

No. DS-AD5/3/2018-IDRB

Office of the Chief Engineer  
(I&D), IDRB, Vikas Bhavan 3<sup>rd</sup> Floor  
Thiruvananthapuram – 695 033

Dated 04/12/2019

### CIRCULAR

Sub: Purchase of Satellite phones by Irrigation Departments – issuing protocols to be followed for usage – reg

The experience gained in handling the devastating floods of 2018 and 2019 has necessitated the need in improving the communication among the authorities during preparedness and response should an extreme event occur in future. Since dams in the State plays pivotal role in containing/regulating floods in a substantial way, communication between field officers in-charge of dams with District/State authorities cannot be compromised in any manner.

In order to bridge the gap in communication with concerned authorities prior or during an emergency, it was decided to procure Satellite phones to be used by Assistant Engineers in-charge of dams for efficient and urgent communications at dam sites. Accordingly, with the approval from Government, 20 Nos of Satellite phones (*each having a price to the tune of Rs.1.1 Lakh*) have been procured by the Irrigation Department since it manages 16 dams and 4 barrages situated across the State. As the usage of Satellite phone comes under purview of "*The Indian Wireless Telegraph Act*", and that its unauthorized usage attracts stringent provisions of *Indian Penal Code* that might lead to fine/imprisonment or both, the custody and usage of Satellite phones shall be strictly based on the following protocol.

- a. By definition for the following paras, Superintending Engineer, Executive Engineer, Assistant Executive Engineer and Assistant Engineer shall be those officers in-charge of dam/barrage or those officers under whose jurisdiction the dam/barrage falls.
- b. The satellite phones will initially be handed over by Director, IDRB to Executive Engineer of the concerned dam/barrage. A receipt in duplicate shall

be issued to Executive Engineer in this regard shall be issued from Dam Safety Organisation (DSO), IDRIB after obtaining a copy of the identity card (*recognized by the Government of Kerala/India*) of the Executive Engineer. The original copy of the receipt along with handing over details including that of the items and IMEI Number of the satellite phone being handed over shall be entered and kept in a separate register under DSO.

- c. The Executive Engineer shall then distribute the phones to concerned Assistant Executive Engineer of dam/barrage. A receipt in duplicate shall be issued to Assistant Executive Engineer in this regard shall be issued by the Executive Engineer after obtaining a copy of the identity card (*recognized by the Government of Kerala/India*) of the Assistant Executive Engineer. The original copy of the receipt along with handing over details including that of the items and IMEI Number of the satellite phone being handed over shall be entered and kept in a separate register in the Division office.
- d. The Assistant Executive Engineer shall then distribute the phones to concerned Assistant Engineer of dam/barrage. A receipt in duplicate shall be issued to Assistant Engineer in this regard shall be issued by the Assistant Executive Engineer after obtaining a copy of the identity card (*recognized by the Government of Kerala/India*) of the Assistant Engineer. The original copy of the receipt along with handing over details including that of the items and IMEI Number of the satellite phone being handed over shall be entered and kept in a separate register in the Sub Division office.
- e. The final custodianship of the satellite phone shall be vested with the Assistant Engineer. Upon transferring the Satellite phone to Assistant Engineer by the Assistant Executive Engineer, the Assistant Executive Engineer shall report the handing over of Satellite phone to Executive Engineer, who in turn shall report to the Superintending Engineer. *The report from the Executive Engineer shall include the details of satellite phone and its custodianship so as to enable the Superintending Engineer to understand the details of officer-in-charge of the satellite phone at any point of time.*

- f. The Assistant Engineer after prior intimation with the Assistant Executive Engineer or Executive Engineer shall call twice a month on a rotational basis from the satellite phone to the respective mobiles of Assistant Executive Engineer or Executive Engineer to ascertain the working condition of the Satellite phone. The call duration shall be restricted to minimum as the pre-paid charges for satellite communications are highly priced.
- g. In case of Satellite phone not working properly, the Assistant Engineer shall bring the issue before the Executive Engineer immediately who in turn shall bring to the notice of Director, IDR. Maintenance issues will be taken up with the supplier 'Tile Marine' through office of the Chief Engineer, IDR for which the handing over of the phones and receiving the same among the officers shall be done as mentioned in *para (p)*. A report in this regard shall be furnished to Superintending Engineer by the Executive Engineer.
- h. Since the satellite phone also comes under the purview of audit, the Assistant Engineer shall keep the Satellite phone under his safe custody for which a separate register shall be maintained wherein the details of the phone including that of custodianship, physical condition, receipt details, call logs (*both incoming and outgoing*) shall be maintained. Monthly usage details by the Assistant Engineer shall be sent to Sub-Division and from Sub-Division to Division, from Division to Circle and finally from Circle to Chief Engineer, IDR (*A proforma in this regard is enclosed*). The details shall be countersigned at all levels. If there is no usage, a '*NIL*' Statement shall be recorded in usage details and reported to higher offices.
- i. The Superintending Engineer shall forward only consolidated reports of all the dams/barrages to Chief Engineer, IDR. The same shall reach office of the Chief Engineer, IDR before 15<sup>th</sup> of all months. The Dam Safety Organisation at IDR shall monitor the adherence of time limit as well as maintain a separate file to put up the consolidated reports.
- j. The Executive Engineer shall personally verify every month; the physical condition of the satellite phone by convening a meeting either exclusively or

with other matters during which the Assistant Engineer and Assistant Executive Engineer shall be present the workability. The same shall be noted in the register maintained in the division. A report in this regard shall be incorporated with the monthly report being sent to Circle from Division.

- k. The Superintending Engineer shall maintain the reports of the physical condition of the Satellite phones to be communicated whenever asked upon by Government or Chief Engineer, IDRB.
- l. On transfer/ superannuation of the Assistant Engineer who is in possession of Satellite phone, all accessories including that of Satellite phone should be transferred to the new incumbent who is assigned the charge of the dam/barrage based on the items mentioned in the receipt already obtained. The change of transfer shall be made strictly adhering to the procedure mentioned in *para (d) and subsequent change in custodianship shall be informed to higher offices as mentioned in para (e)*. There shall not be any ambiguity among any of the officers in the hierarchy regarding custodianship of Satellite phones at any point of time.
- m. Since the cost of outgoing/ incoming calls are charged at Rs 25/- per minute (*at present*), *the calls should be strictly used only for official communications which are urgent in nature*. The urgency shall include conditions under “ORANGE” and “RED” emergency level as mentioned in the sub-section 3.5 of Chapter 3 of *Guidelines for developing Emergency Action Plan (EAP) for dams prepared by Central Water Commission*, isolation of dam and its appurtenances due to landslide, flood or any such natural hazard defined by Kerala State Disaster Management Authority. Even if the EAP of the structure has not been prepared, the conditions mentioned in the guidelines that necessitate preparation for an emergency shall be applicable.
- n. *Contact details shall be shared only with responsible authorities viz. District Collector, District Police Chief, Deputy Collector in charge of Disaster Management, State Disaster Management Authority, Chief Engineers of Irrigation Department, Assistant Executive Engineer, Executive Engineer and*

*Superintending Engineer* mentioned in *para (a)* as mismanagement of the calls shall lead to increase in unproductive calls which may invite very high call charges. Call charges other than those made with concerned authorities/officers shall be the liability of the person making the call. In case a call has been made to any other person other than those mentioned in *para (n)*, the necessity of the same shall be recommended by the immediate superior officer in the hierarchy as defined in *para (a)*.

- o. Since satellite phone has been procured after remitting pre-paid fee (*around Rs.3,800 per annum*) for call charges on an yearly basis, in case for a need to recharge, the Assistant Engineer shall make a request to Chief Engineer, IDR B through proper channel so as to initiate immediate action from this office. However, the same will be processed only on the recommendation from the concerned Superintending Engineer who shall verify the claim of Assistant Engineer from Assistant Executive Engineer as well as Executive Engineer in-charge of the dam/barrage.
- p. In the case of District Authorities directing to hand over the Satellite phone to the any of the officers in district administration other than to those defined from *para (b) to (e)* during an emergency, the Assistant Engineer shall make necessary arrangements for the same only in the presence of Assistant Executive Engineer or the Executive Engineer. A receipt to the effect shall be obtained from the authorities to whom the Satellite phone is being transferred clearly listing the items that are being transferred. The details of transfer shall be reported to all higher authorities by the Assistant Engineer through the manner mentioned in *para (e)*.
- q. It shall be the responsibility of the Executive Engineer to collect the satellite phone back from the district authorities once the emergency condition is over. If the district authorities does not respond in returning the satellite phones despite repeated requests or refuses to do so, the same shall be reported by the Executive Engineer directly to Chief Engineer, IDR B with the copy of the receipt which was made available during initial transfer to the district

authorities so as to take the issue before the Government. The Superintending Engineer shall also be made aware should such an issue arise.

- r. In case of loss or theft of the Satellite phone while in the custody of any of the officers of the Irrigation Department, it will be the sole responsibility of the officer under whom the satellite phone is vested with during the time at which loss/theft occur. Due procedures of law shall be followed in this regard.
- s. In case mentioned in *para (r)*, the Executive Engineer shall immediately report the loss/theft to the supplier '*Tile Marine*' whose mobile no is 8138082798 so as to enable them to block the services. The Executive Engineer shall furnish all the details including that of the details of complaints filed before the Police to the Chief Engineer, IDRB.
- t. The Assistant Engineer shall ensure that the batteries of the Satellite phone are properly charged so as to avoid any hindrance in usage of the same during an emergency if at all there will be shortage of power .
- u. Any liability/recovery charges occurring in the usage of Satellite phones shall be made according to the prevailing established rules/procedures of law.

-Sd-

Chief Engineer (I&D)

Copy to :-

- 1) The Chief Engineer, Irrigation and Administration, Thiruvananthapuram to be published in the website.

**Proforma for reporting the usage of Satellite phone**

Name of Office:

Date:

Name of Assistant Engineer:

IMEI No of Satellite phone:

Month, year:

SI No	Date of Call	Outgoing No	Incomming No	Call duration	Amount
<b>TOTAL</b>					

Asst.Exe.Engineer  
(Signature)

Executive Engineer  
(Signature)

Superintending Engineer  
(Signature)