepared by ASDMA.

**ANNEXURE-II**

<b>COMPREHENSIVE LIST (PER MATERIAL BANK)</b>		
<b>Sl. No.</b>	<b>Item</b>	<b>Specifications</b>
1	Tent	20 metres
2	Tarpaulin (Rs.200/sqft.) (30ft x30ft)	Mass: 250g, Thickness:40mm LDPE Laminated, Water Proof, Colour: Blue/Black
3	Water Purifier	
4	Search Light	
5	Tower Lights (LED)	
6	Stretchers	PVC
7	Mega Phones	
8	Nylon BoB Ropes (10mm/ 50m length)(Rs.60/metre)	
9	Generator sets (3 KVA)	
10	Life Buoys	IRS approved
11	Life Jackets	IRS approved
12	Hydraulic Cutter	
13	Geo bags	
14	Chain Saw	
15	Axe	
16	Manual Saw	
17	Portable Power pump along with hose pipe(50 metres)	
18	Hand Glove pairs (Leather)	
19	Solar Light	



20	Community kitchen stove+utensils	SSFW Double Burner Gas Stove (SSFW) GS-215
21	Large Bio-degradable plastic bags	
22	Galvanized Bucket (10 Ltr)	
23	Rain Coat	
24	Light mounted safety helmets	
25	Folding Beds/mattresses	
26	Dungaree	
27	Gum Boots (1 pair)	
28	Gas mask	
29	Foldable Ladder	
30	Safety Toolkit	Stanley 94-181 master
31	First Aid Kit	
32	Fire Extinguisher (A/B/C)	
33	Oxygen Concentrator	Philips
34	Throwbag	

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FORM-A

Application for enrolment as a member of the "Circle Quick Response Team(CQRT)"

Sl. No.	Particulars	Details
1.	Name in Full (Block Letters)	
2.	Father's/ Husband's name	
3.	Date of Birth	
4.	Nationality	
5.	Permanent Address along with name of Revenue Circle	
6.	Occupation and Present Address along with name of Revenue Circle	
7.	Name & Address of Present Employer	
8.	Educational Qualifications	
9.	Languages known (to read/ write/ speak )	
10.	Are you a member of following: (i) Defence Teams (Army / Navy/	



	<p>Armed Teams) or any of their reserves</p> <p>(ii) Territorial Army or any auxiliary team of Defence Services</p> <p>(iii) Civilian Cadre of Armed teams of the Union, subject to Naval, Army or Air Team law, other than "Casual Employees"</p> <p>(iv) Police Service</p> <p>(v) Fire Services</p>	
11.	Are you an ex-service person; if so, give particulars	
12.	Do you belong to the National Volunteer Team; if so, give particulars	
13.	Have you any previous volunteering experience as AapadaMitra, PratirodhiBandhu, Civil Defence volunteer, Community Volunteer, Red Cross Volunteer etc. If yes, give particulars and no. of days engaged	
14.	Do you know swimming? (Attach relevant certificate, if any)	
15.	Are you prepared to serve in any part of the State, should an emergency arise?	
16.	For how many hours and on what days of the week will you be available for Duty (For in-service part-time volunteers only)	
17.	Do you have any conveyance (bicycle, motor-car, motor-cycle etc.)	
18.	Are you suffering from any communicable disease, if so, give particulars	

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19.	Did you have small pox? If so, when	
20.	Have you been vaccinated? If so, when	
21.	Have you been inoculated for cholera/ typhoid/ T.B. etc.? If so when?	
22.	Do you know First Aid/ Motor Driving?	
23.	Do you have Accidental Insurance or Health Insurance?	

**Declaration by Applicant**

- (i) I declare that the information provided by me in **Form- A** above are true to the best of my knowledge and belief and if any of the above particulars/ details provided by me are found to be false, my CQRTmembership may be terminated by the Authority, without assigning any reasons thereof
- (ii) I also declare that I have thoroughly read the scheme document for "Strengthening of Circle Disaster Management Committees" and I accept that if selected to the team as a member, I am prepared to service as a whole-time/ part-timemember of the team, i.e. to undergo appropriate training and, in the event of an emergency occurring whilst I remain a member of the Team, to carry out my obligations as a member thereof.
- (iii) To the best of my knowledge and belief, I declare that I am physically fit to render efficient service as a member of the Team
- (iv) I declare that I will not claim any permanent service/ regular service in the team and I understand that my position as a member of the Team is a daily



wage service and governed by rules under the scheme of Govt. for "Strengthening of Circle Disaster Management Committees" and that I will be paid the wages on the basis of service, I have rendered for the cause of disaster management.

(v) I accept that on account of selection as a member of the CQRT, I will be paid the wages as per notification released by ASDMA, Govt. of Assam from time to time

(vi) I undertake-

- a) To carry out my duties in the CQRT in accordance with the instructions and orders issued by the authorities concerned;
- b) To return, when I cease to be a member of the CQRT, any articles of uniform, badge or other personal/official equipment issued to me; and
- c) To abide by the regulation of the Team

**(Name & Signature of Applicant)**

**Date:**

**Place:**

**For Official Use  
Recommendations of the Circle Officer concerned**

The application as per **FORM-A** submitted by .....  
of..... is accepted / ..... rejected  
for..... reasons

**(Accepted/ Rejected)  
By Circle Officer (CO)  
(Seal of CO)**

**MEMBERSHIP CERTIFICATE**  
**Assam State Disaster Management Authority, Govt. of Assam**  
**CIRCLE QUICK RESPONSE TEAM(CQRT)**

1. Name in Full (In BLOCK LETTERS):

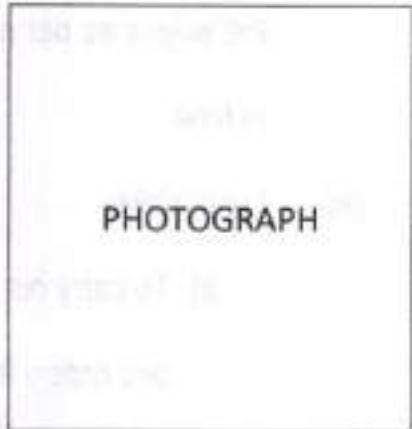
2. Fathers'/ Husband's name:

3. Nationality:

4. Date of Birth:

5. Identification marks:

6. Permanent Address:



7. Revenue Circle where posted:

8. Name & Address of next of kin:

Date of issue:  
Office Stamp of issuing Authority

Signature & Designation of Issuing Authority



## HAZARD WISE PAYMENT OF OUTCOME BASED INCENTIVE TO CQRT MEMBERS

## HAZARD- FLOOD

Sl. No.	Activity	Sub-Activity	Code	Incentive Amount (In Rs.)	Success Indicators	
1	Preparedness	Preparation of Banana Rafts, boats using locally available materials like drums etc. for local rescue (per boat)	F1	100	No. of boats/ rafts prepared : _____	
2		Identification of Highlands / high grounds within the circle	F2	100	No. of highlands identified and GPS co-ordinates collected: _____	
3		Database survey of vulnerable population (per village)	F3	150	No. of village surveyed and data submitted: _____	
4		Identification of alternate / safe places to send cattle during flood	F4	100	No. of safe places identified and GPS co-ordinates collected: _____	
5	Warning Dissemination	Dissemination of Flood Early Warning/ Alert	up to 50 HH	F5	20	No. of HH which received EW sms within 1 hr. of receipt of alert: _____
			51 to 100 HH	F6	40	
			101 to 200 HH	F7	80	
			More than 200 HH	F8	120	(Note: If EW sms is disseminated after 1hr. of receipt the CQRT member will not be eligible for incentive)
6	Search & Rescue	Assisting forces like SDRF NDRF in Search &	up to 10 person	F9	40	i.No. of Rubber boats inflated: _____ ii. No. Of persons
			11 to 50 person	F10	80	
			51 to 100 person	F11	120	
			Above 100	F12	160	

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		Rescue of Drowned persons	person			carried in stretchers: _____ - iii. No. of stretchers locally prepared for rescue purpose: _____ iv. No. of persons rescued: _____
7		Rescue of Pregnant women, infant (baby), elderly, People With Disability		F13	120	No. of persons rescued: Pregnant: _____ Infants/babies: _____ Elderly: _____ PwD: _____
8	Rescue of small animals	up to 10 no. s	F14	20	No. of small animals rescued: (Indicate category wise no.s)	
		11 to 50 no. s	F15	60		
		51 to 100 no. s	F16	80		
		Above 100 no. s	F17	100		
9	Rescue of Big animals	up to 10 no. s	F18	40	No. of big animals rescued: (Indicate category wise no.s)	
		11 to 50 no. s	F19	80		
		51 to 100 no. s	F20	120		
		Above 100 no. s	F21	160		
10	Assisting in Evacuation of people from inundated houses	up to 10 person	F22	40	No. of persons evacuated from inundated houses: _____ -	
		11 to 50 person	F23	80		
		51 to 100 person	F24	120		
		Above 100 person	F25	160		
11	Assisting in Evacuation of people from marooned areas (cut off	up to 10 person	F26	40	No. of persons evacuated from marooned locations: _____	
		11 to 50 person	F27	80		
		51 to 100	F28	120		



		by Flood inundation)	person			
			Above 100 person	F29	160	
	Life Saving	Human Lives saved from drowning (per life saved)		F30	400	No. of lives saved: _____
12		Assisting in setting up of temporary shelter camps for rescued population (per camp set up)		F31	50	No. of temporary camps set up: _____
13		Arrangement of cooked food in relief camps for sheltered population / setting up of community kitchen		F32	100	No. of community kitchen set up: _____ No. of beneficiary inmates served cooked food: _____
	Relief & Rehabilitation		Upto 50 person	F33	40	No. of beneficiaries/ inmates to whom relief is distributed: _____
			51-200 person	F34	80	
			201-500 person	F35	120	
14		Distribution of Relief materials to Distribution points/ relief camps (per day)	Above 500person	F36	160	No. of camps/ distribution points: _____ Type of relief materials distributed: _____ - Relief materials collected from Govt./NGO/ other sources: _____ -



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15		Distribution of sanitary napkins to women / adolescent Girls affected by flood (per napkin distributed)	F37	2	<p>No. of sanitary napkins distributed to women / adolescent Girls: _____</p> <p>No. of beneficiary: Women: _____ Adolescent girls: _____</p>
16		Arrangement of Books / play materials for Children sheltered in "Child Friendly spaces" / Relief Camps	F38	100	<p>No. of books supplied to CFS in camps: _____</p> <p>No. of play materials supplied to CFS in camps: _____</p> <p>Source from which books are obtained: _____</p> <p>Source from which play materials are obtained: _____</p> <p>No. of beneficiary children receiving: Play materials: _____ Books: _____</p>
17		Arrangement of Drinking water facility in temporary shelters / camps	F39	50	<p>No. of drinking water pouches distributed: _____</p>

					No. of beneficiaries/ inmates: _____  Other types of drinking water facility arranged: (Indicate type, quantity and no. of beneficiaries)
18		Debris clearance	F40	200	Type of infrastructures in which debris cleared: _____
19		Animal fodder distribution	F41	200	Type of fodder distributed: _____ No. of animals to which fodder was distributed: _____
20		Hygiene kit distribution	F42	200	No. of hygiene kits distributed: _____ — Source from which kits are obtained: (Govt. / NGO/Other sources) _____
21		Ensure availability of Halogen tablets in temporary shelters, camps and setting up of hand pump in camps	F43	200	No. of halogen tablets distributed: _____  No. of beneficiaries/ camp inmates who received halogen tablets: _____

					No. of functional hand pumps set up in temporary shelters/ camps:_____
22		Lighting of Relief camps/ temporary shelters	F44	200	No. of solar lights distributed:_____  No. of Beneficiaries/ inmates who received solar lights:_____  Any other type of Lighting sources distributed (Mention type, quantity & no. of beneficiaries):__
23		Flood Shelter management works	F45	500	Type of Maintenance work carried out in the shelter facilities within the circle:_____

**HAZARD WISE PAYMENT OF INCENTIVE TO CQRT MEMBERS**

**HAZARD- STORM**

Sl. No.	Activity	Sub-Activity	Code	Incentive Amount (In Rs.)	Success Indicators
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1	Preparedness	Identification & Repairing of damaged CGI sheets in roof top of houses prior to storm season		S1	100	No. of houses in which damaged roof has been repaired?
2		Trimming of roadside trees/ branches prior to storm season		S2	120	No of trees in which trimming of branches has been carried out?
3	Warning Dissemination	Dissemination of Early Warning/ Alert (per Alert disseminated)	up to 50 HH	S3	20	No. of HH which received EW sms within 1 hr. of receipt of alert: _____  (Note: If EW sms is disseminated after 1hr. of receipt the CQRT member will not be eligible for incentive)
			51 to 100 HH	S4	40	
			101 to 200 HH	S5	80	
			More than 200 HH	S6	120	
4	Search & Rescue	Rescue of Pregnant women, infant (baby), elderly, People With Disability		S7	120	No. of persons rescued: Pregnant: ___ Infants/babies: ___ Elderly: ___ PwD: ___

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5		Rescue of small animals (per animal life saved)	up to 10 no. s	S8	20	No. of small animals rescued: (Indicate category wise no.s)
			11 to 50 no. s	S9	60	
			51 to 100 no. s	S10	80	
			Above 100 no. s	S11	100	
6		Rescue of Big animals (per animal life saved)	up to 10 no. s	S12	40	No. of big animals rescued: (Indicate category wise no.s)
			11 to 50 no. s	S13	80	
			51 to 100 no. s	S14	120	
			Above 100 no. s	S15	160	
7		Assisting in Evacuation of people from storm damaged houses	up to 10 person	S16	40	No. of persons evacuated from storm damaged houses: __
			11 to 50 person	S17	80	
			51 to 100 person	S18	120	
			Above 100 person	S19	160	
8	Life Saving	Human Lives saved (per life saved)		S20	400	No. of lives saved: __
9		Clearing of Debris caused by storm damage		S21	200	
10		Cutting / clearing of fallen trees due to storm		S22	150	No. of fallen trees removed/ cleared: __
11	Relief & Rehabilitation	Setting up of temporary shelter camps for storm affected population (per camp set up)		S23	50	No. of temporary shelter camps set up: _____
12		Arrangement of cooked food in temporary camps for sheltered population / setting up of community kitchen		S24	100	No. of community kitchen set up: _____ No. of beneficiary inmates

					served cooked food: _____
					No. of beneficiaries/ inmates to whom relief is distributed: _____
13	Delivery / Distribution of Relief materials to Distribution points/ relief camps (per day)	Upto 50 person	S25	40	No. of camps/ distribution points: _____
		51-200 person	S26	80	Type of relief materials distributed: _____
		201-500 person	S27	120	Relief materials collected from Govt./NGO / other sources: _____
		Above 500person	S28	160	
14	Distribution of sanitary napkins to women / adolescent Girls affected by flood (per napkin distributed)	S29	2	No. of sanitary napkins distributed to women / adolescent Girls: _____	
					No. of beneficiary: Women: _____ Adolescent girls: _____



15		Arrangement of Books / play materials for Children sheltered in "Child Friendly spaces"/ Relief Camps	S30	100	No. of books supplied to CFS in camps: ____  No. of play materials supplied to CFS in camps: ____  Source from which books are obtained: _ -  Source from which play materials are obtained: _ -  No. of beneficiary children receiving: Play materials: _ Books: _
16		Arrangement of Drinking water facility in temporary shelters / camps	S31	50	No. of drinking water pouches distributed: _ -  No. of beneficiaries/ inmates: _

					Other types of drinking water facility arranged: (Indicate type, quantity and no. of beneficiaries)
17		Dissemination of information to APDCL regarding fallen electric lines / live wires / power restoration	S32	50	No. of calls made to APDCL for restoration of power line: _____  No. of locations in which power was restored: _____
18		Assistance to the storm affected families in re-building of storm / hail storm damaged huts (per hut/house)	S33	150	No. of damaged huts re-built: _____

**HAZARD WISE PAYMENT OF INCENTIVE TO CQRT MEMBERS**

**HAZARD- LIGHTNING**

Sl. No.	Activity	Sub-Activity	Code	Incentive Amount (In Rs.)	Success Indicator
1	Preparedness	Awareness of people on Lightning Do's and Don'ts	L1	100	Initiatives taken for raising awareness amongst people: _____  Villages covered: _____  Total Population of the Village: _____

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2		Installation of posters, banners and billboards (per item)	L2	5	No. of posters, banners and billboards installed:___	
3		Lightning awareness in schools (per school)	L3	50	No. of schools where awareness was conducted: _	
4		Installation of Lightning arrestors and sound earthing (per arrestor)	L4	120	No. of lightning arrestors installed in houses___	
5	Warning Dissemination	Dissemination of Lightning Early Warning/ Alert (per Alert disseminated)	up to 50 HH	L5	20	No. of HH which received EW sms within 1 hr. of receipt of alert:_____
			51 to 100 HH	L6	40	
			101 to 200 HH	L7	80	(Note: If EW sms is disseminated after 1hr. of receipt the CQRT member will not be eligible for incentive)
			More than 200 HH	L8	120	
6	Life Saving	Human Lives saved (per life saved from lightning strike)	L9	400	No. of lives saved:___	
7	Search & Rescue	Rescue of Pregnant women, infant (baby), PWD, elderly	L10	120	No. of persons rescued: Pregnant: _ Infants/ babies: __ Elderly: __ PwD: _____	
8		Rescue of small animals (per life	up to 10 no. s	L11	20	No. of small animals rescued: (Indicate category



		saved from lightning strike)	11 to 50 no. s	L12	60	wise no.s)
			51 to 100 no. s	L13	80	
			Above 100 no. s	L14	100	
9		Rescue of Big animals (per life saved from lightning strike)	up to 10 no. s	L15	40	No. of big animals rescued: (Indicate category wise no.s )
			11 to 50 no. s	L16	80	
			51 to 100 no. s	L17	120	
			Above 100 no. s	L18	160	
10		Assisting in Evacuation of people from lightning damaged houses	up to 10 person	L19	40	No. of persons evacuated from inundated houses: _____
			11 to 50 person	L20	80	
			51 to 100 person	L21	120	
			Above 100 person	L22	160	
11	Relief & Rehabilitation	Cutting / clearing of trees damaged due to lightning		L23	80	No. of damaged trees cleared: _____
12		Assistance in re-building of lightning damaged houses/ huts		L24	150	No. of damaged huts/ houses re-built: _____
13		Dissemination of information to APDCL regarding fallen electric lines / live wires /		L25	150	No. of calls made to APDCL for restoration of power line: _____

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		power restoration due to lightning strike			No. of locations in which power was restored: _
14		Extinguishing small fires caused due to lightning strike	L26	50	Locations in which fire was extinguished: _____
15	First Aid	First Aid to person struck by Lightning	L27	100	No. of persons to whom First Aid was given: _____

HAZARD WISE PAYMENT OF INCENTIVE TO CQRT MEMBERS						
HAZARD- EARTHQUAKE						
Sl. No.	Activity	Sub-Activity	Code	Incentive Amount (In Rs.)	Success Indicator	
1	Preparedness	Awareness of people on earthquake Do's and Don'ts	E1	100		
2		Installation of posters, banners and billboards (per item)	E2	5		
3		Earthquake awareness in schools (per school)	E3	50		
4		Earthquake awareness in Anganwadi centres (per AWC)	E4	50		
5	Warning Dissemination	Dissemination of Early Warning/ Alert (per Alert disseminated)	up to 50 HH	E5	20	No. of HH which received EW sms within 1 hr. of receipt of alert: _____  (Note: If EW sms is disseminated after 1hr. of receipt the CQRT
			51 to 100 HH	E6	40	
			101 to 200 HH	E7	80	
			More than 200 HH	E8	120	

					member will not be eligible for incentive)	
6	Life Saving	Human Lives saved (per life saved)	E9	400	No. of lives saved:___	
7	Search & Rescue	Rescue of Pregnant women, infant (baby), PWD, elderly	E10	120	No. of persons rescued: Pregnant:___ - Infants/ babies:___ Elderly:___ PwD:___	
8		Rescue of small animals (per life saved)	up to 10 no. s	E11	20	No. of small animals rescued: (Indicate category wise no.s )
			11 to 50 no. s	E12	60	
			51 to 100 no. s	E13	80	
	Above 100 no. s		E14	100		
9	Rescue of Big animals (per life saved)	up to 10 no. s	E15	40	No. of big animals rescued: (Indicate category wise no.s )	
		11 to 50 no. s	E16	80		
		51 to 100 no. s	E17	120		
		Above 100 no. s	E18	160		
10	Assisting in Evacuation of people from earthquake damaged houses / buildings	up to 10 person	E19	40	No. of persons evacuated from inundated houses:___ —	
		11 to 50 person	E20	80		
		51 to 100 person	E21	120		
		Above 100 person	E22	160		
11	Relief & Rehabilitation	Assistance in re-building of earthquake damaged houses / huts	E23	150	No. of damaged huts/	



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					housesre- built:___
12		Preparation of stretchers with locally available materials for transportation of persons injured by earthquake (per stretcher)	E24	50	No. of stretchers prepared locally:_____
13		Cutting / clearing of trees broken due to earthquake	E25	150	No. of broken trees cleared:___
14		Dissemination of information to APDCL regarding fallen electric lines / live wires / power restoration due to lightning strike	E26	150	No. of calls made to APDCL for restoration of power line:___  No. of locations in which power was restored:___
15		Extinguishing fire caused due to earthquake	E27	50	Locations in which fire was extinguished :___
16	First Aid	First Aid to person injured by Earthquake	E28	100	No. of persons to whom First Aid was given:___

**CQRT Incentive Claim Form**

To

The Circle Officer (.....Revenue Circle)

District: .....

Date of Claim: .....

Sub: Submission of CQRT incentive claim for the period from ..... to .....

Sir/Madam,

With reference to the subject cited above, I have to the honour to submit the CQRT incentive claims for the period from ..... to .....as per statement mentioned below.

Sl. No.	Hazard	Activity	Sub-Activity	Code	Success Indicator	Incentive Amount (In Rs.)	Amount Claimed (In Rs.)	Supporting Documents submitted (Duly certified as per Annexure-III)	Amount approved (for office use only)	Remarks (Approving Authority)

Activity wise claim forms along with supporting documents are also enclosed as per guidelines.

Certify that, all claims are genuine and services are rendered by me regarding the activities against which the claim submitted. Kindly make the payment.

Yours faithfully,

(Signature)  
(Name of CQRT Member & Revenue Circle)

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Name of the CQRT member: \_\_\_\_\_  
 Revenue Circle & District: \_\_\_\_\_  
 Account No: \_\_\_\_\_  
 Bank Name & Branch Name: \_\_\_\_\_  
 Contact No: \_\_\_\_\_  
 Village: \_\_\_\_\_

Certified that the claims mentioned above are correct.

**Signature of Field Officer (DM)**  
 Revenue Circle: .....  
 District: .....

**For office Use Only**

An amount of Rs.....(Rupees .....only) approved for  
 payment of CQRT incentive for the period from .....to ..... and  
 the amount is debited to the account through DBT.

**Signature of Circle Officer**  
 Revenue Circle: .....  
 District: .....



**CQRT Supporting Document Certification Authority**

Sl. No.	Code	Supporting Document Certification Authority
1.	F1	(Village Headman) Gaon Burha / GP president
2.	F2	Field Officer
3.	F3	(Village Headman) Gaon Burha
4.	F4	Field Officer
5.	F5	Field Officer
6.	F6	Field Officer
7.	F7	Field Officer
8.	F8	Field Officer
9.	F9	NDRF / SDRF
10.	F10	NDRF / SDRF
11.	F11	NDRF / SDRF
12.	F12	NDRF / SDRF
13.	F13	(Village Headman) Gaon Burha / NDRF / SDRF personnel
14.	F14	Veterinary Field Staff/ (Village Headman) Gaon Burha
15.	F15	Veterinary Field Staff/ (Village Headman) Gaon Burha
16.	F16	Veterinary Field Staff/ (Village Headman) Gaon Burha
17.	F17	Veterinary Field Staff/ (Village Headman) Gaon Burha
18.	F18	Forest & Environment field staff/ (Village Headman) Gaon Burha
19.	F19	Forest & Environment field staff/ (Village Headman) Gaon Burha
20.	F20	Forest & Environment field staff/ (Village Headman) Gaon Burha
21.	F21	Forest & Environment field staff/ (Village Headman) Gaon Burha
22.	F22	(Village Headman) Gaon Burha / NDRF / SDRF personnel
23.	F23	(Village Headman) Gaon Burha / NDRF / SDRF personnel
24.	F24	(Village Headman) Gaon Burha / NDRF / SDRF personnel
25.	F25	(Village Headman) Gaon Burha / NDRF / SDRF personnel
26.	F26	NDRF / SDRF personnel
27.	F27	NDRF / SDRF personnel
28.	F28	NDRF / SDRF personnel
29.	F29	NDRF / SDRF personnel
30.	F30	Field Officer / NDRF / SDRF personnel
31.	F31	Relief Camp In-charge
32.	F32	Relief Camp In-charge
33.	F33	Relief Camp In-charge
34.	F34	Relief Camp In-charge
35.	F35	Relief Camp In-charge
36.	F36	Relief Camp In-charge
37.	F37	Relief Camp In-charge / Health staff/ Social welfare field staff



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38.	F38	Relief Camp In-charge / Education Department staff
39.	F39	Relief Camp In-charge / PHED field staff
40.	F40	Field Officer
41.	F41	Veterinary Field Staff/ (Village Headman) Gaon Burha
42.	F42	Relief Camp In-charge/ Field Officer
43.	F43	Relief Camp In-charge/PHED field staff
44.	F44	Relief Camp In-charge/ Field Officer
45.	F45	Relief Camp In-charge/ Field Officer
46.	S1	(Village Headman) Gaon Burha / Field Officer
47.	S2	(Village Headman) Gaon Burha / Field Officer
48.	S3	Field Officer
49.	S4	Field Officer
50.	S5	Field Officer
51.	S6	Field Officer
52.	S7	(Village Headman) Gaon Burha / NDRF / SDRF personnel
53.	S8	Veterinary Field Staff/ (Village Headman) Gaon Burha
54.	S9	Veterinary Field Staff/ (Village Headman) Gaon Burha
55.	S10	Veterinary Field Staff/ (Village Headman) Gaon Burha
56.	S11	Veterinary Field Staff/ (Village Headman) Gaon Burha
57.	S12	Forest & Environment field staff/ (Village Headman) Gaon Burha
58.	S13	Forest & Environment field staff/ (Village Headman) Gaon Burha
59.	S14	Forest & Environment field staff/ (Village Headman) Gaon Burha
60.	S15	Forest & Environment field staff/ (Village Headman) Gaon Burha
61.	S16	(Village Headman) Gaon Burha / NDRF / SDRF personnel
62.	S17	(Village Headman) Gaon Burha / NDRF / SDRF personnel
63.	S18	(Village Headman) Gaon Burha / NDRF / SDRF personnel
64.	S19	(Village Headman) Gaon Burha / NDRF / SDRF personnel
65.	S20	Field Officer / NDRF / SDRF personnel
66.	S21	Field Officer
67.	S22	Field Officer
68.	S23	Field Officer
69.	S24	Field Officer
70.	S25	Relief Camp In-charge
71.	S26	Relief Camp In-charge
72.	S27	Relief Camp In-charge
73.	S28	Relief Camp In-charge
74.	S29	Relief Camp In-charge / Health staff/ Social welfare field staff
75.	S30	Relief Camp In-charge / Education Department staff
76.	S31	Relief Camp In-charge / PHED field staff
77.	S32	(Village Headman) Gaon Burha / Field Officer
78.	S33	(Village Headman) Gaon Burha / Field Officer
79.	L1	(Village Headman) Gaon Burha
80.	L2	(Village Headman) Gaon Burha



81.	L3	Headmaster of the particular school / BEEO
82.	L4	Field Officer
83.	L5	Field Officer
84.	L6	Field Officer
85.	L7	Field Officer
86.	L8	Field Officer
87.	L9	(Village Headman) Gaon Burha / NDRF / SDRF personnel
88.	L10	(Village Headman) Gaon Burha / NDRF / SDRF personnel
89.	L11	Veterinary Field Staff/ (Village Headman) Gaon Burha
90.	L12	Veterinary Field Staff/ (Village Headman) Gaon Burha
91.	L13	Veterinary Field Staff/ (Village Headman) Gaon Burha
92.	L14	Veterinary Field Staff/ (Village Headman) Gaon Burha
93.	L15	Forest & Environment field staff/ (Village Headman) Gaon Burha
94.	L16	Forest & Environment field staff/ (Village Headman) Gaon Burha
95.	L17	Forest & Environment field staff/ (Village Headman) Gaon Burha
96.	L18	Forest & Environment field staff/ (Village Headman) Gaon Burha
97.	L19	(Village Headman) Gaon Burha
98.	L20	(Village Headman) Gaon Burha
99.	L21	(Village Headman) Gaon Burha
100.	L22	(Village Headman) Gaon Burha
101.	L23	Field Officer
102.	L24	Field Officer
103.	L25	Field Officer
104.	L26	Fire & Emergency services personnel
105.	L27	(Village Headman) Gaon Burha / Health staff
106.	E1	(Village Headman) Gaon Burha
107.	E2	(Village Headman) Gaon Burha
108.	E3	Headmaster of the particular school / BEEO
109.	E4	Anganwadi centre in-charge
110.	E5	Field Officer
111.	E6	Field Officer
112.	E7	Field Officer
113.	E8	Field Officer
114.	E9	(Village Headman) Gaon Burha / NDRF / SDRF personnel
115.	E10	(Village Headman) Gaon Burha / NDRF / SDRF personnel
116.	E11	Veterinary Field Staff/ (Village Headman) Gaon Burha
117.	E12	Veterinary Field Staff/ (Village Headman) Gaon Burha
118.	E13	Veterinary Field Staff/ (Village Headman) Gaon Burha
119.	E14	Veterinary Field Staff/ (Village Headman) Gaon Burha
120.	E15	Forest & Environment field staff/ (Village Headman) Gaon Burha
121.	E16	Forest & Environment field staff/ (Village Headman) Gaon Burha
122.	E17	Forest & Environment field staff/ (Village Headman) Gaon Burha
123.	E18	Forest & Environment field staff/ (Village Headman) Gaon Burha



124.	E19	(Village Headman) Gaon Burha
125.	E20	(Village Headman) Gaon Burha
126.	E21	(Village Headman) Gaon Burha
127.	E22	(Village Headman) Gaon Burha
128.	E23	Field Officer
129.	E24	(Village Headman) Gaon Burha
130.	E25	Field Officer
131.	E26	Field Officer
132.	E27	Fire & Emergency services personnel
133.	E28	(Village Headman) Gaon Burha / Health staff

The final certifying authority will be Revenue Circle Officer of the concerned Revenue circle in which the CQRT member is engaged