

Proceedings of the Meeting held under the Chairmanship of Sh. D.C. Rana, IAS, Director – cum – Ex Officio Special Secretary (Revenue-DM) on dated 16th November, 2023 at HP Secretariat regarding “the review & sensitization on implementation of Training Needs Assessment 2017 for Disaster Management”.

List of participants is at Annexure A

At the outset, Principal Scientific Officer, Dr. S.S. Randhawa welcomed the Chairperson Shri D.C. Rana, Director – cum – Ex Officio Special Secretary (Revenue-DM) and participants. Further, he briefed about the meeting agenda and informed the participants about the objective & significance of the Training Needs Assessment. Thereafter, Sh. D.C.Rana Director-cum-Special Secretary (Rev-DM) highlighted the requirement of implementing Training Needs Assessment and also briefed the participants about Emergency Support Functions (ESFs).

The Principal Scientific Officer, Dr. S.S. Randhawa, delivered a comprehensive presentation on TNA and orientated the participants with the roles and duties of various departments during disaster management. In addition to this, he emphasized the sector-specific training that is necessary for line departments operating at different levels and pointed out the institutions where these departments may get training in order to increase their ability to deal with catastrophes. Copy of the PPT is at Annexure -B

Thereafter, Sh. D.C. Rana, initiated open discussion with the participants and addressed the queries. In his concluding remarks, he advised all the participants from respective departments to develop a training calendar of their respective department. This calendar should align with the level-wise training needs identified through a needs assessment conducted by the HPSDMA (Himachal Pradesh State Disaster Management Authority). Based on presentations and discussions, certain points or recommendations have been proposed for immediate action and to carry forward.

Actionable Points:

1. All the departments to ensure implementation of TNA w.r.t. their department. SDMA will help departments to train Master Trainer, draw training modules and provide budget to conduct training.
2. Pre – service training may be implemented in Education (SCERT, DIET, GCTE, etc.); Health (Medical & Nursing Colleges); Police Training Colleges / Institutions; RTI Joginder Nagar; Institutions of Forest and all other Departments which provide / impart pre – service trainings.
3. All Departments shall maintain database of trainers and share with SDMA.

4. To organise an orientation program on hospital safety for the Health Department, to be conducted in the presence of the Secretary, Health to GoHP. The meeting will be attended by Medical Superintendents, Medical College Principals, Chief Medical Officers (CMOs), and Nodal Officers from various programs within the department. Subsequent to this orientation, the implementation of the Hospital Safety Scheme by the Health & Family Welfare Department is anticipated to extend across the entire state of Himachal Pradesh.
5. DDMA's will compile a list of volunteers who have completed basic disaster management training and express an interest in advancing their skills. These volunteers may be encouraged to enroll in advanced mountaineering or water-related courses at the Atal Bihari Vajpayee Institute of Mountaineering and Allied Sports (ABVIMAS). Furthermore, ABVIMAS is invited to independently submit proposals to HPSDMA for training and capacity building of all youth in mountain search and rescue.
6. River search and rescue (SAR) involves the deployment of specialized teams and equipment to locate and rescue individuals who may be in distress or missing along a river. This type of operation is crucial in responding to emergencies such as water-related accidents, floods, or other incidents where people may be at risk in or around rivers. In this regard, SDRF/Fire & Home Guard may take the initiative to train manpower at ABVIMAS for both basic and advanced training so that water-related search and rescue operations can be effectively managed at the local level.
7. State Council of Educational Research and Training (SCERT) in Himachal Pradesh, serves as an educational body responsible for developing curriculum, instructional materials, and teacher training programs. SCERT plays a crucial role in shaping the education system at the state level and is also a key agency in sensitization and the implementation of the school safety program by HPSMDA. In this context, it has been directed SCERT to resubmit the proposal for the School Safety Project training program comprehensively, involving all District Institutes of Education and Training (DIETs), & Govt. College of Teacher Education.
8. The State Agricultural Management and Extension Training Institute (SAMETI) was directed to submit a proposal for training, including modules related to disaster management, with a specific focus on climate change. The target audience for this training would be agricultural and horticulture officials of the state departments.
9. The Panchayati Raj Institute of Training (PRIT) was directed to review a training module that has already been prepared for Panchayat (Training Manual for

Panchayati Raj Institutions – Community-Based Disaster Risk Reduction) and update the module if necessary. Subsequently, the institute will roll out the program at the Panchayat level. (10bf0e82ef-1094-4f7b-b112-153c9c60d266.pdf (hpsdma.nic.in)).

10. Himachal Pradesh Council for Science, Technology & Environment (HIMCOSTE) is conducting the 'Training of Masons, Carpenters & Bar Binders on Hazard Resistant Construction' under the HPSDMA Scheme. Additionally, the Chair has directed to Dr. S.S. Randhawa to provide training to engineers and architects from the line departments in disaster preparedness and safe construction. To achieve this objective, HIMCOSTE is encouraged to establish collaborations with reputable institutions specializing in the field.
11. At the conclusion of the meeting, the Chairman directed all the training institutes and organizations present at the meeting to thoroughly review the Training Need Assessment (TNA) document. They are to understand the roles and responsibilities at various levels within the stakeholder departments and identify any training gaps or specific needs. Within the next two weeks, these organizations and institutions are required to submit training proposals to HPSDMA.

The meeting ended with a vote of thanks.

Approved by



DC Rana
Director cum Ex Officio
Special Secretary (Revenue-DM) to the
Government of Himachal Pradesh

Endst. No. Rev (DMC)(F) 11-45/2016 (SB&T)-II

Dated: the November, 2023

Copy for the information & necessary action to :

1. All the participants & Heads of Training Institutes in the state
2. All the Department Nodal officers for Disaster Management
3. All the Head of Departments in Himachal Pradesh
4. All the Deputy Commissioners cum Chairman, DDMA's in Himachal Pradesh
5. Office File

Attendance Sheet

1. Dr. Omesh Bharti, Principal, State Institute of Health & Family Welfare, Parimahal
2. Dr. Sunil Chauhan, Dy. Director, Animal Husbandry
3. Sh. Kuldeep Kapil, SO (Training) HQ – HG&CD
4. Sh. Dushyant Sharma, Instructor , PRTI Mashobra
5. Sh. Yashwant Negi, 14th Bn NDRF

Virtual Mode

6. The Additional District Magistrate, all districts in, H.P.
7. Deputy Inspector General of Police, Police Training College Daroh, H.P.
8. The Commandant, 14th BN NDRF, Nurpur, Jassur, Kangra, H.P.
9. The Director, Technical Education, Shimla, H.P.
10. The Director, Atal Bihari Vajpayee Institute of Mountaineering and Allied Sports, Manali, H.P.
11. The Director, Himachal Pradesh Institute of Public Administration, Shimla
12. The Director, SAMETI, Mashobra Shimla, H.P.
13. The State Fire Training Centre, Baldeyan, Distt Shimla, H.P.
14. The Commandant (Trg.), Combined Training Institute HP Home Guards and Civil Defence, Sargeen, Shimla, H.P.
15. The Principal, Health & Family Welfare Training Centre, Parimahal, H.P.
16. The Director, Revenue Training Institute, Jogindernagar, H.P.
17. The Principal, SCERT, Rabon, Solan, H.P.
18. The Principal, DIETs in all Districts, Himachal Pradesh, H.P.
19. In charge, Appropriate Training Centre, Shahpur Distt. Kangra, H.P.
20. In charge, Appropriate Training Centre, Sundernagar, Distt. Mandi, H.P.
21. The Director, State Resource Centre, Shimla, H.P.
22. In-charge, all Block Training Centres in Himachal Pradesh.
23. The Principal, Govt. College of Teacher Education, Dharamshala, H.P.
24. The Principal, J.N. Govt. Engineering College, Sundernagar, H.P.
25. The Principal, Atal Bihari Vajpayee Govt. Institute of Engineering & Technology, Pragatinagar, H.P.
26. The Principal, Rajiv Gandhi Govt. Engg. College, Kangra at Nagrota Bagwan, H.P.
27. The Principal, Govt. Hydro Engg. College Bandla Distt. Bilaspur , H.P.
28. The Principal, RGSEC, Kangra at Nagrota Bagwan, H.P.
29. In charge, Mountaineering Center, Jispa, , H.P.