



**GOVERNMENT OF ASSAM**  
**OFFICE OF THE DISTRICT COMMISSIONER :: SONITPUR :: TEZPUR**

Dated Tezpur the 12<sup>th</sup> March' 2025.

E.File No. 90702/108

**MINUTES OF THE DDMA REVIEW MEETING FOR DISASTER PREPAREDNESS HELD ON 4<sup>TH</sup> MARCH, 2025 AT 03.30 P.M. IN THE CONFERENCE HALL OF THE DISTRICT COMMISSIONER, SONITPUR**  
**Members present at Annexure-1**

A DDMA review meeting on disaster preparedness was held on 4<sup>th</sup> March, 2025 in the Conference Hall of the District Commissioner, Sonitpur. Sri Ankur Bharali, ACS, District Commissioner & Chairperson, DDMA, Sonitpur chaired the meeting and welcomed all the participants. Initiating the discussion the chairman requested District Project Officer, Sonitpur, ASDMA to brief on some important aspects of disaster management. The DPO, Sonitpur gave a power-point presentation on the last year flood status, template for preparing Disaster Management Plan, highlighted the SDRF guidelines, Flood Preparedness Scorecard, the beneficiary details submission formats, the head of accounts under SDRF etc.

Sri Garga Mohan Das, Addl. District Commissioner cum C.E.O., DDMA informed all that guidelines of SDRF needs to be strictly followed for submission of proposals and instructed Revenue Circle Officers to strengthen the Circle Disaster Management Committees (CDMC) & Circle Level Task Force (CLTF).

The Chairman then requested Circle Officers and Head of the line departments to discuss the measures that needs to be taken for Disaster Management in the district.

**After thorough discussions the following resolutions were adopted :-**

1. The chairperson urged Revenue Circle Officers and HoDs to undertake flood/storm preventive and mitigation measures as per Assam Disaster Management Manual 2015. Revenue Circle Officers are to prepare Flood Contingency Plan and submit (both hard and soft copy) by **15<sup>th</sup> March, 2025** incorporating Nodal Officer details, Standard Operating Protocol, Important contact numbers, Vulnerable areas mapping, Resources, Probable Relief Camp details, Alternate routes, list of Flood Vulnerable Villages with contact nos. of Gaonburahs and Lot Mandals, suitable sites/buildings for opening of Relief Camps, list of notified camp in charge with name & contact nos, private country boats available with names and contact details of owner/boat men etc.

Revenue Circle Officers and HODs are to conduct urgently a Disaster Preparedness meeting with their field level functionaries by **15<sup>th</sup> March, 2025** and submit minutes copy. All Head of the Departments also to submit their Disaster Management Plan as per the template discussed and shared by **15<sup>th</sup> March, 2025**.

**(Action: All COs & HODs)**

2. The chairperson requested PHE department to plan for providing drinking water at relief camps and also maintain sufficient stock of bleaching powder and water purifying tablets (Halogen Tablet) for use during flood to ensure prevention of diseases and epidemic. The PHE Divsn I & II was directed to keep sufficient stock of materials for installation of HTW, construction of PIT Latrines in relief camps, and at flood affected areas during flood.

Joint Director of Health Services to ensure that medical facilities in the Health Institutions in the district remain well equipped with necessary infrastructure, doctors & medicine during the monsoon season. Sufficient stock of life saving drugs and other medicines particularly for fever & water borne diseases are to be arranged and kept in

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hand. Ambulances and teams of doctors and para-medical staff to be kept ready to tackle any health related hazard during flood.

**(Action: JDHS & E.E., PHE Divsn I&II)**

**3.** The District Agriculture Officer, Sonitpur, Tezpur to prepare & submit Action Plan for making proper assessment of crop areas affected and maintain adequate ready stock of seeds & seedlings to be provided to the affected farmers. He is requested to plan for community nursery as done in previous years.

The DVO, Sonitpur to prepare list of cattle affected (Large, small, poultry etc.) as per SDRF norms and will coordinate with the Circle Officer and F & C S for animal fodder. He will ensure sufficient stock of medicines etc. and proper vaccination at cattle camps for prevention of transmitted diseases.

**(Action: COs/ DAO/ DVO / DDS ,Sonitpur)**

**4.** The DDS, FCS&CA, Sonitpur, Tezpur to ensure maintenance of adequate stock of food items / other essential commodities, check for artificial price rise and engage price monitoring task force. He will make necessary arrangement for adequate supply and stock including rolling reserve of rice & other food items and essential commodities like LPG, petrol, diesel, Tarpaulin, Baby Food etc.

**(Action: DDS, FCS&CA Deptt.)**

**5.** The Chairperson directed PWD Territorial Roads Deptt. to complete all repair works before before onset of monsoon season to ensure that all major roads and bridges are maintained in proper road-worthy condition so that surface communication during flood is not disrupted and flood relief measures not affected.

The CEO, Zila Parishad, Sonitpur to identify all the vulnerable sites, embankments, roads etc. that falls under Development Block and take immediate necessary steps to repair.

The Tezpur Water Resource Division was asked to inspect vulnerable embankments and to ensure that all embankments, ring bundhs etc. are repaired properly and maintained before flood season. Breaches etc. if any, are to be repaired and restored immediately.

**(Action: E.E. of PWD( R )/CEO of ZP/E.E. OF TWRD.)**

**6.** The District Social Welfare Officer, Sonitpur to prepare list of Pregnant mothers, Lactating mothers and new born babies, children (less than 6yrs and school going children), elderly persons and differently abled persons in the flood affected areas . The DSWO to ensure that the pregnant women and lactating mothers to receive proper nutritional food / care and also provide separate private space for feeding babies at relief camps. The DSWO will ensure that the adolescent girls are provided safe/hygienic environment, proper medical care to the elderly / differently abled persons/ pregnant ladies/ lactating mothers .

Under each Revenue Circle, CFS needs to set up in the relief camps. ASHA and Anganwadi workers are to be engaged at each CFS. The CFS would cater to temporary classes, recreational activities, art & craft skills activity etc. Vaccination and Mid Day Meals/ Age specific meals would also be arranged in CFS. Special psycho-social support/counselling would also be provided. Police Dept would arrange for security in the CFS.

(Action: SP/COs/JDHS/DSWO /IS/DEEO)

7. The Police department, Sonitpur is requested for maintenance of Law & Order and alert the police Stations with necessary instructions to assist the local Revenue & other officials in rescue operation / evacuation of affected people to relief camps or safer place. They are also to arrange security measures at the relief camp and render necessary help during flood relief operation. The VDPs to be alerted and their services be utilized during emergent flood situation.

The SDRF/NDRF teams will be the agencies who will head the rescue operations during flood in the district. They are requested to keep all the inventories, gear-set etc. in fully functional condition. The Defense forces/Army/CRPF/SSB are requested to be in readiness during floods so that their assistance can be taken as and when required.

The Incharge, SDRF Tezpur to keep functional the Inflatable Rubber Boats(IRBs) and the team on standby for immediate response. J.E.,IWT, Tezpur to provide man power list who can be engaged in Relief operations and also for proper monitoring of boats plying during the flood season. The Dy. Controller, Civil Defence was instructed to keep ready the volunteers for relief operations and as requested formulate a plan of action for Disaster Quick Response Team by engaging trained volunteers.

(Action: - SP / Col GS(IS),4<sup>TH</sup> Corps/Dy. Commdt., SSB/CRPF / Incharge ,SDRF / JE,IWT/ Dy. Cont. Civil Defence / Assam Rifles Bn)

8. The APDCL authorities to ensure that loose electric pole, power transmission line, transformers, open connections, sagging lines etc. are immediately attended for public safety and death due to electrocution is nullified. The APDCL & Forest Department to take steps for cutting tree branches etc. that are likely to uproot and break & fall down upon road, buildings, electric lines etc. causing obstruction to roads & damage to life and property. In Municipal Board areas, EOs to take necessary steps for clearing drainage system, manholes management etc. before onset of the monsoon season and also identify and take action against commercial buildings without proper fire safety measures.

(Action: DFO /AGM, APDCL / EOs of all MBs)

9. All Circle Officers to submit indent for GR items to DDMA, Sonitpur at the earliest possible time. The DTO, Sonitpur will provide vehicles for carrying the relief items to the affected areas. The Circle Officers to make necessary arrangement for boats when required for distribution of GR.

(Action: COs / DDS / DTO / Nazarat Officer)

10. The chairperson then directed all HODs to instruct their sub-divisional and field staff to report any flood damage to the concerned Circle Officers via whatsapp/email before 12 noon, so that it could be reflected in the online daily flood report. He instructed all COs/HODs to submit damage assessment as per records available in the DRIMS portal. He also requested the Circle Officers to prepare & submit proposals of RG & Ex gratia on priority basis and submit to DDMA, Sonitpur for approval.

(Action: DDMA/COs / HODs.)

The house accorded the following Ex Post Facto approvals:

Ex-Gratia (Head of Account : 2235 -01-202-0933-000-32-99 (Road Accident/Accidental Drowning )

SL.no	Name of Deceased Person	Amount sanctioned to NOK
1.	Lt. Girish Boruah	Rs.2,00,000

2.	Lt. Saidul Basher	Rs.2,00,000
3.	Lt. Ali Akbar	Rs.2,00,000
4.	Lt. Krishanku Baruah	Rs.2,00,000
5.	Lt. Gautam Nath	Rs.2,00,000
6.	Lt. Kamal uddin Ahmed	Rs.2,00,000
7.	Lt. Pronab Dutta	Rs.2,00,000
8.	Lt. Nizam Uddin	Rs.2,00,000
9.	Lt. Pichu Topno	Rs.2,00,000
10.	Lt. Lokanath Sharma	Rs.2,00,000
11.	Lt. Narayan Koch	Rs.2,00,000
12.	Lt. Iman Ali	Rs.2,00,000
13.	Lt. Gourab Borah	Rs.2,00,000
14.	Lt. Dipjyoti Deka	Rs.2,00,000
15.	Lt. Nerswn Brahma	Rs.2,00,000
16.	Lt.Lakhi Ram Koch	Rs.2,00,000
17.	Lt. Amal Orang	Rs.2,00,000
18.	Lt. Dulal Borah Nath	Rs.2,00,000
19.	Lt. Karan Baniya	Rs.2,00,000
20.	Lt. Moniram Rabha	Rs.2,00,000
21.	Lt.Ajoy Rabha	Rs.2,00,000

**Rehabilitation Grant(Head of Account :2245 -80-800-0821-000-32-99(RG due to Fire/Storm/Cyclone )**

SL.no	Name of Beneficiary	Amount sanctioned
1.	Manju Das	Rs.1,20,000

The meeting ended with a vote of thanks from the chair.

Signed by

Ankur Bharali

Date: 12-03-2025 14:27:42

**District Commissioner cum Chairman,  
DDMA, Sonitpur**

**Memo E.File No. 90702/ 108 (A)**

Dated Tezpur the 12 March' 2025.

Copy to:-

1. The Secretary to the Govt. of Assam, Revenue & Disaster Management Department, Assam Secretariat, Dispur, Guwahati -6 for kind information.
2. The C.E.O., ASDMA, Assam Secretariat, Dispur, Guwahati -6 for favour of kind information.
3. All ADCs/HoDs/Circle Officers/BDOs for information and necessary action.
4. The DIO, NIC, Sonitpur, Tezpur for information. He is requested to upload the minutes in the district website.
5. All members concerned.
6. Office File.

**(e-signed)  
District Commissioner cum Chairman,  
DDMA, Sonitpur**