



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

Minutes of the thematic meeting of District Disaster Management Authority, Udalgori on Relief Camp Management held on 24-04-2025 at the Conference Hall of District Commissioner's Office, Udalgori.

Members Present at Annexure-I

The District Level **thematic meeting on Relief Camp Management** for upcoming flood season of Udalgori District was held on 24-04-2025 at 11:00 A.M in the Conference Hall of District Commissioner's Office, Udalgori. The meeting was chaired by Shri Pulak Patgiri, ACS, District Commissioner cum Chairman, DDMA, Udalgori District.

At the outset, the District Commissioner, Udalgori welcomed all the members present in the meeting and stressed upon the necessity of preparedness by all the stakeholders/departments of the district in view of the upcoming flood season. A brief presentation was made on the roles and responsibilities of various departments and stakeholders for smooth operation and functioning of the Relief Camps during flood.

After threadbare discussion the following decisions/resolutions were taken:

- The Chairman, DDMA, Udalgori instructed all the Revenue Circle Officers, Udalgori District to **notify the Camp In-charges of all pre-identified Relief Camps** along with their contact details/designation/department etc and to notify Relief Camp Committees accordingly for all pre-identified Relief Camps.
- The Chairman, DDMA, Udalgori instructed all the Revenue Circle Officers to equip all designated relief camps with **Special IT infrastructure and data recording system** for recording the demographic details of the inmates in DRIMS portal. They are also to notify monitoring team for each relief camp to oversee the camp operations effectively. The relief camps to have a **registration desk with two personnel** for digital as well manual record keeping.
- The Inspector of Schools, Udalgori Circle requested the Circle Officers to provide the Revenue Circle wise list of pre-identified Relief Camps for proper verification of the condition of the camps, inmate capacity, condition of toilets, drinking water, lighting facilities etc. Accordingly, the Chairman, DDMA, Udalgori instructed DPO, DDMA to share Revenue Circle wise list of pre-identified Relief Camps with the IS, Udalgori for further verification of the facilities/condition of the Relief Camps as per the criteria laid down in the latest SOP for Relief camp management. The survey

report should be submitted to the concerned Revenue Circle Officers for further necessary action from their end.

- The Chairman, DDMA, Udalguri instructed Health & Family Welfare Department to ensure **sufficient stock of life saving drugs, anti-venom and other essential medicines** particularly for fever & water borne diseases etc. along with deployment of Medical Teams at flood prone areas during the flood season. The medicals teams to remain in close co-ordination with the Circle Officers to combat all kind of emergencies. **Fogging to be done regularly** in all relief camps, if any, during flood.
- The Chairman, DDMA, Udalguri instructed A.H. & Vety. Department to ensure that temporary cattle camps are set up separately from human shelters during flood and ensure proper vaccination/medication at cattle camps as preventive measures and sufficient stock of medicines, fodder, wheat bran, Green fodder etc. to be ensured. The Nodal Officer, AH&V informed the house that vaccination of cattle as a part of flood preparedness initiative is currently going on and emergency response team has been formed in view of the ensuing flood season.
- The Chairman, DDMA, Udalguri instructed PHE Department to ensure basic minimum facilities in the pre-identified Relief Camps like supply of safe drinking water, separate toilet facilities for male and female inmates, sufficient stock of disinfectant etc.
- The Chairman, DDMA, Udalguri instructed Women & Child Development Department to **indentify the pregnant mothers, lactating mothers, new born babies, elderly & differently able persons of vulnerable areas/ flood prone areas before flood season** and submit to DDMA, Udalguri. They are also to ensure that pregnant & lactating mothers are given proper food & nutrition and adolescent girls are provided safe environment, privacy & hygiene at the relief camps. Also, arrangement for Child Friendly Spaces to be made separately in all pre-identified Relief Camps.
- The Addl. District Commissioner & CEO, DDMA, Udalguri raised concern over late reporting by departments during last flood season. The Chairman, DDMA, Udalguri instructed the stakeholders to report all the damage occurred due to flood within stipulated time to concerned Revenue Circle Officers for onward submission to the government.
- The Chairman, DDMA, Udalguri instructed all the Revenue Circle Officers to inform any disaster related incident immediately to the DDMA and ensure the distribution of Gratuitous Relief to all the affected families accordingly, as and when such situation arises.

The Chairman, DDMA, Udalguri stressed on the role of Revenue Circle Officers as **Co-ordination Lead at the Circle level** and that they shall co-ordinate with relevant stakeholders to prepare for and operationalize the model relief camps demonstrating the assured minimum services and facilities in the camps. He urged the stakeholders and all concerned departments to **comply with** the updated **Relief camp management SOPs and guidelines**.

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

District Commissioner &
Chairman DDMA, Udalguri

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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. Office file.

(e-Signed)
District Commissioner &
Chairman DDMA, Udalguri