



GOVT. OF ASSAM
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(Relief & Disaster Management Branch)
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No. E-151279/DM/69/2025-DPO-NGN/220

Dated: as per e-sign

**Minutes of the DDMA Meeting for Review of Flood Preparedness Activities on
10-07-2026 at 11:00 AM**

Venue: Conference Hall, Office of the District Commissioner, Nagaon

Members Present: *Annexure-1*

A meeting of the District Disaster Management Authority (DDMA), Nagaon was held on 10th July, 2026 at 11:00 AM in the Conference Hall of the Office of the District Commissioner, Nagaon under the chairmanship of Sri Devasish Sharma, IAS, District Commissioner & Chairperson, DDMA, Nagaon.

The Chairperson welcomed all the members present and emphasized the importance of coordinated preparedness and timely response in view of the flood season. Thereafter, the District Project Officer, DDMA, Nagaon delivered a PowerPoint presentation on Flood Preparedness-2026, highlighting the preparedness status of various line departments and the activities undertaken by DDMA, Nagaon.

Following detailed deliberations on the agenda items, the following decisions were taken:

1. Provision of Toilet Facilities for Women in Relief Camps

The Chairperson reviewed the availability of toilet facilities for women in relief camps and emphasized the need to adopt new initiatives to ensure adequate, safe, and hygienic sanitation facilities for women during emergencies. During the discussion, the Public Health Engineering (PHE) Department informed that one floating toilet has already been installed in Kampur Revenue Circle, while the process for installation of another floating toilet in Raha Revenue Circle is underway. The Chairperson instructed the PHE Department to explore the possibility of providing similar facilities in other vulnerable Revenue Circles and to ensure their timely availability during flood emergencies.

2. Submission of Project Proposals under SDRF/SDMF

The Chairperson directed all line departments that, before submitting any proposal under the State Disaster Response Fund (SDRF) or State Disaster Mitigation Fund (SDMF), they shall ensure proper consultation and coordination with the concerned Additional District Commissioner (ADC), the respective Circle Officer, and relevant stakeholder departments and also directed to thoroughly scrutinize their proposals beforehand and present them in a comprehensive manner, ensuring that all technical and administrative aspects are clearly explained and that no ambiguities remain during the presentation

3. First Response Mechanism and Livestock Management During Floods

The Additional Superintendent of Police enquired about the first response mechanism during flood emergencies and the arrangements in place for the safety and evacuation of livestock. During the discussion, it was informed that any disaster-related emergency may be reported to the District Emergency Operation Centre (DEOC) through the emergency helpline 1077 for prompt response and coordination. The Chairperson directed that all such incidents should be immediately coordinated with the concerned

Revenue Circle Officer to ensure timely action by the line departments. The Chairperson further suggested that adequate space should be earmarked, wherever feasible, in or adjacent to designated relief camps for the temporary shelter and safe accommodation of livestock during flood situations.

4. Submission and Presentation of SDRF/SDMF Proposals

The Chairperson directed that another meeting of the District Disaster Management Authority (DDMA) be convened in the following week for review and approval of the proposals under the SDRF & SDMF

5. Co-District Commissioner, Raha, highlighted some issues to the concerned department like supply of fodder, health care issue of pregnant women in the relief camp, availability of antivenom for snake bite cases, maintenance of hygiene in the designated Child Friendly Spaces in the relief camp.

6. The Chair directed the APDCL, Nagaon to share the area/relief camp to the concerned Circle Officer where power cut required during flood for arrangement of Generator set.

7. The Chair directed all concerned department to prepare share a small awareness clip for the public with dos and don'ts of the department.

8. The FPD & CA, Nagaon will maintain at least 15 days buffer stock of the wheat Bran during flood.

The Meeting ended with vote of thanks from the chair.

e-signed

District Commissioner &
Chairperson, DDMA, Nagaon

Dated: -as per e-sign

Memo No. E-151279/DM/69/2025-DPO-NGN/220- (A) -

Copy to: -

1. The Addl. Chief Secretary to the Govt. of Assam, Revenue & Disaster Management Department, Assam Secretariat, Dispur, Guwahati -6 for kind information.
2. All Circle Officers for information and necessary action.
3. The DM, DITEC, Nagaon for information. He is requested to upload the minutes in the district website.
4. All members Concerned.

District Commissioner &
Chairperson, DDMA, Nagaon