



Minutes for the thematic meeting on Coordination of Response with the Response Agencies / Relief Camp Management / Ensuring Continuity of Services / Critical Infrastructure preparedness / Reporting and Damages Assessment / Risk Communication/ PDNA-2022/Flood Preparedness Scorecard/ New SDRF Norms held on 30th April, 2026 at 03:00 P.M.

Member present –Annexure-I

The meeting was chaired by Smt. Anamika Tewari, ACS, District Commissioner cum Chairman, DDMA, Morigaon. At the very outset, she welcomed all the members present in the meeting and requested Smti Anusuya Sharma, ACS, Addl. District Commissioner & CEO, DDMA, Morigaon to give an overview on the last flood experience and preparedness for ensuing flood season. Accordingly, Smti Anusuya Sharma, ACS, Addl. District Commissioner & CEO, DDMA, Morigaon give an overview on the last flood experience and preparedness for ensuing flood season.

After a threadbare discussion, the following decisions were taken:-

1. The Station Officer, Fire and Emergency Service, Morigaon, Bhuragaon, Moirabari and Jagiroad are requested to keep ready the SDRF / FM personnel and boats and other rescue equipments before onset of flood for rescue and relief operation. They were also directed to check the operational status of the boats and other equipments.
2. APRO has directed to ensure regarding their communication devices operational and be ready for deployment during Flood. APRO has also directed to deploy manpower and equipment in the DEOC, Morigaon to ensure failsafe communication during ensuing flood season w.e.f 1st May, 2026 to 31st October, 2026
3. NF Railway, Jagiroad Division requested to notify one Nodal Officer for flood season 2026 for necessary coordination with DDMA, Morigaon during any emergency.
4. Inter-Agency Group are requested to submit updated list of volunteers at earliest for necessary coordination during the flood season.
5. Indian Red Cross Society, Morigaon Branch has been requested to provide relief materials, temporary shelter, Water Filtration units to the affected area after intimation to the DDMA, Morigaon.
6. All Circle officers are directed to identify and verify a location for Helipad which will be used during flood for relief and rescue operation.
7. All Circle officers are directed to identify high location for relief camps with minimum assured facilities and submit the list to DDMA, Morigaon and also designate one relief camp as Model Relief Camp with all the arrangement adhering to the relief camp SOP. However, any relief camp opened in the revenue circle at the first instance will be transitioned into the Model Relief Camp through expedited redeployment of requisite facilities from the predefined Model Relief Camp. All revenue circles to constitute all Women Task Force in Model Relief Camps to ensure gender responsive relief camp management. They were also directed to identify the camp in-charges for those camps and issue official notification for designated relief camps and

- camp in-charge who will be managing the camps on-site for all identified relief camps and share notification with ASDMA.
8. The District Commissioner, Morigaon directed all Circle Officers to identify flood relief camps which have been in use in the last 3 years and nominate camp in-charges for these camps.
 9. The District Commissioner, Morigaon also directed all Circle officers to ensure that all provisions including visibility elements as per the guidelines are provisioned in advance for these camps and mock drills are conducted to practice camp operationalization.
 10. The District Commissioner, Morigaon also directed all Circle Officers to conduct a meeting with Relief Camp in-charge, Gaonpradhan, ASHA workers, Aganwadi Workers and other line department official for the smoothly management of Relief Camp during Flood.
 11. The District Commissioner, Morigaon has directed that feedback boxes must be installed at all relief camps and concerned government offices to collect grievances and suggestions from flood-affected people. To ensure timely redressal, public grievance meetings/hearings shall be organized at Revenue Circle level on a weekly basis during the flood season. The schedule of such meetings shall be widely publicized in advance through local media, social media, and notice boards at relief camps.
 12. The CEO, DDMA, Morigaon is directed to oversee the entire grievance redressal mechanism and ensure the following:
 - Installation of sealed feedback boxes at all relief camps and key offices with clear signage in Assamese and English.
 - Designation of a nodal officer at each camp/office to open feedback boxes daily and maintain a grievance register.
 - Development of a standard format for recording complaints and tracking action taken.
 - Compilation of grievances and submission of an Action Taken Report to the District Commissioner every 72 hours.
 - Coordination with line departments for immediate redressal of complaints related to food, water, sanitation, medical aid, and shelter.
 - Constitution of a district-level monitoring cell to review grievance disposal status and ensure no complaint remains pending beyond 48 hours.All Heads of Departments and Circle Officers are directed to extend full cooperation to the CEO, DDMA in this matter. Any negligence in grievance redressal will be viewed seriously.
 13. The CEO, Zilla Parishad is requested to direct the entire BDOs of Morigaon district to coordinate with all the Revenue Circle Officers, Morigaon for efficient management of relief camp.
 14. The Executive Engineer, Public Health Engineering Division, Morigaon is instructed to ensure the stock of bleaching powder, water purification tablets, aropane machine (water truck) temporary toilets, tube wells for the flood. He is also directed ensured sanitation facilities in pre-identified relief camp.
 15. The District Veterinary Officer, Morigaon is asked to prepare necessary plan about the availability of Wheat bran, Green Grass for the ensuing flood session and to ensure availability of medicines, vaccine etc. for cattle for the flood, 2026. The District Commissioner, Morigaon also requested to organise a pre-flood

vaccination camp for cattle. He is also directed to initiate steps for advance sowing of Napier, Ginni and Subabul plants for emergency green fodder to affected animals at strategic locations.

16. The Joint Director of Health Services, Morigaon is asked to ensure availability of medicines, phenyl, etc. and to form medical team to depute in relief camp during flood. He was also directed to take necessary action for disposal of Sanitary Napkins and Bio-Medical Waste in the relief camps during flood. Joint Director of Health Services, Morigaon directed to make necessary IEC activities in relief camp.
17. The Joint Director of Health Services, Morigaon is directed to ensure availability of essential medicines, vaccines and management of vector borne diseases and to place ambulances in strategic locations to cater relief camps. Health & FW Department to plan for set up health camps in the flood. He is also directed to share details of the positioning of boats ambulances and mobile ambulances at flood prone areas with DDMA, Morigaon.
18. The ADC (Relief & CEO, DDMA) and I/C ADS, FPD & CA Branch, Morigaon and CDC, Jagiroad/Laharighat Co-District were directed to conduct meeting with identified suppliers of G.R. materials and wheat bran etc. to be required during flood and instruct them to ensure the stock or availability of relief materials.
19. The I/C ADS, FPD & CA Branch, Morigaon is requested to review the preparation for ensuring floods with Food and Civil supplies & CA branch and Supply inspectors. The Supply Inspectors are directed to properly certify the quantity and quality of goods received in relief camp.
20. The ADC (Relief & CEO, DDMA) is directed to constitute a District Level Relief Camp Monitoring Team to smooth functioning of the relief camp.
21. It is informed all members that 5(five) Nos. of Zones were created covering all Revenue Circles as shown below for smooth functioning of flood relief operation.

Zonal-I: Morigaon Rev. Circle-----Smti Anusuya Sharma, ACS, Addl. District Commissioner cum CEO,
DDMA, Morigaon

Zonal-II: Mayong Rev. Circle -----Sri Hriday Kumar Das, ACS, Co- District Commissioner,
Jagiroad Co- District

Zonal-III: Laharighat Rev. Circle----Smti. Silpika Kalita, ACS, Co- District Commissioner,
Laharighat Co- District

Zonal-IV: Bhuragaon Rev. Circle----Sri Rakesh Deka, ACS, Addl. District Commissioner, Morigaon

Zonal-V: Mikirbheta Rev. Circle-----Smti Nitisha Bora, ACS, Addl. District Commissioner, Morigaon

22. The District Social Welfare Officer, Morigaon is directed to continue ICDS services, providing services in the relief camps. She is requested to carry out a need assessment of community kitchen to be set up in the relief camps in collaboration with the DDMA. She is also directed to give requirement of lactating mother food and baby food which to be required during flood directly. The District Commissioner, Morigaon directed District Social Welfare Officer, Morigaon to identify Revenue Circle wise Disability data and submit at the earliest.
23. The Inspector of Schools and DEEO, Morigaon is asked about the status of flood affected schools and directed to ensure electricity, toilet and water supply facilities.
24. The Executive Engineer, PWD (Territorial Building Division), Morigaon is directed to share the list of resource inventory and equipment with DDMA, Morigaon and also to assist DDMA, Morigaon to carry out vulnerability assessment of critical infrastructures in the district.

25. Executive Engineer, PWD Territorial Road Division was asked to take necessary measures for filling up the manholes on the roads before flood.
26. Executive Engineer, Water Resources, Morigaon Division was asked to submit Flood vulnerable areas and maintain necessary co-ordination with Karpi Langpi HE Project and Kapili Hydro Electric Project for prior alert about opening of gate of HE project.
27. All heads of line Departments are requested to notify **Flood Nodal Officer** and submit the notification to DDMA for an orientation on the Post Disaster Needs Assessment (PDNA). They were also requested to complete the all PDNA works by 31st May/2026 and submit Bills to DDMA Morigaon for taking further necessary action for submission of Demand to Govt. for fund for making payment.
28. The DPO, DDMA, Morigaon is directed to open individual WhatsApp groups for all the thematic groups under the flood preparedness plan 2026 for better coordination and response. She is also directed to share all relevant documents like MoM, Guidelines etc. with the members of the groups.
29. All the Circle Officers are directed convene revenue Circle Level Task Force meeting in in every fortnight during the flood season, so that DDMA can accord necessary approval in a timely and swift manner, as the delegation of financial power given to the District Commissioners is time sensitive.
30. All Departments are directed to notify team of officials for damage and loss assessment and report in DRIMS Portal through respective Revenue Circles.
31. Education department is directed to properly capture the damage and loss data with regards to their infrastructures during flood and also to capture data on the number of school days lost in flood in Siksha Setu portal.
32. DPO, DDMA, Morigaon is directed to constitute a Technical/Engineering cell by notifying engineers, Jr. Assistant engineers from various technical departments to assist the departments in damage and loss assessment which do not have technical personnel like Women & Child Development, AH & Veterinary department, etc.
33. The Executive Engineer, PWD (Territorial Building Division), Morigaon is directed to assist departments like Women & Child Development, , AH & Veterinary department, etc. that do not have engineering wings to carry out damage assessment.
34. The Assistant Director, I/C, Food, Public Distribution & Civil Supply , Morigaon is directed to Ensuring special reserve POL and ensuring uninterrupted power supply to the TSPs (Telecom Service Providers).
35. The DIPRO, Morigaon is directed to formulate a comprehensive strategy to counter fake news, misinformation, and rumours related to any disaster. The strategy shall include:
 - ❖ Constitution of a District Media Monitoring Cell operational 24x7 during the flood season.
 - ❖ Real-time monitoring of social media platforms, local news channels, and WhatsApp groups.
 - ❖ Immediate issuance of official clarifications/ rebuttals through press releases, official social media handles, and local cable TV.
 - ❖ Coordination with Police and Cyber Cell for taking legal action against persons spreading false information under relevant provisions of law.
 - ❖ Conducting public awareness drives on verifying information before sharing.

The DIPRO shall submit a detailed report along with the SOP to the undersigned within 3 (three) days of receipt of this communication.

36. The District Commissioner, Morigaon has reiterated that strict disciplinary action will be initiated against any official found responsible for delays, negligence, or failure in providing mandated services during a disaster, as per the provisions of the Disaster Management Act, 2005.

All Heads of Departments shall sensitize their field-level officials regarding timely response, duty protocols, and personal accountability.

37. All Heads of Line Departments are informed that the revised SDRF assistance norms have been uploaded on the District Website and circulated via official letter, email, and departmental WhatsApp groups. All concerned are directed to:

- Thoroughly study the SDRF norms and ensure all relief proposals and expenditure are strictly as per the admissible items and norms.
- Mandatorily report all flood-related damages and loss data through the DRIMS Portal via respective Circle Offices.
- No offline/manual reporting will be entertained. Designate a departmental nodal officer for DRIMS.
- Attend the orientation on DRIMS and financial assistance during disaster under New SDRF Norms to be scheduled by DDMA, Morigaon.

38. The Flood Control Room set up at the Office of the District Commissioner, Morigaon will remain operational 24x7 throughout the flood season 2026 for effective coordination, monitoring, and reporting.

- All communication equipment including VHF sets, satellite phones, mobile phones, landlines, and internet connectivity are tested and fully operational.
- DRIMS portal, ASDMA flood reporting system, and GIS-based dashboard are functional for real-time data entry and monitoring.
- Toll-free Helpline No. 1077 and dedicated control room numbers are active for receiving distress calls and information from the public.
- Power backup facilities including generator and inverter are in place to ensure uninterrupted functioning during power outages.
- Duty rosters of officers and staff from line departments have been prepared to ensure round-the-clock manning of the control room.

The meeting ended with a vote of thanks from the Chair.



District Commissioner & Chairman,
DDMA, Morigaon

Date 30/04/2026:

Memo No. DDM-MRG /ECF.174096/241

Copy for information and necessary action:-

1. The Addl. Chief Secretary to the Govt. of Assam, Revenue & Disaster Management Department, Dispur-06 for favour of kind information.
2. The Chief Executive Officer, Assam State Disaster Management Authority, Dispur, for favour of kind information.
3. The Sr. Superintendent of Police, Morigaon for kind information.
4. All members present.
5. DIO, NIC, Morigaon. He is requested to upload the minutes in the Morigaon District website.


District Commissioner & Chairman,
DDMA, Morigaon