

**PRIORITY**

**NO.F.12(1)-REV/MISC/2022(L)  
GOVERNMENT OF TRIPURA  
REVENUE DEPARTMENT**

Agartala, 21<sup>st</sup> September, 2023

**MEMORANDUM**

In view of organizing safe and secured programmes and festivals expecting large number of crowds and mass gatherings, it is evident that the disaster risk reduction measures need to be strengthened with multi-disciplinary prevention and mitigation approaches without compromising the safety of the citizens. Considering the need, following general guidelines may be implemented at the district and below levels:

1. The existing approval mechanism of any crowd event at the district and sub-division levels should be reviewed and utmost steps to be taken for its further improvement ensuring that all safety concerns of general public are addressed appropriately, and accountability for both the organizer and the approval committee / authority is fixed.
2. If not satisfied with the existing approval mechanism, then a Safety Committee should be constituted immediately at District and Sub-Division level under the Chairmanship of the DM & Collector and SDM respectively along with the competent officials from Police, Fire & Emergency Services, Disaster Management, Health, PWD, Power, Forest, ST&E, Municipality/ Panchayat/ADC for assessing the safety concerns of the programme and recommend for approval to organize the programme subject to satisfying the safety provisions by the organisers and line agencies.
3. The District Administration should identify the short duration and temporary programmes that congregate large crowds, leading to potential risks to the lives & properties and causing inconvenience to the citizens. Accordingly, due permission from the local administration and relevant line agencies for such programmes by the organizer shall be made mandatory.
4. The Safety Committee should develop a standard guideline and application format as per the need and indicating all risk factors as well as necessary safety measures for organizing the programme. Ensure that the same guideline/ format is available to the organisers for taking permission from the concerned authority(ies).
5. The Safety Committee should fix the standard specification of the programme arrangements such as maximum height of the pandal / stage/ idol/ chariot etc, impact area of the programme indicating the location, routes to be used for procession/ rally, crowd movements, escape routes, alternate routes, restrictions etc. The standard specifications may be included in the guideline for organising the programme/ event. The organisers should adhere to the standard specification of the safety committee for organising the programme.
6. The organiser should identify a nodal officer and an alternate nodal officer as the focal points for the programme and be made accountable to the safety and security for organising the programme.

7. The materials which will be used and arrangements to be made for the programme/ event such as electrical equipments and connections, crowd movement, potential risks in the event premises should be assessed and necessary contingency plan(s) should be prepared by the organisers.
8. The organizer should apply in the prescribed format / application with detailed information to the authority at least two weeks prior to the programme for taking permission.
9. The application should be submitted at the appropriate level i.e. DM & Collector – for State and District level programme within the District, Sub-Divisional Magistrate – for Sub-Divisional level programme, local Police Station/ Fire Station/ Panchayat Office – for Panchayat/ Village level programme.
10. Considering the associated risk potential to the type of hazard(s), the organizer should take No Objection Certificate (NOC) from the relevant departments/ agencies of the particular level (i.e. Police, Fire & ES, Health, PWD, Power, internal electricals, Factories and boilers and other relevant dept.).
11. The Safety Committee should be a single window system for facilitating the programme approval. The safety committee may reject the application if the proposed programme does not satisfy to the safety requirements and suggest for incorporation satisfying to the required safety provision(s) for resubmission of the proposal within a specific given time period.
12. In case of organizing an urgent programme, the organizer should provide ample justification of the urgency along with the NOC(s) from the concerned members of the Safety Committee for approval of the competent authority.
13. Before two days of the programme, the organizer should conduct a safety drill in presence of the local administrations and response agencies for ensuring the smooth conduct of the event.
14. Adequate planning should be done for providing immediate search & rescue, medical first aid and other emergency supports. Important and emergency contact numbers should be displayed at strategic locations of the event and presence of quick response teams such as trained Civil Defence and Aapda Mitra volunteers, first responder agencies should be ensured. A copy of such contingency plan should be shared with the local administration for record.
15. The organizer should publicise the safety norms to the public regularly through audio, video and other effective mode of dissemination. Also, the do's and don'ts for the public on safety matters should be displayed clearly at strategic places for public awareness.
16. Ensure the establishment of clear and visible crowd control measures, such as barriers, signage and crowd marshals.
17. The Safety Committee may physically monitor the event to take extra precautionary measures on safety provisions and report to the organisers and competent authorities for necessary immediate remedial measures if any, as observed.
18. Adequate public awareness on details of the event, impact areas, timing, safety rules should be ensured before and during the event.
19. Penalty and offences provision may be kept appropriately for non-compliance of the safety norms for organizing the programmes and / or the periodic programmes/ festival celebration of the organisers may be cancelled for a substantial period as the competent authority deemed fit.



20. Necessary provisions under the Disaster Management Act, 2005 may also be applied for smooth organizing of the events.
21. District / Sub-Division authorities may organize regular awareness and review meetings with the clubs, puja committees, institutions, societies and potential event organisers for organizing programmes safely and adhering to safety norms to the highest level.
22. Provision should be kept for giving rewards / appreciation to the best organiser of the event(s) on disaster management and safety point of view for the periodic events/ festivals.
23. The DM (Chairman, DDMA)/ SDM may issue necessary directive(s) in the matter as and when required.

This will come into force with immediate effect.

  
(C.K. Malsom)

Deputy Secretary to the  
Government of Tripura

**To**

1. All DM & Collectors
2. All SDMs

**Copy to:**

1. The Secretary to the Hon'ble Chief Minister, Tripura
2. The Chief Secretary, Government of Tripura
3. The Director General of Police, Tripura
4. All Principal Secretaries/ Secretaries/ Special Secretaries, Government of Tripura
5. All Heads of Departments
6. All Head of Offices