



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

E.File No. 90702/150

MINUTES OF THE DDMA THEMATIC REVIEW MEETING ON REPORTING AND DAMAGE ASSESSMENT FOR FLOOD PREPAREDNESS HELD ON 20th MARCH, 2025 AT 11.30 A.M. IN THE CONFERENCE HALL OF DEOC, SONITPUR
Members present at Annexure-1

A DDMA review meeting on flood preparedness was held on 20th 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, DRIMS portal 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:

- Departments have raised the point of manpower shortage to carry out immediate assessment and explore possible ways to expedite the assessment in coordination with DDMA.
- 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 schools vulnerable due to flood.
- COs/DAO/DVO/EE/EOs/DFDO/DHS etc. were requested to constitute the District level and Sub-Division Level Flood Management Task Teams, Contingency plan, 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.
- Power Department is requested to communicate a plan to alert all service agencies for preparedness measures and installation of back-up measures.
- All officials of the department were requested to submit damage information to the Circle Office before 12 noon everyday for uploading it in the DRIMS portal.

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


Addl. District Commissioner cum CEO
DDMA, Sonitpur

Memo E.File No. 90702/150 (A)

Copy to:-

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


Addl. District Commissioner cum CEO
DDMA, Sonitpur