



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

E.File No. 90702/157

MINUTES OF THE DDMA THEMATIC REVIEW MEETING ON ENSURING CONTINUITY OF SERVICES FOR FLOOD PREPAREDNESS HELD ON 05th APRIL, 2025 AT 11.30 A.M. IN THE CONFERENCE HALL OF DEOC, SONITPUR

Members present at Annexure-1

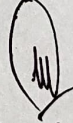
A thematic review meeting on Ensuring Continuity of Services for flood preparedness was held on 05th April, 2025 in the Conference Hall of DEOC, Sonitpur. Sri Manash Saikia, ACS, Addl. District Commissioner cum CEO, DDMA, Sonitpur chaired the meeting and welcomed all the participants. Initiating the 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:

- DSWO, Sonitpur is requested for setting up of Child Friendly Spaces (CFS) and breastfeeding corners in relief camps in coordination with DDMA/ Cos. They are also requested for conducting Child and adolescent friendly programmes, including play for spreading awareness and also to set up Community Kitchen and provide food items as per existing norms. They were also requested to conduct orientation programmes with frontline workers such as Anganwadi Workers/ Helpers for providing awareness to camp inmates.
- Education Department is requested to prepare a list of teachers and other Staffs for assisting flood relief works and other emergency situation. Apart from this they are also requested for assisting to set up CFS in the designated camps. The DEEO/IS were requested for maintaining coordination with Women & CD, Health, PHE, Veterinary etc. for timely service delivery in the designated camps.
- The Health department has ensured coordination 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) for providing awareness to camp inmates. They are also requested to plan for fogging to prevent vector borne diseases in the relief camps
- PHE/ P&RD/PWD (B)/ DOHUA etc. are requested for timely assistance in the time of flood/ any other vulnerable situation. The HODs were requested to conduct Departmental meeting on Flood/storm and submit the minutes of the same.
- To deal with flood/ any other vulnerable situation, the Food and Civil Supply Department is requested for assisting DDMA/RCO in distribution of GR as per norms in relief camps/ relief distribution centers. Along with F&CS, A.H. and Vety. Department are requested for ensuring adequate buffer stock of essential commodities/ medicines etc..

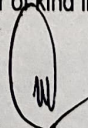
The meeting ended with a vote of thanks from the chair.


Addl. District Commissioner cum CEO
DDMA, Sonitpur

Memo E.File No. 90702/157 (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