



GOVT. OF ASSAM
OFFICE OF THE DISTRICT COMMISSIONER
SOUTH SALMARA MANKACHAR DISTRICT
HATSINGIMARI
(DISTRICT DISASTER MANAGEMENT AUTHORITY)

Email: dc-southsalmara@nic.in
Dated, Hatsingimari the 6th May/ 2026

No. HRR/DDMA/03/2026/

To,

1. The Chief Executive Officer, Zila Parishad, South Salmara Mankachar
2. The Circle Officer, Mankachar / South Salmara Rev. Circle.
3. Joint Director of Health Services, South Salmara Mankachar.
4. The Executive Engineer, PHE, South Salmara Mankachar Division.
5. The District Social Welfare Officer, South Salmara Mankachar.
6. The Inspector of Schools, (DDC), South Salmara Mankachar.
7. The District Elementary Education Officer, South Salmara Mankachar.
8. The District A.H & Vety. Officer, South Salmara Mankachar.
9. The Asstt. Executive Engineer, Building, South Salmara Mankachar Division.
10. The SDE, Mankachar ESD, APDCL, Mankachar.
11. The i/c Asstt. Director, FCS & CA, Hatsingimari.
12. The Block Development Officer, Mankachar/ Fekamari Dev. Block.
13. The CDPO, Mankachar/ Fekamari/ South Salmara ICDS Project.
14. The BEEO, Mankachar/ South Salmara Education Block.

Sub: Regarding SOP on Minimum Assured Facilities and Services in Relief Camps and Model Relief Camp.

Sir/Madam,

With reference to the preparedness measures for the ensuing flood season, the Standard Operating Procedures (SOPs) on *Minimum Assured Facilities and Services in Relief Camps and Model Relief Camp* are hereby circulated for your information and necessary action.


All concerned departments and officers are requested to:

- Go through the SOPs thoroughly and ensure strict compliance.
- Take necessary preparatory measures for operationalization of relief camps as per the prescribed norms.
- Ensure availability of minimum assured facilities such as safe drinking water, sanitation, health services, food & nutrition, lighting, protection of vulnerable groups, and other essential services in all designated relief camps.
- Identify and prepare Model Relief Camps with enhanced facilities as per guidelines.
- Coordinate with line departments for convergence of services and effective camp management.
- Keep manpower and logistics ready for immediate deployment during emergencies.

Further, you are requested to disseminate the SOPs to all subordinate offices and field-level functionaries and ensure that adequate awareness and orientation is conducted for smooth implementation during flood situations. This may be treated as **most urgent and important** in view of flood preparedness.

Encl.: As stated above


Yours faithfully,


Addl. District Commissioner cum CEO
DDMA, South Salmara Mankachar
Hatsingimari
Dated, Hatsingimari the 6th May/ 2026

Memo No. HRR/DDMA/03/2026/ (A)

Copy to

1. The DIO, NIC, South Salmara Mankachar District for information and necessary action. He is requested to upload all SOP's on District Website.
2. The Field Officer (DM), Mankachar / South Salmara for information and necessary action.
3. CA to District Commissioner, South Salmara Mankachar for kind appraisal.


Addl. District Commissioner cum CEO
DDMA, South Salmara Mankachar
Hatsingimari

