9 Amon tengkai takiw !!

जी. वी. वी. शर्मा, भा.प्र.से.
सदस्य सचिव
G.V.V. Sarma, IAS
Member Secretary

भारत सरकार
गृह मंत्रालय
राष्ट्रीय आपदा प्रबंधन प्राधिकरण
Government of India
Ministry of Home Affairs
National Disaster Management Authority

सत्यमेव जयते

Pu Sangmana Sei

D.O. No.1-137/2020-Mit.II

Dated, the 25th June, 2020.

Subject : <u>**Documentation of Response Action to COVID-19**</u>

Dear Madam/sir,

Please refer to my earlier DO letter of even no dated 19th May 2020 regarding the draft template that was circulated for documentation of actions and interventions in response to COVID-19 pandemic undertaken by the State Governments.

2.   The template for this documentation has been finalized after incorporating suggestions/comments received so far. Revised template is enclosed at Annexure 1. It is requested that State Governments may record their response actions in this template.

3.   NDMA is in the process of creating an online portal and hiring a knowledge management agency in collaboration with NIC. We shall let you know further details in due course.

Secy. DM&R

Yours sincerely,

_25/6/2020_

(G V V Sarma)

Chief Secretaries of States/
Advisors to Administrators of UTs

Template for State Governments for Documentation of Response to COVID-19

- State Governments are requested to record response actions undertaken by all departments, parastatal agencies and autonomous bodies under the administrative control of the State Government.
- The documentation must capture a wide range of materials –1. Government orders, 2. Analytical documents, 3. Advisories issuedby state government departments, 4. Research papers 5. Audio-visual communication material,6. Study reports 7. Minutes of meetings 8. Posters on the measures, 9. Social media activities (including WhatsApp groups) to propagate awareness and for effective implementation action plans etc. These mustbe tagged and stored systematically in soft copies.
- Various response actions of the Ministry should be mapped against a timeline starting in the last week of January.
- Documentation should be as detailed and granular as possible and aim to capture actions taken up to the lowest administrative level.
- The responses of civil society organizations as well as the private sector involved with respective department/agency/bodyshould also be covered
- For the present each supporting file may be compiled in respective department folders and may be named in the following format:
  State Department Name(Short form)_TitleofResponseAction_DDMMYY.pdf (please note that the dates mentioned in the timeline table provided should be used for naming the supporting document)

	Date	Specific Response action taken	List of supporting documents *	Category#	Key words
Phase 1 (26 January to 29 February 2020)					
Phase 2 (1 March to 22 March)					
Phase 3- Lockdown 1 (23 March to 14 April)					
Phase 4- Lockdown 2 (15 April to 3 May)					
Phase 5- Lockdown 3 (4 May to 17 May)					

Phase 6:
18th - 30th May

*Attach supporting documents in pdf format. The supporting documents may be copies of government orders, study reports, minutes of meetings etc., as mentioned above.

\# Which category the document belong to: Government order, minutes of meeting, etc.

Government Order	GO
Minutes of Meeting	MOM
Research Paper	RP
Study Report	SR
Advisory	AD
Audio	AU
Video	VD
Image	IM
Posters	PO
Social Media activities (including WhatApp groups)	SM