



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

Minutes of the thematic meeting of District Disaster Management Authority, Udalguri on “Reporting and Damage Assessment” held on 29-04-2026 at the Conference Hall of District Commissioner’s Office, Udalguri.

Members Present at Annexure-I

The District Level meeting on “Reporting and Damage Assessment” for upcoming flood season of Udalguri District was held on 29-04-2026 at 03:30 PM in the Conference Hall of District Commissioner’s Office, Udalguri. The meeting was chaired by Shri Jay Vikas, IAS, District Commissioner cum Chairman, DDMA, Udalguri District.

At the outset, the Addl. District Commissioner & CEO, DDMA, Udalguri welcomed all the members present in the meeting and discussed about the necessity of preparedness to be undertaken by all the stakeholders of the district for ensuing the upcoming flood season. A brief presentation was made by DPO, DDMA on the roles and responsibilities of various Responding Agencies against Reporting and Damage Assessment during the upcoming flood season.

The Addl. District Commissioner & CEO, DDMA, Udalguri requested the stakeholders to let the house know about the preparedness already taken / to be taken by them. Accordingly, the line departments informed the house about their action plan / preparedness before the ensuing monsoon.

After threadbare discussion the following decisions were taken with strict follow up:

- a. The CEO, DDMA, Udalguri instructed all the departments to ensure a timely reporting mechanism for flood damages under DRIMS. The departments should submit all damaged cause due to disaster within 24 hrs to the concerned Circle Officer.
- b. The CEO, DDMA, Udalguri instructed the stakeholders to assess all the damages from field level properly and submit the same to concerned Circle Officer & DDMA, Udalguri.
- c. The CEO, DDMA, Udalguri instructed Power Deptt., Udalguri to restore the damages immediately and the proposal should be prepare as per SDRF norms.
- d. The CEO, DDMA, Udalguri instructed A.H & Vety., Fishery, Agriculture Deptt. to verify the damages properly and RG should be provided as per SDRF norms.
- e. The DPO, DDMA, Udalguri read out the roles and responsibilities of the Revenue Circle Level Task Force, as notified vide Notification No. RGR(RRR) 521/2019/3 dated 11th August 2021, along with the Standard Operating Procedure (SOP) for assessing disaster-related damages by the Task Force, aimed at providing assistance to affected individuals and recommending immediate measures.

- f. The CEO, DDMA, instructed all stakeholders to review the SDRF norms thoroughly before submitting any proposals

The meeting ended with vote of thanks from the Chairman, DDMA, Udalguri

(e-Signed)

District Commissioner &
Chairman DDMA, Udalguri

Memo No. DM-13/22/2025-DDM-UDL/344-345

Copy to:

1. The Addl. Chief Executive Officer, Assam State Disaster Management Authority, Dispur Guwahati-06.
2. All Members present for kind information and necessary action.
3. The DIO, NIC for uploading the minutes in official website.
4. CA to DC for kind appraisal of District Commissioner, Udalguri.
5. Office file.

Addl. District Commissioner &
CEO DDMA, Udalguri