



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 “critical infrastructure preparedness” 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 “Critical Infrastructure Preparedness” for upcoming flood season of Udalguri District was held on 29-04-2026 at 03:15 P.M 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, 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 Critical Infrastructure Preparedness during the upcoming flood season.

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

1. Public Works Department (Building):-

- Constitution of District level and Sub-Division Level Flood Management Task Teams, monitoring committees, patrol teams, Emergency Response Teams etc.
- Sharing of details of all district/division level vulnerable critical roads, bridges and culverts infrastructure.
- Sharing of details of all corrective actions taken by the department and supervision by relevant officers .
- Preparation of Contingency plan for immediate restoration of road disrupted by flood/ landslide.
- Setting up of 24 x 7 Departmental Control room.
- Debris Management and Clearing of water passages to allow easy flow of the flood water.
- Tools and techniques available with well capacitated resource to conduct damage assessment and PDNAs.
- Measures taken for repair and restoration of damaged roads.
- Availability of bailey bridges, bull dozers, road rollers, trucks and other inventories .
- Preparation of list of resource inventory and experts for coordinated response.

2. Public Works Department (Roads):-

- Constitution of District level and Sub-Division Level Flood Management Task Teams, Flood Monitoring committees.
- Sharing of details of all district/ division level vulnerable critical building infrastructure.
- Sharing of details of all corrective actions taken by the department and supervision by relevant officers.

- Preposition of emergency supplies and equipment/tools in flood vulnerable areas.
- Tools and techniques available with well capacitated resource to conduct damage assessment and PDNAs.
- Preparation of list of resource inventory and experts for coordinated response.

3. **Water Resources Department:-**

- Survey the status of breach plugging work.
- Mapping of vulnerable and potential breach points in embankments (Seepage & Leakages etc.)
- Sharing of details of all corrective actions taken by the department and divisions by relevant officers (short term emergent flood protection measures in areas, such as drains, closure of breaches, retirement bunds, anti-erosion measures and others).
- Constitution of District level and Division Level Flood Management Task Teams, monitoring committees, patrol teams, Emergency Response Teams etc.
- Pre-position of materials at suitable positions for flood control.
- Tools and techniques available with well capacitated resource to conduct damage assessment and PDNAs.
- Operability of vehicles and other inventories in emergencies.
- Setting up of 24 x7 control room and duty roster.
- Constitution of division wise task forces.
- Coordination with DDMA Udalguri and CLTF (Circle Level Task Force).

4. **Panchayat & RD:-**

- Identification of high risk VCDC areas.
- Constitution of committees/ task force of VCDC Members and community members for effective flood response.
- Instructions to the VCDC and Block Officials for joint Flood Preparedness Review Meeting with Circle Officers and planning for response.
- Identification of vulnerable DRDA bunds and roads.
- Orientation of Department officials on SDRF Norms of Assistance.
- Inspection of list of existing and functional assets and infrastructure created under different schemes.

5. **Soil Conservation Department:-**

- Survey of present condition of existing bunds, channels, water bodies & erosion prone areas.
- Arrangement for rapid assessment/inspection of damage to the infrastructure.
- Corrective measures in the form of repair and mitigation.
- Meetings with other departments like Agriculture, Water Resources and P&RD etc. on joint actions.
- Constitution of State level and Division Level Flood Management Task Teams, monitoring committees, patrol teams, Emergency Response Teams etc.
- Task force for immediate repair and restoration of flood and landslide affected areas.

6. **Irrigation Department:-**

- Survey of present condition of existing irrigation facilities, landslide & erosion prone areas.
- Arrangement for rapid assessment/inspection of damage to the infrastructure.

- Steps to ensure closing branches of canal embankments, raising and strengthening of embankments to protect agricultural lands against floods.
- Meetings with other departments like Agriculture, Water Resources and P&RD etc. on joint actions.
- Mapped vulnerable structures and canal systems including vulnerability of mechanical/electrical structures.
- Pre-monsoon scheduled maintenance of Irrigation facilities.
- Task force for immediate repair and restoration of flood and landslide affected areas.

7. **Power Department:-**

- Survey of present condition of existing infrastructure and pin-point areas for intervention.
- Prepare a Contingency Plan for immediate restoration.
- Prepare a Communication Plan to alert all service agencies for preparedness measures and installation of back-up measures.
- Constitution of Division Level Task Force for vigilance, restoration works.
- Arrangement for quick dispatch of response team.
- Back up plan for supply of power to disrupted critical facilities.

8. **Railway:-**

- Establishment of relief coordination center in railway station including activation of railway hospitals.
- Arrangement of rail transport at District headquarter for dispatch of relief materials to the affected areas as and when required.
- Notification of Nodal person for coordination.
- Prepare a Contingency Plan for immediate repair and restoration of railway tracks etc. including strategic placement of heavy equipment.

9. **Telecom Department:-**

- Ensuring continuity of telecom services to the flood affected areas.

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

(e-Signed)
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. CA to DC for kind appraisal of District Commissioner, Udalguri
5. Office file.

Addl. District Commissioner &
CEO, DDMA, Udalguri