GOVERNMENT OF ASSAM
OFFICE OF THE DEPUTY COMMISSIONER: KOKRAJHAR

Minutes of the Flood Preparedness Meeting for the year 2016

Venue: Conference Hall, DC’s Office, Kokrajhar.
Time: 11.00 AM
Date: 15/02/2016

(Members present in the meeting is at Annexure - I)

The Flood Preparedness meeting for 2016 was held on 15th February/2016 in the conference Hall of Deputy Commissioners Office, Kokrajhar. The meeting was presided over by M. P. Sharma, ACS, Deputy Commissioner, Kokrajhar.

The issues discussed and decisions taken are summarized as follows:

After threadbare discussion on the minutes of the last year flood relief meeting and the actual experience gathered in the previous occasions, the meeting agreed to adopt the following resolutions for combating flood in particular and other Natural Calamities in general for the year 2016.

1. All Circle Officers and HOD’s were requested to prepare their respective Flood Preparedness Plan by incorporating the vulnerable mapping, resource inventory, Standard Operating Protocol and Quick Response Team and submit to DC on or before 31st March, 2016.

2. All SDO (civil) /Circle Officers and HODs were directed to constitute and notify a Quick Response Team in the given format and submit the list of the same on or before 31st March, 2016.

3. For smooth and prompt administration of flood and rescue operation, it was decided to constitute 2(two) Zones for Kokrajhar sadar Sub-division dividing the Sub-division co-terminous with the boundaries of existing revenue circles. It was decided in the meeting that the Circle Officers of the respective Circle would be the Zonal Officer to be assisted by I(one) Zonal Officer of flood relief Zone if felt necessary. There will be 5(five) nos. of flood relief Zones in the entire district i.e. (i) Kokrajhar Zone (Kokrajhar Revenue Circle) and (ii) Dotma Zone (Dotma Revenue Circle) (iii) Gossaigaon Zone (Gossaigaon Revenue Circle) (iv) Bhowraguri Zone (Bhowraguri Revenue Circle) and (v) Bagribari Zone (Bagribari Revenue Circle).

4. The Zonal Officers (Circle Officers) would prepare the flood relief contingency plan of their respective Circle area and would identify and classify the flood affected areas as (1) Vulnerable and (2) very vulnerable and indicate the same in the flood relief map. The Circle Officers would prepare Circle level contingency plan in the light of the previous year’s experiences and submit the same on or before 31st March, 2016 to the DC, Kokrajhar. The Relief Branch of the Deputy Commissioner’s Office, Kokrajhar would prepare a Sub-Divisional level Contingency Plan by incorporating the Contingency Plans submitted by the Circle Officers and All Heads of Departments.

5. For effective functioning of the Circle Level Relief Operation, the Zonal Officers would convene a Circle Level Committee Meeting by involving local MLA’s, B.D.O. and all the Officers including the VDC Chairman / N.G.O.s, noted Social Workers and prominent citizens of the Circle.

6. SDOs (civil) and Circle Officers were requested to prepare list of Govt. Officials through whom Flood Relief Materials would be distributed and ensure timely submission of APRs. Camp Registers in proper format should be kept properly by the camp in-charge under the guidance of Circle Officers.

7. Regular and timely (before 12 Noon) submission of flood situation/damaged report would be as per prescribed Format of Assam State Disaster Management Authority, Dispur that has already been circulated to the Sub-Divisional Officers, Circle Officers and all HODs. The Superintendent of Police, Kokrajhar was also requested to furnish the Flood damage report. The Line departments
concerned were instructed to submit the infrastructure damage, so as to enable to furnish the departmental damages report to the State Emergency Operation Centre, (SEOC).

8. The Circle Officers & Inspector of Schools, KDC / DEEO, Kokrajhar were requested to submit the list of School buildings with details of accommodating facilities like sanitation and drinking water on or before 31st March/2016, especially Flood Prone areas where Relief Camps could be opened.

9. The Executive Engineer, PWD, Rural Roads Division, Kokrajhar would undertake appropriate measures for repairing all the vulnerable roads, bridges and culverts before the commencement of Flood to enable for smooth movement of Traffic and Relief Materials to the affected areas in the event of high flood and submit report on or before 31st March, 2016 to the Deputy Commissioner, Kokrajhar.

10. The Executive Engineer, Water Resources Division, Kokrajhar, would take adequate precautionary measures for combating flood 2016 by strengthening and repairing dykes and embankment before the onset of the monsoon. He is also requested to submit daily rainfall and river level data to the District Emergency Operation Centre w.e.f 15th of May 2016 regularly. The Executive Engineer, Water Resources Deptt, Kokrajhar, would prepare a flood preparedness plan of their Department and prepare the list of Officers and Staff assigning specific duties for regular patrolling of Dykes, Embankment etc. after flood protection of structures for timely deduction of severe rain cuts, erosion and over topping for taking prompt and necessary protection measures. The Officers and staff would also submit flood site report of water level regularly.

11. The Deputy Director, F & CS, Kokrajhar was requested to ensure availability of essential commodities of all kinds during the monsoon season in the District. He would also ensure keeping of buffer stock of food grains in the F.C.I. and for this, he would convene a meeting with F.C.I. Whole Sale Traders of grains and co-operative Societies of Kokrajhar District.

12. The Area Manager, FCI, Kokrajhar would keep sufficient quantity of food stuff in their stocks for meeting any requirement in flood relief operation emergently. The FCI, Kokrajhar would identify the alternative Gridown well in advance before commencement of flood.

13. The Joint Director of Health Services, Kokrajhar was requested to keep sufficient stock of life saving drugs and also organize mobile medical teams for visiting flood affected areas as and when flood occurs. He would also take necessary measures to procure medicine for flood relief work if there is any shortage of stock.

14. The Public Health Deptt, Kokrajhar would keep sufficient numbers of Hand Tube Well, so as to install immediately in the affected areas at short notice. The PHE Deptt. shall also keep sufficient quantity of disinfectants such as Bleaching Powder/Lime Chlorine Tablets etc. for preventing Water Born Diseases in the flood affected areas in the event of flood.

15. The District A.H. & Vety. Officer, Kokrajhar would arrange sufficient quantity of green gram and Fodder and also assess requirement of medicines to counter any cattle epidemic occurring during or after flood. The House requested the A.H & Vety. Officers, to take steps to cultivate Fodder in sufficient quantity which may be required during flood.

16. The District Agriculture Officer, Kokrajhar would ensure the submission of crops damage report to the Deputy Commissioner, Kokrajhar during flood. He is requested to assess the requirement of Sali Seedling and also to identify the areas where such seedling could be raised in abundant quantity. However, in the event of flash flood, the D.A.O. Kokrajhar, may arrange seedling from other sources instead of raising for distribution to the flood affected people. The department will also identify the flood prone areas in advance.

17. The Forest department would also prepare a Flood Preparedness Plan for Forest villages. They would also identify the areas where thatch, bamboo, fire Wood, would be available for use by the flood affected people as and when required. In such events they would issue permits for lifting such materials for constructing relief shelter camps etc.

18. The Supdt. of Police of Kokrajhar would detail necessary security personnel as and when situation demands. He would also prepare a list of expert swimmers from the Police Personnel, Home Guards etc. for engaging them in rescue operation if situation demands.
19. The Executive Engineer, Water Resources and the Executive Engineer, PWD Rural Roads, Kokrajhar would keep constant vigil in areas and Dykes where there is heavy pressure of flood water and take precautionary measures to protect them from damage within a very short time. It was suggested that some sort of warning system is to be devised by PWD R/R Division and Water Resources Division, to alert such eventualities. They were requested to arrange a joint inspection of the vulnerable points along with Deputy Commissioner, Kokrajhar before 31st March, 2016.

20. The Executive Engineer, Electrical Division, Kokrajhar was requested to collect the list of Owners of Generator Set along with Operator.

21. The Chairman, Kokrajhar Municipal Board (KMB) was requested to take up immediate action for clearing of drains etc specially in the Kokrajhar Municipal areas and also other peripheral area of the town to avoid water logging in the town before commencement of flood.

22. From the earlier experiences, it was found that boats were not available which is one of the most essential equipment to reach the flood affected areas. The Circle Officers to arrange and identify the Owners of Boats along with boatman which could be put to service in the event of flood. In this connection all Circle Officers were requested to prepare a list of boat owners with their contact Nos. and submit the list on or before 31st March, 2016.

23. A Control Room, at the Deputy Commissioner’s Office, will be set up specially for Flood 2016 w.e.f. 15th of May/2016 with the Telephone No. 270657 henceforth. Requested all the Circle Officers, SDOs (C) and Heads of Departments to attend control room telephone without fail.

24. Civil Defence, department Kokrajhar to conduct training by identifying the youths/local villagers etc., atleast 25 nos. for each Rev. Circle in consultation with Circle Officers. In this connection Civil Defence would prepare a proposal and fund for the training programme will be given from the unspent DDMA Bank Account.

25. Fire & Emergency Services, Kokrajhar to keep ready with all available equipments for any kind of relief and rescue operation during Flood. In this connection Sr. Station In-charge, was asked to keep close contact with nearest SDRF teams.

26. It was decided in the meeting that all concerned should submit report/plan/information etc. both in hard and soft copy and also can emailed at deocokrajhar@gmail.com.

The Meeting ended with a vote of thanks from the chair.

Deputy Commissioner & Chairman,
DDMA, Kokrajhar.

Memo No. KDM.1/2016/10
Copy to:
1. The Addl. Chief Secretary, to the Govt. of Assam, Revenue & D.M. Deptt. Dispur, Guwahati-06 for kind information.
2. The Chief Executive Officer, Assam State Disaster Management Authority, Dispur for kind information.
3. The Commissioner, Lower Assam Division, Guwahati-1, for kind information.
4. The Principal Secretary, BTC, Kokrajhar for kind information.
5. The Superintendent of Police, Kokrajhar for information and necessary action.
6. The Sub-Divisional Officers, (C) Gossaigaon/Parbatighora for information & similar necessary action.
7. The All Circle Officers for information and similar necessary action.
8. The DIO, NDRF, Kokrajhar for information. He is requested to upload the minutes in the District Website.
9. All members present.

Deputy Commissioner & Chairman,
DDMA, Kokrajhar.
Annexure I

Attendance Sheet

1. M P Sharma, Deputy Commissioner, Kokrajhar
2. R Swargiary, ADC & CEO, DDMA, Kokrajhar
3. S C Thakuria, SDO (Civil), Parbatijhora
4. N Pathak, Assistant Commissioner, Kokrajhar
5. D C Barman, ASP, Kokrajhar
6. Gopal Sah, SDF, Fakiragram, ESD, APDCL
7. M R Boro, AM, APDCL
8. J T Baruah, Store-Supdt., Civil Defence
10. D Narzary, Home Guards, Kokrajhar
11. N K Mazumdar, EE, Agriculture, Kokrajhar
12. R N Boro, DFO, Wildlife Division, Kokrajhar
13. P Adhikary, JE, SSA, Kokrajhar
14. J Daimary, JE, RMSA, Kokrajhar
15. J P Brahma, IS cum DEEO, Kokrajhar
16. S Brahma, DSWO, Kokrajhar
17. S K Parial, EE, PHE, Kokrajhar Division
18. D Haloi, Fire Service, Kokrajhar
20. S S Pathak, AEE, Irrigation, Kokrajhar Sub-Division
21. D bankiya, CHD, Fishery, Kokrajhar
22. S Dutta, Asstt. Eng., PWD(B), Kokrajhar Division
23. U K Sarkar, FD, Fishery, Kokrajhar
24. R K Pandit, Circle Office, Dotma
25. U K Narzary, Inspector, F&CS, Kokrajhar
26. A B Siddique, JE, PWD(R), Kokrajhar Division
27. A Medhi, Asstt. Commissioner, Kokrajhar
28. O Sharif, CO, Bogribari
29. B Goswami, PO, DDMA, Kokrajhar
30. B Narzary, Chairman, KMB, Kokrajhar
31. DR. T C Basumatary, Vety. Officer (Mobile), Kokrajhar
32. I Hoque, DVO Officer, Kokrajhar
33. A Das, Asstt. Director, Agriculture, Kokrajhar
34. Dr. A Das, I/C Jt. DHS, Kokrajhar
35. W S Daimary, CO, Gossaigaon