

**Third Meeting of National Platform for Disaster Risk Reduction
5-6 May 2020**

ADMINISTRATIVE NOTE

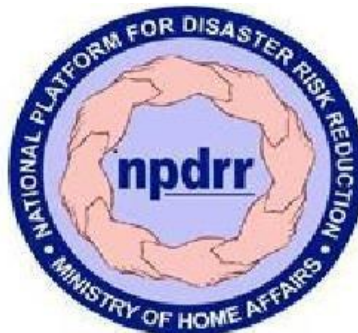
Theme: Mainstreaming Disaster Risk Reduction

**Vigyan Bhawan
New Delhi**

Organised by



**Ministry of Home Affairs
Government of India**



**Disaster Management Division, 3rd Floor, B-Wing, NDCC-II
Building, Jai Singh Road, New Delhi-110001**

Administrative Note for 3rd National Platform for Disaster Risk Reduction (to be held on 5-6 May 2020)

1. Introduction

- This note provides general information on administrative and logistic arrangements pertaining to Third Meeting of National Platform on Disaster Risk Reduction (NPDRR 2020). The event will be hosted by the Ministry of Home Affairs, Government of India during 5-6 May 2020 in collaboration with NDMA, NIDM and NDRF.
- The Government of India has constituted a multi-stakeholder National Platform for Disaster Risk Reduction (NPDRR) vide Government's Resolution dated 26th February 2013 under the Hon'ble Union Home Minister as Chairperson and Minister of State in-charge of Disaster Management in the Ministry of Home Affairs(MHA) as Vice Chairperson of NPDRR. The resolution was subsequently revised and a comprehensive resolution dated 5th July 2017 was notified followed by an amendment dated 03.09.2019.

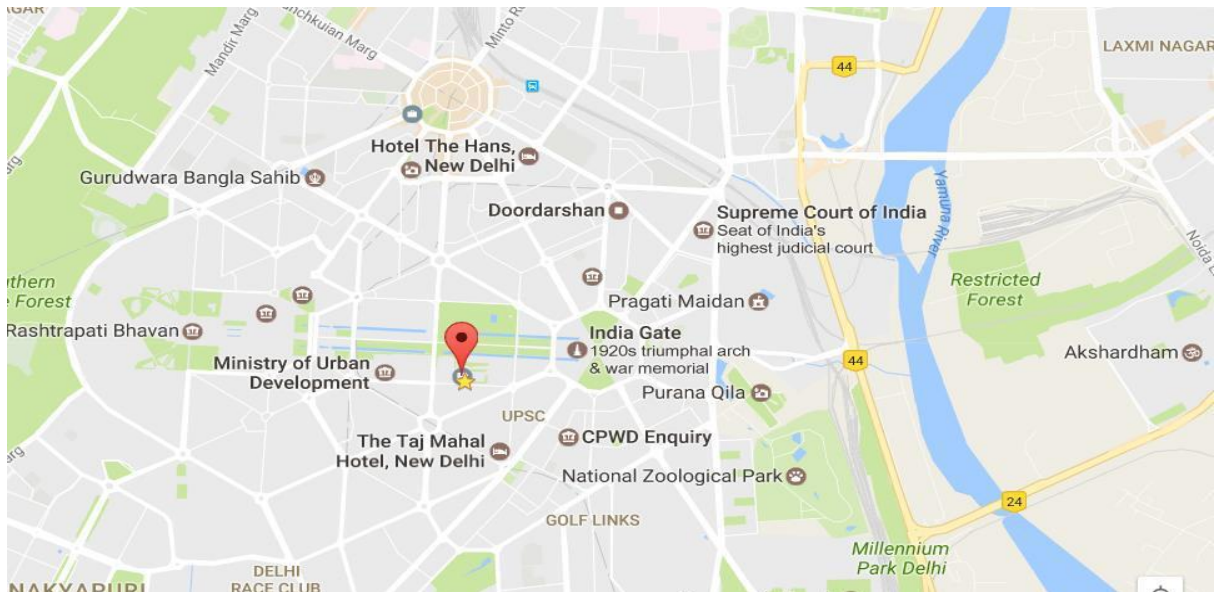
2. Venue

- The venue of the T h i r d M e e t i n g o f N P D R R will be at the **Vigyan Bhawan, New Delhi**, a premier convention centre of the Government of India in New Delhi.
- The Conference H alls are equipped with audio-video facilities of global standards including local area network facilities for internet users. Vigyan Bhawan has connectivity with all major roads of New Delhi and can be accessed by bus, taxi and other local means of transportation. The nearest Metro Station is Udyog Bhawan, Maulana Azad Road, New Delhi.

Address:

Vigyan Bhawan, Maulana Azad Road, New Delhi, 1100049.

Contact No. (91)-11-23022231, 23022122, 23022111.



3. Registration:

- **Online:** The invited delegates are requested to apply through online registration facility at <https://www.npdrr.nidm.gov.in/registration/create>. The online registration facility will be open from **18th March 2020 onwards**.
- **Offline:** Invited participants who are unable to apply through online system are requested to send their registration-cum-confirmations in the prescribed format (Annex-1) to the NPDRR Secretariat via email or speed post to the following details:

NPDRR Secretariat, Disaster Management Division
Ministry of Home Affairs, 3rd Floor, NDCC-II Building,
Jai Singh Road, New Delhi, 110001
Phone: +91-11- 23438123, +91-11-23438144 (Tele-fax), 011-23438262
Email: npdrr3@mha.gov.in

- **On-site:** Registration facility for the participants would also be available at NIDM from **01.05.2020 to 04.05.2020 from 9.30 am to 5.00 pm (except Sunday)**. The address of the institute is as follows:

National Institute of Disaster Management,
Ministry of Home Affairs, Govt. of India,
A-wing, 4th floor, NDCC-II Building,
Jai Singh Marg, New Delhi-110001)
Phone:011-23438285; TeleFax: 011-23438286

Registration desk will be functional at the Conference Venue on **05th May, 2020** at the Vigyan Bhawan from 6.30 a.m. to 8.30 a.m. **However, to avoid any inconvenience, participants are encouraged to register in advance through online system.**

4. Entry to Conference Venue

- Conference passes/invitation cards along with valid identity card are required for entry into the meeting venue and meeting areas.
- Registered government delegates from the States/UTs are advised to collect their invitation card/pass from their concerned Resident Commissioner's office in New Delhi on 02.05.2020 and 04.05.2020. The details of Resident Commissioners' office are at **Annex-II**.
- Other delegates are advised to collect their invitation card/pass from NIDM on 02.05.2020 and 04.05.2020.
- The registered candidates, who are unable to collect their invitation/pass, may collect the same from Registration Counter at Vigyan Bhawan, New Delhi on 05.05.2020 from 0630 - 0830 hrs.
- Entry to conference venue will be subject to display of invitation card/pass and identity card issued by any Government Authority.
- The conference pass must be worn and should be visible all the times.

5. Logistics Arrangement

- Participants are required to make their own arrangements for travel, accommodation and local transportation. Delegates/participants from the States/UTs Governments are advised to contact their Resident Commissioners' office for any logistics assistance.

6. Helpdesk

- For any kind of assistance related to registration, participation and venue arrangements a help desk will be available established at the Conference Venue on 5-6 May 2020.
- Also, the concerned organizations may call up or write an email at NPDRR Secretariat/NIDM for any queries related to the Conference. The contact details are given in para-3 and at the end of the document.

7. Security Arrangements

- In order to provide adequate security throughout the meeting, various levels of controlling and screening will be implemented at the venue. When necessary, individuals may be subjected to a physical search. The delegates and participants are requested to cooperate with the security staff.
- Vigyan Bhawan has limited parking space. The participants will be allowed to park their vehicles at the designated parking space on first-come-first-serve basis. The vehicles will be allowed to park subjected to electronic/physical search prior to entry. Vehicles of Ministers/VIPs will be parked outside the venue and will be available as and when required.

8. Facilities for Photocopy, Computer and Internet

- We encourage paperless conference. However, an office space having facilities related to computers, printers, photocopy and email/fax facility machines will be available at the venue, on 05th and 06th May 2020 for the resource persons. To reiterate, the meeting venue strives to be environment friendly and all the delegates/participants are encouraged to use as less papers as possible.

9. Documents /Information

- All background materials, minute-to-minute program, concept notes and other relevant documents will be made available on NPDRR websites i.e. <https://www.npdr.nidm.gov.in> and <https://www.ndmindia.nic.in/meetings>. The organizers will update the information related to the program time to time. Therefore, the delegates are requested to keep checking the website regularly for latest updates/instructions.

9. Control Room

- The Control Room will be established at the venue to coordinate with various agencies. An ambulance along with qualified medical support will also be available during the event.
- The delegates may contact the Control Room in case of any emergency or medical need during the meeting. (Contact No.: 011-23022459)

10. Information Display

- Central agencies, State/UT Governments and start-up agencies will showcase their initiatives in the field of DRR on the inner walls of Vigyan Bhawan.
- An exhibition will be organized for display of equipment and innovations on DRR. Various private stakeholders will be encouraged to showcase their facilities.

11. Language

- Hindi and English languages will be used for official and business purposes.

12. Lunch

- Working lunch, tea/coffee and water would be arranged for the participants during the meeting.

13. Liability

- The organizers shall not be liable for personal accidents and losses or damages to personal/ corporate property of the -delegates. Delegates are advised to make their own arrangements with respect to their personal and property insurance.

Registration of Participation Form

3rd MEETING OF NATIONAL PLATFORM FOR DISASTER RISK REDUCTION*(To be held on 5-6 May 2020)*

MHA Letter Ref. No.* :

Title (Mrs. / Ms. /Mr.) :

First Name :

Middle Name :

Last Name :

Gender (Please Tick) : Male Female Others

Residential Address :

Name of the Organization :

Designation :

Address of the Organization :

Email id :

Tel. No. (Office)/ Fax with Code :

Mobile :

Signature

Image Scan

Valid ID Card

* This is a file no. indicated on the Invitation letter sent by the Ministry of Home Affairs, Government of India to the Members of the NPDRR and relevant stakeholders related to this meeting.

Instructions: This form is only to be used by the invited/nominated delegates for the meeting.

Contact List of Resident Commissioners of the States/UTs

Designation, State/UT	Address	Telephones	E-Mail Address
Special Representative, Andhra Pradesh	Andhra Bhavan, 1 Ashoka Road, New Delhi - 110 001	Off: 23384188 Fax: 23388175	rescm-ap@nic.in
Resident Commissioner, Arunachal Pradesh	Arunachal Bhavan, Kautaliya Marg, Chanakyapuri, New Delhi - 110 021	Off: 23013915, 23014136 Fax: 23013956	rescm-ar@nic.in
Principal Resident Commissioner, Assam	Assam Bhavan, S.P. Marg, New Delhi - 110 021	Off: 26116444 Fax: 26117059	rescm-as@nic.in
Resident Commissioner, Bihar	Bihar Bhavan, 5 Kautilya Marg, Chanakyapuri, New Delhi - 110 021	Off: 23014945 Fax: 23015035 Fax: 23015035/ 2274	rescm-ap@nic.in
Resident Commissioner, Chhatisgarh	3rd, Floor, Chanakya Bhawan, Near Yashwant Palace, Chanakyapuri, New Delhi - 110 021	Off: 26873116 Fax: 24105809	bhawan.cg@gov.in
Resident Commissioner, Goa	Goa Sadan, 18 Amrita Shergil Marg, New Delhi - 110 003	Off: 24629964 Fax: 24629956	rescm-go@nic.in
Resident Commissioner, Gujarat	A/6, State Emp. Bldg., BKS Marg, New Delhi - 110 001	Off: 23343147 Fax: 23742482	rescm-gj@nic.in
Resident Commissioner, Haryana	Haryana Bhavan, Copernicus Marg, New Delhi - 110 001	Off: 23384354 Fax: 23384913	cchb@hry.nic.in
Resident Commissioner, Himachal Pradesh	Himanchal Bhavan, 27 Sikandra Road, New Delhi - 110 001	Off: 23716574 Fax: 23715087	rescm-hp@nic.in
Resident Commissioner, Jharkhand	Opposite Indian Airlines Colony, Vasant Vihar, New Delhi-110057	Off: 26739011 Fax: 26739005	rescm-jh@nic.in
Resident Commissioner, Karnataka	Karnataka Bhavan, 10, Kautilya Marg, Chanakyapuri, New Delhi - 110 021	Off: 26889814 Fax: 26889030	rescm-kn@nic.in
Resident Commissioner, Kerala	Kerala House, 3 Jantar Mantar Road, New Delhi - 110 001	Off: 23368581 Fax: 23368934	rescm-kr@nic.in
Resident Commissioner, Madhya Pradesh	B-8, State Emp. Bldg. BKS Marg, New Delhi - 110 001	Off: 23019899	rescm-mp@nic.in
Special Commissioner, Maharashtra	Maharashtra Sadan, Copernicus Marg, New Delhi - 110 001	Off: 23388075 Fax: 23782804	rescm-mh@nic.in
Resident Commissioner, Manipur	Manipur Bhavan, 2 Sardar Patel Marg, New Delhi - 110 021	Off: 26873009, 26114151 Fax: 26111808	rescm-mn@nic.in
Principal Resident Commissioner, Meghalaya	Meghalaya House, 9 Aurangzeb Road, New Delhi - 110 011	Off: 23015503 PBX: 23015605	rescm-mg@nic.in
Resident Commissioner, Mizoram	Mizoram House, Pt. Uma Shankar Dixit Marg, New Delhi - 110 021	Off: 23016408 Fax: 23012331	rescm-mz@nic.in
Resident Commissioner,	Nagaland House, 29 Aurangzeb	Off: 23012296	reernagalandhouse@gmail.

Designation, State/UT	Address	Telephones	E-Mail Address
Nagaland	Road, New Delhi - 110 011		com rescm-ng@nic.in scm- ng@nic.in
Principal Resident Commissioner, Orissa	4, Bordoloi Marg, Chanakyapuri, New Delhi - 110 021	Off: 23019771, 23018498 Fax: 23010839	rc.odisha@gmail.com
Resident Commissioner, Punjab	Punjab Bhavan, Copernicus Marg, New Delhi - 110 001	Off: 23383804 Fax: 23782448	punjabbhawan@gmail.com rescm-pb@nic.in
Principal Resident Commissioner, Rajasthan	Bikaner House, Pandara Road, New Delhi - 110 003	Off: 23073747 Fax: 23381802	rescm-rj@nic.in
Resident Commissioner, Sikkim	Sikkim House, 12, Panchsheel Marg, New Delhi - 110 021	Off: 26113747 PBX: 26883026 Fax: 26110679	rescm-sk@nic.in
Resident Commissioner, Tamil Nadu	Tamil Nadu House, Kautilya Marg, New Delhi - 110 021	Off: 23011087 Fax: 23016822	escm-tn@nic.in
Resident Commissioner, Telangana	Telangana Bhavan, No.1, Ashoka Road New Delhi - 110 001	Off: 23380558 Fax: 23388175	rctelangana@gmail.com
Resident Commissioner, Tripura	Tripura Bhavan, Kautilya Marg, New Delhi - 110 021	Off: 23012693 Fax: 23793827	rescm-tr@nic.in
Principal Resident Commissioner, Uttaranchal	104, Inder Prakash, 21 Barakhamba Road, New Delhi - 110 001	Off: 23738498	rescm-ua@nic.in
Resident Commissioner, Uttar Pradesh	409, Ambadeep, 14 K.G. Marg, New Delhi - 110 001	Off: 23310408, 23715604	rescm-up@nic.in
Resident Commissioner, West Bengal	A-2, State Emp. Bldg., BKS Marg, New Delhi - 110 001	Off: 23344269 Fax: 23747203	rescm-wb@nic.in, rescmwb@nic.in
Resident Commissioner/ Representative of UTs			
Jt. Resident Commissioner, Andaman & Nikobar Islands	12, Chanakyapuri, New Delhi - 110 021	Off: 26119590 Fax: 26882116	rescm-an@nic.in
Resident Officer, Chandigarh	21-B, Telegraph Lane, K.G. Marg, New Delhi - 110 001	Off: 23353359, 23736017	citcodel@citcochandigarh.c om
Liaison Officer, Daman & Diu and Dadar & Nagar Haveli	F-308, Curzon Road Hostel, K.G. Marg, New Delhi - 110 001	Off: 23385369, 23385761 Fax: 23381086	rescm-dd@nic.in
Divisional Commissioner, Delhi	SDMA Office, 5, Shamnath Marg, Civil Lines - 110054	Off: 23962825, 23914805 Fax: 23914805	divcom@nic.in
Resident Commissioner, Jammu & Kashmir	J&K House, 5, Prithviraj Road, New Delhi - 110 003	Off: 26112022 Fax: 24627047	rescm-jk@nic.in
Divisional Commissioner, Ladakh	J&K House, 5, Prithviraj Road, New Delhi - 110 003	Off: 01982 255567 Fax: 24627047	rescm-jk@nic.in
Additional Resident Commissioner, Lakshadweep	Lakshadweep House, 16, States Guest House Area, Chanakya Puri, New Delhi - 110021	Off: 24101170 Fax: 24122556	res.comm.lk@gmail.com, rescm-lk@nic.in
Resident Commissioner, Pondicherry	Pondicherry House, 3 S.P. Marg, Chanakyapuri, New Delhi - 110 021	Off: 26118174, 26118195 Fax: 26112331	rescm-pn@nic.in

NPDRR Secretariat-Focal Points

Agency	Contact Details
MHA: Mr. Sanjeev Kumar Jindal, Joint Secretary (Disaster Management)	Address: Ministry of Home Affairs, Government of India, 3rd Floor, NDCC II Building, Jai Singh Road, New Delhi- 110001
Officer- In-charge: Mr. Ramkrishna Swarnkar, Director (DM-I)	Phone: 011-23438144 011-23438123 Email Id: npdrr3@mha.gov.in Websites: www.ndmindia.nic.in www.npdrr.nidm.gov.in
NIDM: Maj. Gen. Manoj Kumar Bindal, VSM, Executive Director	Address: National Institute of Disaster Management Ministry of Home Affairs, Government of India, 4th Floor, NDCC II Building, Jai Singh Road, New Delhi- 110001
Officer-In-charge (Registration): Mr. Surendra Thakur Consultant & I/C (Administration & HR)	Phone: 011-23438285 TeleFax: 011-23438286 Email: npdrr2020.nidm@gov.in 3rdnpdrr2020sectt@gmail.com Websites: www.nidm.gov.in www.npdrr.nidm.gov.in