



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

ORDER

In pursuance of the directions issued by the Addl. Chief Secretary to the Govt. of Assam & Chief Executive Officer, Assam State Disaster Management Authority (ASDMA), Government of Assam, vide letter ECF No.732729/2 Dated. 9th December, 2025 and in the interest of public safety, it is hereby ordered that all concerned authorities, departments, institutions, and managements operating places of public gathering within Udalguri District shall ensure **strict and immediate compliance** with prescribed safety norms.

Places of public gathering include, but are not limited to, **markets, shopping malls, hospitals, offices, cinema halls, hotels, restaurants, resorts, religious places, transport hubs, educational institutions, event venues, and other public spaces** having significant footfall.

Directions:

1. All concerned authorities/owners/managements shall ensure adherence to safety measures relating to:
 - o Crowd management and prevention of overcrowding beyond approved capacity;
 - o Availability and functionality of fire safety equipment and emergency exits;
 - o Regular electrical and fire safety audits;
 - o Emergency preparedness including evacuation plans, public announcement systems, and trained staff;
 - o Security arrangements such as CCTV surveillance, access control, and identification of security personnel;
 - o Health, hygiene, accessibility, and inclusiveness for senior citizens, women, children, and persons with disabilities.
2. The **General Safety Checklist** issued by ASDMA (enclosed with the reference letter) shall be used as a guiding and monitoring tool by all stakeholders.
3. All **Circle Officers, Executive Magistrates, Municipal/Urban Local Bodies, Police Authorities, Fire & Emergency Services, and concerned Line Departments** shall conduct inspections within their respective jurisdictions to verify compliance and take necessary corrective measures wherever deficiencies are noticed.
4. Any violation or non-compliance of the above directions shall invite **strict action as per relevant provisions of law**, including the Disaster Management Act, 2005, and other applicable rules.

This order shall come into force **with immediate effect** and shall remain in force until further orders.

District Commissioner cum Chairman,
DDMA, Udalguri

Copy to,

1. The Addl. Chief Secretary to the Govt. of Assam & Chief Executive Officer, Assam State Disaster Management Authority, Dispur, Guwahati-06 for favour of kind information.
2. The Sr. Superintendent of Police, Udalguri for kind information and necessary action.
3. The Addl. District Commissioner & SDO (Civil), Bhergaon for information and necessary action.
4. All Circle Officers, Udalguri District for information and necessary action.
5. The DIO, NIC, Udalguri for information. He is requested to upload the order copy in official website / web portal & facebook official page etc.
6. All Heads of Departments concerned, Udalguri District for information and necessary action.
7. Municipal Board/Urban Local Bodies concerned for information and necessary action.
8. Office copy.

(e-Signed)

District Commissioner cum Chairman,
DDMA, Udalguri

ANNEXURE – I

GENERAL SAFETY CHECKLIST FOR PLACES OF PUBLIC GATHERING*(As issued by Assam State Disaster Management Authority)*

Name of Establishment / Location: _____

Address: _____

Type of Facility: _____

Date of Inspection: _____

Inspected by: _____

Category of Safety	Aspect of Safety	Compliance (Yes/No)
General Safety	Clearly marked unobstructed multiple exits	
	Adequate lighting in all areas	
	Proper crowd-control measures (barriers, ropes, signage)	
	Safe, well-maintained pathways and flooring	
	Availability of building plan / blueprints (for ease of access to responders)	
	No overcrowding beyond venue / space capacity	
Emergency Preparedness	Electrical safety audit conducted on regular basis	
	Fire safety audit conducted on regular basis	
	Fire extinguishers and alarms accessible and functional within expiry date	
	Emergency evacuation routes displayed	
	First-aid kits available and visible (if applicable)	
	Staff trained in emergency response (if applicable)	
	Public announcement system / megaphone working	
Security Measures	Security personnel present and identifiable	
	Bag checks or entry screening as required	
	CCTV surveillance in key areas	
	Procedures for reporting suspicious activity clearly defined	
	Restricted access to sensitive or staff-only areas	
Communication & Information	Visible maps, signs, and information boards	
	Emergency contact numbers displayed	
	Lost-and-found / helpdesk area clearly marked	
	Clear instructions for events or activities	
Health & Hygiene (as applicable)	Clean restrooms with running water	
	Availability of hand sanitizers	
	Regular cleaning and waste management	
	Adequate ventilation or airflow	
	Clear guidance on health protocols	
Accessibility & Inclusiveness	Ramps, elevators, or accessible paths available	
	Seating areas for elderly / persons with disabilities	
	Signage visible and easy to understand	
	Staff available to assist individuals with special needs	

Remarks (if any):

Signature of Inspecting Officer: _____

Designation: _____

Date: _____