

GOVT. OF ASSAM
OFFICE OF THE DISTRICT COMMISSIONER:::CACHAR:::SILCHAR
(DISTRICT DISASTER MANAGEMENT AUTHORITY)

No.DDMA.011 (CB)/CHR/2024-25/155

Dated: 29-03-2025

Minutes of the meeting on Relief Camp Management in Cachar District
28th March 2025, D.C.'s Conference Hall, Cachar, Silchar

List of the members present in the meeting is placed at Annexure- A.

The meeting was chaired by the Addl. District Commissioner & Chief Executive Officer, DDMA Cachar. He welcomed all the members to the meeting. The following decisions were made after detailed discussion:

1. DDMA, Cachar shared the findings of the relief camp assessment carried out by the UNICEF, Assam during Cachar flood 2022. After threadbare discussion on the findings and observations, CEO, DDMA Cachar has directed to conduct Assured Minimum Facility (AMF) survey of the pre- identified relief camps in Cachar districts. One Model Relief Camp in every revenue circle will be set up during this year's flood. All women Relief Camp Management Task Forces will be constituted in the model camps to ensure that all facilities are provided in the model camps as per the guidelines. UNICEF-Assam & ASDMA Officials will randomly conduct a study in the model relief camps and conduct an app based survey among the inmates. Further, UNICEF-Assam also agrees to conduct virtual training for the ground official's line department on their request. Accordingly, CEO, DDMA, Cachar has directed the Education Department, PHE Department, Vety. & AH Department and Women & Child Welfare Department to take initiative in consultation with DDMA, Cachar. DDMA, Cachar will organise the training programme in consultation with UNICEF-Assam. (Action: Concerned Depts. & DDMA).
2. Education Departments to share the list of teaching and non-teaching staffs along with the contact details with DDMA, Cachar. Further, CEO, DDMA, Cachar has directed the IS, CDC, Cachar & DEEO cum DMC, SSA, Cachar to instruct all the Principals and Head Master to engage all the Teaching and Non-Teaching staff in the relief camp management during the disaster situation without any delay. (Action: Education Dept.)
3. Public Health Engineering Dept. to share details of focal points for each of the pre identified relief camps with DDMA, Cachar. Further, CEO, DDMA has directed the PHED, Silchar Division I & II to identify the Jal Mitra's in PWSS wise and plan accordingly for distribution of chlorine tablets/chemical packets etc, in the flood affected areas. (Action: PHE & DDMA).
4. DDMA to provide transportation and logistic support to the medical teams if deployed in the flood affected areas. (Action: DDMA & H&FW Dept.)
5. PWD (B) Department to issue direction to their Sub-Divisions to conduct a safety audit of the pre-identified relief camps in consultation with Education Department & DDMA.
6. FPD & CA to coordinate with AH & Vet Dept. and issue direction to the respective jurisdictional Supply Inspector & Sub-Inspectors pertaining to wheat and rice bran for the cattle. CEO DDMA, Cachar has also requested FPD & CA to take up with the Director, FPD & CA, Assam for allocation of rice under OMSS.
7. CEO, DDMA, Cachar has requested District Vety. Officer, Cachar for cultivation of green fodder in the unutilised land under Vety. Department at Silcoree. Necessary support etc. will be provided from DDMA, Cachar and Agriculture Department.


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8. Face to face training for relief camp in-charge will be organised by the respective BEEO's in consultation with respective Revenue Circle Officer & Field Officer (DM) within month of April 2025.
9. IS, CDC, Cachar and DEEO & DMC SSA, Cachar must ensure proper hygiene within the relief camps by involving local sweepers if required on daily wages basis. Further, CEO, DDMA, Cachar has directed the IS & DEEO, Cachar to ensure all minimum facilities as per guidelines issued by the ASDMA regarding "Minimum Assured Facilities for Relief Camps" and report compliance.
10. Selected Model Relief Camps will be jointly visited by the Revenue Circle Officer/Field Officer (DM) along with BEEO's, PHED and PWD Building Divisions Officials within the month of April 2025 and take immediate necessary action as per guidelines in consultation with DDMA, Cachar.
11. All BEEO's are hereby directed to inform all the CRCC's to co-ordinate with respective relief camps in-charge to maintain all documents related to relief camp operation as per Govt. prescribed format without fail. Hard copies of the format will be shared by the DDMA, Cachar with DMC, SSA, Cachar within 3rd week of April 2025 and accordingly respective CRCC may collect the format and share with relief camp in-charge before 30th April 2025. Further, if required concerned In-charge of the relief camp may photo state copy of the format and fill up accordingly.
12. PHED Cachar has also requested to ensure sufficient number of Toilets in the identified relief camps in the District in consultation with IS, CDC, Cachar & DEEO & DMC, SSA, Cachar.
13. 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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Copy to:

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


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Cachar, Silchar.

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