



**Second Meeting of National Platform for Disaster Risk Reduction
24-25 April 2017**

ADMINISTRATIVE NOTE

**Theme: Disaster Risk Reduction for Sustainable Development: Making India
Resilient by 2030**

**Vigyan Bhawan,
New Delhi**

Organised by



**Ministry of Home Affairs
Government of India
(In collaboration of National Institute of Disaster Management)**

1. Introduction

This note provides general information on administrative and logistic arrangements pertaining to Second Meeting of National Platform on Disaster Risk Reduction (NPDRR 2017). The event will be hosted by the Ministry of Home Affairs, Government of India during 24-25 April 2017.

The Government of India has constituted a multi-stakeholder National Platform for Disaster Risk Reduction (NPDRR) vide Government's Resolution dated 26th February 2013 and 5th April 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.

2. Venue

The venue of the Second Meeting of NPDRR will be at the Vigyan Bhawan, New Delhi, a premier convention centre of the Government of India in New Delhi.

The conference halls 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/Confirmation of Participation

The delegates and participants are requested to send their confirmations in the prescribed format (**Annex- I**) to the NPDRR Secretariat, at the following address latest by **15th April 2017**.

Address of NPDRR Secretariat:

Disaster Management Division
Ministry of Home Affairs, 3rd Floor, NDCC-II Building,
Jai Singh Road, New Delhi, 110001
Phone: +91-11-23438262, 23438261, 23438158
Fax: +91-11-23438158, 23438144
Email: npdr.India-mha@nic.in

On-site registration facilities will be available on **24th April, 2017** at the Vigyan Bhawan from 6.30 a.m. to 8.30 a.m.

Registration facility for the Invitees would also be available at NIDM office from 21.04.2017 to 23.04.2017.

However, to avoid any inconvenience, participants are encouraged to register in advance.

3. Entry to Conference Venue

Conference passes/invitation cards/ letter of invitation 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 Resident Commissioner's office in New Delhi on 23.04.2017. The details of Resident Commissioners' office are at **Annex-II**.

Other delegates are advised to collect their invitation card/pass from help desk at NIDM office on 22.04.2017 and 23.04.2017. The registered candidates, who fail to collect their invitation/pass, may collect the same from Registration Counter at Vigyan Bhawan, New Delhi on 24.04.2017.

Entry to conference venue will be subject to display of invitation card/pass/letter of invitation and identity card issued by any Government Authority.

The conference pass must be worn and should be visible all the times.

4. 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 assistance.

5. Helpdesk

All registration related queries may be addressed to NPDRR Secretariat (Phone: +91-11-23438162, 23438261, 23438158, Tele fax: +91-11-23438158, 23438144; Email: npdrr.india-mha@nic.in)

6. 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 cooperation with the security staff.

The Secretariat of NPDRR has made a provisional block parking in restricted area of Vigyan Bhawan on first-come-first-serve basis. The vehicles will be subjected to electronic/physical search prior to entry. Vehicles of Ministers/Experts/VIPs will be parked outside the venue and will be available as and when required.

7. Facilities for Photocopy, Computer and Internet

We encourage paper less conference. However, an office space having facilities related to computers, printers, telephones, photocopy and email/fax facility machines will be available at the venue, on 24th and 25th April 2017 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.

8. Documents /Information

All background materials, minute-to-minute program, concept notes and other relevant documents will be made available via the NPDRR website (www.npdrr2-mha.net.in) time to time. The participants are requested to keep checking the website regularly for further updates/instructions.

9. Emergency Facilities

Emergency facilities/ambulance along with qualified medical support will be available at venue during the event.

10. Control Room

The Control Room/Secretariat will be established at the venue to coordinate with various agencies. The delegates/participants may contact the Control Room in case of any emergency or medical need during the meeting.

11. Information Display

Central agencies, State/UT governments and start-up agencies will showcase their initiatives in the field of Disaster Risk Reduction on the inner walls of Vigyan Bhavan.

12. Local language

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

13. Lunch

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

14. Liability

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

Registration/Confirmation of Participation Form

2ND MEETING OF NATIONAL PLATFORM FOR DISASTER RISK REDUCTION

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

First Name :

Middle Name :

Last Name :

Gender (Please Tick) : Male Female

Name of the Organization :

Designation :

Address of the Organization :

Residential Address :

Email id :

Tel. No. (Office) with Code :

Mobile :

(Signature of the Participant)

Contact List of Resident Commissioners of the States/UTs

Designation, State	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	
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	
Resident Commissioner, Himachal Pradesh	Himanchal Bhavan, 27 Sikandra Road, New Delhi - 110 001	Off: 23716574 Fax: 23715087	rescm-hp@nic.in
Resident Commissioner, Jammu & Kashmir	J&K House, 5, Prithviraj Road, New Delhi - 110 003	Off: 24611506 Fax: 24627047	rescm-jk@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	Nagaland House, 29 Aurangzeb Road, New Delhi - 110 011	Off: 23012296	rescm-ng@nic.in

Designation, State	Address	Telephones	E-Mail Address
Principal Resident Commissioner, Orissa	4, Bordoloi Marg, Chanakyapuri, New Delhi - 110 021	Off: 23019771, 23018498 Fax: 23010839	
Resident Commissioner, Punjab	Punjab Bhavan, Copernicus Marg, New Delhi - 110 001	Off: 23383804 Fax: 23782448	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	
Liaison Officer, Daman & Diu	F-308, Curzon Road Hostel, K.G. Marg, New Delhi - 110 001	Off: 23385369, 23385761 Fax: 23381086	rescm-dd@nic.in
Additional Resident Commissioner, Lakshadweep	Lakshadweep House, 16, States Guest House Area, Chanakya Puri, New Delhi - 110021	Off: 24101170 Fax: 24122556	
Resident Commissioner, Pondicherry	Pondicherry House, 3 S.P. Marg, Chanakyapuri, New Delhi - 110 021	Off: 26118174, 26118195 Fax: 26112331	rescm-pn@nic.in

Focal Points

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Fax: +91-11-23438098

Officer- In-charge:
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Director (DM-III)
Ministry of Home Affairs, Government of India
3rd Floor, NDCC II Building, Jai Singh Road,
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