

**GOVERNMENT OF ASSAM
REVENUE & DISASTER MANGEMENT DEPARTMENT
JANATA BHAWAN, DISPUR, GUWAHATI - 06**

I/1698627/2026

14-08-2026

**STANDARD OPERATING PROCEDURE (SOP)
Repair and Restoration of Anganwadi Centres damaged in
Assam Floods, 2026**

1. Objective:

The primary objective of this Standard Operating Procedure (SOP) is to ensure timely, transparent and quality execution of repair works of Anganwadi centres (AWCs) damaged by floods in the month of July 2026 in the districts of Sivasagar, Charaideo, Jorhat and Golaghat. The repair works shall be undertaken in accordance with the approved estimate, technical specifications and prescribed Government guidelines with effective monitoring at the district and block levels.

2. Release of Fund:

- The financial assistance sanctioned for the repair of damaged Anganwadi Centres shall be released by ASDMA through fund transfer to the bank account of the respective District Disaster Management Authority.
- The DDMA shall maintain a separate accounting mechanism/records for the funds received for Anganwadi Centre repair and shall ensure that the funds are utilised exclusively for the approved purpose.
- The release and utilisation of funds shall be strictly linked to:
 - i) The approved list of damaged Anganwadi Centres;
 - ii) The approved estimate; Technical specification; and
 - iii) The applicable SDRF norms.
- The DDMA shall not divert or utilise the funds for any purpose other than the approved repair and restoration works of the identified Anganwadi Centres.
- The DDMA shall maintain complete records of receipt, release, expenditure and utilisation of the assistance for audit and inspection.
- The fund shall be released by Revenue & Disaster Management Department as per the guidelines of the State Disaster Response fund notified by Ministry of Home Affairs vide no.33-03/2020-NDM-I, dated 10th October, 2022.
- Maximum admissible amount for repair works of damaged AWC as per SDRF norms is Rs 2.50 Lakh per AWC.

3. Constitution of Block Level Construction Committee (BLCC):

The District Commissioner of the concerned district shall constitute a Block Level Construction Committee (BLCC) for each concerned ICDS Project for under-taking the repairing and restoration works of affected AWCs.

The committee shall comprise of the following members:

- i) Block Development Officer – Chairperson
- ii) Child Development Project Officer – Member Secretary
- iii) Junior Engineer / Accredited Engineer of the concerned Development Block or Technical Person from any other Engineering department of the District nominated by DC – Technical Member
- iv) ICDS Supervisor – Member
- v) Any other member nominated by the District Commissioner in consultation with Hon’ble Guardian Minister - Member

4. Functions of Block Level Construction Committee:

- The committee will undertake repairing work as per estimate prepared considering extent of damage.
- The technical person will record measurement book wherever necessary.
- Ensure display of work site boards
- Ensure that labour/agencies/vendors qualified as per applicable Government norms are engaged
- Ensure materials used conform to approved specifications
- Photographs of the Anganwadi Centre before, during and after completion of work shall be maintained.
- All expenditure shall be supported by proper bills, vouchers, and other relevant documents.
- Records shall be made available for inspection, audit and social audit as required.
- The BLCC shall prepare UC, completion report and submit the same to DSWO along with photographs and DSWO will compile and submit the same to the DDMA.

4. District Level Monitoring Committee:

A District Level Monitoring Committee shall be constituted to oversee the repair and restoration of the flood-affected Anganwadi Centres in the concerned districts.

The committee shall be headed by the District Commissioner of the concerned district.

- i) District Commissioner – Chairperson
- ii) District Social Welfare Officer—Member Secretary
- iii) Executive Engineer/designated technical officer of any Engineering Department within the district to be nominated by the District Commissioner—Technical Member
- iv) Any other member/officer as nominated by the chairperson in consultation with Hon’ble Guardian Minister.

5. Functions of the District Level Monitoring Committee:

The District Level Monitoring Committee shall:

- i) Oversee the overall implementation of repair and restoration works of the approved Anganwadi Centres.
- ii) Review the physical & financial progress of works being carried out by the Block Level Construction Committees at regular intervals.
- iii) Ensure adherence to approved technical specifications, quality standards and prescribed timelines.
- iv) Facilitate inter-departmental coordination and resolve implementation-related bottlenecks.
- v) Review reports submitted by the DDMA and concerned implementing/technical officers.
- vi) Undertake or cause to be undertaken field inspections of selected/ongoing/completed works.
- vii) Recommend corrective measures wherever deficiencies or deviations are noticed.

5. Preparation of Estimate:

The concerned Block Level Construction Committee will get AWC -wise estimates prepared considering the extent of damages of AWC through technical member and get it technically approved by competent authority.

There shall not be contractor's profit in the estimate as the implementation will be done by Construction Committee. However, admissible taxes, cess etc. should be included and must be deposited in proper Head of Account.

6. Role of the DDMA:

- i) The District Disaster Management Authority shall be the Nodal Authority for Receipt, Accounting, Monitoring and Reporting of the financial assistance released under this programme.
- ii) Allocate fund to the affected Anganwadi Centres as per requirement based on estimate.
- iii) Maintain proper accounts and records of the funds received.
- iv) Coordinate with the Block Level Construction Committee and the concerned department for execution of works.
- v) Ensure that funds are released/utilised only for approved Anganwadi Centres and approved works.
- vi) Maintain District-wise and Anganwadi Centre wise expenditure.
- vii) Obtain progress report from the concerned implementing/technical

officers.

viii) Monitor physical and financial progress.

ix) Ensure timely completion of works.

x) Verify the completion of works and supporting documents before submission of the final utilisation documents.

xi) Submit consolidated progress report and utilisation certificates to the ASDMA and the concerned department.

7. Time-line for Completion:

i) All repair works shall be completed within the time-line prescribed by the ASDMA/DDMA.

ii) The completion time-line shall be communicated to the concerned implementing committee at the time of commencement/release of funds.

iii) No cost or time overrun shall be permitted without prior approval of the competent authority.

8. Reporting Structure:

i) The Block Level Construction Committee shall submit periodic progress report to the concerned DSWO.

ii) The DSWO shall consolidate the block-wise progress and submit the district level report to the District Commissioner.

9. Utilisation Certificate and Completion report:

Upon completion of the works:

- The concerned BLCC shall prepare a completion report.
- The concerned technical officer shall certify the completion and quality of the works.
- The DDMA shall verify the physical completion of the works and the expenditure incurred.
- The DDMA shall obtain the prescribed Utilisation Certificate (UC) from the DSWO concerned.
- The DDMA shall submit the UC and other required documents to the R & D.M, ASDMA and WCD Department as per the prescribed reporting mechanism.

10. Responsibility of the concerned Department:

i) The Women and Child Development Department shall provide necessary coordination and physical support for identification, verification, renovation and functionalization of the affected Anganwadi Centres.

ii) The concerned Department shall also ensure that the

repaired Anganwadi Centres are made functional at the earliest after completion of the repair works.

11. General Conditions:

i) Financial assistance shall be utilized only for the purpose for which it has been sanctioned.

ii) No duplication of assistance from different Government sources shall be permitted for the same component of work.

iii) Works shall be executed in accordance with applicable Government rules, financial procedures, technical standards and Disaster Management guidelines.

iv) District Commissioner may invoke section 50 of the Disaster Management Act, 2005

v) Priority shall be given to the AWCs requiring urgent repair so that essential services to children, pregnant women and lactating mothers are resumed at the earliest.

vi) Any matter not specifically covered under this SOP shall be referred to the competent authority for appropriate decision. The DDMA shall ensure close coordination among the concerned departments, technical agencies and field level functionaries for timely completion of the works.

12. Effective Date:

This SOP shall come into force with effect from the date of its approval/issuance by the competent authority and shall remain applicable for the repair, renovation and reconstruction of the identified flood affected AWCs in the districts of Sivasagar, Charaideo, Jorhat and Golaghat under SDRF for the year 2026-27.

Digitally signed by
LAMCHONGHOI SWEETY CHANGSAN
Date: 14-08-2026 17:37:05

**Additional Chief Secretary to the Government of Assam
Revenue & Disaster Management Department**

Memo Ecf. 822546/9-A

14-08-2026

Copy to:

1. The Addl. Chief Secretary to the Hon'ble Chief Minister, Assam for kind information.
2. The Addl. Chief Secretary, Women & Child Development Department for kind information
3. The Director, Women and Child Development for kind information and necessary action
4. The SO to the Chief Secretary, Assam for kind information.
5. The District Commissioner Charaideo, Sivasagar, Jorhat & Golaghat

for kind information and necessary action.

6. PS to the Hon'ble Revenue & DM Department for kind information of the Hon'ble Minister

(e-signed)

**Additional Chief Secretary to the Government of Assam
Revenue & Disaster Management Department**