

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

No.DDMA.011 (CB)/ CHR/2024-25/204

Dated:03-04-2025

Minutes of the meeting on coordination of response with the response agencies in Cachar District 2<sup>nd</sup> April 2025, DC 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 in the meeting. The following issues were discussed in the meeting:

**NDRF:** NDRF Team will be stationed at Silchar before 15<sup>th</sup> May 2025 as part of preposition plan of the Govt. Accordingly accommodation for the team has already been arranged in the PWD Guest House, Near PWD Office, Opposite to the Police Parade Ground, Silchar. However, Team Commander, NDRF 1<sup>st</sup> BN, has requested the DDMA, Cachar that services of the NDRF teams sanctioned in the district may be utilized up to the optimum level by organizing training for the community volunteer's viz. CQRT, AAPDA MITRA, VDP etc. during the periods of preposition. NDRF 1st BN also proposes to help SDRF/F&ES to train their manpower in repairing and maintenance of boats if they set up a workshop for the same. Accordingly, the DDMA will co-ordinate with all concerned for successful conduct of the various capacity building activities in the District.

**IAF:** Indian Air Force agrees to assist the District Administration, Cachar whenever required. Process for requisitioning air support is that GoA will have to place request to JS-Air/ Eastern Air Command, Shillong with a copy marked to Air Force Station, Kumbirgram, Cachar. Further, DDMA, Cachar has requested IAF, Kumbirgram, Cachar to nominate Nodal Officer for co-ordination purpose during the requisition process and response phase.

**Assam Rifles:** Assam Rifles to provide jurisdictional details/ Area of Operation (AOR) and the control room contact numbers etc to DDMA Cachar for effective communication and coordination. Further, DDMA, Cachar has requested the Assam Rifles representative to nominate Nodal Officer for better coordination.

**F&ES:** F&ES informs that 5 Rubber boats and Oxygen cylinders are available. DDMA requested F&ES to provide details of the boats (year of procurement, nature of damages if any etc.), so that a decision can be made if these boats could be put into service or need to be decommissioned and accordingly permission can be taken from the ASDMA.

**NF Railway:** NF Railway to share contact details of the Nodal Officers for Stations under Cachar District & Badarpur Division for Disaster Management with DDMA, Cachar.

**APRO:** APRO to help the DEOC, Cachar for setting up a failsafe communication network during the disaster situation and additional manpower may be placed from APRO for round the clock duty during the disaster situation.

**AAI:** Airport Authority of India (AAI) to coordinate with DDMA during the time of seeking assistance for Indian Air Force for airlifting stranded people or dropping relief items or any kind of operation that situation warrant during the time of emergency.

**IAG/NYKS/NSS & NCC:** IAG/NYKS/NSS & NCC to create a database of all available trained volunteers and share the details with DDMA. DDMA to involve those

volunteers in the community level capacity building training to be organized with the help of NDRF during their deployment in the District. Further, the DDMA, Cachar has requested the representative of the IAG, NYKS, NSS & NCC, Cachar to extend necessary help during the disaster situation in the following aspects:

1. Provide support the response team during the search & rescue operation.
2. Provide support the relief camp in-charge for discharging duties for smooth functioning of the camp as per Govt.SOP.
3. Conduct joint rapid need assessment for relief camps.
4. Provide Psycho-social support to the relief camp inmates.
5. Conduct awareness on WASH for the relief camp inmates.
6. Extend necessary help to Departments for damage assessment

IAG: IAG to place manpower in DDMA office for effective coordination during the flood. DDMA to provide work station in the DDMA Office for the IAG person placed to work during the flood or any other emergency. Further, DDMA also requested IAG to conduct Joint Rapid Need Assessment with DDMA.

Further, CEO, DDMA Cachar requested all agencies to share the following details with DDMA, Cachar and create Whatsapp group with all agencies for smooth co-ordination during the disaster situation:

1. Nominate Nodal Officer and share contact details with DDMA, Cachar.
2. Sharing resource details available with agencies.

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

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

*1/2024*  
*3/4/25*  
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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, Cachar Districtt for necessary action.
4. CA/PA to the District Commissioner, Cachar.

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

*1/2024*  
*3/4/25*