

GOVERNMENT OF ASSAM
REVENUE & DISASTER MANAGEMENT DEPARTMENT
ASSAM SECRETARIAT: DISPUR
GUWAHATI -6

No.RGR.1017/2015/1

Dated Dispur, the 20th November,2015

OFFICE MEMMORANDUM

1. It is universally acknowledged that community has to be at the forefront of disaster management for it to be truly affective. It is also equally important that effective institutional mechanisms are created to facilitate community engagement in disaster management. Creation of Village Land Management Conservation Committee (VLMCCs) has addressed this challenge in rural areas. Since the Urban areas face an entirely different spectrum of challenges, it is considered useful to have an institutional mechanism on the similar pattern at the ward level in urban areas.

It is decided, therefore, to constitute **Ward level Disaster Management Committee (WDMC)** in **each ward** of the municipal corporations and the district towns with municipalities to strengthen the capacities of urban communities, urban local bodies and the local administration in respect of management of disasters as envisaged in the Disaster Management Act, 2005.

2. Composition of the WDMC:

A Ward Disaster Management Committee (WDMC) will consist of the following:

1	Councillor/Ward Commissioner	Chairperson
2	Representative of Civil Defence (If the Ward has Civil Defence representative)	Member
3	Police Officer not below the rank of ASI of the local police station	Member
4	Fire officer of the zone	Member
5	Assistant Engineer/ Junior Engineer Municipal Corporation/Municipality	Member
6	8-10 residents of the ward selected by the residents of the ward in a meeting convened for this purpose	Member
7	Assistant Engineer/ Junior Engineer / Ward Level Official of Municipal Corporation/Municipality	Member Secretary

3. Selection of Non Official Members :

3.1 Eligibility Criteria for Membership of the WDMC:

- 3.1.1 The person concerned should be citizen of India and must be residing in the Ward.
3.1.2 He /She should be of sound mind and health
3.1.3 He /She should not have been charge sheeted or convicted in connection with any crime.
3.1.4 He /She should not have defaulted on payment of land revenue or any Government dues.

3.2 Process of Selection:

3.2.1The Member Secretary will convene a meeting of the residents of the ward with the approval of the Chairperson by giving wide publicity for the selection of the non-official members.

3.2.2Persons interested to contribute their services as members of committee may convey their intent in writing to the Member Secretary in advance.



3.2.3 The resident will, however, not be bound to select members only from amongst the applicants. The names may be proposed in the meeting itself.

3.2.4 There must be at least 100 adult residents of the ward present in the meeting convened for the selection of members.

4. Roles & Responsibilities of WDMC:

4.1 Identification of the challenges faced by the locality in regard to its vulnerability to natural disasters.

4.2 Identification of the challenges in regard to man-made disasters.

4.3 Preparation of Ward level Disaster Management plan and updation of the plan periodically.

4.4 Coordination with Civil and Police authorities in carrying out relief and rescue operation.

4.5 To create Quick Response Teams (QRTs) for various relief & rescue purposes and timely guidance to the ward level teams.

4.6 Conduct of awareness generation activities and mock drills.

4.7 Protection of open spaces and facilities created for community purposes.

5. Assistance to be provided to WDMC:

To facilitate the WDMC in carrying out these functions, District Disaster Management Authority (DDMA) shall take following Steps:

5.1 Organizing consultative meeting at District level periodically with representations of various stakeholders.

5.2 Facilitating and providing necessary support to WDMC in identifying challenges and vulnerability mapping of the ward.

5.3 Providing technical support to the WDMC for the preparation of Ward Disaster Management Plan.

5.4 Organizing capacity building programmes for WDMC members & helping them with designing awareness generation activities.

6. Quorum and periodicity for WDMC Meeting:

6.1 No meeting shall be held without the presence of at least 50% of the members (both official and non-official).

6.2 Member Secretary shall obtain the specimen signature of all the members and a copy of that shall be kept in the respective Municipality/ town committee office.

6.3 Meeting should be held as and when necessary, but ideally the WDMC should meet at least once in every month.

6.4 A copy of the resolution adopted by the WDMC must be sent to Chairperson, DDMA and the Commissioner/CEO of Municipal Corporation/ Municipality.

7. Tenure of WDMC :


7.1 The tenure of the non-official members of the WDMC shall be 3 years from the date of selection. It can, however, be terminated before that if it is found that he / she has not been discharging his / her functions properly.

7.2 Chairperson, DDMA will have the authority to order inquiry and take necessary action.

7.3 An elected individual member of the WDMC may also be removed if it is found that he/she has ceased to fulfil any of the eligibility criteria mentioned in paragraph 3 and /or have abstained from more than one third of the meeting of the WDMC in a year.



Chief Executive Officer, Assam State Disaster Management Authority (ASDMA) is directed to necessary action for the formation and operationalisation of the WDMCs as per the guidelines given above and directions issued by the State Executive Committee from time to time.



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

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Copy to:

1. All the Addl. Chief Secretaries / Principal Secretaries / Commissioner & Secretaries of Govt of Assam. - Revenue & DM Dept.
2. Chief Executive Officer, ASDMA.
3. All the Deputy Commissioners.
4. Principal Secretaries of BTAD and Autonomous Hill Districts.
5. Municipal Commissioners / Chairpersons of the Municipalities of District Towns in the State.
6. Director, Municipal Administration.
7. Director, Town & Country Planning.
8. CEO, Guwahati Metropolitan Development Authority (GMDA).


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