



GOVERNMENT OF ASSAM
OFFICE OF THE DISTRICT COMMISSIONER: GOLAGHAT
(DISTRICT DISASTER MANAGEMENT AUTHORITY)

Email- dc-golaghat@nic.in

Ph. 03774-280222

No.DM-22/16/2025-DDM-GLT-Part (1)

Dated Golaghat the 19th May 2025

To,

1. The Circle Officer, (Golaghat/Dergaon/Bokakhat/Sarupathar/Khumtai/Morongi)
2. The Joint Director of Health Services, Golaghat.
3. The C.E.O, APDCL, Golaghat.
4. The D.V.O, A.H. &Vety, Golaghat.
5. The Inspector of Schools, Golaghat.
6. The DEEO, Golaghat.
7. The D.S.W.O, Golaghat.
8. The District Child Protection Officer, Golaghat
9. The DIPRO, Golaghat
10. The Executive Engineer, P.H.E.D, Golaghat & Bokakhat.
11. The E.E, PWD (Building & NH) Dept. Golaghat District (T) Building Divn.
12. The Executive Officer, Municipal Board (Golaghat/Dergaon/Bokakhat/Sarupathar/Barpathar)
13. The SDIPRO, Bokakhat & Sarupathar

Sub: Regarding compliance to Relief Camp Management Guidelines and the SOPs


Sir/ Madam,

With reference to the above, as you are aware of the ensuing flood season, you are requested to ensure compliance to Relief Camp Management Guidelines and the SOPs for effective management of Relief camps during flood 2025.

The Relief Camp Management Guidelines and the SOP is enclosed herewith for your information and necessary action.

Enclosed: As stated

Yours faithfully,


District Commissioner &
Chaiman, DDMA, Golaghat
Dated Golaghat the 19th May 2025

Memo No.DM-22/16/2025-DDM-GLT-Part (1)

Copy to:

1. The Chief Executive Officer, Zila Parishad, Golaghat, for kind information.
2. The Superintendent of Police, Golaghat, for kind information.
3. The Co-District Commissioner (Bokakhat/Dergaon/Sarupathar) Co-District, for kind information.


District Commissioner &
Chaiman, DDMA, Golaghat



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Dated Golaghat the 19th May/2025

NOTIFICATION

In pursuance of ASDMA Letter No. eCF No.638911/07 Dated. 11-04-2025, and in exercising the powers vested upon me as Chairman, District Disaster Management Authority, Golaghat under Section 30 (xxiv) 33 & 34(e) of Disaster Management Act 2005 ,the following Institutions/ Buildings under different Revenue Circles of Golaghat district have been notified as Relief Camps for flood 2025 in the District. These Relief camps will be operational under supervision of concerned Revenue Circle Officers as per Standard Operating Procedures (SOP) / Guidelines for Relief Camp Management received from Assam State Disaster Management Authority, Dispur.

Sl No.	Name of Revenue Circle	RELIEF CAMP NAME	Camp - In Charge	Contact No.of Camp in Charge
1	Bokakhat	No. 1 Hatikhuli T.E. LPS	Diganta Kumar Das	7002241568
2	Bokakhat	No. 2 Hatikhuli T.E. LPS	Dilip Das	8638580901
3	Bokakhat	No. 5 Bosapathar LPS	Biki Das	7002290340
4	Bokakhat	Bokakhat Kendriya Girls MES	Dibya Kumari Chetry	6000067641
5	Bokakhat	Bokakhat Town High School	Dek Nath Upadhya	9864779341
6	Bokakhat	Borjuri Bagicha. LPS	Dipul Charo	9957258257
7	Bokakhat	Borpak Anusuchita Jati MES	Dhruba Prasad Das	9101503221 / 9854869599
8	Bokakhat	Budhbari Girls' Senior Basic School	Durlove Deka	6000741367 / 7635806170
9	Bokakhat	Dhansirimukh Janajatiya MVS	Sanjib Chakraborty	9435152905
10	Bokakhat	Difaloo Pathar HS	Dilip Thapa	8638319302
11	Bokakhat	Geleki MES	Narayan Powrel	9854856530 / 7002536508
12	Bokakhat	Kaaziranga Girls High School	Rajumoni Saikia	9854385321


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13	Bokakhat	Kaziranga HS	Udayan Phukan	8638793193
14	Bokakhat	Kaziranga LPS	Merry Buragohain	9957100412
15	Bokakhat	Kaziranga National Park HS	Bhubon Khatiwora	9101597664
16	Bokakhat	Kohora Pilkhana LPS	Paranjai Adhikari	9706370517
17	Bokakhat	Kolakhowa LPS	Manaos Protim Bora	7002516522
18	Bokakhat	Kuruabahi Rangora LPS	Gitima Borphukan	9957959956
19	Bokakhat	Latabari Ahom Gaon Banua LPS	Ashok Dora	6000641942
20	Bokakhat	Kamargaon Higher Secondary School	Sri Indrajit Phukan	7002635628
21	Bokakhat	Mungilal Krishna Devi Balika Bidyalaya	Sewali Dutta	7896497787
22	Bokakhat	Namdoyang Nimna Buniyadi Vidyalaya	Pratibha Mahanta	7002975183
23	Bokakhat	Numaligarh Higher Secondary School	Nibedita Tanti	6002786790
24	Bokakhat	Porongonia HS	Gopal Kakoty	9854671141
25	Bokakhat	Pub Kuruabahi MES	Sri Prodip Das	9365954088
26	Bokakhat	Rangajan Bagicha LPS	Dimbeswari Gogoi	9957824968
27	Bokakhat	Rising Sun English School	Tanuka Karmakar Sarkar	8011607632
28	Bokakhat	Sildubi MES	Tara Devi	6002415284
29	Bokakhat	Siljuri Bagan LPS	Gitanjoly Das Bora	7002886102
30	Bokakhat	Bogorijuri Bonua LPS	Raju Sahu	9954718073
31	Bokakhat	Sankar Dev Shisu Niketon, Kohora	Ranjan Rajkhuwa	7002426486
32	Bokakhat	Bokakhat Higher Secondary School	Kamal Gogoi	7086739605
33	Bokakhat	Bokakhat Hindi High School	Papia Shome	9101443156
34	Morongi	Morongi Nimna Buniyadi Bidyalay	Runima Borgohain	86384 78079
35	Morongi	Morongi MVS	Manash Protim Sharma	7002170811


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36	Morongi	Kuruka MES	Ajoy Gogoi,	8134985039
37	Morongi	Kanaighat LPS	Swarnalata Deka	7002860215
38	Morongi	Rajabari Letekujan MES	Jintu Borthakur	7002926609
39	Morongi	Letekuchapori Mozdur LPS	Tonkeshwar Gogoi	6000754458
40	Morongi	Doigrung Bagan MES	Nabin Bailung	9101498107
41	Morongi	Pandit Hemchandra Goswami Bidyalay	Abdul Malik	8638612160
42	Morongi	Thuramukh LPS	Momi Neog	9101695085
43	Morongi	Mainapara HS	Mridupaban Sarma Borborah	9101556614
44	Morongi	Kathkotia LPS	Nabajit Tanti	6000502050
45	Morongi	Ponka S.B.S	Aparna Sharma	9435340344
46	Morongi	Dhulia Gaon LPS	Beauty Borah Saikia,	9101978475
47	Morongi	Marangi Dinanath HS school	AshokBordoloi	9706086818
48	Morongi	Patkotia LPS	Utpala Dutta	9435150408
49	Morongi	Doigrung LPS	Krishna Saikia Medhi	7399779464
50	Morongi	Abhoipuria LPS	Anita Gogoi	7002813047
51	Morongi	Rangajan Bagan MES	Lalit Saikia.	8134817198
52	Morongi	Halmora tup LPS	Md. Aftauddin Ahmed	9435462274
53	Morongi	Dhansiri par LPS	Smti Runjun Das	9101841962
54	Morongi	Kumarpatti Mundajyoti LPS	Dillip Ganju	9101927364
55	Dergaon	Bahguri Udayan Tribal High School	Khiromoni Sonowal	9101532562
56	Dergaon	Dergaon Town High School	Sri Rajib Nath	9435463411
57	Dergaon	Dergaon High Secondary School	Sri Anup Borthakur	9435276733
58	Dergaon	Negheriting High School	Smti Lukumai Das	7002562130
59	Dergaon	Garmora L.P. School	Sri Prodip Saikia	8638153967

60	Dergaon	Neheru MES	Sri Jiten Rabidas	9707684859
61	Dergaon	Koroiani High School	Sri Manash Jyoti Sarmah	9854838942
62	Dergaon	Nabhanga Bapuji High School	Sri Dhrubajyoti Goswami	8812095978
63	Dergaon	Rangamati High School	Sri Diganta Dutta	7002135214
64	Dergaon	Deben Sarma LPS	Sri Pankaj Sarmah	9132655797
65	Dergaon	Gelabil Abhyason LPS	Sri Munindra Kumar Das	7086302961
66	Dergaon	Dergaon Town Abhyason LPS	Sri Porag Thakur	6001741167
67	Dergaon	Negheriting Tekelia Line LPS	Sri Santumoni Rajkhowa	9101649776
68	Dergaon	No.6 Negheriting LPS	Smti Ruli Borah	9101793825
69	Dergaon	Dergaon Town SBS	Sri Romesh Sarma	8638986343
70	Dergaon	Dergaon Girls SBS	Sri Bsasana Dutta Bhuyan	9954283763
71	Dergaon	Dergaon Girls HSS	Sri Chidananda Pathok	9954749696
72	Dergaon	Indranee Devi HSS	Sri Pradip Bora	8638754844
73	Dergaon	Sankardev High School	Smti Boby Neog	7399199080
74	Dergaon	Gormora High School	Sri Golap Saikia	8638550428
75	Dergaon	Navajyoti High School	Sri Dipak Kumar	7002958181
76	Dergaon	Sankardev Janajati ME School	Sri Nomal Baruah	9577317509
77	Dergaon	Auniati Bishnudev High School	Sri Gobin Bhuyan	9365435397
78	Dergaon	Namti LP School	Sri Anshuman Chetla	600239283
79	Dergaon	Natun Chakala LP School	Sri Jlyaur Rahman	9085074207
80	Sarupathar	MILONJYOTI HS	AJIT DUTTA	9101744122
81	Sarupathar	GELABIL GB HS	KAMAL BORA	9101559163
82	Sarupathar	DHUNDACHAM HSS	ASHIM DAS	8011274282
83	Sarupathar	M.C. DEV HS	DHAN PRASAD LIMBOO	7002713191
84	Sarupathar	DA PATHAR HS	JATIN KAKATY	9678630232

85	Sarupathar	NAOJAN HSS	SHERBAHADUR CHETRY	7002366411
86	Sarupathar	CHUNGAJAN HS	BIKRAM KUMAR ALLEY	9957200905
87	Sarupathar	GELABIL GIRLS HS	MITALI KAKOTY	9365729997
88	Sarupathar	FAKHRUDDIN ALI AHMED LPS	Samir Ahmed	9859578174
89	Sarupathar	PANJAN LPS	Bolin Chandra Borah	9707238256
90	Sarupathar	NAGAJORI LPS	SahiduRahman	9435436729
91	Sarupathar	TARA PADUMANI LPS	Ajit Kumar Duarah	8011164079
92	Sarupathar	PARGHAT LPS	JUGANANDA KHATANIAR	9854311705
93	Sarupathar	2 NO. TENGANI LPS	Sundar Chandra Neog	9101094349
94	Sarupathar	SIMOLU CHAPORI LPS	BHARATI BARUAH	8638775467
95	Sarupathar	1 NO. DUBARANI LPS	ARCHANA DAS	6001751232
96	Sarupathar	M.C. DEV LPS	SumkiDey	8638621764
97	Sarupathar	KORDOIGURI MODEL LPS	MakonKalitaPhuk an	9435932763
98	Sarupathar	JYOTIBON LPS	Mohan Basumatary	9365386714
99	Sarupathar	DIGHALI LPS	DIJEN GOGOI	7002839589
100	Sarupathar	2 NO. PODUMONI LP	MOROMI BORAH KARMAKAR	9101468270
101	Sarupathar	SANKARDEV LPS	JogenChangmai	9101769042
102	Sarupathar	1 NO. PODUMONI JBS	Binita Borah	9401187019
103	Sarupathar	DUBARANI SHYAM GAON LPS	Arun Kumar Borah	7002612656
104	Sarupathar	GELABIL GANDHI HINDI LPS	Radha Mohan Singh	9101576234
105	Sarupathar	BORDUBI LPS	Monika Boroo	8812944708
106	Sarupathar	SINGIMARI JANAJATI MES	GopalShrestha	8638515074
107	Sarupathar	JAWAHARLAL SR. BASIC	JadavBaruah	9435488759 8638087829
108	Sarupathar	PADUMANI MES	MOMI MAHANTA	9954978639
109	Sarupathar	AMGURI BOSAPATHAR MES	JANTI RAM GOGOI	9101851878
110	Sarupathar	BORBALI MES	DulalChChutia	9101813656
111	Sarupathar	BACHAPATHAR BINAPANI HINDI MES	BhaktaBahadurShr estha	8638165488
112	Sarupathar	PANJAN PARGHAT MES	Nabajyoti Sarma	6900998581 9101675858


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113	Sarupathar	BORHOLLA NAVA JYOTI MES	GopalTamang	8472929815 6001383234
114	Sarupathar	HERHERI JANAJATI MES	Rahul Dutta	9678543470
115	Sarupathar	Tengani Ahatguri MES	Nripen Choudhary	7002891844
116	Sarupathar	Ghula Pani Salem Baptist Church (FV)	Binoy Surin (Gaon Pradhan)	7578991235
117	Sarupathar	Dighali Majgaon LPS	BikashSaikia	8822178036
118	Sarupathar	Nahorkhana LPS	Probin Bora	8822956018
119	Sarupathar	Madhuribil BojarGhar	PremadharGogoi	9706831871
120	Sarupathar	Nimati BaghGaon LPS	LasitPhukon	9101879172
121	Sarupathar	1 No Kekuri LPS	KonakKarmakar	6002932260
122	Sarupathar	1 No. Kherbari LPS	Atabur Islam	8473926522
123	Sarupathar	Madhupur LPS	Fotik Bora	7002597003
124	Sarupathar	3 No Dolonipathar LPS	AnuwarHussain	9101897783
125	Sarupathar	3 No. Dolonipathar Haphijia Madrasa	Md. AtaurRahman	7002563247
126	Sarupathar	3 No Dakhin Dayalpur LPS	Abdul Hanif Ali	6000912904
127	Sarupathar	Dayalpur Club	Chandra Rana	9387778020
128	Sarupathar	Pithaghat Sarasati LPS	PuspoGogoi	6002498296
129	Sarupathar	Simanta Janajati ME	Chandra KantaHazarika	9508689885
130	Khumtai	1 NO KHUMTAI MODEL LPS	Sri Mousum Das, H.T.	7002153323
131	Khumtai	KHUMTAI HSS	Sri Minal Baruah, HM	8638768906
132	Khumtai	LETEKU CHAPORI LPS	Mrs. Pori Gogoi Konwar, H.M.,	9531438534
133	Khumtai	NO.1 BUTALIKHUWA LPS	Sri Ambahadur Chetry, HM,	7002562841
134	Khumtai	NO.2 BUTALIKHUWA LPS	Runumai Gogoi HM	8876093791
135	Khumtai	NO.1 BUTALIKHUWA BARBALI TUP LPS	Pranjai Das HM	8486851343 7086598164
136	Khumtai	THENGAL GAON M.E.School	Rimpi Gogoi, HM	6001448349
137	Khumtai	DANOHSUK LPS	Smti. Jita Moni Saikia HM	6002867562
138	Khumtai	DUSUTIMUKH HIGH SCHOOL	Sri Sashi Gohain, H.M,	9859216325
139	Khumtai	HATIMORA LPS	Smti Lucky Das, H.M.,	9101695857

District Commissioner
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140	Khumtai	BADULIPAR H.S. SCHOOL	Smti Haripriya Bora, H.M.,	9101660617
141	Khumtai	SINGABILL LPS	Monika Das	9854215101
142	Khumtai	RANGAMUNI LPS	Jayshree Jahnabi Neog	8638524859
143	Khumtai	LEBLEPI LPS	Smti. Runima Sharma, H.M.,	8761919684
144	Khumtai	NA-GAON LPS	Sri Jitumoni Bhuyan,	7002248343
145	Khumtai	DEBA KUMAR GOGOI MES	Sri Tanuram Gogoi, HM	7086718266
146	Khumtai	1 NO LIKSON LPS	Sompa Gogoi	7896317820
147	Khumtai	APIRAM GOGOI HIGH SCHOOL	SRI PRASANTA KR. GOGOI	9854026160 8011149304
148	Khumtai	GOLOK BORBORA HIGH SCHOOL	PURABI SENAPATI	8822063423
149	Khumtai	MAJCHAPORI JANAJATI HIGH SCHOOL	SRI JIBON BORA	9435727901 7002432381
150	Khumtai	TINICHUKI MISSING LPS	Leela Kanta Loying	9864147772
151	Khumtai	GULUNG PATHORI HIGH SCHOOL	JOTIN DOLEY	9859372524 7002905068
152	Khumtai	SELEK GAON LPS	Nava Kanta Bori	9101264816
153	Khumtai	ALAMI CHAPARI RAGADIA LPS	Rajat Tamuly	6002926306
154	Khumtai	CHENI CHANDRA LOING MES	LAKHIRAM SUT	9954696127
155	Khumtai	MISSIMI ATI AMGURI MES	JOGEN TAMULY	9859529388
156	Khumtai	NAKKATI TINCHUKI MES	BHOBEN BORPUZARI	7002721063
157	Golaghat	Guwaljan Lower Primary School	Jyotish Rajkhowa	7399920099
158	Golaghat	Barishuwa Lower Primary School	Bhoban Gogoi	9365890007
159	Golaghat	Chokial Lower Primary School	Sri Pulaska Rajkhowa	7002760797
160	Golaghat	Chokial Muktab Lower Primary School	Sweety Saikia	9678263460
161	Golaghat	Borkochari High School	Smt Sewali Gogoi	7002173326
162	Golaghat	Bamun Gaon Namghor	Upen Boruah	9864530564
163	Golaghat	Ghiladhari Senior Basic School	Sri Debakanta Chutia	8811849452
164	Golaghat	Athgaon Gaon Panchayat	Sibo Saikia	8011512862
165	Golaghat	Fatuwal Namghar	Manik Phukan	9864517378
166	Golaghat	Salikihat High School	Khogen Gogoi	9435771997

167	Golaghat	Bosa Bhoralua Lower Primary School	Bhabani Rajkhowa	9401909513
168	Golaghat	Gyanadoy Lower Primary School	Shimanta Das	7002212933
169	Golaghat	No.1 Rajonakhat Lower Primary School	Sri Nasib Ali Borbora	9707865453/ 8638272306
170	Golaghat	Bokolai ME School	Smt Mafia Begum	7086696386
171	Golaghat	3 rd Bosa Lower Primary School	Smt. Sobnam Fasmin	9365724446
172	Golaghat	Dhonsiripar Lower Primary School	Miss Purnima Bora	6002101977
173	Golaghat	Sonkerdev Lower Primary School	Krishna Bora	9101640496
174	Golaghat	Kathkotia Lower Primary School	Nilima Mili	9854820416
175	Golaghat	Lunpuria Lower Primary School	Mitali Gogoi	6003489224
176	Golaghat	Molahanitup LP School	Sri. Subhrajyoti Gohain	8486228099/910111790 0
177	Golaghat	Hautoli Dhansiripar ME School	Mridul Gogoi	9707866006
178	Golaghat	Aitoniamiri LP School	Daisy Saikia	9401515160
179	Golaghat	Kuwari Gaon LP School	Lombit Handique	7896505038
180	Golaghat	Nogora High School	Ajanta Baruah	7002018635
181	Golaghat	No.5 Mudoigaon Balika Buniyadi Vidyalaya	Jesmin Begum	9954162555
182	Golaghat	Bosa Bokotial Gyanpith High School	Anu Kr. Rajkhowa	7002126347
183	Golaghat	Kharjan L.P.School	Dipanjali Bora	6002130630
184	Golaghat	Rupjyoti nagar ME School	Minakshi Bora	6001647677
185	Golaghat	Hirimbapur LP School	Phuleswary Basumatary	6002414091
186	Golaghat	Telishal LP School	Ganesh Mushahary	9365233805
187	Golaghat	Changkhaity LP School	Bishram Basumatary	9365819107
188	Golaghat	Doyangpar LP School	Phondei Goyary	9395271738
189	Golaghat	Podumpathar LP School	Anil Limbu	8812993010
190	Golaghat	2 No. Sonalipathar LP School	Prafulla Dulla Kakhoria	8638965118
191	Golaghat	Noreshpur LP School	Numol Gogoi	6002036099
192	Golaghat	Goroibill 3 No. Sonalipathar LP School	Hirod Saikia	9613094658
193	Golaghat	Doyang LP School	Jagot Saikia	9476529926


 Deputy Commissioner
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194	Golaghat	Biyakorua LP School	Biswajeet Phukan	8638019681
195	Golaghat	Tonajan LP School	Sanidul Haque	9854249964
196	Golaghat	Negheripathar LP School	Kiran Boro	9365902760
197	Golaghat	Kachomari High School	Hiren Kakoti	9365404351
198	Golaghat	Musorbhanga LP/ME School	Reboti Neog	9365842140

The concerned Revenue Circle Officers, HODs of Zilla Parishad, P&RD, PWD (B), PWD, Roads, PHED, Women and Child Development, DFO (T), Health & Family Welfare, Education, FCS & CA, Police, APDCL, Fire & Emergency Services and other concerned Officers will take necessary action accordingly as per Standard Operating Procedures (SOP) for Relief Camp Management issued by ASDMA, Dispur.

Provisions for Child Friendly Spaces for each Relief Camp will be ensured by Dist. Social Welfare Officer and Block Elementary Education Officer in consultation with Circle Officer concerned accordingly.

The order will come into force with immediate effect.

Matter Flood Urgent


 District Commissioner &
 Chairman, DDMA, Golaghat
 Dated Golaghat the 19th May/2025

Memo NO DM-22/16/2025-DDM-GLT

Copy to,

1. The CEO, Zilla Parishad, Golaghat for kind information and necessary action.
2. The Superintendent of Police, Golaghat for kind information and necessary action.
3. The Addl. District Commissioner, DDMA, Golaghat, for kind information and necessary action.
4. The Co-District Commissioner, (Bokakhat/Dergaon/Sarupathar) Co-District, for kind information and necessary action.
5. All the Revenue Circle Officers, Golaghat, for information and necessary action.
6. All the Executive Officers, Municipal Boards (Golaghat, Dergaon, Bokakhat, Barpathar and Sarupathar) for information and necessary action.
7. The Border Magistrates, A, B, C & D Sector, for information and necessary action.
8. All the Heads of Departments for information and necessary action.
9. All Field Officers (DM), DDMA, Golaghat for information and necessary action.
10. Office file.


 District Commissioner &
 Chairman, DDMA, Golaghat
 District Commissioner
 Golaghat

1 8-7

Assured Minimum Facilities and Services in Model Relief Camps

Standard Operating Procedures

Whereas the 'Relief Camp Management Guideline' (Appendix-XXXV) of the Assam Disaster Management Manual, 2015 provides detailed guidelines for managing flood relief camps. Whereas, the Government of Assam has notified detailed Standard Operating Procedures for Relief Camp Management vide letter No. ASDMA. 37/2019/Part/55 dated 16th May 2020 which defines department wise role and responsibilities for the management of relief camps. Whereas UNICEF teams have been deployed during floods in the last couple of years to monitor the compliance of the SOP and the reports identify good practices as well as areas of improvement. Based on these, it has been decided that one model relief camp will be operationalized in each of the Revenue Circles which will demonstrate assured minimum facilities and services in line with procedures as follows:

- **Defining the assured minimum facilities and services-** For the model relief camps, the component-wise benchmarks as defined under Section 5 of the relief Standard Operating Procedures for Relief Camp Management will be interpreted as the minimum assured facilities and services in relief camps. These are annexed to this SoP
- **Revenue Circle Officer as Coordination Lead-** The Revenue Circle Officer will be the coordination lead and will be responsible for coordinating with relevant stakeholders to prepare for and operationalize the model relief camps demonstrating the assured minimum services and facilities in the camps. The Field Officer, DDMA placed at the Revenue Circle will act as deputy to the Circle Officer for this purpose. DDMA led by the District Commissioner shall ensure all possible support to the Coordination lead in operationalizing the model relief camps and shall visit in person to the camp at least once to monitor compliance.
- **Identification of the model camp site-** The Revenue Circle Officer shall carefully identify the model relief camp ensuring the safety and access to the location of the camp including for persons with disability, infrastructure including for accommodation, community kitchen, child friendly space, breastfeeding corner, adequate and separate toilets and bathing spaces, safe drinking water, waste management facilities etc
- **Duty Roster by department-** The duty roster for each service component by department wise officials/staff/volunteers must be prepared in advance in line with component-wise benchmarks and the roster should be displayed with contact numbers in the camps.
- **Camp-level management by all women groups-** The Circle Officer shall ensure the formation of an all-women committee for management and monitoring of the model camp. The committee's Terms of Reference will be as follows:
 - **Composition-** The committee shall have 20 members including subcommittee members. 10 of these members shall be from the village where the model camp is located while the remaining 10 members will be added from the population taking shelter in the camp when it is in operation. The women members from the village shall include women from the Village Organization of SHGs, ASHA, Anganwadi Workers, Mid-Day Meals Cook, Teachers, village elders etc.
 - **Structure-** The committee shall have a president and a convenor preferably from the Village Organization of Self-Help Groups under ASRLM who will be responsible for coordinating the


District Project Officer
DDMA Golaghat


Addl. District Commissioner
Golaghat

activities in the camps. Further, the committee shall have a minimum 7 sub-committees, including Registration, Relief Distribution, Food Management, WASH management, Child-Friendly Space Management, Protection, health & first aid. The sub-committees must be formed on day 1 and shall be displayed prominently in the camps.

- **Roles and Responsibilities**
 - Support identifying and pre-arranging all services in the camps. Ensure that the needs of women and children are carefully taken care of at the planning stage.
 - Mobilize and engage people in camps for different camp functions including registration, management of residential areas and room allocation, hygiene in camps, management of community kitchen, management of child-friendly spaces including breastfeeding corners, management of toilets and bathing spaces, management of health services in camps, fodder for livestock, etc
 - Monitor the camp situation and hold meetings with people in camps to address common needs such as overall hygiene and issues related to children, women, elderly and persons with disability.
 - Report through the camp in-charge to the Revenue Circle Officer on needs in the camp
 - Conduct awareness activities using materials provided by ASDMA including on the provisions of assistance as per SDRF norms.
- **Duration-** The committee shall be operational throughout the flood season and will be re-constituted before floods every year.
- **Fund and incentive-** The committee will receive a certificate of appreciation from the DDMA on completion of its tenure.
- **Operationalizing the Model Camps-**
 - **Pre-announcement-** The camp should be predictably operationalized with a proper announcement on its operationalization in the targeted villages.
 - **Demarcations-** Before the camp is operationalized, all identified spaces including registration desk, living rooms, child-friendly space, breastfeeding corner, drinking water point, toilets separate for males and females, bathing spaces (Male and Female), store room, sick room, kitchen, back office, recreation rooms etc shall be demarcated before the camp is operationalized
 - **Pre-positioning-** All supplies including food materials, IEC Materials, Registration related materials including computer, power back up, medical supplies, temporary toilets, water tanks, filters, chlorine tablets, waste management tools such as bins, toilet cleaners, soap, bleaching powder, mosquito repellents etc shall be prepositioned before the camp is operationalized.
 - **All Women Camp Management Committee-** The committee shall be present in the camp before the registration starts (existing members) and shall be ready with camp routine (including timing of services, rules of stay etc). The committee shall take the lead and enroll other members upon completion of registration.
 - **Registration-** The Front Desk and Back Office shall be set up in the camp. The Registration desk shall be managed by two personnel equipped with a computer and the registration shall be managed digitally as well as in the register. The first registration shall be updated and shared with the Circle Office by 11 am every day. The front desk shall be located at the entrance with chairs and table, visible signage, a display board with service-wise contact persons, and family


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ticket. Each family getting registered in the camp shall be given a family ticket. Volunteers shall be deployed to ensure smooth functioning.

- **Activating services-** All services in the camp including relief distribution/food distribution, health-related activities, toilet use and maintenance, child child-friendly spaces activities shall be organized according to a schedule. Please refer to **Annexure 1** for details of services and infrastructure The schedule shall be visibly displayed in multiple locations in the camp. Each service to the families shall be recorded on their family ticket by the respective service provider.
- **Community Kitchen-** As far as possible, the community kitchen shall be made operational in the model camps. The mid-day meals (assets) shall be used to operationalize the community kitchen
- **Child Friendly Spaces and Breast-Feeding Corners-** The activities with children including their learning continuity must be visibly maintained with the help of designated teachers and Anganwadi workers. VHSND activities including immunization, complementary feeding sessions, and other activities as listed in the guidelines shall be carried out in totality as per a routine and with proper duty roster. Age-wise engagement must be maintained.
- **Safe drinking water, sanitation, and hygiene-** Safe drinking water including proper storage and use shall be ensured (as per defined standards). Separate toilets (well illuminated) for male and female population shall be ensured as per guidelines. 1-2 persons must be deployed in the camp for maintenance of the toilets and bathing spaces in coordination with camp committees
- **Recreation activities-** All age groups of people shall be supported with recreational activities including local folk culture activities, sports activities, screening of movies etc.
- **All hazard safety-** Appropriate measures should be taken for fire safety, crowd management, food safety, health safety, earthquake safety, etc shall be maintained in the camp
- **Registering Feedback-** The camp management committee shall take the lead with the help of volunteers in collecting feedback from people. The people in the camp shall directly provide feedback to the WhatsApp number provided.
- **Use of IEC Materials-** IEC materials shall be displayed at appropriate locations in the camps. ASDMA-developed IEC Materials should be used to maintain standardization.
- **Documentation-** All activities in the model camp shall be documented properly through video and photo documentation.



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Annexure 1- Basic Minimum Services and Infrastructure in the Model Relief Camp

Components	Responsible Departments	Minimum Benchmarks
Administration and Management of Camps	Revenue and DM, Education, P&RD, ULB, APDCL	<ul style="list-style-type: none"> All affected people have information about the location of camps and have means to reach the location All camp inmates are registered and have family tickets updated Camp register regularly updated and information as per the template shared to Circle Office on daily basis All camps have lightning arrangement upto toilets and bathrooms
Basic facilities- Water Sanitation and hygiene	Public health engineering, P&RD, Municipal Corporations/ Boards	<ul style="list-style-type: none"> All activities are well coordinated with relevant stakeholders as per common approaches and standards defined in the Assam DM Manual, 2015 ensuring that all critical WASH gaps and vulnerabilities are identified and addressed without duplication. All camp inmates have access to portable water <u>(atleast 20 litres/person/day)</u> All camp inmates have access to toilet within 50 Meters from the designated residential spaces All male and female inmates have access to separate bath rooms in the camps All camps have arrangements for management of solid and liquid waste All camps have clean and functional waste water drainage Hygiene education and information in general more particularly related to safe and hygienic child-care and feeding practices are provided to all women and child caregivers in the camp. In all designated child-friendly spaces, 1–2 litres of drinking water per child per day (depending on climate and individual physiology); access to hygienic toilet or latrine squat hole and means handwashing after defecation with soap or an alternative; appropriate hygiene education and information are provided to children, guardians and duty bearers in CFS.
Food security and Nutrition	Social Welfare, Health and Family Welfare, Revenue and DM, Education	<ul style="list-style-type: none"> Activities related to the nutrition of children and protection of vulnerable groups including children and women are well coordinated with all responsible stakeholders and ensuring that all critical nutrition-related gaps and vulnerabilities are identified and addressed without duplication. All camp inmates have access to GR in the camps as per norms Community kitchens are set up in camps where feasible All eligible mothers/lactating mothers in the camps are


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		<p>receiving counseling and guidance on Infant and Young Child Feeding</p> <ul style="list-style-type: none"> • All children with acute malnutrition in camps receive appropriate care and needed support. • Micronutrient needs of all pregnant women/lactating mothers and infant and young children are met with additional sources of micronutrients. • All camp inmates have access to information on nutrition in emergencies and various sources of getting nutrition services • Breastfeeding corners are established in all camps in the designated child friendly spaces
Clothing	Revenue and DM	<ul style="list-style-type: none"> • All inmates having the need for climate-friendly clothing have been provided with age, gender and size-appropriate clothing as per norms
Medical Facilities and Psycho-Social Support	Health and Family Welfare, Social Welfare	<ul style="list-style-type: none"> • Health-related activities at the camp level are well coordinated with relevant stakeholders at the camp, Circle/Block and District level • All camp inmates screened for diseases and necessary medical support provided. • All pregnant women, lactating mothers, infant and young children in the camp receive required vaccination and medication including measles vaccine, vitamin A and deworming medication in the relevant age group (as applicable) • All camp inmates receive appropriate measures against protection of mosquito and vector borne diseases • All camp inmates are given key health education/promotion messages through multiple channels. • VHNDs are being held as per routine in the designated child friendly spaces running within the camps
Special provision for protection women, children and elderly	CFS- Education, Social Welfare, PHED, Health and Family Welfare	<ul style="list-style-type: none"> • All camps have child friendly spaces and all activities in Child Friendly Spaces in the camps are well coordinated with ensuring that all critical education gaps and vulnerabilities are identified and addressed without duplication. • Child and adolescent friendly emergency non-formal programmes, including play and early learning for young children, are conducted in all Child Friendly Spaces as per the guideline • All child friendly spaces are safe and free from violence, and children, including girls. • Other activities including VHND related, breast feeding corner, WASH and Nutrition services and psycho-social care services are provided in a well-coordinated manner in the CFS


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	Protection-Social Welfare (DCPUs), Police, P&RD, Municipal Corporations/ Boards	<ul style="list-style-type: none">• All children, women and girls are protected and accounted for in the camps• Systems are in place in all camps for reporting on grave violations and other serious protection concerns for children and women and are being utilized• All camp inmates particularly children have access to psycho-social care support• Appropriate care and support being provided to all elderly camp inmates above 60 years of age• Systems are in place to prevent and respond to any protection risk including abuse, violence and exploitation of children and women and in camps
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