



GOVERNMENT OF ASSAM
OFFICE OF THE DEPUTY COMMISSIONER:::: KOKRAJHAR
(DISASTER MANAGEMENT BRANCH)

Minutes of the Flood Preparedness Meeting for the year 2018

Venue: Conference Hall, DC's Office, Kokrajhar.

Time: 11.00 AM

Date: 09/03/2018

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

The flood preparedness meeting in respect of Kokrajhar district for flood 2018 was held on 9th March, 2018 in the Conference Hall of DC's office Kokrajhar.

The meeting was presided over by Sri Niranjan Baruah, ACS, Deputy Commissioner, Kokrajhar.

At the outset, Deputy Commissioner, Kokrajhar, welcomed all the officers present in the meeting and apprised about the need for cooperation during and after occurrence of flood to combat any eventuality as rendered on earlier occasion.

The DC also reviewed the minutes of the flood preparedness meeting held on 23rd February 2017 and gathered feedback from all the concerned departments.

After threadbare discussion, it was decided by the meeting to adopt the following actions for combating Flood/Storm related incident during 2018.

1. The contingency flood preparedness plan for 2018 of the Circle Officers and the Concerned Departments are to be submitted to the DC on or before 31st March, 2018.
(Action to be taken: Circle Office & HODs of All Department)
2. All SDO (civil) /Circle Officers and HODs were directed to constitute and notify a Quick Response Team and submit the list of the same on or before 31st March, 2018 as per prescribed format.
(Action to be taken: All SDO (civil) /Circle Officers and HODs)
3. For smooth and prompt functioning of rescue operation and mitigation of immediate needs of flood affected people, animals, the existing 5 (five) zones as formed earlier will remain the same. All the Circle Officer will be the Zonal officer of their respective circle. They will be assisted by the Field Officer (DM) except the Bagribari Circle. SDO (C) Parbatjhora was requested to furnish the name of an officer to be as Nodal officer of Bogribari Circle.
(Action: SDOs)
4. 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 VCDC Chairman / N.G.O.s, noted Social Workers and prominent citizens of the Circle within 7 (seven) days.

(Action: Circle Officers concerned)

5. All concerned line departments were requested to submit daily report to the DEOC, Kokrajhar as per prescribed format of the Assam State Disaster Management Authority w.e.f. 1st May, 2018 regarding damages by Storm/Flood, if any for onward submission to ASDMA, Dispur.

(Action: All Concerned Departments)

6. All Circle Officers were directed to identify suitable school building having sanitation and drinking water facilities for establishment of Relief Camps in their respective jurisdiction. The Inspector of Schools, KDC / DEEO, Kokrajhar was also requested to submit the list of such School buildings to the Circle Officers concerned at the earliest.

(Action: The Circle Officer & Inspector of Schools, KDC / DEEO, Kokrajhar)

7. The Executive Engineer, PWD, Rural Roads Division, Kokrajhar would undertake appropriate measures for repairing of 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, 2018 to the Deputy Commissioner, Kokrajhar.

(Action: The Executive Engineer, PWD, Rural Roads Division, Kokrajhar)

8. The Executive Engineer, Water Resources Division, Kokrajhar, would take adequate precautionary measures for combating breach of flood 2018 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 1st of May 2018 regularly. He was also asked to open a Control Room for 24X7 engaging Officers and Staffs to apprise the DEOC, Kokrajhar. He will also engage Field Level Staffs for patrolling duties on the Dykes, Embankment, etc. so as to enable protection of severe rain cuts, erosion, over topping, etc.

(Action: The Executive Engineer, Water Resources Division, Kokrajhar)

9. 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.

(Action: The Deputy Director, F & CS, Kokrajhar)

10. The Area Manager, FCI, Kokrajhar will maintain sufficient quantity of food stuff in their stocks for meeting any eventuality arising out of Flood, 2018.

(The Area Manager, FCI, Kokrajhar)

11. 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 situation demands. He would also take necessary measures to procure medicine for flood relief work if there is any shortage of stock.

(Action: The Joint Director of Health Services, Kokrajhar)

12. The Public Health Engineering Deptt. Kokrajhar would keep sufficient numbers of Hand Tube Well for immediate installation in the flood 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.

- (Action: The Public Health Deptt. Kokrajhar)
13. 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. He is to take steps to cultivate Fodder in sufficient quantity which may be required during flood.
(Action: The District A.H. & Vety. Officer, Kokrajhar)
14. The District Agriculture Officer, Kokrajhar will ensure arrangement of seedling from other sources to the flood affected farmers in case of damage caused by flood. He is also requested to identify the flood prone areas in advance.
(Action: The District Agriculture Officer, Kokrajhar)
15. 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.
(Action: The Forest department)
16. 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.
(Action: The Supdt. of Police, of Kokrajhar)
17. As the SDO (C Parbatjhora shared his experience in respect of deploying Army Personnel for rescue operation during the last flood, 2017, the house decided to request the concerned Army Personnel for the same purpose for forthcoming flood also. The Deputy Commissioner, Kokrajhar assured to move the Army authorities for the purpose.
(Action: District Administration, Kokrajhar)
18. The Chairmen, Kokrajhar Municipal Board (KMB) was requested to take up immediate action for clearing of drains etc. especially in the Kokrajhar Municipal areas and also other peripheral areas of the town to avoid water logging in the town before commencement of flood and also requested to organize ward level sensitisation programme through Ward Disaster Management Committee (WDMC) and prepare a Ward Disaster Management Plan involving the member of Ward Disaster Management Committee and DDMA, Kokrajhar within 3^{1st} March, 2018.
(Action: Kokrajhar Municipal Board (KMB))
19. Since there is a lack of boat in the District; Circle Officers were requested to identify the owner of the existing boat along with boatman, which could be put to service in the event of flood. The list to be submitted to Deputy Commissioner, Kokrajhar on or before 31st March 2018.
(Action: All Circle Officers)
20. A Control Room, at the Deputy Commissioner's Office, will be set up especially for Flood 2018 w.e.f. 1st May/2018 with the Telephone No. 270657. All Concerned Departments were asked to inform to the above mentioned Control Room regarding the incidents of any damages caused by flood or storm.
(Action: District Emergency Operation Centre, Circle offices, SDOs and all Line Departments)
21. The Civil Defence officials were requested to co-ordinate with DPO, DDMA, kokrajhar on a regular basis, so that, their service can be utilised during crisis.
(Action: Civil Defence, Kokrajhar)

22. 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.
(Action: Fire & Emergency Services, Kokrajhar)

Miscellaneous Discussion

1. In course of discussion regarding problem in discharging water during rainy season through existing Railway culverts, the Chairman, KMB, Kokrajhar was requested to move to the DRM, Alipurduar for widening of the existing railway culverts through which entire water of North Kokrajhar can flow through to east ward outlet during rainy season.
2. The Executive Engineer, Irrigation (...Civil.....), Kokrajhar was requested to visit the Canal side near Patgaon which is reportedly creating artificial flood to the Patgaon Bazar area during rainy season and sort out the grievances of public of the Patgaon bazaar area. The undersigned along with the Circle Officer, Kokrajhar will also accompany the Executive Engineer to oversee the situation shortly.

Finally, the DC & Chairman of DDMA, Kokrajhar requested all concerned to render their co-operation and directed their Filed Level Officers/Staffs to strictly act on the responsibility given to the departments as and when required.

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

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Deputy Commissioner & Chairman,
DDMA, Kokrajhar.

Memo No.KDM. 04 /2018/14

(A)

Dated, Kokrajhar the 12th March, 2018.

Copy to:

1. The Addl. Chief Secretary, to the Govt. of Assam, Revenue & D.M. Deptt. Dispur, Guwahati-06 for favour of kind information
2. The Chief Executive Officer, Assam State Disaster Management Authority, Dispur for favour of kind information.
3. The Commissioner, Lower Assam Division, Guwahati-1, for favour of 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/Parbatjhora for information & similar necessary action.
7. The All Circle Officers for information and similar necessary action.
8. The DIO, NIC, Kokrajhar for information. He is requested to upload the minutes in the District Website.
9. All members present.

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Deputy Commissioner & Chairman,
DDMA, Kokrajhar

KH
12/03/18

Member Present in the meeting

1. Sri. Niranjana Baruah, ACS, Deputy Commissioner, Kokrajhar
2. Sri. Bhaskar Das, ACS, ADC, Kokrajhar
3. Sri. Padum Bahadur Chetri, ACS, ADC & CEO, DDMA, Kokrajhar
4. Sri. S.C. Thakuria, ACS, SDO (C) Parbathjhora
5. Sri. Pranjit Kr.Wary, ACS, PD, DRDA Kokrajhar
6. Smt. Sujata Gogoi, ACS, CO Bhawraguri Revenue Circle
7. Sri. Ansula Basumatary, ACS CO Dotma Revenue Circle
8. Sri. Firdous Alam Sk, ACS CO Bogribari Revenue Circle
9. Sri. Dipan Barman, ACS CO Kokrajhar Revenue Circle
10. Sri. K.K. Gupta, APS, Addl S.P.(S), Kokrajhar
11. Sri. Bharat Konwar, ACS Asstt. Commissioner Kokrajhar
12. P. Bharaduraj ACS, AC & EM, Gossaigaon SDO (C)
13. Dr. J. Ahmed, Jt. Director of Health Service, Kokrajhar
14. Sri. Nagendra Karmakar, E.E. Water Resource, Korajhar
15. Uday Kr. Basumatary, DFO, Kokrajhar
16. Moon Onjon Ramchary, F& ES, Kokrajhar
17. Jitu Tapan Barooah, Store Superintendent, Civil Defense, Kokrajhar
18. Paresh Ch. Sarma, Asstt. Dy. Controller (Jr), Civil Defense, Kokrajhar
19. Ashok Kr. Das, Asstt Director Agriculture(D/L)Kokrajhar
20. Dr. Dilip Kr. Bhuyan Dist. Veterinary Officer, Kokrajhar
21. Binod Deka, Asstt. Soil Chemist S.T.L. O/O DAO, Kokrajhar
22. Jatindra Basumatary, CHD FCS & CA, Kokrajhar
23. Nila Kalita, JE, O/O EE Agri. Kokrajhar
24. Abu Bakkar Siddique J.E, Kokrajhar, PWD (RR)
25. A.K. Kishore A.E. Kokrajhar, Irrigation
26. Bhaskar Das SDE, APDCL Kokrajhar
27. Dharanidhar Boro A.E.E, PWD (B), Kokrajhar
28. G. Talukder, I/C D.S.W.O., Kokrajhar
29. Joydeb Roy, J.E. KMB
30. Bijaya Boro, AGM, APDCL, Kokrajhar
31. Anup Kr. Bhattacharjee, FO (DM) Bhawraguri
32. Bhrigu Saikia, FO (DM) Gossaigaon
33. Manindra Basumatary, FO (DM), Dotma
34. J.P. Brahma, Inspector of School, Kokrajhar
35. H.R. Das AEE (PHE) Dotma
36. D. Brahma, Asstt. Engineer KMB
37. Bishnu Narzary, Chairman, KMB
38. Kamal Kishor Hazarika, DPO, DDMA Kokrajhar