

STANDARD OPERATING PROCEDURE

Repair & Renovation of Government Schools Affected by Floods 2026 in Charaideo, Golaghat, Jorhat, and Sivasagar

1. Objective

The primary objective of this Standard Operating Procedure (SOP) is to ensure the timely, transparent, and high-quality execution of repair and restoration works in Government schools across the districts of Charaideo, Golaghat, Jorhat, and Sivasagar. These works are in response to the damage caused by the floods in July 2026 and shall be carried out through the School Management Committee (SMC) / School Management and Development Committee (SMDC).

2. Release of Funds

Funds for the approved works shall be released directly to the respective SMC/SMDC through DBT process.

The release of funds shall be strictly contingent upon the approved estimate and technical specifications for each school.

Funds shall be released by Revenue & Disaster Management Department as per the guidelines of the State Disaster Response Fund notified by the Ministry of Home Affairs vide no 33-03/ 2020-NDM-I, dated 10th October 2022.

3. Execution of Works

The SMC/SMDC shall be the primary executing entity for the sanctioned works at the school level. DC and Chairperson DDMA will notify them as Construction Committee for this purpose.

They are responsible for:

- Engaging qualified labour and vendors as per government norms.
- Maintaining detailed records of all expenditures, receipts, and materials used.
- Ensuring that the quality of materials and workmanship adheres to the approved specifications.
- Displaying a board at the worksite indicating the work details, estimated cost, executing agency, and timeline for public transparency.

4. Block Level Monitoring Committee (BLMC)

A Block Level Monitoring Committee shall be constituted for each block within the four districts to oversee the works. The committee shall consist of the following members:

Block Elementary Education Officer (BEEO) - *Chairperson*

Junior Engineer (JE) - **Member** (*Technical Expert*)

Cluster Resource Centre Coordinator (CRCC) of the concerned cluster- *Member*

5. Functions of BLMC

The BLMC shall perform the following functions to ensure effective implementation:

- **Inspection:** Conduct regular inspections of all ongoing works.
- **Quality Assurance:** Verify the quality of materials used and the workmanship against the approved estimates and specifications.
- **Progress Monitoring:** Track the physical and financial progress of each work and identify bottlenecks.
- **Technical Guidance:** Provide on-site technical guidance to the SMC/SMDC to resolve any execution-related issues.
- **Reporting:** Compile and submit detailed progress reports to the DDMA at prescribed intervals (e.g., weekly/fortnightly).

6. Reporting Structure

- BLMC shall report to the District Disaster Management Authority (DDMA) for their respective district.
- The DDMA shall consolidate district-level reports and forward them to the ASDMA as per the state-level reporting schedule.

7. Timeline for Completion

- All repair and restoration works must be completed strictly within the timeline prescribed by the ASDMA/DDMA.
- The timeline shall be communicated to the SMC/SMDC at the time of fund release.
- No cost or time overruns shall be permitted without prior approval from the DDMA.

8. Compliance and Utilization of Funds

- **Record Keeping:** All SMC/SMDCs shall maintain proper books of accounts, muster rolls, material invoices, and measurement books.
- **Fund Utilization:** Funds shall be utilized exclusively for the approved works as per the sanctioned estimate. Diversion of funds is strictly prohibited.
- **Utilization Certificate (UC):** Upon completion of the works, the SMC/SMDC shall obtain a Utilization Certificate in the prescribed government format.
- **Submission:** The UC, along with a completion report and photographs, shall be submitted to the Block Elementary Education Officer, who will forward it to the DDMA for final submission to the Government. Subsequently, DDMA will verify the works done and submit the bills with certification to the Government.
- **Audit:** All records shall be made available for internal and external audit / social audit as required by the government.

Digitally signed by
LAMCHONGHOI SWEETY CHANGSAN
Date: 06-08-2026 09:15:40

ADDITIONAL CHIEF SECRETARY

Additional Chief Secretary to the Government of

Assam

Revenue & Disaster Management Department

Memo Ecf. 822546/6-A

06-08-2026

Copy to:

1. The Addl. Chief Secretary to Chief Minister for kind information
2. The Commissioner & Secretary, Department of School Education and Higher

Education for kind information and necessary action

3. The Mission Director, SSA for kind information and necessary actionThe SO to the Chief Secretary, Assam for kind information.
4. The District Commissioner Charaideo, Sivasagar, Jorhat & Golaghat for kind information and necessary action.
5. PA to the Hon'ble Revenue & DM Department for kind information

(E signed)

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