

  
**GOVERNMENT OF ASSAM**  
**OFFICE OF THE DISTRICT COMMISSIONER :: SONITPUR :: TEZPUR**  
(Disaster Management Branch)

E.File No. 90702/ 151

**MINUTES OF THE DDMA THEMATIC REVIEW MEETING ON CRITICAL INFRASTRUCTURE FOR FLOOD PREPAREDNESS**  
**HELD ON 29<sup>th</sup> MARCH, 2025 AT 10.30 A.M. IN THE CONFERENCE HALL OF DEOC, SONITPUR**

**Members present at Annexure-1**

A DDMA review meeting on flood preparedness was held on 29<sup>th</sup> March, 2025 in the Conference Hall of DEOC, Sonitpur. Sri Garga Mohan Das, ACS, Addl. District Commissioner cum CEO, 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 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 following issues were raised by the participants during the discussion:

- The Circle Officers (All) Sonitpur is requested in the meeting to conduct the CLTF/CDMC meeting on every 15<sup>th</sup> of the month.
- PWD (R) and PWD (B & NH) are requested to constitute the District level and Sub-Division Level Flood Management Task Teams, monitoring committees, patrol teams, Emergency Response Teams etc. They are also requested to conduct Departmental meeting with officials on regular basis for being prepared for any kind of critical situation. PWD (R) and BRO officials are requested to prepare of Contingency plan for immediate restoration of road communication after any disaster so that any kind of emergency services like medical, electricity do not face any hindrance to reach out the common people.
- P&RD department is requested to identify the vulnerable Panchayat bunds & roads and also requested for maintaining coordination with DDMA for Relief camp management to tackle any kind of vulnerable situation.
- Education department presented in the review meeting informed that they will ensure all the arrangements for any kind of critical/ emergency situation in connection to flood relief camps. They are requested to capture the data on the number of school vulnerable in flood.
- Soil Conservation Department is requested for constitution of Task force for immediate repair and restoration of flood and landslide affected areas.
- The Railway Department is requested for Establishment of relief coordination center in railway station including activation of railway hospitals/ mobile railway ambulance they are also asked to arrange the rail transport at District headquarters for dispatch of relief materials to the affected areas.
- De-siltation of ponds/fish seed farms and rearing loss of sericulture farmers are not covered in SDRF norms of assistance,
- W&CD department is requested to submit damage infrastructure details in DRIMS portal.
- If any department needs assistance in carrying out drone survey of their damaged assets during the flood, they can place requests to ASDMA for deployment of drone team.
- Water Resource has been asked to repair the embankments before the monsoon season begins. They also shared their plan of action for upcoming flood. The department has ensured in the meeting of constitution of District level and Division Level Flood Management Task Teams, monitoring committees, patrol teams, Emergency Response Teams etc.

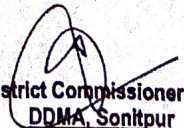
The meeting ended with a vote of thanks from the chair.

  
Addl. District Commissioner cum CEO  
DDMA, Sonitpur

**Memo E.File No. 90702/ 151 (A)**

Copy to:-

1. The Addl. C.E.O., ASDMA, Assam Secretariat, Dispur, Guwahati -6 for favour of kind information.
2. PA to D.C for kind appraisal to the District Commissioner, Sonitpur, Tezpur.
3. All members concerned.
4. Office File.

  
Addl. District Commissioner cum CEO  
DDMA, Sonitpur