

## Minutes of the Thematic Meeting on Reporting and Damage Assessment

Date: 03-04-2025

Venue: Old Conference Hall, D.C's Office, Silchar, Cachar.

Chairperson: CEO, DDMA, Cachar.

Attendees: Representatives from all Line Departments, including PWD (Building), IAG, NYKS, Agriculture, Fishery, PHED, PWD Roads, Education, Health, WCD, P & RD, and others concerned.

### Agenda:

- Discussion on DRIMS, Sahayata Portal, and CFRC Portal
- Daily damage reporting mechanism
- Reporting through CLTF
- SDRF norms and eligibility criteria
- Execution of repairing works in damaged infrastructure (Schools, AWC's, Hospitals, Panchayat Ghars, Community Halls)
- Special arrangements for Women & Child Development Department

### Key Discussions & Decisions:

1. DRIMS, Sahayata Portal, and CFRC Portal:
  - The CEO, DDMA emphasized timely and accurate data entry on DRIMS and CFRC Portal for effective monitoring.
  - Departments were instructed to ensure that Sahayata Portal is actively used for relief and rehabilitation updates.
2. Daily Reporting Mechanism:
  - All departments must submit a daily report on damage status and response actions.
  - Reporting formats should be standardized and compiled at the DDMA office.
  - The Concerned Line Task Force (CLTF) will act as a nodal body to ensure field-level verification and timely reporting.
3. SDRF Norms and Eligibility Criteria:
  - A brief orientation was given on SDRF guidelines, covering admissible works and eligibility.
  - Departments must strictly adhere to these norms while proposing repair and restoration works.
4. Execution of Repairing Works:
  - Departments were advised to prioritize critical damage in Schools, Anganwadi Centres (AWCs), Hospitals, Panchayat Ghars, and Community Halls.
  - Repairing works must follow technical estimates and be executed as per the guidelines under SDRF and departmental funds where applicable.
5. Special Arrangement for Women & Child Development Department (WCD):
  - For the repair of AWCs, it was decided that PWD (Building Division) will assist WCD in preparing technical estimates.
  - WCD to coordinate with PWD and ensure timely submission of DPRs (Detailed Project Reports).

### Action Points:

  
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- All Line Departments to assign nodal officers for coordination with DDMA.
- Daily reporting format to be circulated by DDMA.
- CLTF to start field-level verification immediately after disaster and conduct fortnightly meeting for details examination of the proposal and submission of the same to DDMA.
- PWD Building Division to initiate site inspections of damaged AWCs in coordination with WCD officials.

The CEO, DDMA, Cachar stressed the importance of inter-departmental coordination, data integrity, and prompt action for effective disaster response and rehabilitation. All departments were urged to work proactively and submit required information within stipulated timelines.

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



Additional District Commissioner & CEO,  
District Disaster Management Authority,  
Cachar, Silchar.

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Memo No.DDMA.011 (CB)/ CHR/2024-25/205-A

Dated: 05/04/2025

Copy to:

1. The CEO, ASDMA, Govt. of Assam, Ancillary Block, Dispur, Janata Bhawan, Guwahati-6 for kind information.
2. All Members present for information and immediate necessary action.
3. All HoD's of State Govt. Departments, & Central Govt. Organizations Cachar District for necessary action.
4. CA/PA to the District Commissioner, Cachar.



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