



GOVT. OF ASSAM

OFFICE OF THE DISTRICT COMMISSIONER: NAGAON

(Relief & Disaster Management Branch)

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No. DM-20/17/2024-DPO-NGN/255

Dated: 23 /02 /2024

**Minutes of the Meeting for Flood – 2024 preparedness held on 20.02.2024 at 4.00 PM in the
Conference Hall of the District Commissioner, Nagaon**

Members present: - Annexure-1

A meeting on flood preparedness was held on 20/02/2024 in the Conference Hall of the District Commissioner, Nagaon. Sri Narendra Kr. Shah, IAS, District Commissioner & Chairperson, DDMA, Nagaon chaired the meeting and welcomed all the participants present. Phyllis V L Hmunsiami Hrangchal, ACS, District Addl. District Commissioner & CEO, DDMA, Nagaon, explained the objectives of the meeting and presented a PPT on roles and responsibilities of different line departments for flood management as per Disaster Management Manual-2015. District Project Officer, DDMA also highlighted the points of flood Preparedness Score Card for 2024.

After a thorough discussion the following decisions were taken: -

Sl. No.	Responsibilities	Role Assigned to Department./ Offices
1.	Flood Prevention and Mitigation measures: All departments to undertake all flood preventive and mitigation measures as per Assam Disaster Management Manual 2015 well in advance and to submit detailed action taken report before 10/03/2024.	All COs & all HODs
2.	Flood Emergency Management and Preparedness Plan: All Revenue Circle and departments to prepare and submit Flood Emergency Management and preparedness plan incorporating all the details of available resource inventory, Relief Camp Management and Evacuation & Rescue Operation and also the details of the labour with contact no. available in the revenue circle both in hard and soft copy before 10/03/2024.	All COs & all HODs
3.	List of Vulnerable Villages: All Circle Officers to identify and submit list of Flood Vulnerable Villages with contact Nos. of Gaon Burahs and Lot Mandals & along with maps before 10/03/2024.	All COs
4.	Relief Camp: All Circle Officers to identify suitable sites/buildings for opening of Relief Camps considering drinking water sources, Sanitary facility etc. and submit list of proposed Relief Camps along with list of notified camp in-charge and Asstt. Camp In-charge with a local Govt. employee of that particular locality with name & contact nos. before 10/03/2023. All concerned Departments. to ensure Minimum Basic Facilities in consultation with Circle Officers such as drinking water, sanitation, security, lighting in proposed Relief Camps and submit an action taken report on it accordingly.	All COs & HODs Concerned
5.	Availability of Country Boats and other Resources: Circle Officers to identify private country boats, Tractors, JCBs etc. available in their respective Rev. Circles with names and contact details of owner and location and submit list to DDMA, Nagaon before 10/03/2024.	All COs

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6.	<p>Availability & Testing of all Inflatable Rubber Boats (IRBs): The Sr. Station Officer, Fire & Emergency Services, Nagaon to submit the list of all Govt./Private owned machine boats available in Nagaon district with contact details of owners/boatmen and submit test report of all the available Inflatable Rubber Boats(IRBs) in the district.</p>	F & ESS, Nagaon
7.	<p>Constitution of the Sub-Divisional Flood Relief and Advisory Committee: It is decided that the Addl. District Commissioner i/c, S.D.O. (C) Kaliabor will constitute Sub-Divisional level Relief Committee for Kaliabor Sub-Division. The Committee will supervise all relief and rescue works in their respective jurisdiction and extend necessary support to the Circle level Relief Committee to be formed by the respective Revenue Circle Officers. The above committee will review the flood situation of the sub-division and responsible for relief, shelter, rehabilitation, procurement etc.</p>	District Administration/ SDO(C)/ CO of Kaliabor & Samaguri Revenue Circle
8.	<p>Activate Circle Disaster Management Committee: All COs to activate Circle Disaster Management Committee and conduct CDMC meeting for ensuing flood 2024 before 10/03/2024 and submit intimates to DDMA, Nagaon.</p>	All Cos
9.	<p>Establishment of Round the Clock Control Room: The District Emergency Operation Center (DEOC), Nagaon operating round the clock (24x7) established in the D.C.s Office campus will function as flood control room with contact numbers '03672-238000' / '03672-230177' / '1077' (Toll Free) / '8720963477' (M) / and Email ID: ddmanagaon@gmail.com. Likewise, the line departments are also directed to operationalize their departmental control rooms from 15/05/2024 designation of Nodal Officer for the control room and other Disaster Management activities. Contact number of Flood Control Room to be submitted to the District Commissioner.</p>	All COs & all HODs
10.	<p>Submission of Daily situation report & proposals under SDRF: All departments to submit damage report on daily basis within 24 hours of occurrence of damage through concerned Circle Officer for onward submission to Govt. He directed all departments to nominate officers for flood at Revenue Circle level to assist the Revenue Circle Officers in flood operations viz. report generation, damage assessment, search & rescue, relief works etc. Orders regarding nomination of field level nodal officers at Revenue Circle level will be issued by concerned head of the department and will be sent to all Circle Officers. He also requested the Circle Officers to prepare & submit proposals for RG & Ex gratia on priority basis and submit to DDMA, Nagaon for approval and onward submission to Govt.</p>	All COs & all HODs
11.	<p>Preparation of Departmental Flood Contingency Plan: All the departments will prepare their own departmental flood contingency plan incorporating Standard Operating Protocol for flood operation (Pre-During-Post) and covering all aspects of relief & rescue measures with important contact numbers. The contingency plan is to be submitted to the District Commissioner by 10/03/2024 positively for onward submission to the Government.</p>	All HODs

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12.	<p>Arrangement and stock of food / G.R. items etc.:</p> <p>The DDS, F&CS, Nagaon was directed to ensure maintenance of adequate stock of food items and other essential commodities. He will ensure that there is no artificial scarcity of food items and other essential commodities during flood.</p> <p>The meeting decided that F,PD&CA, Nagaon 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 and Halogen tablet in consultation with Circle Officers, PHE & Health department.</p> <p>For procurement of food and other relief items to be provided as G.R. and fixation of rates for the purpose, a Purchase Committee was formed with ADC, I/c Relief as Chairperson and DDS, FAO, DC's Office, Nagaon, DPO, DDMA as member. The committee will submit fixed rates of commodities to the District Commissioner by 15/03/2024.</p>	ADC i/c Relief/ DDS/ FAO/ DPO
13.	<p>Road & Communication / Embankment etc.:</p> <p>The District Commissioner requested all concerned departments like PWD (R/R)/Water Resources/P&RD etc. would 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.</p> <p>The Circle Officers will inspect all the embankments, roads, bridges etc with the concerned department like Water Resource, PWD, & P&RD department and to ensure that all embankments, ring bundhs etc. are repaired properly and maintained before flood season.</p> <p>A comprehensive report on measures required for temporary and permanent restoration of vulnerable points along with the anti-erosion work in the district.</p> <p>In this regard all concerned to submit report before 10/03/2024.</p>	CEO, (ZP)/Circle Officers PWD (R)/ Water Resource Department.
14.	<p>Health & Sanitation:</p> <p>The District Commissioner requested the Joint Director of Health Services to ensure that medical facilities in all the Health Institutions in the district to remain well equipped with necessary infrastructure, doctors & medicine during the rainy season and all the health facilities remain operational during flood. Sufficient stock of life saving drugs and other medicines particularly for fever & water borne diseases are to be arranged and kept in hand.</p> <p>Ambulances and teams of doctors and para-medical staff to be kept ready to tackle any health-related hazard during flood.</p> <p>The Joint Director of Health Services, Nagaon to make necessary arrangement to identify the availability of fogging machine for spray.</p> <p>The District Commissioner requested PHE department to maintain sufficient stock of bleaching powder and water purifying tablets (Halogen Tablet) for use during flood etc. and to ensure prevention of diseases and epidemic.</p> <p>The PHE department was also directed to keep sufficient stock of materials for installation of HTW and supply of safe drinking water, construction of PIT Latrines in relief camps, and at flood affected areas during flood.</p> <p>The District Commissioner directed all the Executive Engineer of PHE department to make necessary arrangement of approval of DDMA, Nagaon before extraction of HTW from the flood affected area.</p> <p>The District Commissioner Nagaon requested PHE department</p>	Health & PHE Department.

1/174439/2024	to fully functionalize their Mobile Water Treatment & Packaging plant during flood.	
15.	<p>Arrangement for cattle and cultivation of Green Fodder etc.:</p> <p>The DVO to coordinate with the Circle Officer/BDOs in identifying or constructing cattle camps separate from human shelter. He will prepare list of cattle village wise (Large, small, poultry etc.) in coordination with the Circle Officer and F & C S for animal fodder. He will liaise with Nazarat branch for transportation of fodder to cattle camps and will ensure proper vaccination/medication at cattle camps for prevention of transmitted diseases.</p> <p>The DVO Nagaon in consultation with DAO & concerned Circle Officer will cultivate sufficient Green Fodder for livestock for the flood season. Circle Officer will identify VGR/PGR land for cultivation of green fodder and will monitor the process of cultivation.</p> <p>DVO, Nagaon will also ensure and maintain sufficient stock of Medicine for animals in the district during entire flood season. If required place indent of the same to the Govt. in advance.</p> <p>In this regard, CEO, DDMA will take a review separately with Agriculture.</p>	All COs/ DVO / DAO
16.	<p>Seedlings to be provided during post-flood period to the affected farmers:</p> <p>The District Commissioner requested the District Agriculture Officer, Nagaon to prepare & submit Action Plan for making proper assessment of crop areas affected and maintain adequate ready stock of seeds & seedlings to be provided during post-flood period to the affected farmers. All ADOs and VLEWs to be put on alert and asked to remain present in the field in their respective circles. The DAO, Nagaon was also requested to arrange community nursery for raising paddy seedlings etc. for flood affected farmers in the district.</p>	Agriculture Department.
17.	<p>Safety & Security to the Women / Children:</p> <p>The District Social Welfare Officer to prepare list of Pregnant mothers, Lactating mothers and newborn babies, children, elderly persons and differently abled persons in the flood affected areas and intimate the same to DDMA, Nagaon. The department to ensure the pregnant women and lactating mothers to receive proper nutritional food and care.</p> <p>The DSWO will ensure that the adolescent girls are provided safe environment, privacy and hygiene. The DSWO will ensure that the newborn babies receive proper medical care, the elderly persons & differently abled persons, pregnant and lactating mothers are attended and assisted.</p> <p>The DSWO will also ensure to set up Child Friendly Spaces (CSF) and provision of breast feeding corner in all the Relief Camps and Relief Distribution Centres in consultation with the concerned Circle Officers.</p>	Social Welfare, Health & Education Department.
19.	<p>Relief Management & Distribution of relief</p> <p>All Circle Officers will arrange cooked food in consultation with DDS, F&CS and respective Block Development Officer for all the inmates in the Relief Camp initially for first day and subsequently submit indent for GR items to Relief & DM Branch, Nagaon at the earliest possible time.</p> <p>The DDS will make arrangement of the GR items and the DTO will provide vehicles for carrying the relief items to the affected areas in coordination with Nazarat Branch.</p> <p>Circle Officers will make arrangement for boats where necessary</p>	Circle Officer/BDO/ DDS/ DTO /Nazarat

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20.	<p>Maintenance of Law & Order:</p> <p>The Police department, Nagaon is requested for maintenance of Law & Order and alert the police Stations with necessary instructions to assist the local Revenue or other officials in rescue operation & evacuation or transfer of affected people to relief camps or safer place. The Superintendent of Police will 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.</p>	Supdt. of police, Nagaon
21.	<p>Electrocution Death:</p> <p>The District Commissioner requested APDCL authorities to ensure that loose electric pole, power transmission line, transformers, open connections etc. are immediately attended to, so that public safety is not in danger and death due to electrocution is nullified. The CEO APDCL, Nagaon will activate all the Field Level functionaries during the ensuing storm and flood season.</p>	APDCL
22.	<p>Artificial Flood in Nagaon Town:</p> <p>The District Commissioner requested all the Executive Officers of Municipal Board, to clear all the existing drains in the town area well in advance of the starts of monsoon season. In this regard the Addl. District Commissioner & CEO DDMA Nagaon to hold a meeting with all the related stakeholder before 10-03-2024.</p>	ADC & CEO DDMA, E.O of All MBs, E.E Water Resources, EE, PWD etc.
23.	<p>Cutting of Tree Branches & Cleaning of Drains:</p> <p>The District Commissioner, Nagaon requested the 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.</p> <p>This is to be done in consultation with the APDCL authorities concerned. In municipal Board concerned Municipal authority would provide necessary help and will clear the drainage system in their respective areas. They will also prepare an inventory of water pumps for the use during flood.</p>	DFO / APDCL / MB
24.	<p>Nodal Officer for Disaster Management Activities:</p> <p>District Commissioner requested all HoD's to nominate a Nodal Officer from the department with name, designation and contact no. who will ensure all Disaster Management related works in the district also nominate officials for the revenue circle. All are requested to submit the details before 10-03-2024.</p>	All Heads of Department
25.	<p>Reporting of Incidents:</p> <p>District Commissioner directed all the HoDs/Revenue Circle Officers to submit damage report due to Strom/Flood etc. on the same day of damage occurred for onward submission to Govt. The CEO, DDMA will hold a regular meeting with all concerned department to ensure submission of damage report.</p>	All Heads of Department and All Circle Officers
26.	<p>High Rise Platform for Animals:</p> <p>The CEO, ZP to submit list of High Rise Platform constructed for animals in the district. All Circle Officers to visit such High Rise Platform in their respective Jurisdiction.</p>	CEO, ZP and All Circle Officers
27.	<p>District Flood Preparedness Scorecard:</p> <p>District Commissioner requested all the HoD's and Circle Officers to submit all relevant document/reports etc. to DDMA for uploading the same in the Flood Preparedness Scorecard for 2024. DDMA will issue necessary instruction immediately to all concerned.</p>	All Heads of Department and All Circle Officers

I/174439/2024	28. Training on latest SDRF norms: The District Disaster Management Authority will conduct training on latest SDRF norms with the revenue circle officials and concerned department before 10/03/2024	CEO, DDMA
	29. Review of Activities: District Commissioner directed all concerned department and Circle Officers to prepare action taken report/PPT etc. based on all the points of the minutes in the review meeting which will be held in the month of April 2024.	All Heads of Department
	30. Contingency Plan for Draught like situation: The District Agriculture Officer also will prepare a contingency Plan for Drought like situation in the light of Climate Change scenario in the state.	DAO, Nagaon
	31. Information of Officials of Line Departments: District Commissioner, Nagaon directed all concerned to intimate all the information of transferred officials due to ensuing election and not to leave Head Quarter during monsoon season without prior approval of the undersigned.	All Heads of Department
	32. Additional information of RG Beneficiaries: All the COs & HODs to submit the beneficiary information as per Govt. prescribed format during submission of RG proposal under SDRF.	All COs & all HODs

Proposals of CLTF reviewed and approved in the Meeting: -

After review of the CLTF approved proposals the following proposals approved.

SDRF Proposals- APDCL (Storm damaged 2023):

Sl. No	Name of Circle	Date of Occurrence	Type of incident	Name of Electrical Sub-Division	Estimated Amount
1	Sadar	26/05/2023	Storm	Nagaon Electrical Sub-Division-I	2,00,600.00
2	Sadar	22/07/2023	Storm	Nagaon Electrical Sub-Division-II	1,77,000.00
3	Sadar	22/07/2023	Storm	Nagaon Electrical Sub-Division-I	1,47,500.00
4	Sadar	22/07/2023	Storm	Nagaon Electrical Sub-Division-I	1,59,300.00

Rehabilitation Grant (RG) Proposal due to Fire:

Sl. No	Name of Circle	Date of Occurrence	Type of incident	Damage type	Amount in Rs.
1	Samaguri	29/01/2024	FIRE	Fully Damaged Kutcha House	1,20,000.00
2	Sadar	13/08/2023	FIRE	Severely Damaged Pacca House	1,20,000.00

The meeting ended with vote of thanks from the chair.

**District Commissioner &
Chairperson, DDMA, Nagaon**

Dated: -23/02/2024

Memo No. DM-20/17/2024-DPO-NGN/255

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Copy to: -

- I/174439/2024
1. The Principal 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.

Copy for information and necessary action to: -

3. The Superintendent of Police, Nagaon.
4. The Chief Executive Officer, Zila Parishad, Nagaon
5. The Executive Officer, NMB, KMB, DMB and RMB Nagaon.
6. The Addl. District Commissioner & I/c SDO (Civil), Kaliabor.
7. All Circle Officers / All BDOs
8. The Finance & Accounts Officer, Nagaon.
9. The DIO, NIC, Nagaon for information. He is requested to upload the minutes in the district website.
10. All members Concerned.

e-signed.
District Commissioner &
Chairperson, DDMA, Nagaon