

GOVERNMENT OF ASSAM  
REVENUE & DISASTER MANAGEMENT (G) DEPARTMENT  
DISPUR, GUWAHATI

No.RGR/83/2012/Pt.II/21

Dated Dispur the, 24<sup>th</sup> Jan,2017

**OFFICE MEMORANDUM**

Disaster Management Act 2005 lays emphasis on preparation of Disaster Management Plans, Capacity Building for Disaster Management and Community Preparedness. With a view to strengthen the institutional capacity in these areas, it is decided to constitute Circle Disaster Management Committee (CDMC) in every Revenue Circle with the following Members:

1. Circle Officer of the Revenue Circle –Chairman
2. Filed Officer-DM-Convenor
3. BDOs of concerned Development Block-Member
4. Agricultural Development Officer-Member
5. Asstt. Engineer/ Jr. Engineer from WRD Division-Member
6. Extension / field officer of Veterinary Department-Member
7. Extension / field officer from PHED-Member
8. Range Officer, Environment & Forest Department-Member

Chairman, Circle Disaster Management Committee may invite any other official of other departments for its meetings.

**Duties and Responsibilities of CDMCs:**

- I. Provide technical and professional support to the VLMCCs for the preparation of Village Master Plan for Disaster Management.
- II. Design and implement awareness generation activities on Disaster Management
- III. Review and monitor the preparedness of Govt. departments and agencies on Disaster Management.
- IV. Provide feedback to the DDMA and extend cooperation to it in implementation of Disaster Management activities.
- V. Plan, implement and monitor relief and rehabilitation operations.

CDMCs should normally meet once in two months and as many times as may be required during times of disaster.

Minutes of every meeting of CDMCs should be recorded and shared with DDMA.

All Deputy Commissioners to ensure that the CDMCs are constituted immediately and monitor their functioning.

Yours faithfully,



(M.P.Sharma)

Secretary to the Govt. of Assam  
Revenue & D.M. Department

Memo No. RGR.83/2012/Pt.II/21-A

Dated Dispur the, 24<sup>th</sup> Jan,2017

Copy to:

1. CEO,ASDMA,Dispur,Guwahati-6
2. All Deputy Commissioner and Chairperson, DDMA
3. All Circle Officers
4. P.S. to Hon'ble Minister, Revenue & Disaster Management.

By orders etc.,



(M.P. Sharma)

Secretary to the Government of Assam  
Revenue & Disaster Management Department