



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

E.File No. 90702/ 158

**MINUTES OF THE THEMATIC REVIEW MEETING ON RELIEF CAMP MANAGEMENT FOR FLOOD PREPAREDNESS**  
**HELD ON 05<sup>th</sup> APRIL, 2025 AT 10.30 A.M. IN THE CONFERENCE HALL OF DEOC, SONITPUR**

**Members present at Annexure-1**

A thematic review meeting on Relief Camp Management for flood preparedness was held on 05<sup>th</sup> April, 2025 in the Conference Hall of DEOC, Sonitpur. Sri Manash Saikia, 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 then stressed the fact that proper co-ordination among all agencies/departments is of utmost importance during any disaster situation. He urged that all the agencies should be in the same platform coordinating for a common cause.

Sri Manash Saikia, Addl. District Commissioner cum C.E.O., DDMA directed all that liaison with DEOC/Revenue Circle Offices needs to be maintained by all agencies. The DEOC, Sonitpur contact details- **Phone No- 9435371672 and Email ID; ddmasonitpur2025@gmail.com** were shared with all for maintaining proper co-ordination.

The following topics were discussed in the meeting:

- DEEO/IS are requested for setting up CFS in the designated camps to maintain coordination with Women & CD, Health, PHE, Veterinary etc. for timely service delivery in the camps.
- Women and Child Development Department is requested for setting up of Child Friendly Spaces (CFS) and breastfeeding corners in relief camps in coordination with DDMA/ Cos.
- The Health department was requested to coordinate with DDMA/Circle Officer to collect list of designated camps in advance and they are also requested to conduct orientation programmes with frontline workers (ASHA/ANM/MPWs/CHOs). They are also requested to plan for fogging to prevent vector borne diseases in the relief camps
- The Food and Civil Supply Department is requested for supporting DDMA/RCO in distribution of GR as per norms in relief camps/ relief distribution centers.
- PHE/ P&RD/PWD (B)/ DOHUA etc. are requested to provide assistance in the time of flood/ any other vulnerable situation to DDMA.
- NGOs are requested to assist in the selected relief camps on WASH, Health Services, CFS etc. in coordination with DDMA.

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

Addl. District Commissioner cum CEO  
DDMA, Sonitpur

Memo E.File No. 90702/ 158 (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