



GOVT. OF ASSAM  
OFFICE OF THE DEPUTY COMMISSIONER: NAGAON  
(Relief & Disaster Management Branch)  
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No. DDMA/N/42/ 2017/101

Dated: - 08/11/2017


Minutes of the Monthly Review Meeting with Field Officers (DM) held on 07.11.2017 at 2.00 PM at the District Emergency Operation Centre Conference Room , O/O the Deputy Commissioner, Nagaon

Members present: - Annexure-1

A monthly review meeting with all the Field Officers (DM) was held on 07/11/2017 at the DEOC Conference Room, O/o the Deputy Commissioner, Nagaon to review the monthly Disaster Management activities under taken by the Field Officers (DM) for the month of October, 2017 and also to finalize the action plan for the month of November, 2017.

After a thorough discussion the following decisions were taken:-

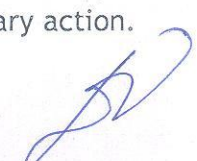
1. For review and monitoring the Disaster Management activities a format was developed in consultation with Field Officers which will be used for reporting of the activities from the month of November, 2017. All F.O (DM) to submit activity report in the said format to DDMA email id on every 3<sup>rd</sup> day of the month with all relevant enclosures.
2. All Field Officer (DM) to prepare 2 nos. of School Disaster Management Plan specially High and Higher Secondary schools in the month of November, 2017 and execute the plan by conducting drill with students and teachers.
3. Field Officer (DM) to select and enroll atleast 10 nos. Volunteers from each school for the month of November, 2017 and train them school safety drill "Drop Cover and Hold", so that the trained volunteers can conduct drill regularly with rest of the students.
5. Field Officer (DM) to select atleast 5 nos. village for preparation of Village Master Plan for Disaster Management and Village Land Use Plan for the month of November, 2017.
6. All Field Officer (DM) to prepare one cashbook and maintain voucher file related to the fund released from DDMA, Nagaon in connection with conduct of different disaster management activities undertaken by the Revenue Circle and place in the next monthly review meeting.
7. All Field Officer (DM) to submit Utilization Certificate against the fund released in respect of conduct of GPEMEX II and for conduct of CDMC meetings in the next monthly review meeting.
8. Field Officer (DM) to initiate the process of preparation of Circle Disaster Management Plan in the line of District Disaster Management Plan in consultation with CDMC members and submit progress status in the next monthly review meeting.
9. Field Officer (DM) Nagaon Sadar, Raha, Dhing and Kampur to prepare atleast one Ward Disaster Management Plan in respect of local urban local bodies functioning in the respective revenue circle.
10. The copy of all related reports such as SDMP, CDMP and VMP & DM and VLUP submit directly at DDMA email id ([ddmanagaon@gmail.com](mailto:ddmanagaon@gmail.com)) in PDF form.
11. The Disaster Professional, DDMA, Nagaon will collect and compile all the reports from F.O (DM) and place in the next monthly review meeting.
12. The Disaster Professional, DDMA, Nagaon to prepare Annual Activity Report of DDMA, Nagaon for the year 2017.

  
Addl. Deputy Commissioner &  
CEO, DDMA, Nagaon  
Dated: - 08/11/2017

Memo No. DDMA/N/42/ 2017/101 - (A)-

Copy to:-

1. The Chief Executive Officer, Assam State Disaster Management Authority, Dispur, Ghy-6, for favour of kind information.
2. All Circle Officers of Nagaon district for information.
3. The Disaster Professional, DDMA, Nagaon for information and necessary action.
4. All Field Officers of Nagaon district for information and necessary action.
5. PA to Deputy Commissioner, Nagaon for kind appraisal of DC.

  
Addl. Deputy Commissioner &  
CEO, DDMA, Nagaon