



GOVT. OF ASSAM  
OFFICE OF THE DEPUTY COMMISSIONER: NAGAON  
(Relief & Disaster Management Branch)  
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No. DDMA/N/01/2023/62

Dated: 01/03/2023

**Minutes of the Meeting for Flood - 2023 preparedness held on 22.02.2023 at 5.00 PM**  
**In the Conference Hall of the Deputy Commissioner, Nagaon**

**Members present: - Annexure-1**

A meeting on flood preparedness was held on 22/02/2023 in the Conference Hall of the Deputy Commissioner, Nagaon. Sri Narendra Kr. Shah, IAS, Deputy Commissioner & Chairperson, DDMA, Nagaon chaired the meeting and welcomed all the participants present. Debahuti Borah, ACS, District Addl. Deputy Commissioner & CEO, DDMA, Nagaon, explained the objectives of the meeting. District Project Officer, DDMA presented a PPT on roles and responsibilities of different line departments for flood management as per Disaster Management Manual-2015.

**After a thorough discussion the following decisions were taken: -**

**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 10/03/2023.

**(Action: All COs & Departments)**

**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 details of the labour with contact no. available in the revenue circle both in hard and soft copy before 10/03/2023.

**(Action: All COs & Departments)**

**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 before 10/03/2023.

**(Action: All COs)**

**4. Relief Camp:**

All Circle Officers will visit all the Relief Camps/temporary shelter and ensure to submit report as per prescribed format on availability of Basic Minimum Facilities such as drinking water sources, electricity, Sanitary facility etc.

All concerned deptts. to ensure to provide the such 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.

**(Action: All COs & Concerned Departments)**

**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 10/03/2023.

**(Action: All COs)**

#### **6. 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.

**(Action: F & ES, Nagaon)**

#### **7. Constitution of the Sub-Divisional Flood Relief and Advisory Committee:**

It is decided that the 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.

**(Action: District Administration/ SDO(C)/ COs)**

#### **8. Activate Circle Disaster Management Committee: -**

All COs to activate Circle Disaster Management Committee and conduct CDMC meeting for ensuing flood 2023 before 10/03/2023.

**(Action: All COs)**

#### **9. 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 '03672-236827' / '03672-230177' / '1077' (Toll Free)/ '8720963477' (M) / and Email ID: [ddmanagaon@gmail.com](mailto:ddmanagaon@gmail.com). Likewise, the line departments are also directed to operationalize their departmental control rooms from 15/05/2023 designation of Nodal Officer for the control room and other Disaster Management activities. Contact number of Flood Control Room to be submitted to the Deputy Commissioner.

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.

**(Action: All COs /All Departments.)**

#### **10. 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 Deputy Commissioner by 10/03/2023 positively for onward submission to the Government.

**(Action: -All District Heads of Offices.)**

#### **11. Arrangement and stock of food / G.R. items etc.:**

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.

The meeting decided that F&CS, 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.

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 as Member Secretary and FAO, DC's Office, Nagaon as member. The committee will submit fixed rates of commodities to the Deputy Commissioner by 15/03/2023. The Relief branch, D. C's Office Nagaon will initiate the process of tender etc. for fixation of prices.

**(Action: ADC I/c Relief/ DDS/ FAO/TO)**

## **12. Road & Communication / Embankment etc.: -**

The Deputy 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.

The Water Resource department was asked to inspect all the embankments and to ensure that all embankments, ring bundhs etc. are repaired properly and maintained before flood season. A comprehensive report on measures required for temporary and permanent restoration of vulnerable points along with the anti-erosion work in the district.

**(Action: CEO, (ZP) PWD (R/R) PWD (State Road)/ Water Resource Department)**

## **13. Health & Sanitation:**

The Deputy Commissioner requested the Joint Director of Health Services to ensure that medical facilities in the Health Institutions in the district 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. Ambulances and teams of doctors and para-medical staff to be kept ready to tackle any health-related hazard during flood.

The Deputy 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. 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. The Deputy 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. The Deputy Commissioner Nagaon requested PHE department to fully functionalize their Mobile Water Treatment & Packaging plant during flood.

**(Action: Health & PHE Department)**

## **14. Arrangement for cattle and cultivation of Green Fodder etc.: -**

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.

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.

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.

**(Action: All COs/ DVO / DAO)**

**15. Seedlings to be provided during post-flood period to the affected farmers: -**

The Deputy 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.

**16. Social Welfare:**

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. 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.

**(Action: Social Welfare, Nagaon / Health and Education Department)**

**17. Relief Management & Distribution of relief: -**

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. 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 co-ordination with Nazarat Branch. Circle Officers will make arrangement for boats where necessary and will carry out necessary procedure for requisition of boat / arrangement of POL for boat etc.

**(Action: Circle Officer/BDO/ DDS/ DTO / Nazarat)**

**18. Police:**

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.

**(Action: - Supdt. of police, Nagaon)**

**19. Electrocution Death:**

The Deputy 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.

**(Action: APDCL)**

**20. Artificial Flood in Town area:**

The Deputy 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.

**(Action: E.O of All MBs,)**

**21.** The Deputy 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. 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 use during flood.

**(Action: DFO / APDCL / MB)**

**22.** Deputy 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.

**(Action: All Heads of Department)**

**23.** The District Disaster Management Authority will convene a coordination meeting with the Hydro Power Project Authority regarding release of water during rainy season.

**(Action: CEO, DDMA)**

**24.** Deputy 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 2023.

**(Action: All Heads of Department)**

**25.** The District Agriculture Officer will prepare a contingency Plan for Drought like situation in the light of Climate Change scenario in the state.

**(Action: DAO, Nagaon)**

**26.** All concerned department will submit damage estimate in connection with storm/flood on time for onward submission accordingly.

**(Action: All Heads of Department)**

**27.** Deputy Commissioner, Nagaon directed all concerned not to leave Head Quarter during monsoon season without prior approval of the undersigned.

**(Action: All Heads of Department)**

**28.** Proposals of CLTF reviewed and approved in the Meeting: - After review of the CLTF approved proposals the following proposals approved in the meeting:

Rehabilitation Grant Proposal Storm-2022

Sl. No.	Name of Revenue Circle	Fully damaged pucca houses @ Rs.1,20,000/-per house	Fully damaged kutcha houses @ Rs.1,20,000/-per house	Severely damaged pucca houses @ Rs.1,20,000/-per house	Severely damaged kutcha houses @ Rs.1,20,000/-per house	Partially damaged pucca houses@Rs.6,500/ Per house.	Partially damaged Kutcha Houses @ 4,000/per house	Damaged/ Destroyed Huts@8,000	Cattle Shed attached with House@ 3,000	Total Amount
1	Samaguri	0	0	0	0	0	9	0	0	36,000.00
2	Kaliabor	0	0	0	0	43	101	0	11	7,16,500.00
	Totaol:	0	0	0	0	43	110	0	11	7,52,500.00

Rehabilitation Grant Proposal Fire-2022

Sl. No.	Name of Revenue Circle	Fully damaged pucca houses @ Rs.1,20,000/-per house	Fully damaged kutcha houses @ Rs.1,20,000/-per house	Severely damaged pucca houses @ Rs.1,20,000/-per house	Severely damaged kutcha houses @ Rs.1,20,000/-per house	Partially damaged pucca houses@Rs.65,00/ Per house.	Partially damaged Kutcha Houses @ 4,000/per house	Damaged/ Destroyed Huts @8,000	Cattle Shed attached with House@ 3,000	Total Amount
1	Kampur	0	1	0	0	0	0	0	0	1,20,000.00
2	Raha	0	0	0	0	0	1	0	0	4,000.00
3	Samaguri	0	1	0	0	0	0	0	0	1,20,000.00
4	Samaguri	0	1	0	0	0	0	0	0	1,20,000.00
Total		0	3	0	0	0	1	0	0	3,64,000.00

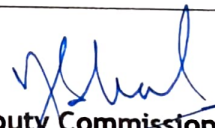
Rehabilitation Grant Proposal Agri-2022

Sl no	Rev Circle	ADO Circle	Total Farm families	Rainfed			Irrigated			Perennial			Grand Total. (Rs)
				Area (Ha)	Rate @8500/Ha	Amount (Rs)	Area (Ha)	Rate @17000/H	Amount (Rs)	Area (Ha)	Rate @22500/	Amount (Rs)	
1	Samaguri	Ambagan	650	0	0	0	76	17,000.00	12,92,000.00	140	22500	31,50,000.00	44,42,000.00
2	Samaguri	Rupahi	2	0.2675	8,500.00	2,266.00	0	0	0	0	0	2,266.00	2,266.00
Total			652	0.2675		2,266.00	76		12,92,000.00	140		31,52,266.00	44,44,266.00

Other Flood Damaged Proposal: -

Sl. No.	Name of Revenue Circle	Proposal	Estimated Cost (in Rs.)	
1	Raha	Flood Damaged Estimate of College of Fisheries, Raha	1,35,48,000.00	Approved by Raha CLTF
2	Kaliabor	Community Hall near Jakhalabandha GP Office, under Kaliabor Revenue Circle	222000.00	Approved by Kaliabor CLTF

The Meeting ended with vote of thanks from the chair.

  
Deputy Commissioner &  
Chairperson, DDMA, Nagaon  
Dated: 01/03/2023

Memo No. DDMA/N/01/2023/62

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Copy to: -

1. The Commissioner 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. Deputy 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.

  
Deputy Commissioner &  
Chairperson, DDMA, Nagaon