



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 Relief Camp Management with the Responding Agencies 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 Relief Camp management for upcoming flood season of Udalguri District was held on 29-04-2026 at 03:00 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, 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 Relief Camp Management during the upcoming flood season.

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

1. Education Department:-

- Prepare list of teachers and other Staffs to assist flood relief works in the designated camps.
- Train the Teaching/non-Teaching Staff to ensure services like:
 - Setting up Child Friendly Space in the camps.
 - Support in camp management including records management.
 - Coordinate with Women & CD, Health, PHE, Veterinary etc. for timely service delivery in the designated camps.
 - Interventions taken up in camps are reported to DDMA & the master register maintained by the camp in-charge.
 - Submit list of damages during camp period to the department.

2. Health and Family Welfare Department:-

- Coordinate with DDMA/Circle Officer to collect list of designated camps in advance.
- Prepare roster of medical/para-medical staff against designated relief camps.
- Ensure all camps are mapped against their nearest Health center & emergency medicine (e.g. anti-venom stock etc.) are available.
- Ensure that frontline workers (ASHA/ANM/MPWs/CHOs) are oriented to provide health education to camp inmates.
- Contingency plan to deliver services (list of equipment, medicines & transportation) in identified camps/ temporary shelters.
- Plan for fogging to prevent vector borne diseases in the relief camps.

3. Public Health Engineering Department:-

- Designate Camp wise focal points for planning & delivering WASH services.
- Focal points to ensure delivery of services like:
 - Pre-position of materials for temporary toilets (e.g. squatting plates, tarpaulin, bamboo etc.) in strategic location to be deployed in camps.
 - Test the water sources in pre-identified camps for quality and take necessary action accordingly.
 - Conduct orientation of staff and ground level designated work-forces for services.
 - Disinfectant drive at all notified Relief Camps/Camps/shelters in advance.
 - Demonstrate Hand wash and other hygiene practices in each Relief camp.
 - Separate toilets for male and female (in coordination with camp in-charge)
- Ensure availability of resource for arranging basic amenities (water, sanitation and hygiene related) in make shift camp locations, raised platforms etc

4. District Social Welfare Department :-

- Prepare roster of Anganwadi workers against designated camps & ensure their services.
- Setting up of Child Friendly Spaces (CFS) and breastfeeding corners in pre-identified camps in coordination with DDMA/ COs.
- Ensure Child and adolescent friendly emergency non-formal programmers, including play and early learning for young children in CFS.
- Ensure camps are safe and free from violence for children/girls.
- Map the sanitary protection for women and girls in relief camps.
- Daily report to DDMA on interventions in camps/ affected areas.

5. Food, Public Distribution And Consumer Affairs Department:-

- Collect detailed GR requirement and make procurement/supply plans along with transportation arrangements in advance (coordinate with DDMA/Circle Admin.)
- Ensure timely requisition and refilling of stock of essential supplies.
- Support DDMA/RCO in distribution of GR as per norms in relief camps/ relief distribution centers.
- Ensure adequate supply of essential commodities.
- Hold discussions with representatives of the Chamber of Commerce, co-operatives etc. regarding adequate stock of essential commodities in the district.
- Pre-position of GR stock at strategic locations for covering vulnerable hard to reach areas which may get cut off during floods.

6. AH & Veterinary Department:-

- Identification & construction of temporary cattle camps separately from human shelters during severe flood.
- Furnishing actual No. of cattle etc. affected by flood for providing fodder/ animal feed.
- Ensure proper vaccination/medication at cattle camps as preventive measures.
- Ensure sufficient stock of medicines, fodder, wheat bran, Green fodder etc.
- Furnishing daily report on Live-stocks & Poultry etc. affected by flood through Revenue Circle Officers.
- Training of staff to ensure quarantine requirements.

- Establish monitoring mechanisms for vector control and disease control.

7. Public Works Department (Building):-

- Undertake vulnerability Assessment of the pre-identified relief camps by DDMA.
- Establish 'Building clinic' with adequate trained staff to advise on strengthening and retrofitting, if required.

The meeting ended with vote of thanks from the Chairman, 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