



**GOVERNMENT OF ASSAM**  
**OFFICE OF THE DISTRICT COMMISSIONER:: UDALGURI::ASSAM**  
 Telephone & FAX No:- 03711-224433 (O) & e-mail:- [dc-udalguri@nic.in](mailto:dc-udalguri@nic.in)  
 (DISASTER MANAGEMENT BRANCH)

**Minutes of the District Level Flood Preparedness Meeting held on 03/03/2025 at the Conference Hall, O/o the District Commissioner, Udalguri.**

**Members Present at Annexure-I**

The meeting was presided over by Shri Pulak Patgiri, ACS, District Commissioner & Chairman, DDMA, Udalguri.

At the outset, the D.C. cum Chairman, DDMA, Udalguri welcomed all the members present in the meeting and discussed about the preparedness to be undertaken by various line departments and agencies of the district for the ensuing monsoon.

The Addl. District Commissioner & CEO, DDMA, Udalguri requested the Head of Offices, stakeholders to let the house know 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 were taken with strict follow up:

**1) All the Circle Officers:-**

- a) To convene Circle Level Flood Preparedness Meeting immediately involving local officials of all line departments, O/Cs of Police Stations and I/Cs of Out-Posts, Lot Mandol, Gaonpradhans and other stakeholders.
- b) To submit the flood action Plan identifying vulnerable areas/ proposed list of relief camp with GIS co-ordinates/ raised platform including contact nos. of the LM/ GP's of all villages.
- c) To identify the alternative routes for vulnerable areas for evacuation, emergency supply of G.R. Materials etc.
- d) To update the inventory of Country Boats available in the Circle area with Contact details of owners etc.
- e) To identify local Youths, Volunteers, Divers, Swimmers etc. for voluntary services during flood & other emergencies.
- f) To ensure online reporting of flood/storm etc. situation & damage reports received from all Circle level line Deptt. through FRIMS & DRIMS.
- g) To ensure that photographs of house and other damages should also reflect the photo of victims & Admin/ field level official with GIS Co-ordinate & time etc.
- h) To ensure the distribution of G.R. in a transparent way as per new SDRF Norms.
- i) To maintain Relief Camps registers in the each Relief Camp as per Relief Manual.

**{Action: Circle Officer & Field Officer (DM)}**

**2) Water Resource Department:-**

- a) To ensure that assessment of vulnerability of Embankment-breaches, seepages, erosion etc. has to be done and report to the DDMA, Udalguri.
- b) To ensure that submission of water level data of Noa, Golandi and Dhansiri rivers on daily basis during flood season.
- c) To ensure to keep manpower & materials ready for immediate protection measures in case of any breach, seepage etc. Earth filled gunny bags in sufficient quantity should be ready at strategic points along with regular vigil & surveillance have to be kept on dyke/ embankment, sluice-gate etc. during



the flood season. The E.E. Udalguri WR Division, Udalguri informed the house that Udalguri WR Division has insufficient staff to deploy during flood for immediate action. DC Udalguri requested the EE, WRD to take up the matter with higher authority so that sufficient staff can be deployed during any kind of emergency. **{Action: Water Resource Deptt.}**

3) **District Rural Development Agency:-**

- a) To identify the village road and culverts etc damaged due to flood and take necessary measures for restoration of communication under MGNREGA and other schemes as the case may be.
- b) To form various Committees/Teams among the youths for effective response and develop the D.M. Plan for the P. & R. D. Department at District, Block, VCDC/GP & Village Level.
- c) To ensure to undertake the training & capacity building programme for staff, elected representatives & other officials.
- d) To co-ordinate with the Water Resource Department in connection with the urgent river protection works to be taken by the WR Department and take necessary steps for engagement of wage based labour under MGNREGA for the same.  
**{Action: Project Director, DRDA/BDOs.}**

4) **Health and Family Welfare Department:-**

- a) To ensure to round the clock emergency services at health institutions of the District.
- b) To ensure to sufficient stock of life saving drugs and other essential medicines particularly for fever & water borne diseases etc. along with deployment of Medical Teams at flood affected and out-reaches areas during the flood season.
- c) To constitute Medical Team for each vulnerable area.
- d) To ensure to sufficient number of Ambulances, Team of Doctors, Paramedical Staff etc. have to be kept ready to tackle any health related hazard during the flood season also Special vaccination/immunization drive may be arranged for flood affected areas. **{Action: Health and Family Welfare Deptt }**

5) **PWD (R) Department:-**

- a) To ensure that all roads & bridges are properly maintained so that surface communication is not disrupted during the flood season also develop alternative routes for vulnerable areas for emergency supply of G.R. materials etc
- b) To ensure arrangement of man, materials, equipments etc. for emergency construction & repair of roads, bridges etc. along with Preparation of database of Excavators, Dumpers, Rollers etc. with contact detail of drivers, owners, & contractors etc for emergency use and share with DDMA. Also to ensure timely reporting of any damages to the Revenue Circle concerned for uploading in the DRIMS /FRIMS.
- c) To ensure arrangement of temporary helipads for emergency landing during flood season. **{Action: PWD (R) Deptt }**

6) **Agriculture Department:-**

- a) To ensure proper assessment of crop areas affected by flood & Cyclone etc. during flood season also maintain adequate stock of seeds & seedlings to be provided to the farmers during post flood period.
- b) To set-up Community nursery in the vulnerable areas in order to support the affected farmers during the flood.
- c) To ensure that all Field level staff (ADOs/VLEWs) are put on high alert to keep vigil on their respective field areas and asked to assess the crop damages and report accordingly through Revenue Circle Officers.
- d) To encourage the farmers for Crop Insurance, Kishan Credit Card (KCC) etc. **{Action: Agriculture Deptt.}**



**7) Irrigation Department:-**

- a) To identify vulnerable irrigation canals where the overflow of water is supposed to be happened and submit such data to Revenue Circle concerned to prevent flood like situation in advance.
- b) To ensure to clearing of canals and sluice gate etc. to avoid water logging. Also, at least one dedicated staff should be engaged in every canal sluice gate.
- c) To identify vulnerable points of irrigation structures and co-ordinate with Agriculture department during drought and drought like situation.
- d) To identify Drought like areas for necessary steps towards irrigation supply in areas covered under irrigation also to Prepare plan for management of drought & drought like situation. **{Action: Irrigation Department}**

**8) Food, Civil Supplies and Consumer Affairs Department:-**

- a) To liaise with the FCI officials so that food items can be procured from FCI Depot during emergency also arrangement of sufficient stock of food grains, G.R. items, essential commodities, fuel etc. during the flood season.
- b) To ensure necessary steps for stock of rice and other essential food items at different suitable locations of the district.
- c) To ensure availability of fodder, wheat bran etc. and constitute Purchase Committee for procurement of food items to be provided as G.R.
- d) To ensure furnishing daily stock position of essential commodities to the DDMA.
- e) To ensure finalization of rates & agencies through tender process for supply of G.R. material during emergency situations. **{Action: Food, Civil Supplies and Consumer Affairs Deptt.}**

**9) PHE Department:-**

- a) To ensure maintenance of sufficient stock of disinfectant, water purifier, purifying tablets etc. and Special sanitation drive have to be undertaken at flood affected areas & relief camps.
- b) To ensure distribution of water purifier, disinfectant etc. at relief camps & flood affected areas and keep sufficient stock of Hand Tube Wells for emergency use.
- c) To ensure supply of pure drinking water at relief camps & flood affected areas through Tankers or other means.
- d) To ensure arrangement of temporary/ portable toilets at relief camps.
- e) To fix rates of hand pumps including installation charges as per Govt. schedule rates and keep ready L1 vendor(s) during flood season. (to be set-up at Relief Camps etc). **{Action: PHE Deptt.}**

**10) A.H. & Vety. Department:-**

- a) To ensure identification & construction of temporary cattle camps separately from human shelters during severe flood and furnishing actual No. of cattle etc. affected by flood for providing fodder/ animal feed.
- b) To ensure proper vaccination/medication at cattle camps as preventive measures and sufficient stock of medicines, fodder, wheat bran, Green fodder etc.
- c) To ensure disposal of carcasses in co-ordination with Local Authorities, PRI Members etc.
- d) To submit proper requirement of animal feed or any other requirement to the Revenue Circle concerned timely for smooth distribution of items. **{Action: A.H. & Vety. Deptt.}**

**11) Education Department:-**

- a) To prepare list of schools situated in flood vulnerable areas and submit to DDMA and prepare list of Teachers & Staff whose services may be spared for relief works, if so requires.
- b) To provide list of suitable Schools & Colleges where Shelter Places/ Relief Camps may be opened during emergency situation.



- c) To ensure that the assessment of damages of school books, study materials etc. are done & timely requirement is submitted to the appropriate authority. **{Action: Education Deptt.}**

**12) Fishery Development Department:-**

- a) To identify all vulnerable ponds; fisheries etc of flood prone areas and submit to DDMA also fish farmers are to be encouraged for insurance coverage of their fisheries & ponds etc.  
 b) To furnish daily report on fishery damages during flood season through Revenue Circle Officers.  
 c) To ensure that the field level staffs are on alert to keep vigil on flood situation & advise fish farmers for precautionary measures. **{Action: Fishery Development Deptt.}**

**13) Soil Conservation Department:-**

- a) To identify the vulnerable areas and take measures for protection and also submit flood damage report in time through Revenue Circle Officers. **{Action: Soil Conservation Deptt.}**

**14) APDCL Department:-**

- a) To ensure proper maintenance of Electrical Lines & Appliances to avoid any eventuality during the flood season due to Electrical hazard.  
 b) To ensure arrangement & maintenance of power supply at relief camps also makes arrangement of alternative source of power supply during emergency situation.  
 c) To ensure extensive care & precautionary measures for providing power supply in highly flood prone areas. **{Action: APDCL Deptt.}**

**15) Social Welfare Department:-**

- a) To ensure identification of pregnant mothers, lactating mothers, new born babies, elderly & differently able persons of flood affected areas before flood season and submit to DDMA.  
 b) To ensure that the pregnant & lactating mothers are given proper food & nutrition at relief camps and adolescent girls are provided safe environment, privacy & hygiene at relief camps.  
 c) To ensure that the new born babies get proper medical care & support.  
 d) To ensure that the elderly & differently able persons are attended & assisted during flood at relief camps.  
 e) To ensure availability of baby food at relief camps. **{Action: Social Welfare Deptt.}**

**16) Transport Department:-**

- a) To identify JCBs, Tractors, Dumpers, country boats etc. and keep ready list of owners along with contact numbers.  
 b) To arrange vehicles for carrying of GR Items to the Relief Camps/ Distribution points.

**17) Forest Department:-**

- a) To ensure cutting of old trees near roadside, APDCL poles and transformer etc. for preventing any damage during storm / flood. **{Action: Forest Department}**

**18) All line departments** to submit their Departmental Flood Action Plan by **31<sup>st</sup> of March, 2025**. They will ensure submission of damaged report including breach of embankment/damage of road / canal etc. within 24 hour of occurrence to the concerned Circle Officer. They will also submit nomination of their '**Nodal Officer**' from their respective department who will liaise in connection with flood/disaster related activities. The DPO, DDMA, Udalguri will forward the Score Card questionnaire to all concerned departments and the same has to be filled up by the departments within stipulated time and submit to the DDMA Udalguri. **{Action: All Heads of Departments}**

**19) Fire & Emergency Services** to keep ready the manpower and emergency rescue equipments and submit status report accordingly.

**20) DIPRO, Udalguri** to keep regular communication with DDMA, Udalguri for necessary dissemination of early warning information during the flood season.

- 21) **District Flood Control Room** to be setup in the Dist. Emergency Operation Centre involving personnel from the important line departments at D.C.'s Office, Udalguri. All line departments will submit daily report to the District Emergency Operation Centre (DEOC) vide Telephone No. 1077 (Toll Free) or 03711-280000/ Email-ID- [deocudalguri@gmail.com](mailto:deocudalguri@gmail.com).
- 22) **District Police** to ensure the security of relief camps and free movement of vehicles carrying relief items.
- 23) **The army/para military forces** to maintain readiness for rescue and relief operations if such situation arises.
- 24) District Commissioner, Udalguri requested all the Head of Offices and their staff to remain in the H/Q during flood season.

The meeting ended with vote of thanks from Addl. District Commissioner cum CEO, DDMA.

Digitally signed by  
PULAK PATGIRI  
Date: 25-03-2025  
18:27:34

District Commissioner-cum-Chairman,  
D.D.M.A., Udalguri

Memo No. ECF.78915 / DM-29/112/2023/DDM-UDL/219-A

Copy to:

1. The Chief Executive Officer, Assam State Disaster Management Authority, Dispur Guwahati-06.
2. All members for favour of kind information and necessary action.
3. ✓ The DIO, NIC for uploading the minutes in official website.
4. The DPO, DDMA, Udalguri for information and necessary action.
5. The District Consultant, SFDRR, Udalguri for information and necessary action.
6. Office file.

(e-Signed)  
District Commissioner-cum-Chairman,  
D.D.M.A., Udalguri