

GOVT. OF ASSAM

OFFICE OF THE DEPUTY COMMISSIONER:::CACHAR:::SILCHAR:::

No. DDMA.314 (PDNA-2022)/CHR/2025-26/ 20

Dated: 29 / 11 / 2025

STANDARD OPERATING PROCEDURE (SOP)

For Execution of Recovery & Reconstruction Works under Assam PDNA-2022
(Education Department, Health Department, and Women & Child Development Dept.)

1. Constitution of the Implementation Committee

For overall coordination, monitoring, and decision-making regarding execution of Recovery and Reconstruction (R&R) works under Assam PDNA-2022, an Implementation Committee shall be constituted in Cachar district with the following composition in Department wise (Dept. wise Committee notification will be issued as per State SOP):

- District Commissioner – Chairperson
- CEO, DDMA – Member Secretary
- District Project Officer, DDMA – Member
- District Mission Coordinator, SSA – Member (For Education Dept.)
- District Project Engineer, SSA – Member (For Education & W&CD Dept.)
- Executive Engineer, PWD (Both Building Division) – Member (For all 3 Depts.)
- District Social Welfare Officer – Member (For W&CD Dept.)
- Joint Director of Health Services – Member (For Health Dept.)
- Assistant Engineer, NHM – Member (Health Dept.)

This Committee shall oversee planning, approval, implementation strategy, technical scrutiny, monitoring and compliance for all R&R works under PDNA-2022.

2. Execution of Works

2.1 Mode of Engagement

The Recovery and Reconstruction works may be executed through:

- a) Empanelled contractors/vendors of the DDMA for the current financial year, OR
- b) Short Tender Notice for fresh empanelment of contractors/vendors.

2.2 Tender Procedure

In case new empanelment is required, a short tender notice (7-10 days) shall be issued as per Government letter Memo No. RGR (RRR).560/2021/6, dated 12 June 2021, exclusively for immediate execution of PDNA-2022 R&R works.

2.3 Work Allocation

Work orders shall be issued only after due scrutiny by the Implementation Committee and verification of site-specific requirements by the concerned technical wings.

3. Field-Level Monitoring & Supervision

3.1 Assignment to Executive Magistrates

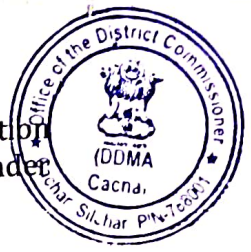
Blocks/cluster-level works of the Education, Health, and WCD Departments may be assigned to Executive Magistrates for continuous monitoring, periodic inspection, and supervision.

3.2 Reporting Format

Executive Magistrates shall submit:

- Weekly progress reports,
- Photographic evidence,
- Site visit observations, and
- Compliance verification reports to the CEO, DDMA for review by the Implementation Committee.

29/11/25



4. Compliance with Recovery & Reconstruction Funding Guidelines

All works must strictly adhere to norms laid down in the "Guidelines on Constitution and Administration of Recovery and Reconstruction Funding Window under NDRF/SDRF", specifically relating to:

- Scope of eligible works
- Financial ceilings
- Technical norms
- Quality standards
- Documentation and record-keeping
- Monitoring, evaluation, and audit compliance
- Implementation timeline must be adhered as per Govt. direction

No deviation shall be permitted without approval of the Implementation Committee and endorsement of the District Commissioner.

5. Financial Rules and Procedures

All financial transactions shall strictly follow:

- Assam Financial Rules,
- AFRBM (Assam Fiscal Responsibility and Budget Management) Rules, and
- Relevant treasury, procurement, and audit procedures.

Mandatory records include:

- Measurement Books (MB)
- Work Registers
- Bills with proper enclosures
- Geo tagging of the location of works (Schools/Hospitals/AWC's)
- GPS Photographs of pre/during & post completion of works
- Utilisation Certificates (UC)
- Completion Certificates
- Audit responses and compliance statements

Any violation shall be subject to administrative and financial accountability.

6. Documentation & Reporting

- Each line department shall submit weekly progress reports to DDMA/District Implementation Committee.
- CEO, DDMA shall compile and place the report before the Implementation Committee.
- Consolidated district progress reports shall be submitted to ASDMA through MIS as per timelines.
- Each works must be documented through video i.e. video of pre works/during works & after completion of the works and submit it to the DDMA, Cachar for record.

7. Effective Date

This SOP shall come into force with immediate effect and remain applicable for all Recovery and Reconstruction works under Assam PDNA-2022.

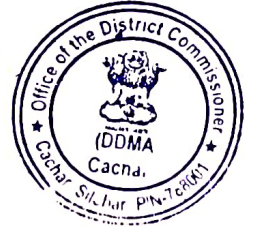

District Commissioner,
Cachar, Silchar. *29/11/25*

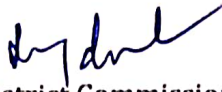
Memo. No: DDMA.314 (PDNA-2022)/CHR/2025-26/20 -A Date: *29/11/2025*

Copy to:

1. The Addl. Chief Secretary to the Govt. of Assam & CEO, ASDMA, Ancillary Block, Assam Secretariat, Dispur, Guwahati-6 for kind information.
2. The MD, SSA, Guwahati, Assam for kind information.

3. The Director, Health Services, Hengrabari, Guwahati for information.
4. The Director, W & CD, Guwahati Club, Guwahati for information.
5. The DMC, SSA, Cachar, Silchar.
6. The IS, CDC, Cachar, Silchar.
7. The DSWO, Cachar for information.
8. The JDHS, Cachar for information.
9. All Office Notice Board (State Govt. Offices), Cachar District for wide dissemination of the SOP.




District Commissioner,
Cachar, Silchar. *P. Bora*
27/11/25