



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 25-04-2025 at the Conference Hall of
District Commissioner’s Office, Udalguri.

Members Present at Annexure-I

The District Level thematic meeting on “Reporting and Damage Assessment” for upcoming flood season of Udalguri District was held on 25-04-2025 at 12:00 Noon in the Conference Hall of the District Commissioner’s Office, Udalguri. The meeting was chaired by Shri Pulak Patgiri, ACS, District Commissioner cum Chairman, DDMA, Udalguri District.

At the outset, the District Commissioner, 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 flood season. A brief presentation was made on the roles and responsibilities of the concerned departments in timely Reporting and Damage Assessment of disaster affected infrastructures to the various stakeholders in view of the upcoming flood season.

The Addl. District Commissioner & CEO, DDMA, Udalguri requested the stakeholders/departments to inform the house 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/resolutions were:

- a. The Chairman, DDMA, Udalguri instructed the concerned departments to ensure a timely reporting mechanism for flood damages to the concerned Circle Officers for further reporting in DRIMS portal. The departments should submit all damages caused due to disaster within 24 hrs to the concerned Circle Officer.
- b. The Chairman, DDMA, Udalguri instructed APDCL, Udalguri to restore the damages immediately and damage assessment report should be prepared as per SDRF norms and submitted to the concerned Circle Officers at the earliest.
- c. The Chairman, DDMA, Udalguri re-iterated the roles and responsibilities of the Revenue Circle Level Task Force and directed the Circle officers to ensure that the Standard Operating Procedure (SOP) for assessing disaster-related damages is strictly followed.
- d. 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 Assistant Commissioner cum Branch Officer, DDMA, Udalguri

District Commissioner &
Chairman DDMA, Udalguri

Memo No. DM-20/29/2025/23-24 (E.145572)

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