



GOVERNMENT OF ASSAM
OFFICE OF THE DISTRICT COMMISSIONER, SIVASAGAR
DISTRICT DISASTER MANAGEMENT AUTHORITY (DDMA), SIVASAGAR

eCF No.195157/

Dated: as specified in e-Sign

NOTIFICATION

Subject: Constitution of a three-tier institutional structure — District Level CFRC Monitoring Committee, Block Level Core Committee, and Community Facilitation and Resource Centres (CFRCs) — for coordinated, inclusive, and risk-informed flood recovery, social protection, and resilience building in flood-affected Gaon Panchayats of Sivasagar District.

Whereas, the recent floods in Sivasagar District have caused unprecedented disruption to household assets, livelihoods, access to essential services, schools, Anganwadi Centres, health outreach, drinking water, sanitation, and local infrastructure, and have disproportionately affected children, women, elderly persons, persons with disabilities, and livelihood-dependent families;

And whereas, field interactions and the experience from the past floods in Assam have established that Community Facilitation and Resource Centres (CFRCs) can serve as effective GP-level, single-window platforms for providing verified information, consolidating community feedback, supporting damage assessment and Post Disaster Needs Assessment (PDNA), coordinating referrals, and enabling timely convergence of government and partner resources for the affected population;

Now, therefore, in exercise of the powers vested in the District Disaster Management Authority (DDMA), Sivasagar under Section 30 of the Disaster Management Act, 2005, and all other powers enabling it in this behalf, the undersigned, District Commissioner, Sivasagar and Chairperson, DDMA, Sivasagar, is pleased to notify the constitution of the following three-tier institutional structure for notification and operationalization of CFRCs in flood-affected Gaon Panchayats of the District, with immediate effect:

1. District Level CFRC Monitoring Committee

A District Level CFRC Monitoring Committee is hereby constituted with the following composition:

Sl. No.	Designation / Position	Role in Committee
1	District Commissioner, Sivasagar	Chairman
2	Chief Executive Officer, Zila Parishad, Sivasagar	Member Secretary
3	Additional District Commissioner cum Chief Executive Officer, DDMA, Sivasagar	Member
4	All Circle Officers, Sivasagar District	Members
5	Heads of Line Departments, Sivasagar District	Members
6	Convenor, Sivasagar District IAG	Member

Functions:

- Notify CFRCs and issue inter-departmental directions for their operationalization across flood-affected Gaon Panchayats.
- Enable convergence of resources, schemes, and programmes of government departments, NGOs and CSR actors at the district level.
- Review priority gaps in flood recovery, relief, compensation, and social protection, and direct corrective action.
- Review consolidated reports received from Block Level Core Committees and issue guidance to Block and GP level structures.
- Resolve issues escalated from the Block Level Core Committees and CFRCs that require district-level intervention.

2. Block Level Core Committee

A Block Level Core Committee is hereby constituted in each Development Block of the District, with the following composition:

Sl. No.	Designation / Position	Role in Committee
1	Block Development Officer	Nodal Officer
2	Block Level Officers of Concerned Line Departments	Members

Functions:

- Coordinate the functioning of all CFRCs within the Development Block and provide field-level supervision and support.
- Ensure that block-level line department focal persons share verified updates on relief, compensation, and recovery programmes with CFRCs in a standard format.
- Consolidate village- and GP-wise damage, needs, and recovery information received from CFRCs for onward submission to the District Level CFRC Monitoring Committee.
- Facilitate convergence of block-level schemes, budgets, and partner resources with priority needs identified by CFRCs.
- Undertake periodic field monitoring visits to CFRCs and escalate unresolved issues to the District Level CFRC Monitoring Committee.
- Meet at least once every month, or as directed by the District Administration.

3. Community Facilitation and Resource Centre (CFRC)

A Community Facilitation and Resource Centre (CFRC) is hereby constituted in each flood-affected Gaon Panchayat, with the following composition:

Sl. No.	Designation / Position	Role in Committee
1	Block Development Officer	Nodal Officer
2	Gaon Panchayat Secretary	Member Convener
3	All Ward Members of the concerned Gaon Panchayat	Members
4	ASHA Workers of the concerned Gaon Panchayat	Members
5	Anganwadi Workers of the concerned Gaon Panchayat	Members
6	Representatives of local Self Help Groups (SHGs)	Members
7	Representative of IAG	Member

Functions:

- Information and communication: maintain an information desk, public display, and local communication channels for verified departmental updates, eligibility criteria, applications, and grievances.
- Assessment and tracking: maintain village- and household-level records of damage, assistance received, unmet needs, referrals, and recovery progress, including inputs for damage assessment and PDNA.
- Coordination and convergence: map support, connect with line departments and partners, reduce duplication, and link priority needs with schemes, budgets, and partner resources.
- Recovery planning and GPDp integration: facilitate community consultations and prepare GP-level Recovery and Resilience Plans, integrated with risk reduction, preparedness, resilient infrastructure, and service continuity priorities.
- Social protection facilitation: identify and refer eligible households for social assistance, food security, health, nutrition, education, housing, livelihoods, agriculture, insurance, and other applicable schemes.
- Meet fortnightly during the active recovery phase and monthly thereafter, or as directed by the District Administration.

4. General Instructions

- Reporting line: each CFRC shall report to its respective Block Level Core Committee, which shall, in turn, report to the District Level CFRC Monitoring Committee, Sivasagar.
- Each line department shall nominate a focal person at the district and block levels and share verified updates with the concerned Nodal Officers.
- The Nodal Officer at each level shall maintain public information, registers of queries/referrals/unresolved issues, and submit concise recovery status reports to the next higher level.
- Village-wise and GP-wise damage and recovery information shall be compiled in approved formats and shared for damage assessment, PDNA, recovery planning, and resource prioritization.
- Personal data of affected households and individuals shall be collected only for official purposes and handled through authorized government systems.
- All concerned officers shall extend full cooperation and provide such logistical and administrative support as may be required for the effective functioning of the above committees and centres.

This notification shall come into force with immediate effect and shall remain in operation throughout the flood recovery period, or until modified, superseded, or rescinded by a subsequent order of the District Administration/DDMA, Sivasagar.

Digitally signed by
MRIDUL YADAV
Date: 09-10-2026
13:55:19
District Commissioner, Sivasagar
& Chairperson, DDMA, Sivasagar

eCF No.195157/

Dated: as specified in e-Sign

Copy forwarded for information and necessary action to:

1. The Commissioner, Upper Assam Division, Assam.
2. The Chief Executive Officer, Zila Parishad, Sivasagar.
3. The Additional District Commissioner cum Chief Executive Officer, DDMA, Sivasagar.
4. All Circle Officers, Sivasagar District.
5. All Block Development Officers, Sivasagar District — with request to constitute the Block Level Core Committee and CFRCs in flood-affected Gaon Panchayats under their respective jurisdiction accordingly.
6. Heads of all Line Departments, Sivasagar District (Health & Family Welfare, Women & Child Development, Education, Agriculture, Veterinary, Fishery, Revenue & Disaster Management, Panchayat & Rural Development, and others concerned).
7. All Gaon Panchayat Secretaries of flood-affected Gaon Panchayats, Sivasagar District.
8. District Informatics Officer, NIC, Sivasagar — for uploading on the official district website.
9. Convener, Sivasagar District IAG.
10. Guard File / Office Copy.

(e-Signed by)
District Commissioner, Sivasagar
& Chairperson, DDMA, Sivasagar