



# **Mini Secretariat, Panchkula Disaster Management Plan**

**2014-15**

**Center for Disaster Management**



**Haryana Institute of Public Administration**

## **Preface**

India, due to its physio- geographic conditions, land characteristics and climatic conditions, is one of the most disaster prone countries in the world, exposed to different kinds of natural hazards. India has witnessed a number of disasters which claimed several thousands of human lives, rendering millions of people homeless and causing immense loss to properties of the people.

The hard fact is that, 'there is sheer negligence toward adherence of safety norms and safety practices. This makes many crucial institutions in our country vulnerable to disasters, as it is well acknowledged fact that disaster impact is terrible on unprepared institutions. Therefore it is necessary to make serious attempts to install a system of disaster response, recovery, preparedness and mitigation to make institutions capable of providing comprehensive response to the disaster situation. The booklet 'Mini Secretariat Disaster Management Plan 2014' is documentation of such plan that can be executed to reduce the impact of disasters on such essential institution.

This document is helpful in understanding the significance of various disaster management activities needed to be performed for making mini Secretariat premises safer. It gives comprehensive information regarding hazards, its probability and methods to reduce its impact by planning, mitigating and building capacity of structural and non-structural components in the complex.

Mini Secretariat Panchkula Disaster Management Plan has been formulated under HIPA Guidelines in compliance with 'the activities under Capacity Building Fund for year 2013-14 initiated by Financial Commissioner Revenue & Disaster Management Department, Govt. to Haryana'.

We wish to thank Sh. S.S. Phulia, Deputy Commissioner Panchkula and Sh. S. P. Arora Additional Deputy Commissioner Panchkula, for their support in Mini Secretariat Safety Initiatives.

We are thankful to core committee members under Mini Secretariat Disaster Management Committee formulated in accordance with Mini Secretariat Disaster Safety Initiatives.

We are also thankful to all the Officers as well as Staff Members of all departments working in mini secretariat Panchkula for their active participation in the initiative.

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# 1. Introduction-

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## Disaster

Disaster means "A serious disruption of the functioning of the society, causing widespread human, material, or environmental losses which exceed the ability of the affected society to cope using its own resources".

Causes of Disaster:

- ⦿ The hazardous surroundings of the community,
- ⦿ The conditions of vulnerability that are present
- ⦿ The insufficient measures to prevent or cope with the devastation i.e. "Coping Capacity"

$$\text{Risk} = \frac{\text{Hazard} * \text{Vulnerability}}{\text{Capacity}}$$

## **Mini Secretariat Panchkula**

Mini Secretariat Panchkula is located in Sector 1 Panchkula. It serves as the house of various administrative departments like Zila Parishad, Deputy Commissioner of Police, Additional Deputy Commissioner office, City Magistrate office, Sub-Divisional Magistrate Panchkula office, District Development & Panchayat Office, Distt. Revenue Department, Dy. Superintendent of Police (HQ), Tehsildar office, Naib Tehsildar and Tehsil, Election office, XEN Panchayati Raj office, Treasury Officer, D.E.T.C (Excise) Department, D.E.T.C (Sales) Department, District Town Planning Deptt., District Planning Office, District Social Welfare Office, District Public Relation Office, District Information Office.

Approximately 400 employees are working in aforesaid departments and on a working day about one thousand people come under public dealings.

## **Mini Secretariat Safety Plan:**

The National Disaster Management Act, 2005, Clause 32 mentions that “Every office of the Government of India and of the State Government at the district level and the local authorities shall, subject to the supervision of the District Authority, - (a) prepare a disaster management plan...”. Abiding by the rules, the Mini Secretariat DM Plan will focus on:

- i. prevention and mitigation measures
- ii. capacity-building and preparedness measures
- iii. the response plans and procedures
- iv. regular updation

The purpose behind ‘Mini Secretariat Disaster Safety Initiatives’ is to prepare all the Employees working in various departments in mini Secretariat for any disaster which does not come in advance warning. This can be done through a well established plan and regular follow up of the plan through mock drills.

## **Objectives of Plan**

The main objective of plan is to clarify command; control and coordination structure for managing disasters. The initiative includes the following key activities:

- a) Formulation of Mini Secretariat Safety Committee
- b) Hazard identification and risk prioritization followed by mitigation measures
- c) Audit regarding electricity, fire, structural safety compliance
- d) To formulate Floor wise Safe Evacuation plans
- e) Formation and training of Mini Secretariat Safety Teams
- f) Sensitization and training of Officers and staff members
- g) To channelize a proper mechanism of coordination for managing disasters
- h) Mock drill

## 2. Hazards, Vulnerabilities, Capacities and Risk Analysis

### Hazard Analysis

#### Hazard:

“A dangerous condition or event, that threat or have the potential for causing injury to life or damage to property or the environment.”

- Natural Hazards
- Man made Hazards

#### Hazard Analysis at Mini Secretariat

To keep the building safe and disaster resilient, a comprehensive hazard analysis is necessary. Under hazard analysis, Following Audits have been conducted in Mini Secretariat premises and on basis of audit report following hazards have been depicted:

##### 1. Building Related Hazards

- Fire related hazard :** According Fire Safety Audit Report, Fire Extinguishers are not installed in Building, Down comer and horse real system is not installed, MCPs and Smoke detectors are not working properly.
- Electrical Safety Hazardous:** The electrical safety audit report (see Annexure 1) states that in the Mini Secretariat building aluminium wiring is approximately 16 years old and electrical load have been increased due to which in main ducts wires become overloaded and chances of sparking increases. It is recommended that aluminium wiring needs to be replaced with copper wiring along with installation of main board as per revised load in whole building.
- Structural Safety:** Structurally Safety Audit report states that the building is structurally safe.

Sr. No.	Structural/Non Structural Hazards Areas	Location
	<b>Inside Building</b>	
1.	Gas cylinders	Not there in the building
2.	Other fuel (petrol/diesel/kerosene etc.)	
3.	Main Electrical Boards	Main Entrance right side and left side, one in front of back side entrance
4.	Hanging Electrical Wires	None
5.	Suspended Ceilings	None
6.	Unfixed Almirahs/cabinets	In all departments and some are on corridor second floor
7.	Unfixed wall Frames	Notice Boards

8.	Doors/ Windows	In all rooms
9.	Open drains/ gutter	NA
10.	Trees	Building is covered by trees from all sides
11.	Defected staircases	N.A
12.	Severely cracked walls	N.A
13.	Others (specify)	
<b>Outside Mini Secretariat</b>		
1	Trees	Yes
2	Power Lines	Yes
3	Towers	yes
4	Others (specify)	

## 2. Natural Hazards

The following hazards have a probability of occurrence in Panchkula and they can affect the mini secretariat also

- **Earthquake**
- **Accidents**
- **Nuclear Attack**
- **Terrorist Attack**

**2.1 Earthquake:** Panchkula lies in Zone IV. This means only one step less from the highest degree of vulnerability. As the entire Panchkula falls in the region of high damage risk zone, the mini secretariat building will also be affected by high velocity shock. An earthquake strikes suddenly without an early warning and may cause huge building or infrastructure damage leading to human or personal loss.

As the building lies in plain terrain, the earthquake can cause structural damage and damage to water/sewage pipelines, and telephone or electric lines.

**2.2 Floods:** Panchkula district has not witnessed any major flood in the past. But due to heavy rainfall, the water may gather around the building.

**2.3 Accidents:** From past records of accidents in Panchkula, Police department along with HUDA, Municipal Corporation and NHAI, in 2012 identified 4 killer points where maximum of fatalities have taken place. The Chandimandir T Point, Majri Chowk, Ramgarh Chowk, Barwala Point are block spots where maximum fatalities have taken place in last five years. The Mini Secretariat building is located near Majri Chowk and near other three block spots. Maximum numbers of people as well as employees working in mini secretariat have to cross these block spots to reach the office.

**2.4 Nuclear Attack:** A nuclear hazard is an actual or potential release of radioactive material at a commercial nuclear power plant or a transportation accident or other radiological incident. There is no industry in Panchkula that produces or uses radioactive

material. So radioactive material is not a hazard in mini secretariat building however a nuclear attack may cause in rare case.

2.5 Terrorist Attack: As all the administrative departments are in mini secretariat premises so Mini Secretariat is one of focal point for a terrorist attack. So it should be kept in security and kept prepared for any terrorist attack.

## Vulnerability Analysis

**Vulnerability** may be defined as “The extent to which a community, structure, services or geographic area is likely to be damaged or disrupted by the impact of particular hazard, on account of their nature, construction and proximity to hazardous terrains or a disaster prone area.”

The UNISDR defines vulnerability as “the characteristics and circumstances of a community, system or asset that make it susceptible to the damaging effects of a hazard”. In simple words, the exposure to a hazard makes someone vulnerable and the ability to cope with it depends upon various physical, social, economic and environmental factors.

- About 400 employees are working in the Mini Secretariat Panchkula and 3% of them are handicapped so covered under vulnerable population.
- 60% employees are above 50 years so they are also covered in vulnerable population.
- About 1000 people usually visit the building on a working day for public dealings. Some of them are old age people, some people visit along with their children, so the vulnerability factor changes on a quite regular basis.
- Drinking water points inside the building are not hygienic and RO systems are also not maintained as required. So mitigation measures need to be taken to correct this.
- **As the fire extinguishers are not installed in building and due to obsolete electrical wires there is extreme hazard of short circuit. So these points must be followed by the Safety Committee.**

### Vulnerable Population:

Sr. No.	Name	Age	Sex	Department	Type of disability	Room No.	Blood Group
1	Sh. Versha Ram, Peon	56	M	Planning Office	Knee Problem	205	A+
2	Sintender		M	DDPO		313	B+
3	Smt. Suresh Rani DTP	53	F	DTP	Hypertension	330	B+
4	Sh. Om Raj	35	M	DTP	Heart Problem	330	
5	Parveen Kumar	51	M	DTP	Heart Problem	329	B+
6	Rajeev Sharma	48	M	DSWO	100% disabled	330	A+
7	Vikas	46	M	DITS	Deaf & Dumb	113	B+
8	Krishan Lal	36	M	DITS	Ortho	113	O+
9	Sh. Karamjeet	30	M		Handicapped	110	B+
10	Smt. Satya	60	F	Treasury	Handicapped	111	A+
11	Surinder Singh	45	M	ADC office	Handicapped	209	A+



## Hazard Analysis through Rapid Visual Screening (RVS)

Through Rapid Visual Screening (RVS), the following existing hazards have been observed:

### Obstructed Staircase: 2<sup>nd</sup> Floor near DDPO Office



- **Obstructed Corridor at II Floor near Taxation Department**



- **Electricity:** Uncovered Ducts It was noticed that electricity boards were not covered properly. Wires were hanging out and joints were not insulated properly which can lead to short circuit and cause fatal electric shock.

In the ducts, inflammable material like newspaper, oil cane and plastic was kept near electric board. This material near the board can cause fire.



**Recommendations:**

- Electricity boards should be properly covered.
  - Combustible material like newspaper, plastic and oil should not be in close proximity to electric panel.
  - The building exterior wall should have fire resistant covering.
- Unanchored items:** If any major event like earthquake, fire, cylinder blast occurs then it may cause a stampede or blockage of passage. The unanchored items may cause death or injury and also damage the properties. .
  - Maintenance:** Lack of maintenance itself creates hazards. The lack of maintenance has been observed during rapid visual survey in the following images: **Cooler near DRO Office**

**Capacity Analysis**

Capacity can be defined as “resources, means and strengths which exist in households and communities and which enable them to cope with, withstand, prepare for, prevent, mitigate or quickly recover from a disaster”.

Local resources of the building together form the capacity of the building to respond to any disaster/ emergency situation.

Capacity building training has been provided to First respondents (Peons of Every department) and following teams have been formulated which will respond actively in case of disaster or emergency.

Safety Teams:

- First aid Team
- Fire Safety Team
- Search and Rescue Team
- Early Warning and Communication Team
- Evacuation Team

- Transportation Team

## Resource Mapping of Mini Secretariat Panchkula

### A. Capacity Analysis Within the building

	<b>Resource Name</b>	<b>Number/ Details</b>
1	Fire Alarm System	Fully Functional
2	Sand Buckets	Four at ground floor
3	First Aid Boxes	One at each floor
4.	Nearest Hospital	General Hospital just 2Kms from the building
5	Police force	Internal police force
6	Life Jackets	12 at Tehsil, Panchkula
7	Boats	Two
8	Rescue light	One at Tehsil Panchkula
9	Safety Zone	Main Parking Area
10	Floor wise evacuation plan	Two exits at each floor
11	Lifts	Two on each floor
12	First Aid team	Trained by Distt Red Cross Society
13	Fire Safety Team	Trained by Fire Department
14	Search and Rescue Team	Trained by Civil & Defence Services
15	District Resource Inventory	Well updated resource inventory for use in emergency is available with District Revenue Officer

## 3. Institutional Mechanism

### Mini Secretariat, Panchkula Safety Committee

A Safety Committee of Mini Secretariat has been formed consisting of eight members dedicated for taking necessary decisions for disaster management in the building. The Committee shall meet as and when required for discussion of necessary safety measures in the Mini Secretariat. The Committee along with all the staff shall be responsible for ensuring all the disaster management activities for Preparedness, Mitigation, Capacity Building Response, Evacuation, etc. The following are the members of Mini Secretariat Safety Committee.

#### 3.1 Safety Committee Members:

1. Deputy Commissioner, Panchkula as Chairperson and Safety Director
2. Additional Deputy Commissioner, as Deputy Director Safety
3. CTM Panchkula as HR Manager
4. DSP (HQ) as Chief Security Officer
5. DRO as Resource Manager
6. DIO Panchkula as IT and Documentation Manager
7. XEN (PWD) as Premise Manager
8. XEN PWD B&R Electrical as Electricity Manager

#### 3.1.1 Roles and Responsibilities of Committee Members

Official	Designation	Responsibility
Deputy Commissioner	Safety Director	<ol style="list-style-type: none"><li>i. Over all supervision.</li><li>ii. Monitoring and implementation of safety practices.</li></ol>
Additional Deputy Commissioner	Additional Safety Director	<ol style="list-style-type: none"><li>i. Monitoring and implementation of safety practices.</li><li>ii. Endure Participation of all HODs</li><li>iii. Incident Commander during Emergency/ Disaster</li></ol>
CTM	Deputy Director Safety	<ol style="list-style-type: none"><li>i. Identifying monitoring and measuring risk</li><li>ii. HR related compliance</li><li>iii. Preparing list of staff</li><li>iv. Ensure head count after evacuation</li></ol>

		<ul style="list-style-type: none"> <li>v. Ensuring of safety measures being followed</li> <li>vi. Regulatory compliance.</li> <li>vii. Ensure staff participation in all safety activities</li> <li>viii. Transportation facilities</li> </ul>
DSP (HQ)	Chief Security Officer	<ul style="list-style-type: none"> <li>i. Ensure safety of people at mini secretariat</li> <li>ii. Intimate about any protest in mini secretariat complex</li> <li>iii. Provide sufficient amount of personnel for security</li> <li>iv. Monitor and implement any violent situation in and around area.</li> <li>v. Intimate about possible attack or bomb treat.</li> </ul>
DRO	Resource Manager	<ul style="list-style-type: none"> <li>vi. Provide an updated district resource inventory</li> <li>vii. Provide with equipments life jacket, boats etc if needed.</li> <li>viii. Provide list of trained human resources</li> <li>ix. Coordinate for: <ul style="list-style-type: none"> <li>a. Human resource</li> <li>b. Food</li> <li>c. Water supply</li> <li>d. Other essential supplies if needed.</li> </ul> </li> </ul>
XEN PWD	Premise Manager	<ul style="list-style-type: none"> <li>i. Identifying monitoring and measuring risk to infrastructure</li> <li>ii. Mitigation of identified risk</li> <li>iii. Ensure Mitigation measures in the building</li> <li>iv. Conduct building safety audit as per regulations</li> </ul>
DIO	IT and documentation Manager	<ul style="list-style-type: none"> <li>i. Disruptions due to ignoring safe computing guidelines caused by virus attack or denial-of-service or attack in the computer network shall immediately be reported by all offices to the DIO, which, in turn shall activate the laid-down response mechanism</li> <li>ii. Resolving of computer hardware related issue</li> <li>iii. Resolving of video conferencing issues</li> <li>iv. Resolving issues related to UPS related back up.</li> <li>v. Reporting of all incident with help of Documentation team.</li> </ul>
XEN PWD B&R	Electricity	<ul style="list-style-type: none"> <li>i. Ensure proper supply of</li> </ul>

Electrical		<p>electricity</p> <ul style="list-style-type: none"> <li>ii. Ensure proper functioning of generators</li> <li>iii. Intimate any power cut</li> <li>iv. If in case of immediate power failure intimate recovery time</li> <li>v. Ensure safety mechanism in place for electrical safety</li> <li>vi. Mitigate for identified electricity related risk</li> <li>vii. Ensure proper mitigation measures for electrical safety.</li> <li>viii. Conduct electrical safety audit keeping regulations in consideration</li> </ul>
All HODs		<ul style="list-style-type: none"> <li>i. Ensure participation from all staff</li> <li>ii. Allocation of volunteers for team</li> <li>iii. Ensure proper mitigation measures being taken.</li> <li>iv. Ensure knowledge of plan and its activities should reach every employee.</li> </ul>

## 4. Preparedness Checklist

A list of important indicators to be considered when planning for emergency response & reviewing existing buildings. This may be used as a checklist to identify hazards & vulnerabilities of building & its facilities.

### 4.1 Checklist

4.1 Structural Checklist		
Checklist	YES	NO
<b>A. Location</b>		
1. Is it located in flood-prone area?		No
2. Is it in proximity to active fault lines?		No
3. Is it near to the heavy traffic?	Yes	
4. Is it well connected with National Highway & State Highway?	Yes	
<b>B. Design</b>		
1. Do the building structural parts like foundation, columns, beams, floors, slabs, etc. conform to requirements for strong winds, fire, blast & earthquake?	Yes	
2. Has the building a simple shape and is symmetrical along both the lateral & longitudinal axes i.e. rectangle, making it resilient?	Yes	
<b>C. Structures</b>		
1. Are there any structural cracks on structural parts?	No	
2. Are the ramps present at main entry/exit & have approachability till lifts for people with disabilities?	Yes	
3. Do the sewerage systems have an adequate capacity and are properly maintained?	Yes	

4.2 Non-structural Checklist		
Checklist	YES	NO
1. Are the wooden materials coated or treated with fire-retardant paint?		No

2. Are the balconies free from falling elements?	Yes	
3. Are the doors securely attached to jambs?	Yes	
4. Do the doors in conference hall/ Assembly hall/ Class rooms swing both sides, i.e. in & out?		No
5. Are almirahs or moveable items properly anchored?		NO
6. Are electrical wires and cables properly coated?	Yes	
7. Does the alternate power source, i.e. generator, have the capacity to meet priority demands?		No
8. Are generators and other vibrating equipments fixed by special brackets which may prevent them from overturning?		No
9. Do the water tanks storages have sufficient reserve capacity to satisfy the demand for at least two days?	Yes	
10. Are the water storage tanks anchored?		No
11. Is the water distribution system i.e. valves, pipes, connections - free from leaks & harmful agents?	Yes	
12. Are the alarms, fire detection and extinguishing systems installed with automatic functioning? Are they working?	Yes	No
13. Are the portable fire extinguishers installed at each floor?		No
14. Are there illuminated EXIT signs at halls & floors?	Yes	
15. Are the air conditions & such elements anchored properly?	Yes	
16. Are the closed circuit television (CCTV) cameras with recorder area available at main entry/exit gates?		No
17. Are the information boards available for staffs & visitors on what to do/don't during an emergency?	Yes	
18. Is the floor wise map available/drawn on the wall at each floor?		Yes

### 4.3 Functional Safety checklist

1. Is the building located along or near good roads and adequate means of transportation easily accessible?	Yes	
2. Is it reasonably free from undue noise and smell, and not located adjacent to industrial plants, disposal places, etc.?	Yes	
3. Does it have access to more than one road?	Yes	
4. Are the basic equipments like, telephones, computers, printers, Photostat & fax machines functional?	Yes	
5. Is the First-aid box available at each floor?	Yes	



7. Do the windows have wind and sun protection materials?		No
6. Is the alternate source of water identified, if the main supply is cut off?		No
7. Is the presence of alternative power for emergency lighting and operation of essential equipment pre-identified?	Yes	
8. Do the signs board on the floors in the building - indicate the location of escape routes and fire fighting equipments?		No
9. Are the personnel trainings on the emergency response conducted?	Yes	
10. Is there a pre-define coordination mechanism with local officials to assist the building facilities during emergencies?	Yes	
11. Is there a provision to conduct fire drills at least once in a year?		No
12. Are the simulation fire/earthquake drills or exercises conducted at least annually?		Yes

#### **4.2 Capacity Building at Mini Secretariat**

A safe building should have an emergency response plan and well-trained workforce who are ready and able to deal with the emergencies. Regular drills involving multi-hazard scenarios should be carried out and periodic training programmes should be organised for the staff at all levels.

##### **Perspective capacity building planning**

- Identification of the existing Hazards, Risk & Vulnerable elements
- Maintenance of Resource Inventory at Mini Secretariat
- Capacity development among staffs through training/ drills/ techniques
- Development of strategy for safe evacuation during emergency
- Formulation of emergency response plan with different task force teams
- Periodic inspection of fire safety devices, fire hydrants, etc.
- Promotion of Insurance (General & Life)

## 5.

## Mitigation Plan

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**5.1 Emergency Alarm System:** An emergency alarm system is required in the building to alert all the people present in the building about any emergency. Alarm system should be audible from all locations of the building. Safe emergency evacuation of building depends upon the alarm system only

### 5.2 Fire Mitigation Measures:

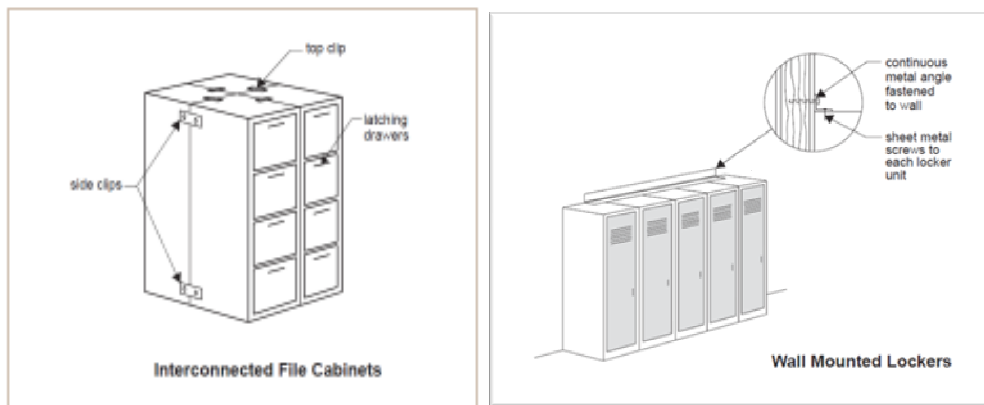
- i. **Replacement of Electrical wires:** During Electrical safety audit of Mini Secretariat building, it is found that the electrical fittings (Wires) have become obsolete and need immediate replacement to avoid any short-circuit which may arise due to excessive power load. The audit report is included in annexure.
- ii. **Transparency of Electrical Ducts:** Instead of Wooden doors, electrical ducts should be covered with transparent sheets so that any sparking could be timely traced.
- iii. **Opening Emergency Exits:** There is no provision of fire exits at first and second floor of building. There is no mounted signage for fire exits at ground floor. Fire exits are recommended at each floor.
- iv. **Display of Floor wise Evacuation Maps:** Evacuation maps are required at each floor to assist people visiting the building so as to have a safe emergency evacuation.
- v. **Dry Sand filling:** Dry sand filling is required at main Electrical Panel. This sand filling will reduce the chances of hazard transfer in the wiring.

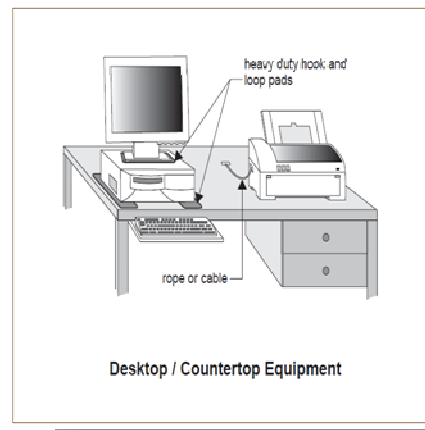
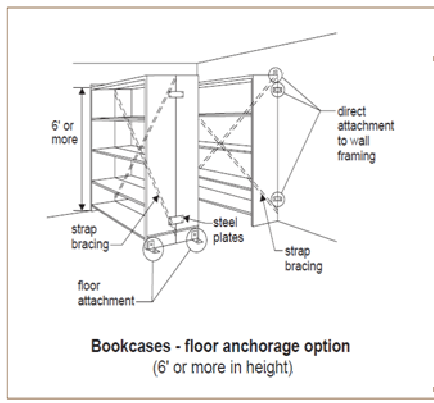
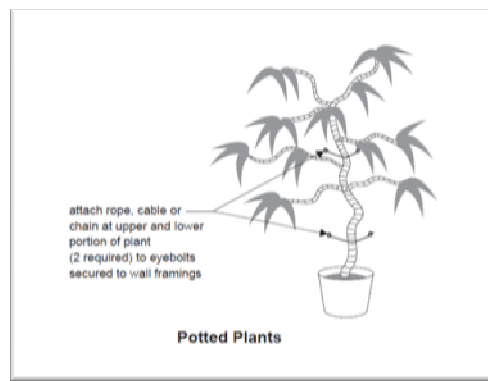


- vi. **Exhaust in Main Panel Room:** The Electricity Panel at Ground Floor Room No 111 is highly congested and therefore there should be proper exhaust system to exhaust the air. This will also help in keeping the system cool.

**5.1 Non Structural Mitigation Measures:** The following actions should be taken to mitigate the cup boards to reduce the risk:

- i. **Relocation:** All the cupboards that pose a risk should be relocated to such a place where it poses minimum chances of falling on individual and minimum blockage to any kind of exit.
- ii. **Immobilization:** All such cupboards should be fixed to the wall or attach with each other so as to avoid free fall at the time of earthquake.





## 6.

## Capacity Building

Disaster Management Capacity Building of Mini Secretariat can be done in following ways:

### 1. Installation of Fire Extinguishers in the building:

The entire building should be installed with fire extinguishers at strategic locations. The Mini Secretariat Safety Committee should make necessary arrangement for the same and ensure its regular checking, refilling and maintenance.

### 2. Fire Safety Trainings:

Safety Committee should ensure regular training of all the staff including Class III and IV and formulate a team of first responders in the Complex. The Safety Committee shall ensure that the trainings are regularly arranged and that details of the first responders shall be updated regularly.

### 3. Installation of Fire Alarm:

Fire alarm should be installed in the building. This will enhance timely alert of fire in the complex and necessary evacuations can be initiated.

### Training of Safety teams:

The Safety Committee shall arrange regular trainings for the staff. The staff including Class III and IV employees should be trained for various safety aspects such as:

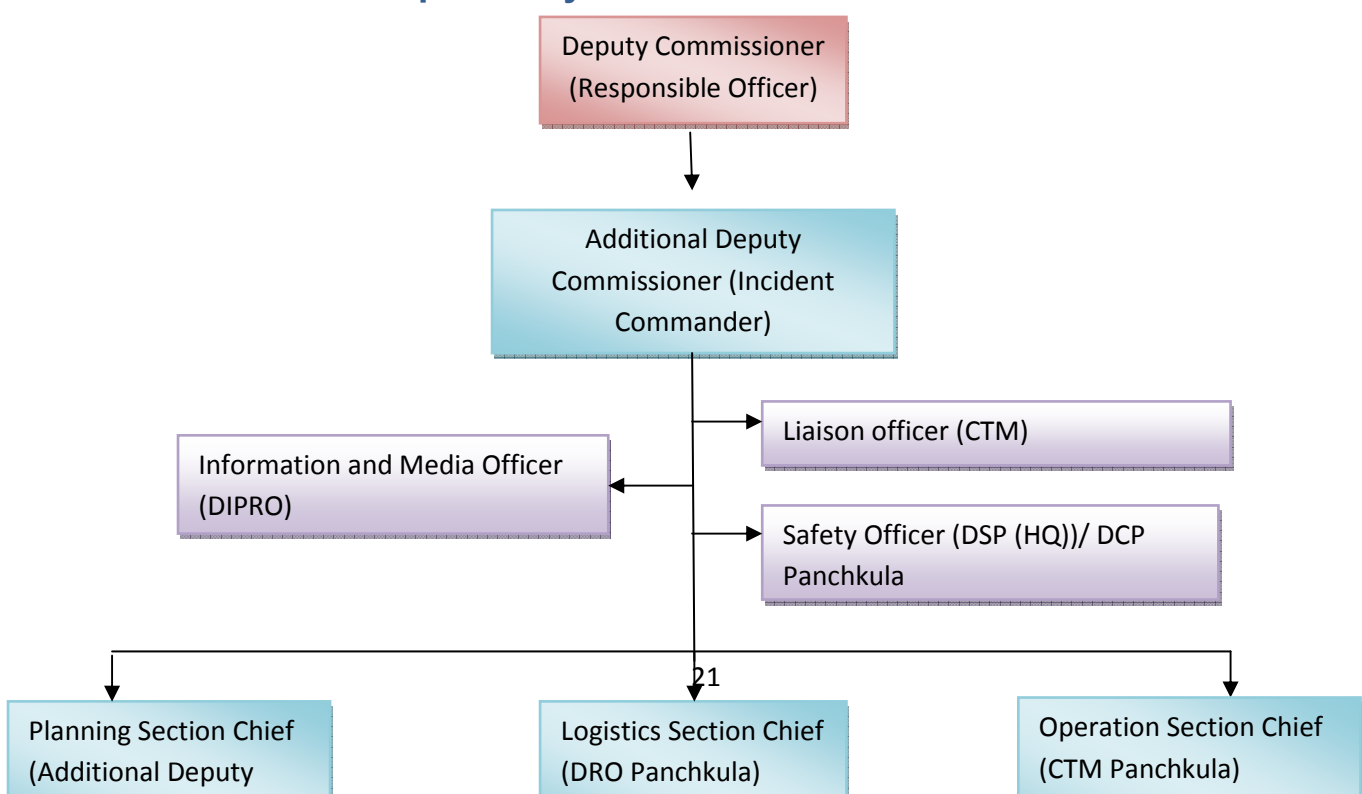
- 3.1 Early warning and communication Team
- 3.2 Fire Safety
- 3.3 First Aid Teams
- 3.4 Search and Rescue Teams
- 3.5 Evacuation Teams

## 7.

## Response Plan

At the time of emergency, Mini Secretariat authorities' response will be coordinated as per the IRS given below:

### Incident Response System for Mini Secretariat Panchkula





## 5.1. First Response Teams

For immediate response, various first response teams have been nominated out of Class III and Class IV Employees. Nodal Officers have also been appointed for every team. The details of nodal officers, team members and their responsibilities are described here.

**Location of Control Room:** In time of emergency, main parking area has been assigned as safety zone. The control room will be there on make shift basis in the safety zone.

**Safety Teams:** Safety teams have been nominated out of Peons and these are as follows:

### First Aid Team:

#### Responsibilities:

- Maintenance of first aid box at each floor
- Providing first aid in case of any emergency
- Assisting doctors during casualty management in case of disaster
- Triage during disaster

Sr. No.	Name	Department Name	Room No.	Contact No.
1	Versha Ram	Planning Office	205	8901494051
2.	Durga Dutt	DDP	322	9501225244
3.	Surinder	ADC Office		2571771
4.	Baljit Singh	ADC Office		
5.	Jagbir Singh	DIPRO		9988586655
6.	HariRam	DRO Office		
7.	Lal Singh	Excise		9253370316
8.	Vikramjeet	Excise & Taxation		2401220
9.	Sohan Lal	DETC		
10.	Kamla	Excise		9646181068
11.	Meena	SK Branch		
12.	Kanta	DPO Office		
13.	Sudhir Kumar			
14.	Rajinder Kumar	Panchayti Raj		8901259795

## 5.2 Search and Rescue Team

### Nodal Officer: CTM Panchkula

- ⦿ Team Members: 5 Peons at each floor
- ⦿ Responsibilities:
  - After everyone is out, take a round around the campus to see if anybody is left behind. (Note: not to go near the affected area of danger zone).
  - If there is a heavy earthquake situation, the team is not to go inside but to take a round from a safe distance from the building and call the emergency response team.
  - In case of Fire only stay away from areas of heavy fire and keep people away from it too.
  - Provide assistance in rescue operation if required

Sr. No.	Name	Department Name	Room No.	Contact No.
1.	Narayan Singh	DIPRO		9876798959
2.	Gurcharan	Nagar adhish Office		
3.	Sonu	DRO Office		9041079702
4.	Rinku			
5.	Gurpreet Singh	Sales & Taxation		8901436379
6.	Ram Kumar	Excise		7508998424
7.	Ashish	Excise		8222822563
8.	Ramayan	Sales & Taxation		7508802097
9	Fakir Chand	DC Office		
10.	Kamla			
11.	Meena	SK Branch		
12.	Parveen	Treasury Office		9815983511



### 5.3 Early Warning and Communication Team

**Nodal officer: DIPRO**

- **Team Members: 4 peons for each floor**

⊙ Responsibilities:

- Keep track on weather reports, Hazard information
- Generate early warning based on relevant information
- Inform relevant department about incidents and maintain communication.
- Maintain communication before, during and after disasters within and outside the Judicial Complex.
- Conduct awareness programs.
- Conduct training programs by bringing in experts.
- Display of evacuation routes at different critical location.
- Display of emergency numbers for various departments

Sr. No.	Name	Department	Room No.	Contact No.
1.	Jagbir Singh	DIPRO		9988586655
2	Mukhram	DIPRO		9468295116
3.	Pupinder	Nagaradheesh		
4.	Krishan Kumar	Dak Duty DPO Pkl		
5.	Sahab Singh	Tehsil Office		
6.	Sunita Devi			
7.	Harsh Vardhan	Tehsil Office		
8.	Narayan Sharma	DC Office		
9.	Surinder	ADC Office		2571771

### 5.4 Evacuation Team

**Nodal Officer: DRO and District Town Planner Panchkula**

- **Team Members: 4 peons at each floor**

Responsibilities:

- ⊙ Identify safer locations and routes
- ⊙ Prepare Building layout and floor maps
- ⊙ Prepare evacuation plan in consultation with office

- ⊙ Display maps prominently at the notice board at each of the floor.
- ⊙ locations of the equipment like fire extinguishers, fire hydrant points, First-Aid kits etc. in Mini Secretariat
- ⊙ Practice Duck, Cover & Hold at first sign of earthquake
- ⊙ Practice Stop, drop & roll for fire
- ⊙ Evacuation in an orderly manner

Sr. No.	Name	Department	Room No.	Contact Number
1.	Khem Chand	Control Room		
2.	Hari Shankar	RKE Branch		9878530246
3.	Jai Singh	RKE Branch		
4.	Narayan Sharma	DC Office		
5.	<b>Satpal</b>	<b>Zila Parishad</b>	<b>207</b>	9878438934

### 5.5 Fire Safety Team

**Coordinator: District Nazar**

**Team Members:** Peons of each and every Deptt.

⊙ Responsibilities:

- ⊙ Proper maintenance of fire extinguishers. (Check the expire date)
- ⊙ Ensuring proper fire extinguishers for proper site.
- ⊙ Monitoring the electric supply points.
- ⊙ Switch off the main power if possible.
- ⊙ Members of this team should be able to carry and use fire extinguishers

1.	Hansa Dutt	Nazar Branch		9417709818
2.	Hari Ram	DRO Office		
3.	Vishvanathan	Excise and Taxation		
4.	Manjit Singh	Excise and Taxation		
5.	Sahab Singh	Tehsil Office		
6.	Harsh Wardhan	Tehsil Office		

## 5.6 Documentation Team

### Nodal Officer: HODs & DIO

- ⦿ Team Members: Clerks of each Deptt
- ⦿ Responsibilities:
  - ⦿ Regular updating of the plan
  - ⦿ Developing Incident report
  - ⦿ Shall report to Court Manager as IT and Documentation Manager

## 5.7 Transportation Team

### ⦿ Nodal Officer : CTM Panchkula

Team Members: Drivers

- ⦿ Responsibility
  - ⦿ Maintain safety of vehicles in Mini Secretariat
  - ⦿ Respond with vehicles if needed
  - ⦿ In case of any emergency, the parking area should immediately be cleared. From parking area, all vehicles should be taken away and may be parked near DC Residence so that parking area could be used as safety zone for evacuation of building.
  - ⦿ During mock drill also the vehicles should be parked away from the safety zone.

## 8. Emergency Evacuation

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During any emergency, it is necessary to evacuate the hazard prone areas in the complex and reach at the safest location within the shortest time. For this, it is necessary to have a detailed evacuation plan and practices known by each person inside the building. Therefore, the Evacuation map shows the Mini Secretariat's safer location, building areas and the evacuation routes that may be taken during any emergency.

**Scope:**

The aim of evacuation plan for any building is to facilitate complete evacuation of Mini Secretariat building in orderly manner.

**Objective:** The primary objective of the evacuation plan is to ensure that:

1. Everyone leaves the building safety
2. Clarity regarding safe routes, safe location, assembly area and various safety resources in the premises of the building is achieved
3. Proper system of evacuation is created that enables building occupants accountable for an emergency evacuation of all present in the building.

**Need of evacuation:** The following are cases/ scenario for which emergency evacuation is necessarily implemented:

1. Fire
2. Explosion
3. Bomb threats
4. Release of hazardous chemical substances, in quantities or toxicity, which can threaten human health
5. Building air contamination
6. Severe weather
7. Earthquake
8. Mock Drill

**Emergency Notification:** The building occupants are notified of emergency through the use of the following:

1. Word of mouth
2. Mass Messaging service
3. Loud Speakers/ Sirens

**Evacuation procedure:**

1. The person, who detects fire rings, activates evacuation teams through Fire Alarm or word of mouth.
2. At the sound of the Emergency Alarm/ word of mouth, it is the responsibility of all building occupants to evacuate immediately and proceed to pre-determined assembly points, away from the building.
3. Building occupants are also responsible for ensuring that their visitors/customers follow the evacuation procedure described herein, and leave the building along with all other occupants.
4. Designated essential personnel needed to continue or shut down critical operations, while an evacuation is underway, are responsible for recognizing and/or determining when to abandon the operation and evacuate themselves.
5. New workers/Contract workers/ general public will be made familiar with the procedures outlined herein, and are expected to leave the building when the alarm sounds.
6. The evacuation team will be responsible for creating buddy-system for ensuring evacuation of vulnerable.

**Do's and Don'ts for Evacuation:**

Whenever you hear the building alarm or are informed of an emergency:

1. Do not panic
2. Do not ignore alarm/ fire warning.
3. Leave the building immediately in an orderly fashion.
4. Do not use elevators.
5. All office work must be dismissed and all are directed to leave and assemble outside.
6. Follow quickest evacuation route from where you are (see posted floor evacuation diagram/map).
7. Do not go back to your office area for any reason.
8. Do not use lift/elevators for evacuation
9. Proceed to the designated emergency assembly point for your area. If the designated assembly point/area is unsafe or blocked due to the emergency, proceed to the alternate assembly point.
10. Report to your Incident Commander/ Evacuation Team Member at the assembly point to be checked off as having evacuated safely; also report any knowledge you may have of missing persons.
11. Return to the building only after emergency officials or building monitors give the all-clear signal. Silencing the Alarm doesn't mean the emergency is over.

## Responsibility of Evacuation Teams:

For the purpose of this Plan, Emergency Evacuation Personnel, and their alternates are regular employees who have been selected to help ensure that:

- Building evacuation is carried out as planned,
- Evacuated occupants are directed to assigned assembly points where they will be accounted for, and
- Persons needing assistance to evacuate are attended.

Building emergency evacuation personnel and their alternates shall be selected among building occupants, and on a voluntary basis.

The following is a list of building emergency evacuation personnel, and their corresponding duties:

## Details of Evacuation Teams:

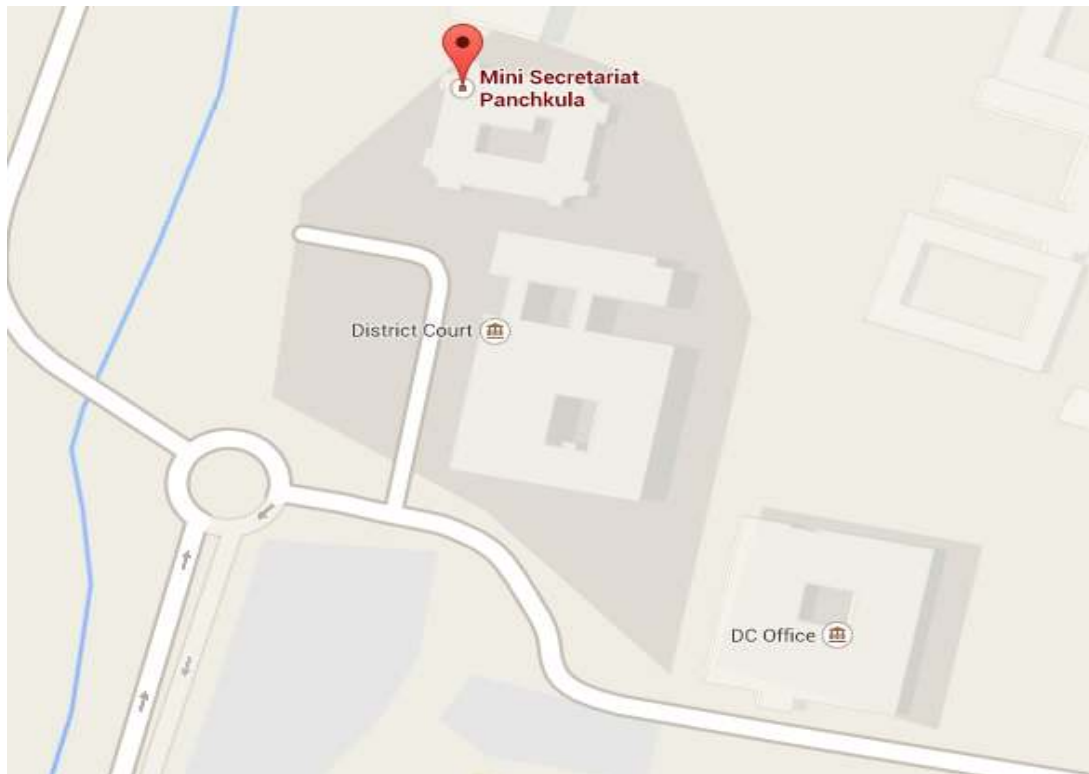
**Emergency Coordinators:** The Primary Emergency Evacuation Coordinator and his /her alternates are listed below. In an event when the primary coordinator is not available during an emergency, alternate coordinators will assume responsibility in the order in which they appear, and carry out their duties as described in this plan.

## Evacuation Assembly Points:

When the alarm sounds, all occupants within the building must evacuate and report to their assigned evacuation assembly point. The evacuation assembly points for Mini Secretariat building are designated as below:

<b>Name of Building</b>	<b>Evacuation Assembly Point</b>
Mini Secretariat Panchkula	Main Parking Area
	Parking area should be cleared from vehicles immediately during emergency evacuation. Vehicles should be parked immediately near DC Residence or any other safe place.
	Rescue and First Aid Teams should assemble collectively in Main Parking area so that they can be easily traced during an emergency

**Figure: Mini Secretariat- Emergency Evacuation Plan**



## **Floor wise Evacuation Plans: Annexure**

### **Problem Areas during Emergency Evacuation**

**Almirah and records lying on the corridor: Second Floor**





- Above pictures clearly show the blockage at corridors. These will affect emergency evacuation
- The uncovered records lying at corridor can catch fire in case of any short circuit in nearby areas.
- In case of earthquake, the Almirah and racks will fall immediately and will block the evacuation path.

Immediate action is recommended to correct aforesaid problems so as to reduce fire related hazards as well to guide safe evacuation during an emergency.



## 9.

## Mock Drill Report

<b><u>Emergency Mock Drill Reporting Format</u></b>		
❖ <b>Name of Institution:</b> <u>Mini Secretariat , Panchkula</u>		
Person Completing the Format/ Designation		Date
Priyanka Sharma, Research Officer, Panchkula Centre for Disaster Management HIPA Gurgaon		23 <sup>rd</sup> April 2014
Time Alarm Sounded: 11:00 AM	Time Drill Concluded: 11:30 AM	Time to Evacuate 3 Min.
Type of Drill	Notification / Alert Method	Weather Conditions
<input type="checkbox"/> Fire / Evacuation <input type="checkbox"/> Bomb Blast <input type="checkbox"/> Shelter-in-Place <input checked="" type="checkbox"/> Earthquake <input type="checkbox"/> Medical Emergency <input type="checkbox"/> Other:	<input type="checkbox"/> Bell or Buzzer <input type="checkbox"/> Enhanced Alert System <input type="checkbox"/> Phone <input checked="" type="checkbox"/> Voice Notification <input checked="" type="checkbox"/> Siren	<input checked="" type="checkbox"/> Clear <input type="checkbox"/> Cloudy <input type="checkbox"/> Rain and wind <input type="checkbox"/> Hot/Cold
<b>Participants</b>		<b>Situation at Start of Drill:</b>
<input checked="" type="checkbox"/> Authorities <input checked="" type="checkbox"/> Safety Personnel <input checked="" type="checkbox"/> Employees/Staff <input checked="" type="checkbox"/> HOD <input checked="" type="checkbox"/> Fire Department <input checked="" type="checkbox"/> Emergency Medical Services <input checked="" type="checkbox"/> Police <input checked="" type="checkbox"/> Red Cross <input type="checkbox"/> Other		<input checked="" type="checkbox"/> Before Lunch Hours <input type="checkbox"/> During Lunch Hours <input type="checkbox"/> After Lunch Hours <input checked="" type="checkbox"/> Peak working Hours

Participants have previously trained on emergency procedures.	Employees previously trained on emergency procedures this year?
<input checked="" type="checkbox"/> <input type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> <input type="checkbox"/> Yes <input type="checkbox"/> No
Incident Command System as per IRS used?	Incident Commander/Designation
<input checked="" type="checkbox"/> <input type="checkbox"/> Yes <input type="checkbox"/> No	❖ Dr. S S Phulia, IAS Deputy Commissioner Panchkula
<b>Problems Encountered</b>	
<input type="checkbox"/> Congestion in hallways <input checked="" type="checkbox"/> <input type="checkbox"/> Alarm not heard <input type="checkbox"/> Employees unsure of what to does/don't <input type="checkbox"/> Staff unsure of responsibilities / response <input type="checkbox"/> Unable to lock doors <input type="checkbox"/> Windows left open <input type="checkbox"/> Doors left open <input type="checkbox"/> Lights left on <input type="checkbox"/> Personnel not accounted <input type="checkbox"/> Personnel run towards lifts <input type="checkbox"/> Lifts are shut down. <input type="checkbox"/> Difficulties with evacuation of disabled personnel.	<input type="checkbox"/> Communication problems <input type="checkbox"/> Phone problems <input type="checkbox"/> Chaos <input type="checkbox"/> Long time to evacuate building <input checked="" type="checkbox"/> <input type="checkbox"/> Personnel not serious about drill <input type="checkbox"/> Improper or unavailable supplies <input type="checkbox"/> Confusion <input type="checkbox"/> Doors or Exits blocked <input type="checkbox"/> Delay in Medical response <input type="checkbox"/> Delay in Fire service response <input type="checkbox"/> Delay in Security response <input type="checkbox"/> Interagency miscommunications <input type="checkbox"/> Command, Control & Coordination problems <input type="checkbox"/> Other:
<b>Mitigation / Plans for Improvement</b>	
<input type="checkbox"/> Additional training for emergency response teams members. <input checked="" type="checkbox"/> <input type="checkbox"/> Additional staff training <input checked="" type="checkbox"/> <input type="checkbox"/> Address need for additional equipment/resources <input type="checkbox"/> Improved emergency supplies	<input type="checkbox"/> Cooperative planning with responders <input type="checkbox"/> Revised emergency response procedures <input type="checkbox"/> Other:

# Annexure 1: Audit Reports

## Fire Safety Audit Report

प्रेषक:- दमकल केंद्र अधिकारी  
महानगर विभाग पंचकुला

सेवा में:  
आपका पंचकुला

क्रमांक: 15/FSP

दिनांक:- 13-01-2014

विषय:- Requirement of Experts for Fire Safety Audit of  
Mmi Secretariat Building

उपर्युक्त विषय के संदर्भ में आपके कार्यालय के पत्र क्रमांक 23-24 दिनांक 6/1/2014 के संदर्भ में दमकल केंद्र अधिकारी द्वारा दिनांक 9-1-2014 को जल सहायक अवन का उपरोक्त सुझावों मेंका देखा गया। निरीक्षण के दौरान अवन में लेजरल विमानों कीट ऑफ डायग्नोसिस 1983 पार्ट II, विद्यमान 2005 के अनुसूची, लिखित लिखित कोशिका पाई गई।

1. अवन में Fire Extinguisher लौं हुए नहीं पाए गए।
2. अवन में Siren कॉमर व होज रील सिस्टम नहीं लगा हुआ है।
3. अवन में लौं हुए MCP व Smoke Detector अवन अवन में नहीं पाए गए।

उपर्युक्त वक्तव्यों की टैक कार्रवाई करना और अवन अवन में लया सुझाव दिया जाना है कि उपरोक्त फायर कॉमरिंग सिस्टम लगवाने उपरोक्त फायर फायरिंग सिस्टम की 24 घंटे चालू होकर में रखने के लिए प्रतीकित कार्यवाही करें जल्दी उपरिह होगी।

आ: आप महीने की अनुवीक सादर लिखा जाना है कि उपरोक्त कार्यों को ठीक पूरा करना उचित होगा।

Fire Station Officer 15-1-14  
दमकल केंद्र अधिकारी  
महानगर विभाग पंचकुला

## Electrical Safety Audit Report



**Haryana PWD (B&R)**  
Sub Divisional Engineer  
Elect. Sub Divn. Hr. PWD B&R Br.  
Flat No.-9, Transit Flats, Sec.-12-A,  
Panchkula.  
Email:-sde.electrical.pkj@gmail.com

To

The Deputy Commissioner,  
Panchkula.

Memo No. 455

Dated. 13/3/2014

Subject: - *Electrical* safety audit of Mini Sectt., Sec.-1, Panchkula.

In this regard it is submitted that fire audit was conducted jointly by undersigned, Research Officer Disaster Management and Nazir on dated 11/03/2014 and it was observed that:-

- 1) Fire alarm system in the Mini Sectt. Building is functioning properly.
- 2) Electrical connection in main duct is safe and sound there is no chances of fire hazards.

It is further submitted that it has been observed by the team that in the Mini Sectt. building aluminium wiring is approximate 16 years old and electrical load have been increased due to which in main ducts wires becomes over loaded and chances of sparking increases. It is recommended that aluminium wiring needs to be replaced with copper wiring alongwith installation of main board as per revised load in whole of the building.

This is for your kind information and necessary action please.

DA/NIL

*[Signature]*  
Sub Divisional Engineer  
Elect. Sub Divn. Hr. PWD B&R Br.  
Panchkula

Structural Safety Audit Report

57308  
27/3/14



Haryana PWD (B&R)  
Executive Engineer  
Provincial Division  
Haryana PWD B&R Br., Panchkula  
Phone No. 0172-2665072  
E-mail: owd-eeod-

APD  
FRA  
31/3/14  
de  
21/3/14  
frc

Personal Attention  
D.P.O.

To The Deputy Commissioner,  
Panchkula.

Memo No. 1668 Dated 27/3/14

Subject:- Minutes of meeting of District Disaster Management Authority and Mini Secretariat Committee Regarding Disaster Management Activities of District Panchkula for the year 2013-14.

Reference:- Your office letter Memo No.1737-46 FRA dated 27-12-2013.

60  
3/12

As per decision taken in the meeting held under the chairmanship of worthy Deputy Commissioner, Panchkula, minutes received vide letter under reference in which proper conduct of Mini Secretariat safety initiatives at Mini Secretariat, panchkula. The Mini Secretariat Building, Panchkula was constructed by the PWD B&R Dept.as per structural design was done by the PWD department as per norms. But there is no structural drawing is available in this office in record. It is certified that the building of Mini Secretariat, Panchkula visibly ~~is~~ structurally safe.

This is for your kind information please.

DA/NIL.

  
Executive Engineer,  
Provl Division, H. PWD B&R Br.,  
Panchkula

## List of Employees of 'Mini Secretariat Panchkula'

### HR Data Mini Secretariat Disaster Safety Initiatives DETC (X) Office Panchkula

Sr. No.	Name of the officer alongwith his designation	Room No.	Blood Group	Physical Disability/ Medical Concern	Office Telephone No.	Mobile No.	Age
1	Smt. Madhu Bala, DETC(X)	303		NA		9888778007	43
2	Sh. Sharina Khara, AETO	303	B+	NA	2563031	9464259157	40
3	Smt. Suman Gupta, E.Inspec	303	O+	NA	2563031	9417769179	58
4	Sh. Amit Khokhar, E. Inspec	303	A-	NA	2563031	9988368673	31
5	Sh. Pankaj Gandhi, Astd.	303	AB+	NA	2563031	9468378656	45
6	Smt. Sonia Nagpal, SSS	303	B+	NA	2563031	9888905159	35
7	Smt Rekha, DEO	303	O+	NA	2563031	9646303615	31
8	Smt. Kamla Rani, Peon	303		NA	2563031	9646181068	46
9	Sh. Ashish Kumar, Peon	303	A+	NA	2563031	8222822563	29
10	Sh. Ram Kumar, Peon	303		NA	2563031	7508998424	24
11	Sh. Ram Mehar, Driver	303		NA	2563031	9466443527	38
12	Sh. Satyawan, Driver	303	B+	NA	2563031	9467918824	34

Details of vehicles being used in office

HR-03G-7303                      Ambessdor

HR-68-7778                      Summo Victa

HR-68-7071                      Summo Specio

HR Data Mini Secretariat Disaster Safety Initiatives							
Planning Office Panchkula							
Sr. No.	Name of the officer alongwith his designation	Room No.	Blood Group	Physical Disability/ Medical Concern	Office Telephone No.	Mobile No.	Age
1	Sh. Raj Kumar, PO	205	A+	NA		9416123001	44
2	Sh. Sanjeev Bindal, CGR	205		NA		9467680065	48
3	Sh. Devender Singh, RA	205	O+	NA		7696097697	48
4	Smt. Sonia, DEO	Left the Job				9888778775	
5	Sh. Versha Ram, Peon	205	A+	Knee Problem		8901494051	56
	Kuldeep Singh	205	O-	NIL			

**HR Data Mini Secretariat Disaster Safety Initiatives**

**DPRO Office Panchkula**

Sr. No.	Name of the officer alongwith his designation	Room No.	Blood Group	Physical Disability/ Medical Concern	Office Telephone No.	Mobile No.	Age
1	Sh. Vinod Kashyap	Retired				9878933766	
2	Sh. Sintender	313	O+	Yes	2572610	9467470476	
3	Sh. Omparkash	317	O+	NA	2572610	9467473871	
4	Sh. Sunil Prabha	312	B+			8968405904	
5	Sh. Rajinder Kumar	312	A+			9416002541	
6	Sh. Harish Bansal		A+			9888006017	
7	Sh. Sarup Singh	317	B+			9465701841	
8	Sh. Sukhbir Singh		B+			8295357673	
9	Sh. Mukhram	310	O+			9468295116	
10	Sh. Ashok Kumar	310	B+			9466210061	
11	Sh. Jagbeer Singh	310	O+			9988586655	
12	Sh. Dharamveer Singh	310	O+		2572610	9467525061	
13	Sh. Narayan Singh		O+			9876798959	
14	Sh. Parmod Kumar, Watchman					9466660704	
15	Sh. Jasbir Singh, Driver					9468340328	
16	Uma Kapil	313				9041366674	

Vehicle Details

Swaraj Mazda, Press Coach HR. 37B-9989

Swaraj Mazda ( Video Van) HR. 68B-8404

TATA Victa HR-03-K-3226

**HR Data Mini Secretariat Disaster Safety Initiatives**

**District Town Planner Office Panchkula**

Sr. No.	Name of the officer alongwith his designation	Room No.	Blood Group	Physical Disability/ Medical Concern	Office Telephone No.	Mobile No.	AGE
1	Sh. Hitesh Sharma, DTP	330	B+	NA	2561112	9417463002	43
2	Sh. Jai Parkash Khasa, DTP	330	O+	nil	2561112	9416255096	48
3	Sh. Parveen Kumar ATP	329	B+	Heart Problem	2561112	9915755534	51
4	Sh. Deepak Kumar, Asstt.	329		NIL	2561112	9416285043	44
5	Sh. Somvir, PA	330	A+	NIL	2561112	8901332737	50
6	Smt. Sonia, Senior Draftsman	330	B+	NIL	2561112	9815995750	29
7	Smt. Suresh Rani, Junior Darf	330	B+	Hyper tension	2561112	0172-25845539	53
8	Sh. Subhash Chander, Asstt. D	330	B+	NIL	2561112	9416804824	
9	Sh. Balraj Singh, JE	330	B+	NIL	2561112	9467550947	47
10	Sh. Dayanand Sharma, JE	330	AB+	NIL	2561112	9468137251/ 9990044158	
11	Sh. Jugmail singh, JE	329	B+	NIL	2561112	9416705628	45
12	Sh. Anil Kumar, Field Inves	330	A+	NIL	2561112	9468442677	29
13	Smt. Nisha, Tracer	330			2561112	9876856215	
14	Smt. Shashi Bala, JSS				2561112	9417333650	
15	Sh. Om Raj, Pherro-Khalasi	330		Heart Problem	2561112	9915369531	35
16	Sh. Karpu Swami, Peon	330	B+	NA	2561112	9878689248	37
17	Sh. Bhim Singh, Driver	330			2561112	7589492579	
18	Satyavir, DS	330	B+	NA		9416433701	49
19	Sh. Ramesh Kumar, Clerk	330	A+	NA		9812297972	
20	Sunita	330	B+	NA		981560222	22
21	Om Prakash	330					



**HR Data Mini Secretariat Disaster Safety Initiatives  
DDPO Office Panchkula**

Sr. No.	Name of the officer alongwith his designation	Room No.	Blood Group	Physical Disability/ Medical Concern	Office Telephone No.	Mobile No.	Age
1	Sh. Kapil Sharma, DDPO	321	B+		2567471	8901030397	44
2	Sh. Uttam Dhaliya	321			2567471	9417039867	44
3	Sh. Hemant Chandna	321	O+		2567471	9417568955	50
4	Sh. Sajjan Kumar	321			2567471	9872463301	53
5	Sh. Surender Singh	321			2567471	9216373866	45
6	Sh. Ashok Dahiya	321	O+		2567471	9888653707	42
7	Sh. Sidharth Kapoor	321	B+		2567471	9876095511	28
8	Sh. Sushil Kumar	321	B+		2567471	9467323416	30
9	Smt. Amandeep Kaur	321	A+		2567471	7696707807	29
10	Sh. Karamveer						
11	Sh. Pardeep	321	O+		2567471	8725970678	31
12	Sh. Pinki Dhiman, Computer Operator	321	B+		2567471	9217603093	29
13	Sh. Jakir Ali, Driver	321	B+		2567471	9872562785	49
14	Sh. Durga Datt, Peon	321			2567471	9501225244	52
15	Smt. Dhano Devi, Peon	321			2567471		58

Vehicle: Balero  
HR03-7600

**HR Data Mini Secretariat Disaster Safety Initiatives  
Police Control Room Office Panchkula**

Sr. No.	Name of the officer alongwith his designation	Room No.	Blood Group	Physical Disability/ Medical Concern	Office Telephone No.	Mobile No.	Age
1	Sh. Tarsem Lal, Insp	331	B+	NA	2582100	9878181858	50
2	Sh. Ashok Kumar, SI	331	Transferred				
3	Sh. Deep Chand, SI	331				9416919900	
4	Sh. Sunil Kumar, SI	331	B+	NA	2582100	9416992474	50
5	Sh. Salin Chand, ASI	331	B+	NA	2582100	9416688667	48
6	Sh. Surinder kumar, ASI	331	B+	NA	2582100	9467468692	
7	Sh. Bhupinder Singh, ASI	331	A+	NA	2582100	9416002213	49+
8	Sh. Malkit Singh, ASI	331	O+	NA	2582100	9466608983	
9	Sh. Devi Dass, ASI	331	O+	NA	2582100	9896576816	44
10	Smt. Sheela Rani, L/ASI	331	B+	NA	2582100	9896552507	46

11	Sh. Nirmal, L/ASI	331	AB+	NA	2582100	7508011384	46
12	Sh. Hemant Kumar, HC	331	B+	NA		9467530195	40
13	Sh. Sarvjit Singh, CT	331	B+	NA		9416894058	25
14	Sh. Parveen Kumar, CT	331	O+	NA	2582100	94666-56908	25
15	Sh. Ram Dass, CT		B+	NA		8059548118	25
16	Sh. Khem Chand, W/C	331	A+	NA	2582100	9417555280	40
17	Ramjit Singh ASI	331	O+	NA	2582100	9878219840	53
18	Hawa Singh SI	331	O+	NA	2582100	9416784078	52
19	Mangat Ram SI	331	O+	NA	2582100	9896087690	56
20	Paramjit Kaur LASI	331	B+	NA	2582100	9855440696	47
21	Kuldeep Kaur L/C +	331	O+	NA		9855893744	40
22	Jayalata L/C +	331	O+	NA		9729091084	25

**HR Data Mini Secretariat Disaster Safety Initiatives  
District Social Welfare Office Panchkula**

Sr. No.	Name of the officer alongwith his designation	Room No.	Blood Group	Physical Disability/ Medical Concern	Office Telephone No.	Mobile No.	Age
1	Sh. Vishal Saini, DSWO	104	B+	NA	2570802	9468437792	34
2	Sh. Tej Pal, Investigator	330	AB+	NA	2570802	8901006699	48
3	Sh. Ajit Kimar, Asstt.	104	AB+	NA	2570802	9815982274	55
4	Sh. Baljit Singh, Clerk	330	AB+	NA	2570802	9416116497	31
5	Sh. Rajinder Singh, Clerk	104	B+	NA	2570802	9467579330	48
6	Sh. Rajeev Sharma, Clerk	330	A+	100% Disabled	2570802		48
7	Smt. Sunita Devi, Peon	104	B+	NA	2570802	9646189356	28
8	Sh. Jaipal, Sweeper	104		NA	2570802		46
9	Vishal Thakur	104	B+	NA	2570802	9417993891	30
10	Deepak	330		NA	2570802	8684001930	25
11	Anju	330	B+	NA	2570802	8558867843	22

**HR Data Mini Secretariat Disaster Safety Initiatives  
Panchayti Raj Office Panchkula**

Sr. No.	Name of the officer alongwith his designation	Room No.	Blood Group	Physical Disability/ Medical Concern	Office Telephone No.	Mobile No.	Age
1	Sh. Ashok Kumar			NA		9417340787	46
2	Sh. Harish Kumar Gupta			NA		90346-42457	
3	Sh. Inder Kumar			NA		94166-69988	48
4	Sh. Surender Kumar			NA		94162-70200	55
5	Sh. Ashok Kumar			NA		94674-66333	47
6	Sh. Dharmveer	321		NA	2576698	9417374332	51
7	Smt. Urmila Devi, Acctt.			NA		9878682707	40
8	Sh. Anuj Kumar	321	B+	NA	2576698	9467807024	24
9	Smt. Prinyaka, MDC	321	B-	NA	2576698	8872736900	29
10	Sh. Rajender Kumar, Peon	321		NA	2576698	8901259795	52
11	Narender Singh Kandola	321	B+	NA	2576698	9967530295	40

**HR Data Mini Secretariat Disaster Safety Initiatives  
Kanoongo Office Panchkula**

3	Sh. Mukesh Mahajan, Patwari Moharar	323	B+	NA	2566261	9815167700	44
4	Anil Kumar, Bill Clerk	323	O-	NA	2566261	9996114873	45
5	Sh. Virender Singh. Computer Operator	323	B+	NA		8034061994	24
	<b>Room No. 324 DRA Branch</b>						
1	Sh. Aniraj Sharma, DRA	324	B+		2566261	9417249101	
2	Sh. Sanjeev Kumar, DRA	324	A+		2566261	981544977	
3	Sh. Rohtash, Kanoongo Cell	324				9466664152	
4	Sh. Harichand, Clerk	324					

**HR Data Mini Secretariat Disaster Safety Initiatives  
DCP Office Panchkula**

Sr. No.	Name of the officer alongwith his designation	Room No.	Age	Blood Group	Physical Disability/ Medical Concern	Office Telephone No.	Mobile No.	Signature
<b>Security Branch</b>								
1	Sh. Surender Singh, P/NSP						8146846775	
2	Sh. Devi Chand, EASI/HC		45	B+			8146630073	
3	Sh. Rajiv Kumar, EASI/HC		45	B+			8901003545	
4	Sh. Rambhaj, EASI/HC		56	B+			9868120472	
5	SH. Vikash Kumar, CT		28	B+			9467813127	
6	Sh. Satish Kumar, C-1		31	B+			9468182416	
7	Sh. Narender Kumar, EHC							
<b>RW Branch</b>								
1	Sh. Ved Parkash, EHC		48	A+			9468429502	
2	Sh. Mohd. Anwar, C-1		29	O+			9467628116	
3	Smt. Surender Kaur, L/CT		30	O+			9646537457	
<b>Computer Branch</b>								
1	Sh. Pritam Singh, HC		39	B+		2580922	9915129705	
2	Sh. Devender Singh, C-1		30			2580922	9988529736	
3	Sh. Satish Kumar, CT		28	O+		2580922	9468133672	
4	Sh. Dhani Ram, CT		29	A+		2580922	9466184184	
5	Sh. Nasim Beg, EASI		57	O-			9467465235	
6	Sh. Ajmer Singh, EHC		42	AB+			9988191225	
<b>ARMS Cleark</b>								
1	Sh. Manjit Singh, ASI		50	B+			7837712108	
2	Sh. Rakesh Kumar, EASI		56	B+			9416651388	
3	Sh. Ashok Kumar, C-1		36	B+			8221849944	
<b>Naib Court ACP Office</b>								
1	Sh. Sandeep Kumar, ASI		43	O+		2580922	8146630100	
<b>English Branch</b>								
1	Sh. Dharmbir		54	B+		2585300	9467556620	

	Singh, ASI						
2	Sh. Ram Nath, ASI		55	B+			8901145545
3	Sh. Pritam Singh, ASI		47				
4	Sh. Brain Singh, E/ASI		48	B+			9416191699
5	Sh. Ramkaran, EASI		53	B+			9467557190
6	Sh. Kashmiri Lal, HC		49	B+		2586101	8901054583
7	Baldev Singh, EASI		54				9468407023
8	Sh. Mahi Pal, EASI/C1		48	B+			8901112977
9	Sh. Gurmeet Singh, CT		51	O+			9466326141
10	Sh. Subhash Kumar, CT		28	B+			9416891919

**HR Data Mini Secretariat Disaster Safety Initiatives  
DCP Office Panchkula**

Sr. No.	Name of the officer alongwith his designation	Room No.		Blood Group	Physical Disability/ Medical Concern	Office Telephone No.	Mobile No.	Signature
<b>RIT CLK</b>								
1	Sh. Baldev Singh, EASI/HC		48	B+			9767407023	
<b>Complaint Branch</b>								
1	Smt Sunita Devi, L/SI		30	B+			9417514009	
2	Smt. Kamla Devi, L/ASI		32	A+			9646637565	
3	Sh. Rajesh Bhasin, CT		25	B+			9467922204	
<b>OASI Branch</b>								
1	Sh. Angrej Singh, ASI	212		A+		2585300	8146630030	
2	Sh. Pardeep Kumar, C-1	212		B+		2585300	946786001	
3	Sh. Nirmal, CT	212		B+		2585300	9416134655	
4	Sh. Dharamener, C-1	212		B+		2585300	9468431400	
<b>DDA Branch</b>								
1	Sh. Karnail Singh, EHC						9467887125	
2	Sh. Sachin Kumar, CT	307/A		B+	NA		9416461189	
<b>Staff With Reader Branch</b>								
1	Sh. Sube Singh, ASI		53	B+			8146630031	
2	Sh. Rajinder		30	B+			9467614201	

	Singh, HC						
3	Sh. Virender Singh, C-1		30	A+			9467327032
<b>Staff With ACP HQ Pkl</b>							
1	Sh. Vishal Kumar, HC		32	A+			9467807208
2	Sh. Dinesh Kumar, HC		31	A+			9996020870
3	Sh. Sukhwinder Singh, C-1		33	A+			7837656636
4	Sh. Gurwinder Singh, CT		43	B+			9468480504
5	Sh. Lakhwinder Singh, CT		35	O+			9467227019
6	Sh. Gurvinder Singh, CT		48	AB+			9468160944
<b>Telephone Duty/Gate duty</b>							
1	Sh. Manoj Kumar, CT	Transferred					
2	Sh. Lila Ram		30	AB+			
<b>Steno DCP Pkl</b>							
1	Sh. Ravinder Singh, Steno		36	AB+			8566014000

**HR Data Mini Secretariat Disaster Safety Initiatives  
Zila Parishad Office Panchkula**

Sr. No.	Name of the officer alongwith his designation	Room No.	Age	Blood Group	Physical Disability/ Medical Concern	Office Telephone No.	Mobile No.
1	Sh. Rajesh Kumar						9218567190
2	Sh. Ramesh Kumar						9416920208
3	Smt. Champa Devi						9467222736, 8059687090
4	Sh. Mahesh Kumar						9896255160, 9992196004
5	Smt. Prito Devi						9254677575
6	Smt. Bimla Devi						9416869314
7	Sh. Ajab Singh						9888614034
8	Sh. Jeet Ram						9416669976
9	Sh. Fom Lal						9416095607
10	Smt. Veena Rani						9417506172
11	Sh. Mohinder Singh						
12	Sh. Sanjeev Chopra						
13	Smt. Kamlesh Gupta						
14	Smt. Urmil Sharma	207	30	A+		587064	8901010679
15	Smt. Savita Rani	207	27	A+		587064	9915377643
16	Sh. Suresh Kumar	207	26	AB+		587064	9888381196

HR Data Mini Secretariat Disaster Safety Initiatives									
DITS Office Panchkula									
Sr. No.	Name of the officer alongwith his designation	Room No.	Age	Blood Group	Physical Disability/ Medical Concern	Office Telephone No.	Mobile No.	Signature	
	<b>DITS</b>								
1	Amit Kumar	113	27	B+	NA	2566262	9988970473		
2	Vijay kumar	113	26	AB+	NA	2566262	9991546782		
3	Pawan Kumar	113	30	O+	NA	2566262	9780929770		
4	Abhishek	113	23	B+	NA	2566262	8901581134		
	<b>SWAN</b>								
1	Sukhjiwan Singh	319	21	O+	NA		8288020474		
2	Jimmy	319	22	B+	NA		8288020483		
	<b>NIC Office</b>								
1	Ms. Manju Aggarwal (DIO, Panchkula)						9417069017		
2	Mr. Suraj Arora (DIO)	113	40	A+	NA		9855432431		
3	Sunil Kumar	Transferred						9888073729	
4	Vikas	113	46	B+	Deaf & Dumb	2566262	9416004988		
5	Krishan Lal	113	36	O+	Ortho	2566262	9416916477		
6	Ashish	113	25	O+			9023054231		
7	Goldy	113	29	AB+	NA		9501035921		

**HR Data Mini Secretariat Disaster Safety Initiatives**

**Election Office Panchkula**

Sr. No.	Name of the officer alongwith his designation	Room No.	Age	Blood Group	Physical Disability/ Medical Concern	Office Telephone No.	Mobile No.
1	Sh. Chandu Lal, Tehsildar	110	56				
2	Sh. Ajay Parkash Rathi, Asstt.	110	42	B+	No	2572325	9416564369
3	Sh. Rajesh Kumar, Kanungo	110	42	A+	No	2572325	9466423951
4	Sh. Virender Kumar, Clerk	110	45	A+	No	2572325	9646289148
5	Smt. Kamlesh Lata, Clerk	110	46	B+	No	2572325	7814448113
6	Sh. Karamjeet, JP	110	30	B+	Handicapped	2572325	9988927281, 9467754978
7	Sh. Dharamveer, DEO	110	35	B+	NO	2572325	9646517924, 9814086369

8	Sh. Rajesh Kumar, Peon	110	35	B+	NO	2572325	9467757031, 8901225722
9	Sh. Naresh Kumar, Peon	110	53	B+	NO	2572325	9255222629, 9888787071
10	Sh. Parveen Kumar						8558032501
11	Sh. Pawan Kumar						9466609686
12	Sh. Amarjeet						9779579401
13	Sh. Gurdeep Singh, Lift Operator						9855383120
14	Sh. Rajesh Kumar, Lift Operator						9466767684

**HR Data Mini Secretariat Disaster Safety Initiatives  
Treasury Office Panchkula**

Sr. No.	Name of the officer alongwith his designation	Room No.	Age	Blood Group	Physical Disability/ Medical Concern	Office Telephone No.	Mobile No.	
1	Sh. Rakesh Kumar Rathi, TO	111	34	B+		2571546	9216720884	
2	Sh. Mahavir Singh, Asstt.	Retired As on 31 January 2014					2582610	9779939641
3	Sh. Satyavir Singh, Asstt.	111	48	O+			9779939641	
4	Sh. Subhash Chand, Asstt.	111	56	B+		2582610	9468158732	
5	Sh. Ram Kumar, Asstt.	111	48	B+			9468129095	
6	Smt. Satya, DT	111	60	A+	Handicapped		9034418012	
7	Smt. Neelam, Clerk	111	25	O+			7508736990	
8	Sh. Anil Kumar, Clerk	111	34	A+		2582610	9256041819	
9	Sh. Kamal Kumar, Clerk	111	31	A+		2582610	9466059567	
10	Sh. Naresh Kumar, Clerk	111	46	B+			9468229043	
11	Sh. Pawan Kumar, Clerk	Transfer				Handicapped		9466129941
12	Sh. Pardeep Kumar, JP	111	36	B+		2582610	9815969309	
13	Sh. Baljot Singh, DEO	111	28	B+		2582610	9781998850	
14	Sh. Ganga Ram, Peon	111	50			2582610		
15	Smt. Parveen Kumari, Peon	111	30	B+			9815983511	
16	Sh. Mintu Sharma, DEO	111	24	O+			9466888821	



**HR Data Mini Secretariat Disaster Safety Initiatives  
DETC (Sales) Panchkula**

Sr. No.	Name of the officer alongwith his designation	Room No.	Age	Blood Group	Physical Disability/ Medical Concern	Office Telephone No.	Mobile No.	
1	Rajiv Chaudhary, D.E.T.C.(ST)	304	51		NA	2571546	9646980000	
2	Nawab Singh, ETO	307	55		NA	2571546	9417659079	
3	Ashok Panchal, ETO	305	40	AB+	NA	2571546	9416191861, 9216720606	
4	Sunil Bajaj, ETO	316	57		NA	2571546	9878629181	
5	L.D. Chitkara, ETO	316	57		NA	2571546	9815301857	
6	Rakesh Batra, ETO	302	50	B+	NA	2571546	9463124464	
7	Dalbir Malik, AETO	302			NA	2571546	9417194239	
8	Vinod Duggal, AETO	311	45		NA	2571546	9468029139	
9	Pyare Lal, AETO	311	56		NA	2571546	9255446991	
10	Pardeep Sharma, T.I.	306	46	O+	NA	2571546	9417200021	
11	Jitender Singh Joon, T.I.	311	44	B+	NA	2571546	9216830150	
12	Shabnam Sharma, T.I.	306			NA	2571546	9216385510	
13	M.L. Arora, T.I.	311	55	B+	NA	2571546	9876253775	
14	Bharat Vir, T.I.	306	48	O+	NA	2571546	9417738195	
15	Darshana Kumari, T.I.	311	57		NA	2571546	9780214942	
16	Sandeep Chaudhary, T.I.	306	28	B+	NA	2571546	9872598222	
17	Om Prabha, T.I.	311	46		NA	2571546	9468089448	
18	Daljit Singh, T.I.	306		A+	NA	2571546	9646432217	
19	Anil Narula, T.I.	306		B+	Nil	nil	9041564100	
20	Sharwan Kumar Pawa, T.I.	Transfer						8289033346
21	Rajesh Sharma, T.I.	306	37	B+	NA	2571546	91780065353	
22	Raman Kumar, Steno	311		A+	NA	2571546	9876421887	
23	Nidhi Yadav, Steno	308		O+	NA	2571546	9646497055	
24	Sumit Nandan, Steno	302	27	A+	NA	2571546	9464121114	
25	Jyoti Sharma, Steno	311	30	B+	NA	2571546	9888881064	
26	Amrita Turka, Steno	311	25	A+	NA	2571546	9671455099	
27	Raj Kumar, Clerk	308	44	B+	NA	2571546	9872793019	
28	Vikram Jeet Singh, Clerk	311	51		NA	2571546	2401220	
29	Rajiv Kumar, Clerk	311	45	B+	NA	2571546	9815567616	
30	Rohtash, Clerk	311	52		NA	2571546	9417187019	
31	Jyoti Rathee, Clerk	311			NA	2571546	9888476898	
32	Prem Lata, Clerk	311	51		NA	2571546	2697899	
33	Ashok Kumar, Peon	Posted at TCP panchkula						270009
34	Om Parkash, Peon	Posted at TCP panchkula						2823262
35	Dwarka Parsad, Peon	302	51			2571546	8901053371	
36	Ramesh Kumar, Peon						9671138149	
37	Lal Singh, Peon	Posted at TCP panchkula						9253370316
38	Ashish Kumar, Peon	Posted at TCP panchkula						9876995295

39	Raj Kumar, peon	Posted at TCP panchkula				9896167120
40	Sher Singh, peon	Posted at TCP panchkula				9417316241
41	Ram Kishan, Peon	Posted at TCP panchkula				9813266518
42	Jasmer Singh, Peon	Posted at TCP panchkula				9813351938
43	Dharmapal, Peon	Posted at TCP panchkula				01734-237819
44	Sandeep Kumar	302			2571546	8295287077
45	Sunil Kumar, Peon	316		B+	2571546	9041211312
46	Ramayan, Peon	311		A+	2571546	7508802097
47	Gurpreet Singh, Peon	302		O+	2571546	9855640751
48	Shamsher Singh, Peon	302		A+	2571546	8437804525
49	Mansur Vani, Peon	311		A+	2571546	9729803764
50	Samundri, Peon	311			2571546	9781024150
51	Vaishali, DEO	302		O-	2571546	8556002427
52	Gurpreet Kaur, JP	302		B+	2571546	8901436379
53	Veena	302		B+	2571546	9465215039
54	Suman, DEO	302		B+	2571546	9078497299
55	Sonu, SSS	308-A		o+	2571546	9041079702
56	Anuradha, DEO	311		B+	2571546	9780217984

#### ADC Office Panchkula

Sr. No.	Name of officer along with Designation	Room No.	Blood Group	Physical Disability/ Medical Concern	Office Telephone No.	Mobile No.	Age
1	Kamal Kant Bijoria, Accounts Officer	210	B+	NA	2571771	9417579458	48
2	Mahesh Kalra, Superintendent	210	O+	NA	2571771	9416297027	57
3	Manju Sharma, Asstt. Project Officer	209	B+	NA	2571771	9463496671	45
4	Rajinder Malik, Asstt. Project Officer	209	O+	NA	2571771	9416290316	48
5	Kamlesh Rana, Assitant	210	B+	NA	2571771	9417362987	54
6	Achal Mongia, Assistant	208	B+	NA	2571771	9417868953	40
7	Deepak Goyal, Accountant	210	O+	NA	2571771	9466917230	32
8	Sail Bala, Gram Sevika	209	B+	NA	2571771	2571771	55
9	Sawarna Devi, Gram Sevika	209	A+	NA	2571771	2571771	54
10	Urmila Devi, Gram Sevika	210	B+	NA	2571771	9417251873	50
11	Mohan Lal, Clerk	210	B+	NA	2571771	2571771	55
12	Sanjay Kumar, Driver	209	B+	NA	2571771	7508929858/ 9417419641	42
13	Partap Singh, Driver		B+	NA	2571771	9878238637	40
14	Chitter Ram, Peon	208	O+	NA	2571771	2571771	55

15	Surinder Singh, Peon	209	A+	Handicapped	2571771	2571771	45
16	Sandeep, Gunman	208	O+	NA	2571771	9466661205	30
17	Bhuwan Chand, Peon	DC Office	O+	NA	2571771	2571771	38
18	Satpal, Peon	207	A+	NA	2571771	9878438934	40
19	Dinesh Kumar, Computer Operator	208	B+	NA	2571771	9888778775	27
20	Amrita, Accountant		B+	NA	2571771	9041246299	26
21	Rahul Saini, Computer Operator	209	O+	NA	2571771	9467531475	22
22	Manisha Sharma, Accounts Asstt.	209	B+	NA	2571771	9855801810	30
23	Krishan Kumar, Investigator	210	O+	NA	2571771	9467768028	40
24	Ritu Mehla, Computer Operator	208	O+	NA	2571771	9996507720	24
25	Pardeep Atwal, Computer Operator	209	AB+	NA	2571771	2571771	24
26	Gagan Goyal, Computer Operator	205	B+	NA		8289091010	24
	Suresh	208	AB+	NA	2571771	9888381796	

DC office Panchkula								
Sr. No.	Name of the Department office	Designation	Room No.	Age	Blood Group	Physical Disability/ Medical Concern	Office Telephone No.	Mobile No.
	<b>Establishment Branch</b>							
1	Sh. Dev Raj, WBN	BC WBN	301		B+	NA	2568311	9466662066
2	Smt. Anjana Devi	EC-II	301	46	AB+			9417859013
3	Sh. Naresh Kumar	EC-I						
4	Smt. Brijbala	Outsourcing Clerk	301		B+	NA		9872691017
5	Sh. Jai kumar Sweeper	Sweeper cum Chowkidar		35	B+			9467680606
6	Smt. Lakhpati	Peon	301		O+			
	<b>DN Branch</b>							
7	Sh. Balbir Singh	TRA/ DN Clerk	301	51	B+			
8	Sh. Banarshi Singh	Clerk	301	45				
9	Sh. Rajesh Kumar	Outsourcing Clerk	301		B+	NO		8901188108
10	Sh. Jagdish Singh	Mali		42				
11	Sh. Hansa Dutt	Peon	301	45	B+	NA		9417709818
	<b>LFA Branch</b>							

12	Sh. Anil kumar	Asstt.	327	45	O+	NA			
13	Smt. Raman Saini	Outsourcing Clerk	327	25	B+	NA		85560258 48	
14	Sh. Ajay Kumar-I	Clerk		42					
	<b>DA Branch</b>								
15	Sh. Surinder Singh	Asstt.							
16	Smt. Amandeep Kaur	Clerk							
17	Sh. Pardeep Kumar	Outsourcing Clerk							
18	Sh.. Dhanni Devi	Peon							
	<b>DRO Office</b>								
19	Sh. Y.D. Sharma	ASR. /Supdt.							
20	Sh. Naresh Mittal	WBN SK Branch							
21	Sh. Joginder Singh	WBN. HRA/FRA Br	325	55	B+	NA	2566261	94640409 27	
22	Smt. Neeraj Sharma	Steno-Typist	325	37	O+	NA	2566260	94667741 12	
23	Smt. Meena Malhotra	Clerk in HRA br.	325	57	A+	NA	2566261	2596037	
24	Sh. Kapil Kumar	Clerk	325	40	O+	NA	2566261	94164451 30	
25	Sh. Babu Khan	Reader to DRO	328	49	O+	NA	2566261	94673756 37	
	Jasbir Singh	DEO	325	30			2566261	89014894 82	
	<b>DIO Pffice</b>								
26	Sh. Vikas Rajdan	Clerk							
27	Sh. Krishan Lal	Peon							
	<b>PLA/ RKE Branch</b>								
28	Sh. Kanhaiya Goel	Asstt. (RKE/Peshi)							
29	Sh. Balbir Singh-I	Clerk PLA Br.	307	Transferred to Raipur Rani					
30	Sh. Gurtej Singh	Clerk (Receipt)	301	25	AB+	NA	2566261	99923394 51	
31	Sh. Ashwani Sharma	Despatch Clerk/CA	Transferred to Morni						
32	Sh. Hari Shankar	Peon (Dak Duty)	301	54				98785302 46	
33	Sh. Jai Singh	Peon	307	59	O+	NA			
	<b>CA Branch</b>								
34	Sh. Om Parkash	Asstt. (RKE/Peshi)							
35	Sh. Ashwani Sharma	Clerk							
	<b>Reader to DC</b>								
36	Sh. Surat Singh	Asstt. Reader to DC							
37	Sh. Swarn Singh	Clerk							
38	Sh. Baldev Raj	Peon – Peshi & MA br.							

DC office Panchkula									
Sr. No.	Name of the Department office	Designation	Room No.		Blood Group	Physical Disability/ Medical Concern	Office Telephone No.	Mobile No.	
	<b>Steno to CTM</b>								
39	Sh.Rohit Sharma	Steno-Typist							
40	Sh. Pupinder Singh	Peon							
41	Sh. Gurcharan Singh	Peon							
	<b>CEA Branch</b>								
42	Sh. Om Parkash	Asstt.							
43	Sh. Pankaj Vatish	Clerk		50	A-	NA	2568311	9915117233	
44	Sh. Mehar Chand	Clerk	318		B+	NA		9466036640	
45	Smt Sonu Rani	Outsourcing Clerk	318		A+	NA		9988252252	
46	Smt.Dhani Devi	Peon							
	<b>MA Branch</b>								
47	Sh. Ravinder Kumar	Asstt.	Transferred						
48	Sh.Satwinder Singh	Clerk	318		O+	NA		9416869443	
49	Sh.Anand Singh	Clerk	Transferred						
50	Sh. Shamsher Singh	Clerk							
51	Sh. Baldev	Peon		59					
	Gurcharan Dass	Clerk		26				8901458095	
	Shikha Gupta	Computer Operator		24				9467631513	
	Shamsher Singh			45				9813156297	
	<b>VRK</b>								
52	Sh. Om Parkash	Asstt.	318	49	O+			7357410516	
53	Sh. Surinder Singh	Clerk							
54	Smt.Dhani Devi	Peon							
	Mahirchand			50					
	Satvinder Singh			40					
	<b>PA to DC</b>								
55	Sh. Suresh Kumar,	ASR		45	A+		2585000	9464330077	
56	Sh. Naresh Pal, AWBN	PA to DC	215	46	O+		2585000	9466988323	
57	Kavita Rani	Steno	215	24				8199029350	
58	Sh. Fakir Chand	Peon	215	46	B+				
59	Sh. Narayan Sharma	Peon	215	45	B+				
	<b>SDM Office Panchkula</b>								

	Surender Singh Alawat	Clerk	49					94164600 06	
60	Smt. Anita Kumari	ASR	117	52	AB+	NA	2561685		
61	Sh. Mohan Singh	Steno Typist							
62	Smt. Babita Rani	AWBN (BC)	116	46				78371370 44	
63	Smt. Renu Bala	Clerk	116	47			2561685		
64	Sh Ram Singh	Registration Clerk							
65	Sh. Rulda Ram	Reader to SDM	Retired						
66	Sh. Suresh Kumar	Licence Clerk		45	O+			98768704 15	
67	Sh. Harjant Singh	Peon							
68	Sh. Mahinder Singh	Peon		54	B+			98169551 22	
	Jyoti	Computer Operator		26				94170401 16	
69	Sh. Charan Singh	Chowkidar							
	<b>Tehsil Office Panchkula</b>								
70	Sh. Balwinder Singh	R.C.							
71	Smt. Manjeet Malik	WBN	108		B+	NIL	562135	94174950 48	
72	Sh. Kuldeep Singh	Reader							
73	Sh. Dalwara Singh	Outsourcing Clerk	108		O+	NIL	562135	98963541 22	
74	Sh. Harsh	Peon							
75	Sh. Sahib Singh	Peon							
76	Sh. Gautam Parkash	Driver							
77	Sh. Rajesh Kumar	C/Operator	108		O+	NA	562135	99880435 8	
78	Sh. Rameshwar Dass	NSK	323		O+	NA	562135	94163938 42	
79	Varinder Singh	C.O.	323		B+	NA		80540619 94	
	Poonam Sharma	Computer Operator						95014397 32	
	Bidi Chand	Sweeper	50						

### Incident Response System Panchkula

S.N	Name of Officer Sharvshri/Smt.	Designation	Office (0172)	Residence (0172)	Mobile
1	Dr. S.S. Phulia, IAS	D.C., Pkl.	2568313 2585000	2585777 2585666	09501115566
2	Sh. Y.Puran Kumar, IPS	D.C.P., Pkl	2586101 6532970	2583102 2583638-F	08146630005
3	Sh.S.P.Arora HCS	ADC, Pkl	2571771	-----	09501311333
4	Ms. Purnima Singh HPS	ACP, Kalka	222200	264300	09729990500
5	Smt. Hema Singh HCS	SDM, Pkl	2561685	-----	09416935000
6	Sh. Shakti Singh HCS	SDM, Kalka	01733- 220500	221200F	09991350544
7	Miss. Radhika Singh, HCS	CTM Pkl	2568311	--	09915420437, 09996161696
8	Sh.Rajbir Dhiman	DRO, Pkl.	2566261		09215060155
9	Sh. Ashwani Ghambir	Tehsildar Panchkula	2562135	----	09896900047
10	Dr.V.K. Bansal	Civil Surgeon, Panchkula	2573907 2582884F	--	08288021861, 09814615697
11	Sh. Param Jeet Saini	DPRO, Pkl	2572610	2708512	09467473968
12	Dr. Ved Prakesh	DFSC	2569193	----	08901158986
13	Sh. Jagmohan Sharma Vijender Lohach, ADFO	DFO Morni At Pinjore	01733- 230537	-----	09416034400 09416237108
14	Sh. Surinder Singh Rathi	DFO, Wild Life	01733- 255000	----	09466280311
15	Smt. Manju Aggarwal	DIO,Pkl	2566262	---	09417069017
16	Sh. P.K.Singla Sh. S.K.Jeera Mr. Mithun	Xen. Elect. SDE, Elect. JE, Elect. B&R	0171 2630877	----	09888182661 09888434128
17	Mr. D.S. Dhanda	Xen.UHBVN	2591517	----	09316065971
18	Mr. Vinod Kumar	Xen. Irrigation	2569632	-----	09988968203

## Emergency Services Contact Numbers

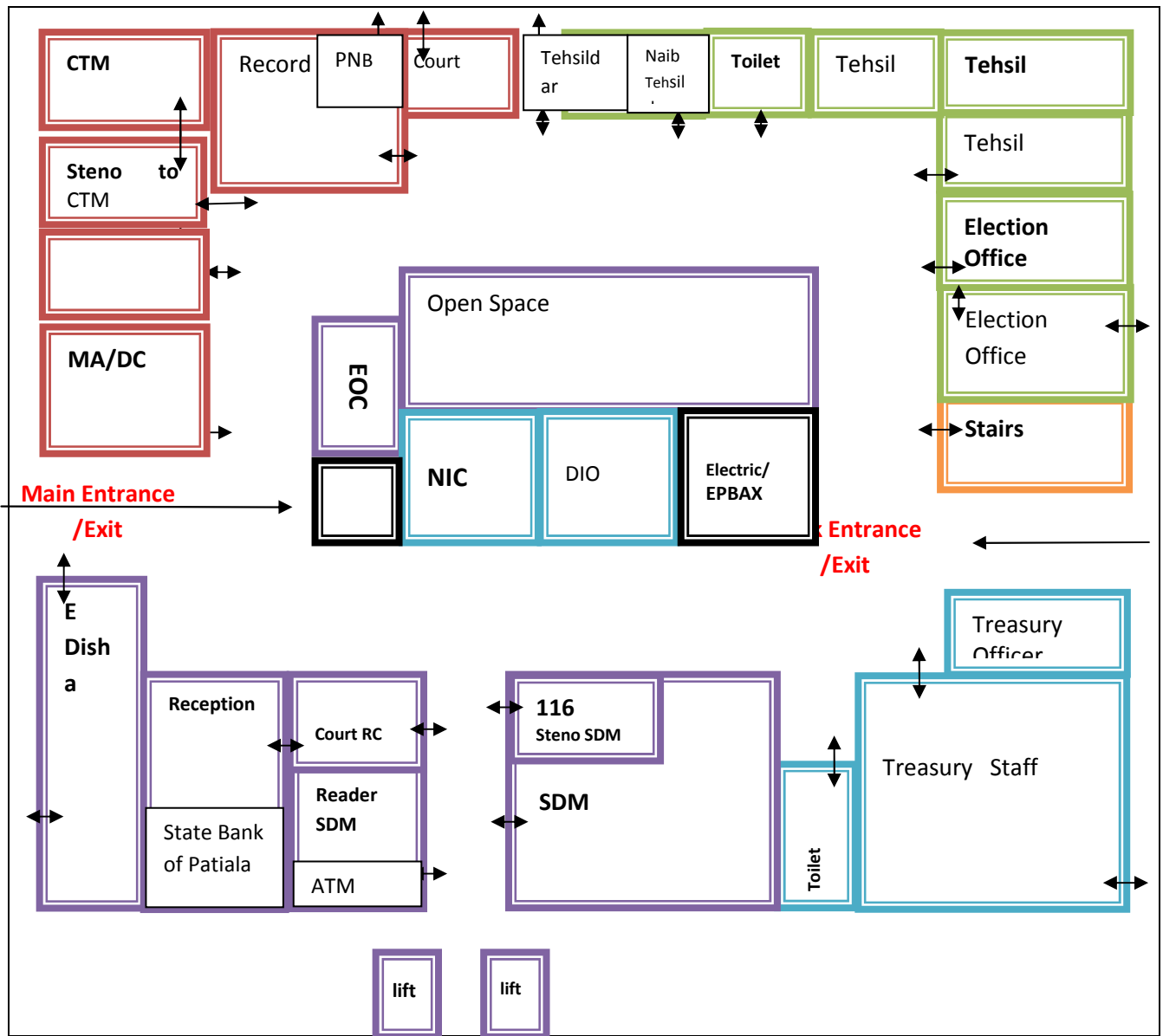
<b>For Fire</b>		
	Fire Brigade Sec.-5, Pkl.	101, 0172-2560926
	Fire Officer( Mr. Shamsher Malik)	09780932839
	Fire Man Sunil	09316409090
	Forest Department Sh. Jagmohan Sharma	09416034400, 01733-230537
<b>Police Control Room</b>		
	Police Control Room, Pkl.	100, 0172-2582100, Fax-2583638
<b>For Ambulance and Health Services</b>		
	Ambulance Control Room Nos.	102 Mobile No. Landline No. Hotline 09466117121 0172-2583508 0172-2583305 0172-2586583
	General Hospital, Sec.-6, Pkl.	0172-2583858, 0172-2562199
	Civil Hospital, Kalka	0951733-220891
	PHC, Morni	0951733-264836
	PHC, Raipur Rani	0951734-256621
	PHC, Pinjore	0951733-221844
	Chief Medical officer Dr. V. K. Bansal	08288021861
	Civil Surgeon, Panchkula( Dr. Saroj Aggarwal)	08288030382``
<b>For Flood</b>		
	Tehsildar Panchkula	<b>0172-2562135, 09896900047</b>
<b>For Divers</b>		
	<b>Kurukshetra Development Board</b>	
	<b>Sh. Rajiv, SDO</b>	<b>09416220057</b>
	Sh. Rajesh Hooda, Head of Diver	08950373186
	Sh. Ajmer Gulati, Additional Diver	09813154749
	<b>Haryana Police Academy, Madhuban, Karnal</b>	
	Control Room	0184-2380116/7/8/9



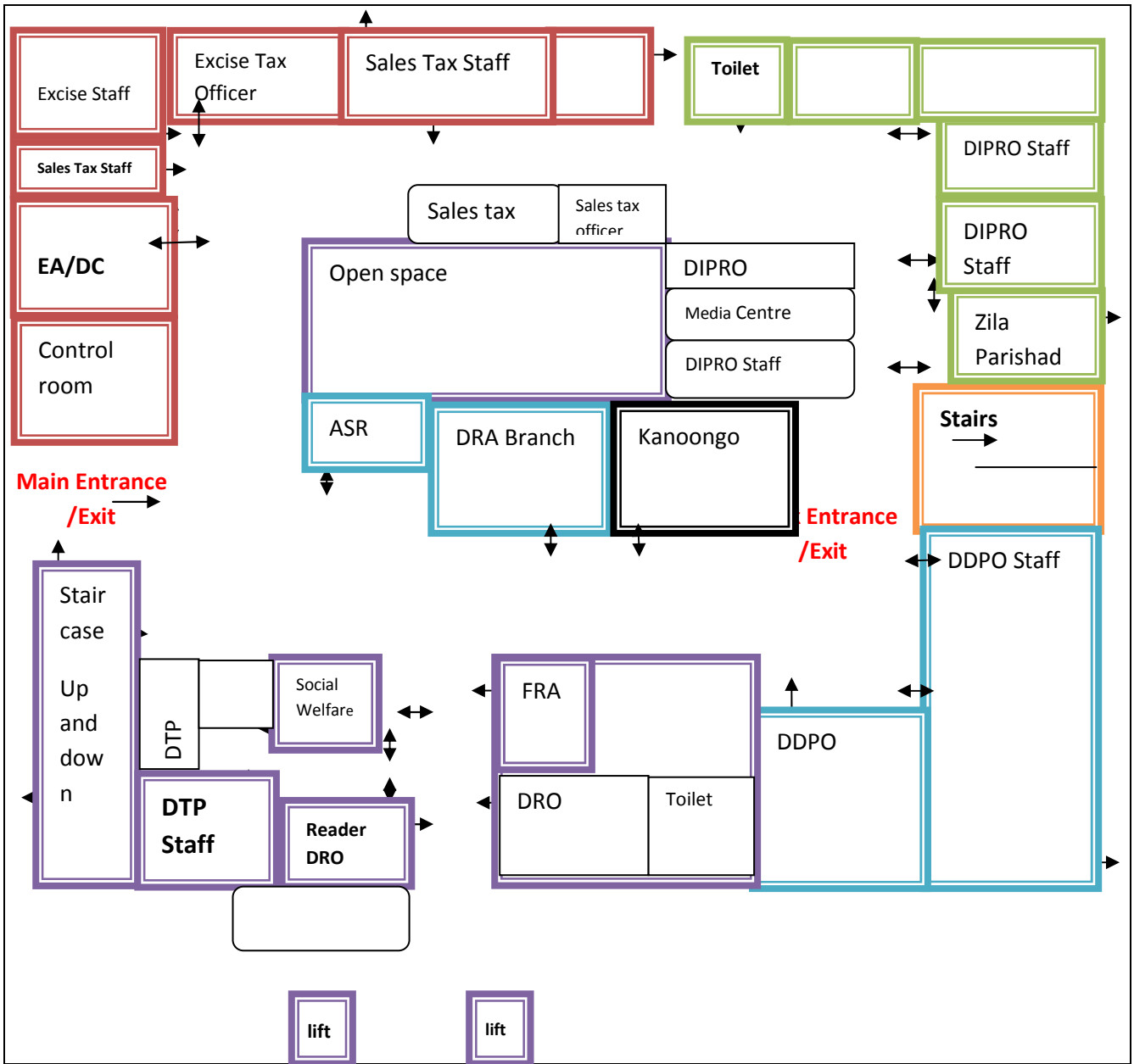
	Sh. Sudhir Choudhary, Insp. General	09416045656, 0184-2380100/600
	Sh.Om Veer Singh, HCS, Commandment	09416900152
	Sh. Jagdish Swimming Coach	09813577744
	Sh. Anil Constable	09416811650
	Sh. Parvinder Constable	09780028142
<b>Bomb Detection and Disposal Team</b>		
	Bomb Detection Team Chandigarh Mr. Milap Singh	09855449935
	Madhuban Bomb disposal team Mr. Rakesh	09416946710
	Additional Director Bomb Disposal Team Haryana Sh. Arvind Hooda	09813516380

# Mini Secretariat Floor Maps

Ground Floor



Second Floor



First Floor

