



GOVT. OF ASSAM

THE ASSAM RELIEF MANUAL

REVENUE DEPARTMENT

JUNE, 1976

PREFACE

The need of a manual for dealing with natural calamities has long been felt in the State. Executive instructions were issued by the State Government from time to time to deal with emergency situation arising out of natural calamities particularly floods. As this instructions were modified from time to time and no consolidated up-to-date set of instructions was available, difficulties were experienced by various authorities. The existing instructions were also not comprehensive. The role of different authorities were not clearly defined, nor was the role of co-ordinating authorities emphasised. The manual has been prepared to obviate these short coming.

The manual outline an integrated plan for relief administration which, it is hoped, will ensure speed, co-ordination and efficient control.

In preparing the manual the executive instructions in force in the State have been considered and suitably modified. Some of the provisions in the manual have been made in the light of the provisions obtaining in the manuals codes of other state Governments, particularly the Punjab and Madhya Pradesh. The Government of India's instructions regarding preparation of such manual have also been taken into considerations.

The Administrative Reforms Department prepared the manual on the request of the Revenue Department.

The information furnished by the Central Flood Forecasting Circle of Central Water Commission at Guwahati regarding the flood warning system followed by them is gratefully acknowledged.

The Administrative Reforms Department is also grateful to the officers who offered suggestions for improving the manual.

The manual has been accepted by Government on 13th June, 1976.

Any suggestion for improvement in the manual will be most welcome.

the 16th June, 1976,
Guwahati-781006,

P. P. TRIVEDI,
Commissioner & Secretary
Administrative Reforms Department

TABLE OF CONTENTS

Para No.	Chapter No.	Contents	Page No
(1)	(2)	(3)	(4)
1.	I	INTRODUCTION	.. 1—2
	II	EMERGENCY CONDITIONS	.. 3—4
2.1	..	Causes leading to emergency conditions.	
2.2	..	Report to Government of emergency situation.	..
2.3	..	Classification of flood affected areas	
	III	ADMINISTRATION OF RELIEF	5—7
3.1	...	Role of Revenue Department	...
3.2	...	State Relief Committee
3.2	...	Subdivisional Relief Committee	..
4.	IV	FLOOD WARNINGS	8—11
	V	FLOOD CONTROL MEASURES	
5.	...	Duties of Executive Engineer, Flood Control	
	VI	ROLE OF DIVISIONAL COMMISSIONERS, DEPUTY COMMISSIONERS AND SUB-DIVISIONAL OFFICERS	
6.1	...	Responsibility for organising and co-ordinating relief work	
6.2	...	Role of Divisional Commissioners	
6.3	...	Role of Deputy Commissioners	
6.3.5(1)	...	Village works to be undertaken before floods	
6.3.5(2)	...	Joint inspection of flood protection works	
6.3.6	...	Setting up of Control Room	
6.3.9	...	Setting up of Evacuation/Relief Centres	

(ii)

Page No.	Chapter No.	Contents	Page No.
6.3.10		Grant of gratuitous relief	
6.3.11		Distribution of relief articles received as donations	
6.3.12		Care of infirm, destitute, orphans, children and expectant/nursing mother	
6.3.13		Supply of cooked food in relief centre	
6.3.14		Test relief works	
6.3.15		Rehabilitation	
6.3.15(1)		Collection of agricultural statistics.	
6.3.15(3)		Assessment and distribution of agricultural relief	
6.3.15(4)		Rehabilitation of persons uprooted by erosion	
6.3.16		Suspension/remission of land revenue and grazing fees	
6.3.17		Contraction and closure of relief.	
6.4.		Role of Sub-Divisional Officers	
VII		ROLE OF HEADS OF DEPARTMENT, ZONAL, DISTRICT AND SUB-DIVISIONAL LEVEL OFFICERS	29-33
7.1		Role of Heads of Departments	
7.2		Role of Zonal Officers	
7.3		Role of District level Officers	
7.4		Role of Sub-Divisional level Officers	
VIII		AGRICULTURAL SERVICES	34-36
8.1-8.4		Duties of District Agricultural Officers	
8.5		Role of Asian Agricultural University	
8.6		Extension of research results	
IX		EDUCATION DEPARTMENT MEASURES	37-38
9.1-9.2		Duties of Inspector of School	
9.3		Duties of Director of Public Instruction	

Para No.	Chapter No.	Contents	Page No.
	X	FOREST MEASURES	39—40
10-10.2	...	Duties of Divisional Forest Officers	
10.3	...	Test relief works	
	XI	HEALTH MEASURES	41—44
11.1, 11.3	...	Duties of District Health Officers	
11.4	..	Training of personnel in medical care and prevention of epidemics	
	XII	INLAND WATER TRANSPORT SERVICES.	45—46
12		Duties of Sub-Divisional Officer/Sectional Officer, Inland Water Transport.	
	XIII	IRRIGATION MEASURES	47—48
13.1-13.3		Duties of Executive Engineer Irrigation.	
13.4		Technical approval and completion certificates in respect of test relief works of other civil department.	
	XIV	PUBLIC WORKS DEPARTMENT SERVICES	49—53
14.1- 4.3		Duties of Executive Engineer P.W.D.	
14.4		Test Relief works.	
14.5		Technical approval of P.W.D. to test relief works, estimate of other civil department and Mahkuma Parshads.	
	XV	PUBLIC HEALTH ENGINEERING MEASURES	54—55
15		Duties of Executive Engineer, Public Health Engineering.	
	XVI	POLICE MEASURES	56—58
16		Duties of Superintendent of Police	

Para No.	Chapter No.	Contents	Page No
17.1	XVII	PUBLICITY MEASURES	59—61
17.1	...	Duties of District Information and Public Relations Officer	
17.4	...	Duties of Director of Information and Public Relations	
18.	XVIII	SUPPLY OF ESSENTIAL COMMODITIES	62—64
18.	...	Duties of Deputy Director of Supply or other officer in-charge	
19.	XIX	SOCIAL WELFARE SERVICES	65—66
19.	...	Duties of District Social Welfare Officers	
20.	XX	VETERINARY SERVICES	67—69
20.	—	Duties of District Animal Husbandry and Veterinary Officers	
20.	..	Training in Veterinary relief measures	
21.	XXI	RELIEF ON ACCOUNT OF OTHER NATURAL CALAMITIES OR OTHER CAUSES	70—71
21.	..	Other Natural Calamities	
21.	...	Other causes	
22.	XXII	FINANCIAL POWERS	72—73
23.	XXIII	ACCOUNTS	74—76
23.	...	Debit of expenditure	
25.	..	Maintenance of accounts	
25.	...	Drawal of pay and allowances and travelling allowance	
26.	...	Work expenditure for test relief	
27.	...	Provision of funds	
28.	...	Allotment of funds	
29.	...	Submission of monthly accounts	

Appendix	Contents	Page No
Appendix 1	District-wise flood map ...	—
Appendix 2	Danger levels and travel time of floods.	77—78
Appendix 3	Composition of Relief Party and Relief Team.	79—80
Appendix 4	Form for daily/fortnightly flood situation report by D. C.	81
Appendix 5	Gratuitous relief	82—88
Appendix 6	Form of register to be maintained by Relief Officers.	89
Appendix 7	Form for report of damage and loss caused by floods and erosion etc., by D. C.	90
Appendix 8	Extract from the Assam Loans Manual, Second Edition, 1939.	91—127
Appendix 9	Assam Rehabilitation Loans Rules, 1957.	128—145
Appendix 10	List of boats/marboats, ferry vassels under Inland Water Transport.	146—147
Appendix 11	List of boats and marboats under P. W. D.	148
Appendix 12	Form for submission of statement showing damages caused to roads, bridges etc., by floods and cost of restoration by E. E.	149

CHAPTER - I

INTRODUCTION

1.1 There is no central code or manual laying down organisation of relief at the time of a natural calamity. This subject falls within the purview of the State Government. The Central Government communicated certain guiding principles in 1883 in the form of a provisional code. On the basis of these principles, many States framed their code/manual. In Assam no such code/manual was prepared; but a set of executive instructions were issued in 1959. These instructions, based on the guiding principles of Government of India, were mainly for the district revenue administration and specific role and duties of the officers of the other departments, such as Police, Flood Control, P.W.D., Irrigation, Agriculture, Veterinary, Health, Social Welfare etc. were not clearly laid down. An agency to coordinate the work of the departments was also not clearly laid down. To overcome these difficulties and to deal with the problem of frequent incidence of natural calamities, specially the floods in Assam, this "Assam Relief Manual" has been prepared.

1.2 The manual lays stress on emergency situations arising out of floods, as floods are a recurrent phenomena. It also deals with such situations arising out of other natural calamities and certain special calamities, namely, international border disputes not amounting to war or acute economic distress.

1.3. The duties and responsibilities of Deputy Commissioners have been specifically laid down and are flexible enough to allow them to operate according to exigencies of situation. The duties and responsibilities of the other district officers have been broadly laid down and will need to be supplemented by detailed instructions by the respective heads of departments. The detailed instructions would be reviewed by them annually and re-issued if necessary.

1.4. In the present form the manual has only one volume. But it is proposed to bring out second volume which will suitably contain detailed departmental instructions.

1.5. The manual endeavours to cover as many aspects of the problem as could be envisaged to combat any emergency situation resulting from floods or other natural calamities. There may be certain unprecedented situations and gaps of knowledge. In these situations the officers concerned will act in the spirit of this manual, which is state of preparedness, swift and co-ordinated action and proper maintenance of accounts.

1.6.1. Much of the work which is expected under the manual to be done every year could be rationalised if all districts and subdivisions prepare a contingency plan for floods. Such a plan should take into account all local conditions, identify specific areas, work out shelter sites, prepare for stocks food, fodder and medicine, plan for deployment of personnel including utilisation of the resources of non-official agencies and work out budgetary provisions required. Such contingency plan could be carefully studied at the levels of commissioners, heads of departments and Government and the provision of men, money and material at the district or subdivisional areas could be arranged. The annual exercise would then be limited only to the updating of the contingency plan and making such detailed changes as might be warranted in the light of experience or changes expected in the situation.

1.6.2 The plan schemes of each department should be so devised that minimum damage is caused to an area by floods.

1.7 The classification of flood affected areas into very vulnerable and vulnerable areas is based on the classification suggested in the recommendations of the Ministers Committee on flood relief appointed by the Government of India in the Ministry of Irrigation and Power in 1970.

1.8 The manual supersedes the executive instructions respect of subjects covered in it.

CHAPTER—II

EMERGENCY CONDITIONS

Causes leading to Emergency conditions 2.1 An emergency situation may arise in a village or town in a district or in the State as a whole due to any one of the following causes :-

(A) natural calamities ;

(1) floods ;

(2) other natural calamities :-

(i) storms and cyclones :-

(ii) drought and famine :-

(iii) severe earthquake and heavy landslide :-

(iv) virulent epidemics and large scale food poisoning :-

(v) major accidents in factories, mines and transport :-

(vi) major accidents in *melas*, festivals etc :-

(vii) serious fire-outbreaks; and

(viii) any other such natural calamity which may result in an emergency situation.

(B) other causes :-

(1) acute economic distress of the people in any part of the State; and

(2) distress on account of grave situation arising out of international border disputes, but not amounting to war.

Report to Govt. of emergency situation.

2.2 As soon as an emergency situation arises, the D. C. will send a report to State Government explaining the causes leading to such conditions. A copy of the report will be simultaneously sent by him to the commissioner who will send his views within 3 days to the Government. The D. C. however, will start relief measures as necessary without awaiting further instructions from the State Government to the extent of the advance placed with him.

Classification of flood affected areas 2.3.1. As the emergency situation in the State arises mainly due to floods, it is necessary to classify the generally flood affected areas to enable the authorities concerned to be prepared for dealing with any situation arising from floods. Such areas will be classified on the following basis.

- (1) **Very vulnerable areas** :- The areas which remain almost entirely under water and get totally isolated by disruption of means of communications whenever there is any flood.
- (2) **Vulnerable areas** :- The areas which remain under water and get totally isolated by disruption of all means of communications only when there is heavy floods and also due to back-water affects and drainage congestion.

2.3.2 The district-wise flood maps showing the generally flood affected areas under the above classification and the location of flood protection structures prepared by the Secretary, Flood Control Department on the date of publication of this manual is given in Appendix—1

CHAPTER—III

ADMINISTRATION OF RELIEF

Role of
Revenue
Department.

3.1 The administration of relief on account of natural calamities or other causes will be vested with the Revenue Department. The broad functions of the Department with regard to any emergency situation resulting from natural calamities or any other causes will be as follows:—

- (1) general control of relief operations;
- (2) co-ordination of relief activities among different Secretariat Department ;
- (3) review of the emergency situation arising out of floods or other natural calamities or any other causes from time to time and apprising the Council of Ministers ;
- (4) with regard to relief activities—
 - (i) policy matters;
 - (ii) issue of general instructions;
 - (iii) implementation of recommendations on natural calamities of the Administrative Co-ordination Committee ;
 - (iv) administration of the Assam Relief Manual
 - (v) provision of funds and general control of expenditure ;
 - (vi) administration of charitable funds ; and
 - (vii) central re-imbursement.

Role of the
Administrative
Co-ordination
Committee
with regard
to natural
calamities.

3.2.1 The Administrative Co-ordination Committee constituted by Government in the Administrative Reforms Department may, with regard to natural calamities perform the following functions:—

- (1) to co-ordinate relief measures in the State;

(2) to consider overall situation arising out of any natural calamity, particularly floods, in the State and to suggest measures to be adopted;

(3) to review from time to time the existing rules and instructions and suggest modifications, if any; and

(4) to recommend any other matter connected with organisation of relief.

3.2.2 The agenda notes, record of discussion and follow up of decisions of the committee on the items mentioned above will be done by the Revenue Department.

Subdivi-
sional Relief
Committee

3.3.1 There shall be a standing Subdivisional Relief Committee on natural calamities for each Subdivision of the State. The committee will be constituted by 31st January by the deputy commissioner comprising—

(1) Deputy Commissioner (in respect of head quarter subdivision). Chairman.

Subdivisional Officer (for other subdivisions). do.

(2) District or Sub/Divisional Level Member.
Officers of the departments directly concerned with relief operations.

(3) Local member of the Legislative Assembly. Member

(4) Chief Executive Councillor, Mahakuma Parisad. do.

(5) Chairman of Municipal Board. do.

(6) Secretary Red Cross of the district/subdivisional level Red Cross Societies. do.

3.3.2 The D. C./S. D. O. may associate in the deliberations of the committee any official or non-official in respect of any particular issue.

Functions of
the Subdivi-
sional Relief
Committee.

3. 3. 3 The function of the Subdivisional Relief Committee will be—

- (1) to organise and render relief in accordance with the provisions of this manual and detailed instructions issued in terms of this manual;
- (2) to co-ordinate effort of Government departments and non-Government organisations in connection with relief operation ;
- (3) to suggest measures for improvement in relief measures; and
- (4) to advise on any other measures necessary for relief operation.

CHAPTER—IV

FLOOD WARNINGS

4.1 In order to keep all concerned informed about the time to time flood situation in the State, the following flood warning system will operate in the State :—

4.1.1 The Central Flood Forecasting Circle of the Central Water Commission at Guwahati will send to the control room of the Flood Control Department at Guwahati, the water levels twice daily for Brahmaputra and Barak basins. The forecast report will also be sent to the said department from 15th May to 15th October, for the main rivers and major tributaries. However, the actual forecasts of the water levels will be indicated as and when these rivers attain the water level of one metre below the "Danger level" for the following forecasting stations. The forecasting stations denote the stations for which the forecast of the water level will be given based on the observation stations in the upper reaches :

(1) River Brahmaputra—

- (i) Dibrugarh with 12 hours advance intimation,
- (ii) Neamatighat (Jorhat) with 24 hours advance intimation.
- (iii) Tezpur with 24 hours advance intimation.
- (iv) Guwahati at D. C's Court with 24 hours advance intimation.
- (v) Goalpara with 24 hours advance intimation,
- (iv) Dhubri with 15 hours advance intimation.

(2) River Barak—

Annapurnaghat (Silchar) with 24 hours advance intimation.

4.1.2 The tributaries for which the forecasts will be sent in Brahmaputra basin are as under :-

(1) River Buridihing—

- (i) Naharkatia with 10 hours advance intimation,
- (ii) Khowang with 27 hours advance intimation.

(2) River Dhansiri South—

- (i) Golaghat with 14 hours advance intimation,
- (ii) Numaligarh with 10 hours advance intimation.

(3) River Kopili—

- (i) Kampur with 27 hours advance intimation,
- (ii) Dharamtul with 15 hours advance intimation.

(4) River Subansiri—

Badatighat with 15 hours advance intimation,

(5) River Puthimari—

N. H. 31 Road crossing at Puthimari with 12 hours advance intimation.

(6) River Pagladiya—

N. T. Road crossing near Nalbari with 12 hours advance intimation.

(7) River Beki—

N. H. 31 Road crossing with 7 hours advance intimation.

(8) River Manas—

N. H. 31 Road crossing near Bijni with 9 hours advance intimation.

4.1.3 In addition, advance forecasts will also be sent for Tezpur with 48 hours advance intimation, Guwahati with 72 hours advance intimation, Goalpara with 96 hours advance intimation and Dhubri with 111 hours advance intimation as a guide in general with a higher range of variation.

4.1.4 The flood data will be communicated at 0700 hours and 1900 hours daily over telephone to the control room of the Flood Control Department at Guwahati.

4.1.5 The forecasts will also be directly sent to the D. Cs./S. D. Os. (Civil) in respect of the district/subdivisions where they have set up a station.

4.2.1 From 15th May till the end of the flood season a control room will be set up at the headquarters of the Flood Control Department at Guwahati. All information regarding the flood situation will be received and notified to the concerned authorities from this control room.

4.2.2 The Executive Engineer of the Flood Control Department will send to the control room of the Flood Control Department at Guwahati and the Deputy Commissioner/Subdivisional Officers (Civil)—

- (i) daily information regarding the water levels at different stations of the rivers Brahmaputra and Barak and their tributaries ;
- (ii) crossing of danger level by any river, and
- (iii) indirect information regarding damages, breaches in embankments/dykes, erosion etc.

4.2.3 The Flood Control Department will publish from its control room at Guwahati a flood bulletin twice daily and circulate to the concerned authorities.

4.3 The Flood Control Department if the situation so warrants will inform the D. Cs./S. D. Os. and Police authorities, while communicating the flood warning, to make necessary arrangements for evacuation of people from particular areas.

4.4 Immediately on receipt of intimation regarding floods damage/breaches threat of erosion, etc. from the Central Flood Forecasting Circle of the Central Water Commission the D. C. will communicate the warning to all the district officers by telegram, police wireless or by any other expeditious manner. The D. C. will also communicate the warning to the local revenue and police officers of the areas that are likely to be affected for alerting the people and other local authorities. In giving flood warning the revenue or police officers should keep in mind that no unnecessary panic is created among the people.

4.5 The danger levels at different points on the Brahmaputra and the Barak basins and their main tributaries and the travel time of floods from and to various points are given in Appendix—2.

CHAPTER—V

FLOOD CONTROL MEASURES

Before floods:-

Duties
of E.E.,
Flood
Control.

5.1 The Executive Engineer, F. C. will visit the generally flood affected areas and he will—

(i) by 31st December—

- (i) (a) classify with the approval of the Secretary, Flood Control Department the different areas and localities of the district on the basis of the principle of classification in para 2.3.1
- (b) re-prepare/update the map if there be any change in classification of areas shown in the map prepared under para 2.3.2. vide Appendix—1;

Note:-if there be no change in the classification of flood affected areas and hence no change in the areas shown as such in the flood map, it is not necessary to re-prepare/update the map merely for any change in the location of the flood protection structures. If the D. Cs. and S. D. Os. are not informed of any change by 31st January it will be presumed that there is no change in that year.

- (c) forward by 31st January the list of areas classified along with the re-prepared/ updated map to the D. Cs. and S.D. Os. and other district level officers mentioned in Chapters VIII to XX.
- (ii) take action as required under Chapter IV;
- (iii) suggest to D. C. in terms of para 6.3.3. of Chapter VI for undertaking village work on—
 - (a) digging of link drains and other drains to prevent water congestion in localised depression and
 - (b) construction of bunds or repair to bunds to protect agricultural lands against flood;

- (iv) prepare detailed plans and estimates for works as may be required by D. C.; and
- (v) render necessary technical assistance to the D. C. in execution of works.

(2) by 30th April—

- (i) prepare tentative list of flood control personnel for flood fighting, patrolling on embankments, dykes and other flood protection structures;
- (ii) arrange—
 - (a) tools and equipment; e. g. torch light hurricane, spade, etc, and other flood fighting articles and store in suitable places;
 - (b) materials for erecting temporary sheds at the work sites for the workers; and
 - (c) other materials for protection from danger by floods of flood control structures;
- (iii) keep all departmental vehicles, boats and launches in fit-for-operation condition;
- (iv) ensure that the embankments, dykes and other structures are in good condition;
- (v) complete short term emergent flood protection measures in the areas, such as drains, closing of breaches, construction of retirement bunds, anti-erosion measures etc;
- (vi) (a) prepare tentative list of likely labour-oriented test relief works on the same principles as laid down in para 6.3.14 of Chapter VI which may include repair to embankments dykes/other flood protection structures, removal of excessive silt deposits from agricultural lands, link and other drains minor flood control works etc; and
 - (b) Check protection for test relief work in the approved schemes in and around the area

- (3) accompany D. C. along with S. P. in a joint inspection by 10th of May as provided for in para 6.3.5 of Chapter VI.

During floods :—

5.2.1 He will:—

- (1) follow the flood warning system vide Chapter IV.
- (2) as soon as the river is within one metre of the danger level start vigorous patrolling the reach of embankments/dykes and other flood protection structures; and ;
- (3) keep close touch with the D. C.

5.2.2 On occurrence of flood, he will—

- (1) examine the physical conditions of the embankments/dykes and ensure any leakage, seepage, etc. are promptly attended to;
- (2) take protective measures without loss of time in case of any sign of breach; and
- (3) assist D. C. in the flood operation by sparing personnel, equipment, vehicles, boats, launches etc. as available.

5.2.3 (I) As soon as flood waters recede—

- (i) suggest to D. C. in order of priority the works to be taken up on test relief basis in terms of para 6.3.14 of Chapter VI which may include the following:
 - (a) digging of link drains and other drains to drain outstanding flood water.
 - (b) construction and repairs to ring and other **abadi** protection bunds; and
 - (c) repair to and deepening of existing drain to eliminate possibility of future floods.

- (ii) prepare plans and estimates of those items of work as may be required by the D. C.; and
- (iii) render technical assistance, as necessary to D. C. in execution of works.

(2) finalise and start labour-oriented departmental works for test relief in consultation with the D. C. which may include the following:

- (i) repairs to damaged embankments/dykes, other flood protection structure;
- (ii) minor flood protection works;
- (iii) remove excessive silt deposits in agricultural lands and in the link and other drains which cannot be removed by individual efforts; and
- (iv) works already provided for in the approved schemes for these areas.

After floods:-

5.3 After the flood operations, he will—

- (1) restore tools, equipment, vehicles and other stores;
- (2) collect materials, vehicles, etc. lent to D. C.; and
- (3) repair/replace damaged tools/equipment.

CHAPTER—VI

ROLE OF DIVISIONAL COMMISSIONERS,
DEPUTY COMMISSIONERS AND SUBDIVISIONAL OFFICERS

6.1.1 The extent of damage to life and property caused by floods and of human suffering can be minimised by a predetermined, planned and timely approach to the problem. Loss of life and property caused by floods is due mainly to the following factors:

- (1) unpreparedness ;
- (2) failure to give timely warning to all concerned particularly to the people of villages exposed to floods ;
- (3) lack of accurate information regarding the areas cut off by floods ;
- (4) lack of boats ;
- (5) inability of the administrative machinery to establish immediate contact with the affected areas ;
- (6) inadequate co-ordination between various departments and between the official and non-official agencies ;
- (7) unplanned action ; and
- (8) time lag in mobilizing resources.

6.1.2 It is, therefore, necessary to entrust the responsibility with an officer who is capable of dealing with the problem effectively by co-ordinating the effort of various authorities in the district and at the State level. The Divisional Commissioner will co-ordinate the work of the concerned heads of departments and the Deputy Commissioners will co-ordinate the work at the district level subject to the general superintendence of the Divisional Commissioner.

Role of
Divisional
Commission-
ers.

6.2.1 The Divisional Commissioner has an important role in the event of any emergency situation relating to floods. He will—

- (1) supervise, control and guide the D. C. in relief operations;
- (2) co-ordinate the work of the heads of departments;
- (3) maintain liaison with the government and arrange clearance without delay of all proposals for sanctions by government; and
- (4) temporarily re-deploy personal under him from one district to another.

6.2.2 In order to ensure adequacy of relief measures he will undertake inspections in the flood affected areas.

Role of De-
puty Com-
missioner.

6.3.1 The D. C. will, for efficient handling and initial preparation for dealing with any emergent situation arising out of floods be acquainted with the following in his district ;

- (1) history of floods ;
- (2) causes and damage due to floods;
- (3) floods affected areas classified under Chapter-II;
- (4) average annual high flood level in each of these areas; and
- (5) reports of his predeceassors and difficulties encountered by them and steps devised to overcome them.

6.3.2 The D. C. will plan his programme of action and act according to the directions given in the subsequent paragraphs. He will also ensure that all preparations as per scheme have been made. In course of such preparation the action at any level should

not create a sense of panic among the people rather it should give them an impression that the administration is prepared to deal with any situation arising out of floods.

Before floods:

6.3.3 The D. C. will—

- (i) convene meetings of the subdivisional relief committee of which the first meeting to be held by 15th February to advise on the following in respect of the district head quarters subdivision:
- (i) maximum number of relief centres likely to be set up ;
- (ii) facilities to be available at each centre ;
- (iii) maximum likely number of relief parties ;

Note:- The composition of a relief party and of a re-relief team is given in Appendix-3.

- (iv) the manner in which individuals and voluntary organisations are to be associated with the relief teams;
- (v) the manner in which Panchayats will be associated with relief operation;
- (vi) list of aided/unaided village works to be completed by 30th April by D. C./Panchayats. (suggestions made by F. C./P. W. D./Irrigation Department will be placed before the committee);
- (vii) list of works likely to be taken up for test relief departmentally by D. C./ Panchayats (suggestions made by F. C./ P. W. D./ Irrigation will be placed before the committee);
- (viii) labour-oriented works likely to be taken up by P. W. D., Irrigation Forest, Agriculture etc. Departments ;

- (ix) problems relating to flood affected areas to be tackled by P.W.D., F.C. and Irrigation Departments before the on-set of monsoons ; and
- (x) adequacy or otherwise of the preparations made by the various authorities concerned for dealing with the floods as required.
- (2) circulate minutes of the meetings to the Commissioners and Government in the Revenue Department. Relevant extracts will also be circulated for necessary action to the district officers of the concerned departments; and
- (3) take steps for implementation by the various authorities the recommendations of the sub-divisional relief committee.

6.3.4 He will, by 30th April, for organising relief:—

- (1) (i) divide the district into compact zones each comprising a group of villages falling under both 'very vulnerable' and 'vulnerable' areas as classified under Chapter II and each such zone will be serially numbered;
- (ii) select responsible officers not below the rank of S. D. C. who have thorough idea of the geographical terrain and other local conditions of the respective zone, to be designated as Relief Officer for placing them in charge of each zone and shouldering such duties and responsibilities as may be assigned by him; and
- (iii) select sites for evacuation centres and relief centres in safe areas. The site for sheltering livestock may be decided in consultation with the district A. H. & Veterinary officer. In selecting sites, preference will be given to high lands, school, market places, etc. not likely to be inundated.
- (2) make a rough estimate of requirements of—
 - (i) controlled commodities like rice, atta and controlled cloth and other non-controlled

essential commodities like edible oil, salt, kerosene, free sugar, gur, pulses, potatoes, baby food, wheat bran etc. and intimate to the deputy director or any other officer of civil supplies in the district for necessary arrangements in terms of para 18.1 of Chapter XVIII;

- (ii) animal feed in consultation, if required the district A. H. & Veterinary Officer and arrangement may be made in terms of para 20.1 (2) of Chapter XX;

- (iii) petrol for—

vehicles requisitioned from public;

vehicles, engine driven mar-boats, launches etc. likely to be placed for relief work by other departments;

and arrange with depots or agencies of the I. O. C. for ensuring supply as and when required during floods and intimate such arrangements to the district officers of the concerning departments.

- (3) prepare—

- (i) a subdivision-wise list of officers and staff available for deployment of relief duty as and when called for;
- (ii) a list of jeeps, busses, trucks etc., for requisition in case of necessity, in consultation with the D. T. O.;
- (iii) a list of boats/mar-boats/bailly bridges as will be available from P. W. D. and Inland Water Transport in terms of Para 12.1 and 14.2.2 (5); and
- (v) a list of boats, private and Public, other than those included in the list prepared under (iii) above, which can be requisitioned in case of necessity.

6.3.5 The D.C. will—

Village works
to be under-
taken before
floods.

- (1) undertake village works (on the suggestion of the E. E. F-C/Irrigation/P. W. D.) as may be necessary. The plans and estimates for such works will be prepared to the E. Es., P. W. D., F. C. and Irrigation and necessary technical assistance in execution of such works will also be rendered by them;

Joint Inspec-
tion of flood
protection
works.

- (2) undertake a joint inspection by 10th of May along with the E. E.; Flood Control and S. P., as a safeguard against breaches in embankments, bunds, drains, nullahs and other flood protection works, to see if necessary repairs etc, have been done and they are in good condition.

Setting up
of Control
Room.

6. 3. 6 (1) Set up control room from 15th May at the district headquarter. The control room will be placed under the charge of a responsible officer.

- (2) The officer-in-charge of the control room will be responsible for—

- (i) receipt of information regarding the flood situation from the S. D. Os and district level officers of other concering departments and apprising D. C.;
- (ii) guiding and informing all those who may seek assistance or information regarding situation in a particular flood affected areas; and
- (iii) assisting the D. C. in preparation of the reports mentioned in paras 6.3.8. (12) 6.3.15(2) and 6.3.18.

6.3.7 On receipt of flood warning the D.C. will

- (1) take action in terms of para 4.4 ;
- (2) post relief officers along with other staff to the respective zones ;

Setting up
Evacuation
relief Cen-
tres.

6.3.9 (1) The D. C. will make arrangement for constructing temporary huts in the evacuation/relief centres as may be considered necessary. He may obtain—

(a) bamboo poles, thatch, firewood and any other materials available in the nearby reserve forests by making prior arrangement with D. F. O. in terms of para 10.1 of Chapter X; and

(b) tents, tarpaulins etc., as available from the E. E., P. W. D./F. C./Irrigation, D. F. O. etc.

(2) The D. C. will arrange in the evacuation relief centre—

(a) for sanitation and maintenance of cleanliness; and

(b) for water supply through the E. E., P. H. E. in terms of para 15.2.2.

Grant of
gratuitous
relief.

6.3.10 The D. C. will, within the scales prescribed in Appendix 5, grant gratuitous relief in cash and kind to the deserving affected people. It should be substituted highest relief works as soon as possible in order to fulfil the dual purpose or avoiding the demoralising people among those in receipt of same on the one hand and reducing the burden of the State on the other. The procedure for distribution of gratuitous relief and the categories of persons entitled to such relief are given in Appendix-3. Gratuitous relief will be distributed through responsible Government officers.

Distribu-
tion of relief
articles re-
ceived as
donation.

6.3.11 The D. C. will arrange proper distribution of relief articles received as donation in kind among the deserving affected people through the official and non-official agencies,

Gare of in-
firm, desti-
tute, orphans,
children
and expect-
ant/nursing
mother.

6.3.12 The D. C. will make arrangement for taking care in the relief centres in respect of the infirm, destitute, orphans, children and expectant/nursing mothers, through the assistance of the district social welfare officer as laid down in Chapter XIX.

Supply of
cooked food
in relief
centres.

6.3.13 Supply of cooked food should generally be discouraged. The D. C. will arrange supply of cooked food in evacuation centres/relief centres only in unavoidable cases. Where so supplied, the quantity should as far as possible be at the scales prescribed in Appendix 5.

Test relief
works.

6.3.14 The works which are to be thrown open among the affected people in order to generate purchasing power and relieve distress when little or nothing can be done in the way of fresh cultivation and there are no other works, private or public, available may be regarded as test relief works. The following principles should be borne in mind in organising test relief works :

- (1) (i) as far as possible, test relief works should be simple which can be easily arranged and have the highest potential for employment of unskilled labour;
- (ii) in all test relief works employment of labour should be restricted mainly to the villagers affected by the natural calamity. Special care should however, be taken to ensure that weak, infirm, scheduled cast/tribes and other vulnerable sections are not left out of relief operations; and
- (iii) relief works should be easily accessible to villagers. It is easier to organise a few large works than a large number of small ones, but it is of the highest importance that Villagers should not have to travel long distances from their homes to relief works. If they have to do this they cannot properly share their earning, with their dependents.
- (2) (i) the D. C. will, if he is of opinion that test relief schemes are necessary in any area, arrange for test relief works as may be considered suitable in the prevailing circumstances;
- (ii) he will require the E. E./F. C/P. W. D. Irrigation Department to suggest on priority basis test relief works to be under-

taken in affected areas and to render necessary technical assistance in preparing plans and estimate and in execution of works in terms of paras 5.2.3., 14.2.2. and 13.2.2. respectively ; and

(iii) in executing the works, the rules regulating departmental constructions of public buildings under Appendix 8 to Assam Financial Rules and/or the P. W. D. Rules may generally be followed.

(3) (i) the rates of wages will be fixed by the D. C. in accordance with the minimum Wages Act 1948 and any other special factor; and

(ii) Payment of wages should be regular and prompt It should preferably be made daily.

Rehabilitation.
Collection
of agricultural
statistics.

6.3.15. The D.C. will as soon as floods recede—

(1) collect agricultural statistics from the revenue staff and the district agricultural officer about acreage under crops actually affected by flood, damage to crops and the number of cultivators involved, vide para 8.3.2. of Chapter VIII

(2) report on losses and damages in each subdivision to be submitted immediately after the flood waters recede to Government in the Revenue Department through the Commissioner in the form in Appendix 7.

Assessment
and distribution
of agricultural
relief.

(3) (i) make assessment of the requirement and arrange for distribution through the assistance of D.A.C. in terms of para 8.3.2. of Chapter VIII to the deserving among the cultivators:

- (a) seeds and seedlings as grants-in-aid;
- (b) agricultural loans in cash and kind such as seeds, seedlings, manures, agricultural equipment etc; and
- (ii) grant rehabilitation loans for constructions of/repairs to house in deserving cases among the affected people.

NOTE: In sanctioning rehabilitation loans for agriculture and construction of/repairs to house the provisions of the (1) Assam Loans Manual and (2) Assam Rehabilitation Loans Rules, 1957 issued under the Government Notification No. RL. 54/54/26, dated 3rd September 1957 as the case may be, should be followed or ready reference an extract from the Assam Loans Manual, Second Edition, 1939 and a copy of the Assam Rehabilitation Loans Rules 1957 are reproduced in Appendix 8 and 9 respectively.

Rehabilitation of persons uprooted by erosion.

- (4) Provide in case of persons who are uprooted by erosion, alternative lands for homestead or cultivation as the case may be and also arrange for distribution among them, where necessary, agricultural grants and loans as mentioned in foregoing paragraph. Endeavour should however, be made to provide alternative land near about their original village.

Suspension/ remission of land revenue and grazing fees.

6.3.16. The D. C. will allow suspension or remission of land revenue and grazing fees in deserving cases in accordance with the provisions of the Assam Land Revenue Manual Volume I Sixth Edition.

Contraction and closure of relief.

6.3.17. While it is necessary to provide all relief really needed, it is equally essential that strict economy is exercised so that resources of the State do not get strained unduly. Generally, a full picture as to the duration of relief measure will emerge as soon as the waters have subsided. The D. C. will judge for how long the relief operation is to be continued and when contraction/closure of operation is needed. In declaring closure of relief operation he will take the approval of the Commissioner and inform all concerned. The following factors should weight in declaration of contraction/closure of relief operation.

- (1) The actual point at which relief operation can safely be closed down will depend on the severity of the crop failure. Where there has been a serious failure of Ahu crop it will usually be necessary to continue relief measures

When to
close down
relief opera-
tion.

till the next Rabi crop is reaped and where there is a failure of Bao crop, relief should usually be continued till such time as the D. C. in consultation with the Commissioner may decide. In other cases, relief measure should not normally be allowed to continue longer than the situation demands.

- (2) The process of gradual closure of works should normally begin as soon as the demand for field employment sets in. Other indications for the closure of relief works are—
 - (a) a sharp increase in the proportion of women and children to men on work and ;
 - (b) an increase in the proportion of persons from villages close by the works to those from village further away;
- (3) Apart from the symptoms mentioned above, another factor that may be taken into consideration is the physical condition of the people and the extent to which private employment is available and the wages earned thereby.

6.3.18. The D. C. will submit a comprehensive report immediately after the closure of the flood relief operation in the district to the Government is the Revenue Department through the Commissioner

Role of
Subdivis-
ional office.

6.4. The S. D. O. will perform in respect of his subdivision the duties and responsibilities similar to those of the D. C. as laid down in the foregoing paragraphs.

CHAPTER—VII

ROLE OF HEADS OF DEPARTMENT, ZONAL,
DISTRICT AND SUBDIVISIONAL LEVEL
OFFICERS

Role of
Heads of
Depart-
ment.

7.1.1. A head of a department will be responsible for —

- (1) over all supervision, control and guidance regarding services to be rendered and relief measures to be undertaken by his department;
- (2) co-ordination of matters relating to floods among zonal officers and district officers under his control;
- (3) co-ordination with the D. C./S. D. O. in rendering assistance in relief work by his subordinate officers ;
- (4) re-deployment of personnel from one zone/district to another for relief works;
- (5) provision for labour-oriented works for affording test relief to the flood affected people ; and—
- (6) sanction of expenditure and arrangement of funds at head of department and government levels.

7.1.2. In order to discharge the above responsibilities he will inter-alia take the following action, as applicable:

- (1) issue detailed instructions to his subordinate formations enumerating—
 - (i) duties and responsibilities at different levels and at different stages of flood relief operation viz., before, during and after floods ;
 - (ii) the nature and extent of initial preparations for the floods ;

- (iii) the manner in which and the extent of tools equipment and other stores are to be built up and maintained ;
- (iv) the manner in which proposals for higher sanctions and for funds are to be channelised ;
- (v) the manner in which the subordinate officers should co-ordinate with D. C./S. D. O., and the nature of assistance to be rendered in relief works ; and—
- (vi) the frequency and prescribing the programme of reports/returns to be submitted by various level of officers.

Example—

- (a) daily report/during the peak period by the district level officers to the D. C.'s control room ;
- (b) daily report by the subdivisional level officers to the district level officers ;
- (c) weekly/fortnightly/monthly report by the district level officers to the divisional/heads of departments ; and
- (d) grave or emergency situation to be reported at once to the concerning authority.

(2) ensure that—

- (i) for providing test relief to the flood affected people—
 - (a) a tentative list of works which can be undertaken for very vulnerable areas is prepared before floods by 30th April and necessary funds are arranged. Such works should be undertaken as soon as possible during the flood relief operation in consultation with the D. C. ;
 - (b) in all plan or non-plan departmental schemes and programmes of works for the very

vulnerable areas provision of works as far as practicable, similar in nature to the test relief works should be made ;

- (c) test relief works should be primarily labour-oriented so as to provide employment to a maximum number of unskilled labour from among the affected people ;
- (d) the detailed principle and mode of payment of wages in test relief works as laid down in para 6.3.4. should, as far as practicable, be followed ; and—
- (e) expenditure on test relief works should be in accordance with para 23.4.1.
- (ii) financial and accounts procedures laid down in Chapter XXIII are followed.
- (3) undertake frequent tours to the affected areas and ensure adequacy of the measures taken by the department ; and—
- (4) submit on the conclusion of flood relief operations a comprehensive report to his administrative department with a copy to the Revenue Department on flood relief measures taken by his department.

General role
of Zonal
Officer.

7.2. The zonal officer will be responsible for supervision, control and guidance to the district and subdivisional level officers within his jurisdiction in flood relief operation. In order to discharge this responsibility he will—

- (1) undertake frequent tours to the flood affected areas within his jurisdiction and ensure—
 - (a) adequacy of the relief measures ;
 - (b) procedures and instructions are being followed;
 - (c) reports and returns are being submitted regularly in time ; and—

- (d) financial procedures are being followed and separate accounts of expenditure relating to flood relief are being maintained by all concerned.
- (2) cause clearance of all proposals for sanctions/grants with utmost expedition—
- (3) re-deploy personnel from one district to another within his jurisdiction, as may be required; and —
- (4) submit report/return as prescribed to his head of department.

General role
of District
level officers

7.3. The specific duties of certain district level officers have been laid down in Chapters V and VIII to XX. The role of the district level officers in general will be as below :

- (1) they will as required in the aforesaid chapter and/or in accordance with the detailed instructions issued by their respective heads of departments—
 - (i) make initial preparation before the floods;
 - (ii) take measures or render services as required during the floods ; and—
 - (iii) take action after the flood relief operation for,
 - (a) restoration of vehicles, tools, equipment, etc. ;
 - (b) repairs to/replacement of damaged tools/equipment ; and —
 - (c) collection of materials lent to D. C/S. D. O.
- (2) take steps for providing test relief in the respective districts in accordance with the principles laid down in para 6.3.14 —

- (3) ensure that financial procedures are followed and separate and proper accounts of expenditure relating to flood relief operation are maintained as laid down in Chapter XXIII ;
- (4) undertake frequent tours in the affected areas and ensure efficient management of the measures taken or services rendered ; and—
- (5) submit report/return as prescribed to the concerning authorities.

Role of
Sub-
divisional
level Offi-
cers.

7.4. The subdivisional level officer under various departments, where they exist, will in respect of areas under their own jurisdiction take similar measures as laid down for the respective district officers.

CHAPTER—VIII

AGRICULTURAL SERVICES

BEFORE FLOODS:—

Duties of
District
Agricultural
Officer.

8.1 The District Agricultural Officer will —

- (1) undertake extension measures relating to the latest result of research available from Assam Agricultural University or from other sources on already released varieties including flood tolerant varieties and other cultural practices for agriculture in the generally flood affected areas;
- (2) advise the dates after which sowing transplanting should not be undertaken ; and
- (3) advise on the suitable cropping patterns.

8.2 The district agricultural officer will visit the generally flood affected areas, classified under Chapter II and he will by 30th April —

- (1) make an assessment along with Revenue staff of the acreage under crops and number of cultivators likely to be affected in each of the areas ;
- (2) prepare an agricultural map block-wise showing areas under different crops in the generally flood affected areas and forward a copy each to the Deputy commissioner, the Zonal Joint Director of agriculture and the Director of agriculture ;
- (3) assess requirement of and assist D. C. in arranging —
 - (i) seeds, seedlings and manures for grants ; and
 - (ii) agricultural loans in cash and kind (seeds, seedlings, manures, agricultural implements bullocks etc);
- (4) assess requirement and arrange for —

(i) pesticides for protection of crops after floods and—

(ii) tools and plants for relief works.

(5) make arrangement for raising seedlings in specific government agricultural farms/nurseries. If the quantity to be raised in the government farms/nurseries is not enough, the balance should be raised by arrangement with the cultivators.

DURING FLOODS:—

8.3.1 On receipt of flood warning he will —

- (1) alert all his subordinate officers and field staff;
- (2) check stock of seeds, manures implements etc. and make arrangements for raising seedlings; and ;—
- (3) draw up a tentative programme for relief works as in para 8.3.2..

8.3.2. On occurrence of floods, he will keep in constant touch with the D. C. He will —

- (1) immediately collect agricultural statistics along with Revenue staff about acreage under crops affected by flood, damage to crops, and number of cultivators involved ;
- (2) arrange distribution of agricultural inputs in consultation with the D. C. ;
- (3) (i) render technical guidance to the needy cultivators for salvage and protection of surviving crops and raising of such varieties of crops as may be suitable during the season or in the next crop season;
- (ii) arrange for spraying of pesticides, where necessary ; and

- (iii) approach Flood Control Department for removal of excessive sand deposits in agricultural fields which cannot be removed by an individual farmer's efforts.

8.3.3 He will constantly visit the flood affected areas to ensure effectiveness of agricultural relief and rehabilitation measures.

After floods :

8.4. After the flood relief operation he will—

- (1) restore the tools and plants ;
- (2) repair the damaged tools and plants ; and
- (3) Dispose of undistributed seeds and manures etc., which cannot be kept for use beyond a particular crop season.

Role of
Assam
Agricultural
University.

8.5. The Assam Agricultural University will release a bulletin to the Agriculture Department before the 31st December containing their latest research on agriculture in respect of flood tolerant varieties of crops and other cultural practices for agriculture in the generally flood affected areas.

Extension
of research
results.

8.6. The Director of Agriculture will undertake extension measures on the lines indicated by the university.

CHAPTER—IX

EDUCATION DEPARTMENT MEASURES

Before floods :

Duties of
the Inspector
of Schools

9.1. The Inspector of Schools will by 30th April —

(1)(i) Prepare a list of Government and aided Schools in the very vulnerable and vulnerable areas classified under Chapter—II showing particulars of Buildings *i.e.* location, accommodation in sq. metres etc. in respect of each school ; and

(ii) forward a copy of the list to DC/SDO,

(2)(i) prepare a list of teachers and other staff who may be available from each schools for flood relief work if so required by the DC/SDO.; and

(ii) forward a copy of the list to DC./SDO.

(3)(i) collect from the O/C, N.C.C. of the district a list of suitable N.C.C. cadets., who will be available for flood relief work if required by D.C./S.D.O. ; and

(ii) forward a copy of the list to DC./SDO

During floods :

9.2. On receipt of flood warning, he will—

(1) request with intimation to D.C./S.D.O.—

(i) school authorities to alert the teachers and other staff as per list prepared *vide* (2)(i) above ; and

(ii) OC/N.C.C. to alert the N.C.C. cadets as per list obtained *vide* 3 (i) above, to be ready to move for flood relief duties as soon as requisitioned by D. C ./S.D.O.

- (2) (i) order closure of a school, the building of which has been requisitioned by the D. C./S. D. O. for utilising as evacuation/relief centre ;

NOTE:-The D. C./S. D. O. will, however, see that except under special circumstances a school building is not requisitioned for more than 15 days.

- (ii) order for closure of any school in the flood affected areas if necessary upto 15 days. He will take the approval of the D. P. I. if closure of a school beyond this period is considered necessary.

- (3) visit the flood affected areas and assess if any educational concession/assistance is required to be given to the flood affected students/institutions. If so, draw up scheme on priority basis and submit to government in Education Department through D. C./S. D. O. (copy to D. P. I.) for sanction and allotment of funds

Duties of
Director of
Public ins-
truction.

9. 3. the Director of Public Instructions will—

- (1) issue standing directions to all the school authorities in the State to lend the services of school teachers and other staff if and when required by the D. C./S. D. O. for flood relief duties ;
- (2) request the Director, N. C. C. Shillong to issue standing instructions to the N. C. C. units for deployment of N. C. C. cadets when requested by the inspectors of schools to assist the D.-C. in flood relief operation ; and
- (3) request all colleges to lend the services of the college teachers and staff when required by D. C./S. D. O. for flood relief duties.

CHAPTER—X

FOREST MEASURES

Before floods

Duties of
Divisional
Forest
officer

10.1 The D. F. O. will visit the generally flood affected areas, classified under Chapter II, and by 30th April he will —

- (1) take precautionary measures against unauthorised occupation of forest land or lifting of forest produce or damage to the forests by the flood affected people, who might take shelter in those forests ; and
- (2) make a rough assessment of firewood, poles thatch and any other material used for constructing temporary huts which will be available in the forests located nearest to the generally flood affected areas.

During floods:-

10.2 On receipt of request from the D. C. the D. F. O. will :—

- (1) issue permission for lifting poles, grass and other materials for constructing huts and fire wood for government relief work. He will indicate the forests from which supplies will be taken. The materials will be collected by officers of the P. W. D. or other civil officers in direct charge of the works by making prior arrangement with the forest officer-in-charge so as to avoid any indiscriminate removal of forest produce or damage to the forests ;
- (2) lend tents, tarpaulins etc, as available, for opening of relief camps, if required, and also ensure that these are collected as soon as the relief operation is over ; and
- (3) issue permission to remove forest produce a prescribed royalty rates to the flood affected people on a certificate of the D. C. or an officer nominated by him.

NOTE:- Great care should be taken that these concessions do not strike at the root of the safety of the forests themselves and their conservation

Test relief
works

10.3 He will take up works as suitable from among the following items to provide test relief to the affected people —

- (1) the programme of afforestation in and around the flood affected areas ;
- (2) other forest works such as improvement of existing forest roads, construction of new forest roads, cutting of demarcation lines between government and vested forests and the occupied areas and all such silvicultural operations as climber cutting, cutting back thinnings etc.

NOTE:- The Principles laid down in para 6.3.14 may generally be followed in such works.

CHAPTER—XI

HEALTH MEASURES

Before floods :-

Duties of District Health Officer 11.1 The District Health Officer will visit the generally flood affected areas, classified under Chapter II and he will by 30th April —

(1) Prepare —

- (i) a list of hospitals, primary health centres, dispensaries and other institutions located in these areas ;
 - (ii) a list of doctors and para-medical staff already available in each of the areas and the numbers of additional hands of each category that may be required in each of the areas in case of acute floods
 - (iii) a list of doctors para-medical staff of different category who can be withdrawn from their places of work and their services utilised for relief work ;
- (2) ensure that adequate stocks of medicines, vaccines and disinfectants likely to be necessary are kept at the district and subdivisional headquarters ;
- (3) keep ready in the district/subdivisional headquarters materials for—
- (i) augmenting the hospital beds by at least 10 in case of necessity ; and
 - (ii) opening one camp dispensary for each of the very vulnerable areas ;
- (4) arrange for mobilising at short notice two medical relief teams at the district headquarters so as to rush them for relief work ;

- (5) prepare a detailed plan for utilising the doctors and other voluntary organisations in the district during floods if so required and
- (6) take measures for prevention of epidemic and arrange vaccinations against small pox, cholera/typhoid etc. of the people in these areas.

During floods.

11.2.1. On receipt of flood warning, the will—

- (1) alter the doctors and para-medical staff for floods.
- (2) inform D.C./S.P. for arranging transport for staff and ambulance Services to be available at the short notice, if departmental vehicles are not available ; and
- (3) check personnel, equipment and medical stores

11.2.2. On occurrence of floods he will—

- (1) maintain close touch with the D.C. ;
- (2) immediately visit the flood affected areas along with one medical relief team ;
- (3) start measure for health relief at a primary health centre/dispensary/sub-centre, if such an institution is located conveniently in the flood affected area ;
- (4) make immediately arrangements to open camp dispensaries in the affected areas if the existing health institutions can not cover the areas ;
- (5) decide immediately whether isolation* of certain patients is necessary and desirable and if so, construct temporary isolation beds in the primary health centre/dispensary/subcentre/camp dispensary as may be convenient. He will also post the required additional staff for maintaining the isolation wards.

- (6) decide whether hospitalisation of certain patients is necessary and if so establish temporary hospital facilities in the nearest PHCs/hospitals. He will also post required staff for maintaining the hospital facilities. He will also arrange transport for the patients to the hospital.
- (1) (i) decide the extent of the health measures to be taken and work out whether additional medical relief teams could be required. If so, he will mobilise staff within his district and deploy them. If the staff is not sufficient or can not be disturbed, he will telegraphically request the Director of health services/principal of the nearest medical college to send medical relief team from the medical college ;
- (ii) entertain for short period additional paramedical and grade-IV staff, as may be absolutely necessary ;
- (8) utilise the services of Red Cross and other voluntary organisations, as may be forthcoming in rendering relief in the flood affected areas;
- (9) arrange other relief measures like disinfection of water sources, vaccination, health education etc. from the nearest P. H. C. with the help of staff attached to those institutions ;and
- (10) frequently visit the flood affected areas and ensure effectiveness of health measures.

After floods :

11.3 After the floods, he will —

- (1) restore equipment and stores ;
- (2) repair/replace damaged equipment ; and
- (3) arrange for disposal of unutilised medicines and disinfectants.

11.4 The D. H. S. will arrange before 30th April-

- (1) (i) training of general public in the very vulnerable and vulnerable flood affected areas, health education measures which are to be implemented prior to the flood season, through specially prepared mass media, like posters, pamphlets, filmstrips and cinema shows ;
- (ii) printing of adequate numbers of health education materials and sending them to the D. H. Os. before 15th April for distribution.
- (2) with the principals of the medical colleges that they keep ready six medical relief teams, each consisting of about 10 doctors and supporting staff so that the teams can be rushed to the flood affected areas at a very short notice. The teams should be equipped to move with their own medicines, tents, food stuff, cooking utensils lanterns, etc. so that they can function as self contained units without depending on the D. H. Os.

11.5.1 Though the training of medical officers and para-medical personnel covers medical care and prevention of epidemics during natural calamities, refresher's course will be arranged by the D. H. S. with emphasis on special problems on care and prevention during and after floods.

11.5.2 The course may consist of —

- (1) first-aid course by demonstration and practice;
- (2) prevention of epidemics lectures and practical demonstration in application of insecticides and disinfectants and disposal of dead bodies, etc. ; and
- (3) emergency sanitation-lectures and demonstration on purification of water, disposal of sewage, construction of temporary latrines, maintenance of cleanliness.

CHAPTER—XII

INLAND WATER TRANSPORT SERVICES

Before floods :

Duties of S. D. O./ S. O. I. W. 12.1 The Subdivisional Officer/Sectional Officer, Inland Water Transport will visit the generally flood affected areas, classified under Chapter II and he will by 30th April —

- (1) keep all vessels, marboats, single boats and relief boats in fit for operation condition ;
The position of modern vessels, marboats, single boats and relief boats as on 1st June 1976 under the different I. W. T. subdivisions is given in Appendix 10.

NOTE:- A fleet relief boats (single engine-driven or ordinary as may be suitable and capable of playing in shallow and rough water) may, as far as practicable, be maintained and kept at the different ferry points in the very vulnerable and vulnerable areas so as to press them into service in case of floods.

- (2) check the personnel and arrange the tools and plants, spares and other stores for relief operation ; and
- (3) prepare an estimate of P. O. L. consumption per hour and total carrying capacity available of relief boats and other vessels and inform the D. C.

During floods :-

12.2.1 On receipt of flood warning the S. D. O. S. O., I. W. T. will maintain close touch with the D. C. and will —

- (1) alert his subordinates to keep themselves ready for floods ;
- (2) finalise the arrangement for deployment of relief boats and other vessels with necessary tools and plants and other stores ;

- (3) draw up tentative programme for carrying out duties ; and
- (4) take up with E. E., I. W. T. Guwahati for arranging additional vessels, stores, and spares, if necessary.

12.2.2 On occurrence of floods, he will take action as follows—

- (1) place the relief boats and other vessels, as directed by the D. C. to the flood affected areas and start relief operation ;
- (2) arrange, purchase and transport of P. O. L. for the vessels etc. from the agencies as arranged by the D. C; and
- (3) undertake constant tours to the affected areas and ensure adequacy of the arrangements made.

After floods :

12.3 After the flood relief operation, he will —

- (1) restore relief boats, other vessels, equipments and stores ; and
- (2) take step for repair to damaged boats/vessels.

CHAPTER—XIII

IRRAIGATIONS MEASRES

Before floods :

Duties of
Executive
Engineer.

13.1 Executive Engineer, Irrigation, will visit all irrigation works in his jurisdiction with special emphasis to the vulnerable areas, classified under Chapter II, and he will by 30th April —

- (1) check and ensure that the canals and other structures for irrigation in these areas are in good condition ;
- (2) check against unauthorised construction likely to damage any structures of irrigation department ;
- (3) assess requirement and arrange for tools and plants and other stores ;
- (4) keep vehicles, tractors, bull-dozers etc. under his division in good running condition ; and
- (5) for test relief work in the vulnerable areas—
 - (i) prepare tentative list of works ; and
 - (ii) check provision already made in approved schemes for these areas.

NOTE:- The principles according to which test relief works are to be organised are as laid down in para 6. 3. 14.

During floods :

13.2.1 On receipt of flood warning, he will—

- (1) keep close touch with the D. C. ;
- (2) alert staff ; and
- (3) check —
 - (i) arrangement for tools and plants, stores etc. and

(ii) vehicles, trucks, bull-dozer etc.

13.2.2 On occurrence of floods, he will—

- (1) visit the irrigation works in flood affected areas ;
- (2) lend to D. C. materials (if available), for temporary relief camp vehicles, etc. if required
- (3) assess requirement and deploy staff for—
 - (i) suggesting to D. C. for undertaking irrigation works, on test relief and rendering him technical assistance as necessary ; and
 - (ii) taking safety measures for protection of irrigation canals and other irrigation works
- (4) frequently visit the flood affected areas and ensure measures for safety of irrigation structures ; and
- (5) for test relief—
 - (i) finalise list and start works ; and
 - (ii) take up labour intensive item of any approved plan scheme in the areas by engaging flood affected people.

After floods :-

13.3 After the flood operation he will—

- (1) restore tools and plants, stores etc. repair/replace damaged tools and plants ; and
- (3) collect materials, vehicles etc. lent to Deputy Commissioner.

Technical approval and completion certificates in respect of test relief works of other civil department

13.4 The procedure, laid down regarding technical approval to test relief irrigation works of other civil authorities and issue of completion certificates in respect of such works, shall be in accordance with A. P. W. D. Code and the procedure laid down in para 14.5.

(ii) vehicles, trucks, bull-dozer etc.

13.2.2 On occurrence of floods, he will—

- (1) visit the irrigation works in flood affected areas ;
- (2) lend to D. C. materials (if available), for temporary relief camp vehicles, etc. if required
- (3) assess requirement and deploy staff for—
 - (i) suggesting to D. C. for undertaking irrigation works, on test relief and rendering him technical assistance as necessary ; and
 - (ii) taking safety measures for protection of irrigation canals and other irrigation works
- (4) frequently visit the flood affected areas and ensure measures for safety of irrigation structures ; and
- (5) for test relief—
 - (i) finalise list and start works ; and
 - (ii) take up labour intensive item of any approved plan scheme in the areas by engaging flood affected people.

After floods :-

13.3 After the flood operation he will—

- (1) restore tools and plants, stores etc. repair/replace damaged tools and plants ; and
- (3) collect materials, vehicles etc. lent to Deputy Commissioner.

Technical approval and completion certificates in respect of test relief works of other civil department

13.4 The procedure, laid down regarding technical approval to test relief irrigation works of other civil authorities and issue of completion certificates in respect of such works, shall be in accordance with A. P. W. D. Code and the procedure laid down in para 14.5.

49
CHAPTER—XIV

PUBLIC WORKS DEPARTMENT SERVICES

Before floods:-

Duties of
Executive
Engineer.

14.1 The Executive Engineer will visit the generally flood affected areas, classified under Chapter II, which are within his jurisdiction, and he will by 30th April—

(1) ensure that—

- (i) the road-side materials are stacked in proper places as are not to be washed away during floods ;
 - (ii) the passage of all cross drainage works (bridges and culverts) is clear, free from obstructions to allow easy flow of the flood water ;
 - (iii) the protective works, as exist in culverts and bridges and road approaches flanking such structure will have been repaired as necessary ;
 - (iv) the bailey bridges, single boats, engine driven marboats, bull dozers, roadrollers trucks and other vehicles of the division are in good running condition ;
 - (v) materials for constructing temporary bridges and camps for P. W. D. workers are available in stock according to the limit prescribed by the Chief Engineer, P. W. D. ; and
 - (vi) soundings are taken as necessary for structures, situated below the water level as obtaining in April, and necessary drawings prepared for subsequent reference during floods.
- (2) assess stocks of C. I. sheet, tarpaulins and other materials as are generally used for tents

and temporary huts in relief camps, which may be available for lending to the D. C. if required,

- (3) assess and prepare list of staff of different categories for duties in terms of para 14.2.2 (2) and make necessary arrangement ; and
- (4) arrange reserve stock of tools and plants and other stores at scales prescribed by the Chief Engineer, P. W. D.

During floods:-

14.2.1 On receipt of flood warning he will—

- (1) under emergent conditions keep constant and continuous contacts with the concerned Deputy commissioners/civil subdivisional officers;
- (2) alert his subordinate for floods ; and
- (3) draw up tentative programme of the measure to be taken.

14.2.2 On occurrence of floods, he will—

- (1) immediately visit the flood affected areas ;
- (2) assess requirement and deploy staff for—
 - (i) keeping round the clock vigil of the roads, bridges etc., which are threatened by the floods ;
 - (ii) restore communication within the short test time possible in all National Highways, state roads and district roads in consultation with the superintending engineer. In case of village roads atleast pedestrian traffic has to be restored ;
 - (iii) keeping proper vigil that no unauthorised cuts are made in P. W. D. roads for draining out of flood water ; and
 - (iv) taking measures for—

- (a) preservation of P. W. D. buildings and other works in the flood affected areas ; and
- (b) prevention of encroachment on Government lands under his charge.
- (3) report telegraphically of the road submergence to the D. C., S. E. ,C. E. and Secretary, P. W. D. immediately after the occurrence indicating concisely the location and extent of submergence, the fact of clousure of traffic ;
- (4) report telegraphically the nature and extent of damage during flood even where there is no subsidence or after subsidence of flood water, as the case may be and if the traffic is closed as a result thereof ;
- (5) press into service baily bridges, single boats, engine-driven marboats, vehicles (as available) for rescue operations and transhipment of marooned people livestock etc. as may be required by the D. C. The position of marboats and single boats as on 1st June 1976 under the different P. W. D. division is given in Appendix II.

NOTE:- A fleet of relief boats (single-engine driven or ordinary as may be suitable or capable of plying in shallow and rough water) may, as far as practicable, be maintained and kept at different ferry points in the very vulnerable areas so as to press them into service in case of floods.

- (6) render technical assistance as may be required by the D. C. in constructing temporary huts in relief camps and in other test relief works, such as repairs to damaged village roads, culverts, bridges, new village roads etc. ; and
- (7) lend C. I. sheets/tarpaulins/other building materials, as available, when required by the D. C. for constructing temporary huts in rel ie

camps and obtain written receipt from the officer deputed for such purpose by the D. C.

After floods:-

14. 3 He will—

- (1) restore tools and plants ;
- (2) repair/replace damaged tools and plants ;
- (3) collect materials, if any lent to D. C. for creating temporary structures in relief camps ;
- (4) take steps for repairs to damaged roads, culverts, bridges and buildings and other structures borne in the books of P. W. D. ;
- (5) telegraphically report to, D. C. S. E. C. E., and Secretary, P. W. D. as soon as after restoration of communication and also intimate the expenditure/liability incurred thereof ;

NOTE:- In case of National Highways the respective M. O. T. Officers in shillong and New Delhi may also be telegraphically intimated about closure, restoration, damage. Where repair works can wait it is to be taken up only after inspection by M. O. T. officer from shillong who is to be telegraphically requested to visit the site of damage etc.

- (6) prepare detailed estimate which should also include the expenditure/liability incurred for restoration of traffic, giving the cost appraisal for restoration of the road surface/structures to the original condition and submit together with the statement in the proforma vide Appendix 12 to the S. E., for onward transmission by the latter to higher authorities in P. W. D. for obtaining sanction and arrangement of funds.

Test relief
works by
P. W. D.

14.4 The E. E. will, as soon as possible during the relief operations, decide the works that can be

takenup for test relief which may include among others—

- (1) repairs to damage roads, culverts, bridges, constructions and repairing work of temporary structures etc. ; and
- (2) such works for these aresa as are already included in the regular schemes of the department for execution as test relief works e.g. construction of new roads (only earth work and necessary culverts) etc. and arrange funds.

Technical
Approval of
P. W. D. to
test relief
work esti-
mates of
other civil
departme-
nts and
Mahakuma
Parishads,

14.5.1 The executive engineer will accord technical approval to the estimates for test relief works of civil departments and mahakuma parishads as well as issue completion certificates of such works on priority basis.

14.5.2 The estimates prepared by the technical staff of other civil departments or by the block overseers under the mahakuma parishads will be sent to the concerned E. E. who will be personally contacted by the technical officer who prepared the estimates. The E. E. will approve the estimates if these are in order within 5 days of receipt of the same. If the estimates are not in order, the deficiencies will be pointed out to the concerned technical officer within 2 days. After the works are completed the E. E. on being approached by the civil authorities or mahakuma parishads, will issue completion certificates within 15 days of completion of the work.

CHAPTER—XV

PUBLIC HEALTH ENGINEERING MEASURES

Before Floods:

Duties of
E.E., P.H.E.

15.1 The executive Engineer, Public Health Engineering will visit the generally flood affected areas, classified under Chapter II, and he will by 30th April—

- (1) assess measures likely to be required for safe water supply in these areas ;
- (2) Prepare—
 - (i) a list engineering personnel of different categories already available in the nearest P. H. E. division and the number of additional hands that may be required in each area in case of heavy floods ;
 - (ii) a list of engineering personnel of different categories who, in case of necessity, can be withdrawn from their places of work and utilised for relief work ;
- (3) arrange for mobilising at short notice two P. H. E. teams at the district head quarters to rush them for relief work ;
- (4) ensure adequate stocks of—
 - (i) equipment and materials for sinking tubewell, ringwell, water reservation etc., in the relief camps and other places in the flood affected areas ; and
 - (ii) camp materials and other stores for workers and keep them in appropriate places.
- (5) keep the departmental vehicles in good running condition.

During Floods :

15.2.1 *On receipt of flood warning, he will—*

- (1) alert subordinate officers and staff for floods;
- (2) check vehicles, equipment, stores etc. ; and
- (3) draw up tentative programme of action.

15.2.2 *On occurrence of floods, he will—*

- (1) keep close touch with the D. C. ;
- (2) visit the flood affected areas immediately with one P. H. E. team and start water supply measures ;
- (3) assess extent of water supply measures required and deploy necessary staff. If the staff available in the district is not sufficient to cope with the situation, arrange through C. P. H. E. additional staff ; and
- (4) constantly visit the flood affected areas and ensure adequate safe water supply measures.

After Floods :

15.3 *After the flood relief operation, he will—*

- (1) restore tools and equipment, stores etc ; and
- (2) repair/replace damaged tools and equipment.

CHAPTER—XVI

POLICE MEASURES

Before floods :

Duties
of S.P.

16.1 The Superintendent Police will visit the generally flood affected areas, as classified under Chapter II and he will by 15th May—

- (1) (i) prepare a list indicating the number of Police personnel and home guards likely to be deployed in addition to the Police personnel in the existing Police stations and out posts in each such areas for purposes mentioned in para 16.2.2. He will indicate his requirement of home guard through district magistrate;
- (ii) take into consideration the Police measures taken in the respective areas during the past 2—3 years. The list regarding the home guards will be prepared by him in consultation with the Commandant, Home Guards of the district.

NOTE :- The police personnel to be selected should be of high quality and integrity.

- (2) keep the Police vehicles, equipment etc., in good working condition ;
- (3) prepare a tentative list of vehicles likely to be required for requisition for patrolling rescue operation, evacuation of affected people, live-stock, transport of relief workers and carrying relief articles ;
- (4) arrange for required number of police wireless sets to be kept in readiness for temporary installation in the affected area ; and
- (5) stock the required equipment and stores

During floods:-

16.2.1 On receipt of the flood warning, the (S) P. will—

- (1) alert the Police personnel to be ready for relief operation ;
- (2) in respect of the home guards as per list prepared under para 16.1 (1) (i), request the district magistrate to call for the services of the home guards to issue directions ;
- (3) draw up tentative programme of action by the police personnel and home guards ; and
- (4) check vehicles, equipment and stores for relief operation.

16.2.2 On the occurrence of floods, the S.P. will maintain close contact with the D.C. He will be responsible for—

- (1) maintenance of law and order ;
- (2) collection of intelligence report about the incidence of crime following the floods and take effective measures to prevent and investigate such crimes ;
- (3) assisting in rescue operation and evacuation or transfer of affected people to relief camps or safer places ;
- (4) helping strayed persons to re-establish contact with members of their families or relations ;
- (5) taking care salvaging property including livestock of the affected people ;
- (6) posting of police guards at vital installations and arranging guard for relief materials at the relief camps ;
- (7) rendering assistance in restoration of means of communications (police wireless will be commissioned if necessary).

- (8) arranging special patrol on lines of communications, along with relief materials are carried ;
- (9) arranging required number of vehicles in addition to the available police vehicles, by requisition or otherwise ; and
- (10) undertaking constant tours for effective police measures.

After floods :

16.3 After the flood relief operation he will—

- (1) restore vehicles, equipment and camp materials is and
- (2) repair/replace damaged equipment.

Training of
police per-
sonnel.

16.4 The syllabi of the police training institutions should include essential instructions for dealing with various kinds of emergency conditions. In addition some short duration refresher courses should be provided in the districts and sub-divisions to the existing personnel.

CHAPTER—XVII

PUBLICITY MEASURES

Before floods:

Duties of
District In-
formation
& Public
Relations
Officer.

17.1.1 The District Information and Public Relations Officer will visit the generally flood affected areas classified under Chapter II and by 30th April he will—

- (1) make an assessment of the publicity requirements of the compact zones in the district as mentioned in para 6. 3. 4.;
- (2) make a list of the requirements of staff for deployment of publicity units in the zones for publicity works ;
- (3) keep the departmental vehicles in good running condition for publicity duties in the flood affected areas ;
- (4) arrange for equipment P. O. L. for vehicles etc. necessary for publicity works in these areas ; and
- 5) intimate the Deputy commissioner, requirement of vehicles, if departmental vehicles are not sufficient.

17.1.2 He will keep close liaison with the deputy commissioner/Subdivisional officer and the district level officers of the department directly concerned with flood relief operation, namely -Flood Control, Agriculture, Health, Veterinary, Supply, Irrigation, P. W. D., P. H. E., I. W. T., Police, Forests Social, Welfare and Education for giving advance publicity as may be necessary prior to the occurrence of floods through all available media.

17.1.3 He will ensure that the facilities for press communications remain undisturbed during the flood season from 15th May to 15th October. ■

17.1.4. He will—

- (1) utilise the police radio channel for transmission of urgent and important pressmessages when necessary ; and
- (2) maintain close liaison with the local press and all media heads stationed in the district including the directorate of field publicity, Government of India and secure their co-operation in the publicity measures.

During floods:

17.2.1 On receipt of flood warning he will—

- (1) alert the staff for floods ;
- (2) maintain close contact with the D. C. ;
- (3) check personnel and equipment ; and
- (4) arrange publicity through available means, of flood warning in the areas likely to be affected by floods and instructions for evacuation of people from the very vulnerable areas as may be required by the deputy commissioner.

17.2.2 On occurrence of floods he will—

- (1) immediately visit the flood affected areas and ascertain publicity requirements ;
- (2) continue to maintain close liaison with the D. C./S. D. Os. and other officers as mentioned in para 17.1.2. above ;
- (3) deploy publicity units fully equipped, as may be necessary to assist the D. C. in carrying out publicity works in the flood affected areas ;
- (4) if the staff and equipment available at his disposal are not sufficient, request the Director of Information and Public Relations at

once to deploy Publicity units from outside his district ;

- (5) install P. A. systems in the evacuation/relief centres as may be required by the D. C.
- (6) issue press messages by all available means timely and regularly to the All India Radio, news papers and to the Joint Director of Information and Public Relations, Dispur regarding flood situation and relief measures; and
- (7) frequently visit the flood affected areas to ensure effectiveness of the publicity measures.

After floods:

17.3.1 After floods he will—

- (1) restore equipment ; and
- (2) take steps for repair/replacement of damaged tools and equipment.

17.4.1 The Director of Information and Public Relations will give timely publicity of the flood warnings through All India Radio and other publicity media. He will, with the help of departments concerned, arrange for such publicity material as may be required for educating the public in matters of health, sanitation, cattle epidemic etc.

17.4.2 He will arrange for mobilising at short notice at least 4 self-supporting publicity units to be rushed to the flood affected areas on requisition from the district information and public relation officers.

17.4.3 He will arrange for photography and news reel coverage of flood situation, where necessary.

CHAPTER—XVIII

SUPPLY OF ESSENTIAL COMMODITIES

Before floods:

Duties of
Deputy Director of
Supply or
other office
incharge.

18.1 The Deputy Director of Supply or any other officer, incharge of procurement and distribution of civil supplies in the district will by 30th April-

- (1) arrange for procurement of controlled commodities like rice, atta, and controlled cloth and maintain a reserve stock of the required quantities of these items in specified places, with the government agencies to be released during the floods on a requisition from the D. C. The reserve stock will not be released for any other purpose without the specific approval of the D. C. ;
- (2) hold discussion with representatives of Chambers of Commerce, local traders and co-operatives and ensure that adequate stock of other non-controlled essential commodities like edible oil, salt, kerosene, free sugar, gur, pulses, potatoes, baby food, wheat bran, etc. are maintained by them so that they can also be made available at reasonable prices to the D. Cs. for relief works ;
- (3) arrange through the Director of Supply for procurement of the controlled and essential non-controlled items, which cannot be locally procured from within the district ;
- (4) intimate the D. C. the names of the agencies and the quantity of reserve stock available with each ;
- (5) keep certain quantities of reserve stock, by arrangement with the approved dealers, of G. C. I. sheets to be made available at reasonable rates to the flood affected people; and
- (6) arrange with the Food Corporation of India, the Assam State Co-operative Marketing and Consumers' Federation Limited and the wholesale Co-operative Societies for lifting by the

D. C. from each of these agencies not exceeding 500 quintals each of atta and rice, as necessary, without prior allotment of the Government of India or the Director of Supply. Such lifting of atta or rice will be adjusted against the quota of the next month or regularised by obtaining formal allotment.

During floods:

18.2 The D. D. S. or the officer-in-charge of civil supplies will—

- (1) ensure adequate supply position of essential commodities, particularly the controlled commodities, not only in the affected areas but also in the other areas of the district;
- (2) keep constant vigil by the supply staff so that the traders do not take advantage of the situation create any condition of artificial scarcity and inflate the prices of the commodities. Any tendency towards hoarding and profiteering should be dealt with sternly ;
- (3) take steps on priority basis for arranging additional supplies from within or outside the district, if the reserve stock of the controlled commodities is not enough for relief due to widespread floods ;
- (4) cause retail outlets to be opened, where necessary, in the affected areas as may be directed by the D. C. ;
- (5) deploy staff for relief in the affected areas; and
- (6) seek at once the assistance of D. C. in case of difficulty regarding transport of essential commodities—
 - (i) if it is due to shortage of wagons, to move government for taking up with the railway authorities at the appropriate level for placing of sufficient number of wagons; and

- (ii) for taking up with the State Transport Corporation, Inland Water Transport Organisation and other transport agencies for giving priority in transporting essential commodities in the flood affected areas. If the fleet of these organisations is not sufficient to cope with the situation, the vehicles, boats, motor launches, etc. requisitioned by the D. C. for relief may also be utilised.

After floods:

18.3 D. D. S. or the officer in-charge will—

- (1) obtain the particulars from the government agencies regarding the quantity of each of the commodities released from the reserve or other stock for relief and submit a complete return within one month from the date of expiry of the emergency to the D. C. and to the Director of Supply ; and
- (2) allow, with the approval of the D. C., the balance of the reserve stock, with different government agencies to be utilised for general purposes as soon as the flood relief is over.

CHAPTER—XIX

SOCIAL WELFARE SERVICES

19.1 During any calamity the weakest and the neglected, viz, children, old and infirm handicapped and expectant/nursing mothers suffer most. Government have a special responsibility for protecting them. The Social Welfare Departments is entrusted with this responsibility.

Before floods:

Duties of
District So-
cial Welfare
Officer.

19.2 The District Social Welfare Officer will visit the generally flood affected areas, classified under Chapter II, which are within his jurisdiction and he will, by 30th April—

- (1) (i) make arrangements for mobile units of maternity and child welfare centres likely to be necessary in the affected areas ;
- (ii) draw up nutrition programme for the children below 6 years and expectant/nursing mothers in flood prone areas ;
- (iii) make arrangement for taking care in the relief centres of orphans infirms and destitutes; and
- (iv) assess requirement and arrange for milk powder, baby food, etc.
- (2) make—
 - (i) a list and the facilities of voluntary social welfare organisations located in the district which may be associated, in case of necessity, in relief operation ; and
 - (ii) a list of personal for rendering services in the relief centres.
- (3) keep vehicles in good running condition.

During floods :-

19.3.1 On receipt of flood warning he will—

- (1) keep constant touch with the D. C. ; and
- (2) alert personnel for floods.

19.3.2 On occurrence of floods, he will—

- (1) see that orphans infirms and destitutes accommodated in the relief/evacuation centre are properly taken care of ;
- (2) requisition the services of the voluntary social welfare organisations for rendering assistance as and when necessary ;
- (3) organise running of kitchen, if required by the D. C. for the persons mentioned in (1) above -
- (4) shift the destitutes, where necessary, to the destitute homes; and
- (5) arrange and supply milk powder, baby food etc. to the children, expectant/nursing mothers as per nutrition programme.

CHAPTER—XX

VETERINARY SERVICES

Before floods :-

Duties of
District Animal
Husbandry and
Veterinary
Officer

20.1 District Animal Husbandry and Veterinary Officer will visit the generally flood affected areas classified under Chapter II, and he will by 30th April

(1) assess requirements of veterinary measures to be taken in these areas and arrange—

- (i) veterinary assistant surgeons, veterinary field assistants and other staff ;
- (ii) equipments, medicines, vaccines, disinfectants etc. ;
- (iii) materials for opening first aid centres and camp dispensaries ;
- (iv) to locate suitable high places for sheltering live-stock from flood affected areas ;
- (v) mobilising at short notice two or more veterinary teams (each team normally comprising 1 V. A. S. and 5 V. F. A.) at the district headquarters for relief work in case of an emergency ;
- (vi) keeping at prescribed scales all essential equipments, medicines, vaccines, disinfectants in every hospital dispensary, first aid centre in these areas to be readily available for relief ;
- (vii) fodder like hay and greengrass from live-stock fodder farms or from the other sources ; and
- (viii) measures for prevention combating a situation like wide-spread disease in epidemic form among animals.

(2) assist the deputy commissioner in arranging with local traders for supplying animal feed

at reasonable price if required during the floods ; and

- (3) prepare a veterinary map for these areas showing veterinary hospitals, dispensaries, first aid centres, A. I. sub-centres and cattle population covered by each of these institutions and forward a copy each to D. C. and Director of Animal Husbandry and Veterinary.

During floods :-

20.2.1 The D. A. H. & V. O. on receipt of flood warning will—

- (1) alert the subordinate officers and field staff;
- (2) check and arrange personnel stores, equipment, vehicles etc. ; and
- (3) draw up tentative programme of relief work;

20.2.2 On occurrence of floods, he will—

- (1) keep close touch with the D. C. ;
- (2) visit the flood affected areas immediately with a veterinary relief team and start relief measures ;
- (3) arrange with the help of D. C. shifting of live-stock to suitable high places;
- (4) assess extent of veterinary services required and deploy necessary staff. If the staff available for relief work in the district is not sufficient arrange drafting of additional staff from out side the district through the Director of Animal Husbandry and Veterinary ;
- (5) open first aid centres and camp, dispensaries if the existing first aid centres, dispensaries and hospitals are not sufficient ;
- (6) (1) advise public in taking preventive measures against any epidemic among live-stock ; and

- (ii) take measures to vaccinate all susceptible livestock against such diseases ;
- (7) arrange and distribute feed and fodder for the animals as directed by the D. C. ; and
- (8) constantly visit the flood affected areas and ensure effectiveness of the measures.

After floods:-

20.3 After the flood he will—

- (1) restore equipment and stores ;
- (2) repair or replace damaged equipment ;
- (3) arrange disposal of balance medicines or replenish stock of medicine and stores ; and
- (4) take steps for repair of damaged veterinary buildings.

20.4 Director of Veterinary will organise—

- (1) by arrangement with the veterinary college a short duration training course in veterinary medical care and prevention of epidemic among animals for staff of the V. & A.H. Department ; and
- (2) education of general public in these areas on veterinary measures to be implemented prior to flood season through posters, pamphlets, film strips etc

CHAPTER XXI

RELIEF ON ACCOUNT OF OTHER NATURAL CALAMITIES OR OTHER CAUSES

Other
natural
Calamities.

21.1 Other natural calamities may be of the following kinds if they cause extensive or severe damage or threat of damage to life and property :

- (1) **Storms and cyclones**—Severe storms and violent cyclones causing damage to property by destroying houses, damaging vital installations, uprooting big trees, disrupting communication and transport, loss of life in large numbers.
- (2) **Drought and famine**—Scarcity conditions are sometimes caused by failure of rains and insufficient irrigation facilities. Assam is generally free from famine/drought conditions. Certain areas of the State may, however, be affected by drought because of inadequate rains or when the monsoons fail.
- (3) **Severe earthquakes and heavy landslides**—
(i) Earthquakes of very severe intensity causing death due to house collapse, causing disruption of road and rail traffic changing the courses of large rivers, blocking up of river mouths, causing damage to dams and dykes, hydel projects etc. (ii) Landslides of severe intensity which may cut off vital communications affecting essential supplies and causing acute economic distress.
- (4) **Virulent epidemic and large scale food poisoning**—Large scale incidence of cholera, gastroenteritis etc. which take a heavy toll of human lives food poisoning due to pollution of food stuff and water sources.
- (5) **Major accidents in factories, mines and transport**—Large scale and continuing disasters in factories producing combustible ingredients such as petroleum products, gases, match box, ammunition etc. due to fire or explosion.

Similar disasters in mines as well as landslip trapping and asphyxiation of miners in large numbers as at Chasnala in Bihar. Disasters may occur in train derailments, sinking of boats, plane crashes and bus accident killing and injuring a large number of people.

(6) **Major accidents in Melas, festivals etc. —**

There may be large number of death or injuries in stampede, outbreak of fire in pandals or collapse of an auditorium etc.

(7) **Serious fire outbreaks** — Serious fire may occur in heavily congested areas, bazars, large and tall buildings and may also occur in marriage pandals or festivals like Diwali causing large scale deaths and serious burn injuries ; Similarly fires may occur in forest areas in the dry months.

(8) Any other such natural calamity which may result in an emergency situation.

Other Cases 21.2 Other causes due to which an emergency situation arise may be —

- (1) acute economic distress of the people in any part of the State ; and
- (2) distress of people on account of grave situation arising out of international border dispute but not amounting to war.

21.3 At the time of occurrences of these natural calamities or distress due to other causes people look to government for relief and rehabilitation Since the nature and magnitude of the loss caused and other allied problems which emerge on account of such calamities or other causes vary from time to time and place to place, on hard and fast rules/regulations can be framed nor any prior preparation can be made for the grant of relief to the people in distress. However, keeping in view the nature and magnitude of the loss sustained relief operation will be organised by the D. C. as soon as emergency situation arise and steps will be taken to give relief to the deserving cases. The instructions contained in this manual for the floods will be followed, as far as applicable, in these cases.

CHAPTER—XXII

FINANCIAL POWERS

22.1 Financial powers in respect of expenditure in connection with any emergency situation arising out of floods or other natural calamities by different authorities involved will be same as prescribed for their ordinary expenditure.

22.2 The following specific powers are, however, delegated to certain authorities for expenditure relating to such calamities.

Serial No.	Nature of power	Authority	Extent of power	General conditions if any
(1)	(2)	(3)	(4)	(5)
1	Gratuitous relief	D.C./ S.D.O.	Full power.	The procedure and the scale as prescribed in Appendix-5
2	Rehabilitation grants.	D.C.		
	(i) To sanction grants for seeds/seedlings	-do-	Upto Rs. 25/- for each deserving affected family.	Grant in cash should be given only if seeds/seedlings are not available for distribution.
	(ii) To sanction grant for construction/repairs of houses.	-do-	(a) Upto Rs.300/- per family whose houses are completely damaged or destroyed ; and (b) Upto Rs.100/- per family whose houses are partially damaged or destroyed.	

Serial No.	Nature of power	Authority	Extent of power	General condition if any
(1)	(2)	(3)	(4)	(5)
	(iii) To sanction grants for Agricultural implements.	-do-	Upto Rs.25/- per deserving family.	
3	Purchase of P. O.L. for pool and requisitioned vehicles	D.C.	Full power.	
4	Purchase of spare parts, tyres and tubes for vehicles.	do	Upto Rs.1000/- in each case.	
5	Overhaul and repairs for vehicles.	do	Upto Rs.2000/- in each case.	
6	Sanction for test relief works.	do	Upto Rs.25,000/- in each case.	On the recommendation of the subdivisional Relief Committee.
7	Sanction for temporary construction in evacuation/relief centre.	do	Upto Rs1000/- in each case.	
8	Purchase of stores.	do	Full power where scales are laid down.	
9	To issue technical sanction and completion certificate of test relief works of civil departments.	S.D.O. (P.W. D.)	Upto Rs.10,000/- in each case.	

Note:—The above powers will be exercised subject to availability of funds.

22.3.1 The D.C/S.D.O. is authorised to collect donations in cash and kind on account of natural calamities from the public and voluntary organisations. A formal receipt in Schedule II, form No.50 (new) will be issued in each case of donation so collected.

22.3.2 He will maintain a Personal Ledger Account of all the donations received in cash and may incur expenditure on relief out of the fund collected and maintain proper account as mentioned in para 23.2.4.

CHAPTER—XXIII

ACCOUNTS

Debit of
Expenditure

23.1.1 All expenditure in connection with any emergency situation arising from floods or other natural calamities will be debited to the head "289-Relief on account of Natural Calamities," or "695-Loans for other Social and Community Services (I)-II-Other State Plan Schemes and Non-Plan Schemes-3 C-Relief for natural calamities" as the cases may be.

23.1.2 Expenditure in connection with relief due to other causes will be debited to the head of account as may be decided by the Government.

Mainten-
ance of
Accounts.

23.1.3 All expenditure will be incurred and accounted for in the same manner as for such expenditure under the ordinary circumstances if not specifically provided otherwise in this manual.

23.2.1 A Separate set of accounts and the registers namely, Cash Book, Contingency Register and Stores Registers will be maintained

23.2.2 A register for gratuitous relief, grants-in-aid and loans (cash and kind) to the affected people should be maintained.

23.2.3 A separate register for receipt and distribution of relief articles donated by the Public or voluntary organisations should be maintained.

23.2.4 A separate account of the Personal Ledger Account, Operated by the D. C./S. D. O. in terms of para 22.3.2, will be maintained. All receipts and disbursements shall be incorporated forthwith in a separate cash book specifically to be maintained for this account and all supporting vouchers should be arranged and maintained properly to be ready for inspection by audit or any other authority at any time. The other procedure for maintenance of P. L. Account as laid down in the Assam Financial Rules should be strictly followed.

23.3.1. The Pay and allowances and T. A. of the Government servants deployed for relief operation will be debited to the respective service heads of the concerned department to which the Government servants belong.

23.3.2 (a) The expenditure on P. O. L. charges of requisitioned vehicle and vehicles of various departments placed fully at the disposal of D. C. for relief operation will be met out of the funds placed with the D. C. under the head "289-Relief on account of natural calamities."

(b) The expenditure of P. O. L. charges of departments utilising their own departmental vehicles/engine-driven boats etc. exclusively for relief operation will be met out of the funds placed at their disposal under the aforesaid head of account.

23.4.1 Expenditure on works undertaken solely for the test relief purposes will be debited to the head "289—Relief on account of natural calamities."

23.4.2 Expenditure on works already provided in the approved departmental scheme or work which form a part of the regular work of a department will not be an expenditure under the said head.

23.5 The D. C. will submit budget estimates in the prescribed form under the various sub-heads supported by necessary explanations to the Government in the Revenue Department, with a copy to the divisional commissioner. Similarly, all concerned heads of department will submit budget estimates to the Government in the Revenue Department with a copy to their respective administrative department.

23.6.1 The D. C. will by the 31st March intimate to the Revenue Department the minimum anticipated requirement of funds to be placed with them in advance in respect of various sub-heads under the major head "289-Relief on account of natural calamities" for initial preparation before floods and starting of relief operation during floods. Similarly, the requirement of preparatory funds by the district

level officers of the concerning department to be placed with them in advance for building up reserve stock and starting of relief operation should be consolidated by the respective heads of departments and intimated to the Revenue Department through the secretaries of their administrative departments. The Revenue Department will, after due scrutiny of the demands, allot funds by the 15th April to the D. Cs directly and to the district level officers of the concerning departments through the respective heads of department.

23.6.2 Subsequent allotment of funds to the D. Cs. and the concerning heads of departments will be made by the Revenue Department on the basis of their actual requirement. The funds allotted in advance under para 23.6.1 will be adjusted against the funds finally allotted.

23.6.3 The Revenue Department will issue orders to operate by the officers of the concerning departments upon the sub-heads of accounts pertaining to natural calamities mentioned in para 23.1.1 to the extent of funds allotted through the respective heads of departments under these sub-heads.

23.6.4 These heads of account will be exempted from the operation of the system of Letter of Credit

Submission
of monthly
accounts.

23.7 All drawing and disbursing officers will submit a monthly accounts by the 15th of the following month to the respective controlling officers. The controlling officers will also submit a consolidated monthly accounts to the Government in the Revenue Department by the 30th of that month.

APPENDIX-I

District wise flood map

APPENDIX—2

(See Para 4.5)

A. Danger levels at different points on the Brahmaputra and the Barak basins and their main tributaries.

Name of River	Location of site	Danger Level
Brahmaputra	Dibrugarh	342.00 ft.
"	Neamati	279.00 "
"	Tezpur	214.00 "
"	Gauhati	163.00 "
"	Goalpara	119.00 "
"	Dhubri	94.00 "
Luhit	Tezu	643.00 "
Siang	Pasighat	604.80 "
Buridehing	Khowang	504.30 "
"	Margherita	440.09 "
Dhansiri (S)	A. T. Road	254.00 "
"	Golaghat	293.50 "
Dikhow	A. T. Road	308.00 "
Kopili	Dharamtul	184.00 "
Beki	Railway Bridge	146.93 "
Manas	N. T. Road	157.44 "
Pagladiya	N. T. Road	173.05 "
Puthimari	N. T. Road	170.00 "
Barak	Annapurnaghat (Silchar)	65.00 "

B. Travel time of floods from and to various points on the Brahmaputra and Barak basins and their main tributaries.

Sl.No.	F/C Station	Base Station	River	Travel time
(1)	(2)	(3)	(4)	(5)
1	Dibrugarh	Passighat	Brahmaputra	12 Hrs.
2	do	Dhola	do	09 „
3	Naharkatia	Margherita	Buridehing	10 „
4	Khowang	Naharkatia	do	21 „
5	Neamatighat	Dibrugarh	Brahmaputra	24 „
6	Numaligarh	Golaghat	Chansiri (S)	10 „
7	Golaghat	Bokajan	do	15 „
8	Badatighat	Chouldhowaghat.	Subansiri	15 „
9	Sibsagar	Bihubar	Dikhow	06 „
10	Dharamtul	Kamrup	Kopili	15 „
11	Kamrup	Kheronighat	do	27 „
12	Gauhati	Tezpur	Brahmaputra	24 „
13	Dhubri	Goalpara	do	15 „
14	Goalpara	Gauhati	do	24 „
15	Tezpur	Neamatighat	do	24 „
16	Railway Bridge	Mathanguri	Beki	07 „
17	N. H. Crossing	do	Manas	09 „
18	N. T. Road Crossing.	Chowki	Pagladiya	12 „
19	do	Gaibargaon	Puthimari	12 „
20	Annapurnaghat	Chittabakra	Barak	24 „
21	do	Lakhipur	do	18 „
22	Tezpur	Dibrugarh	Brahmaputra	48 „
23	Gauhati	do	do	72 „
24	Goalpara	do	do	96 „
25	Dhubri	do	do	111 „
26	Tezu to Dibrugarh	do	do	18 „

APPENDIX—3

(See Para 6.3.3)

Composition of a Relief Party and a Relief Team

I. Relief Party—There will be normally one Relief Party for each Relief Centre. A Relief Party may consist of any one or more of the following teams.

- (1) Workers and staff for general relief duty.
- (2) Evacuation Relief Team.
- (3) Medical Relief Team.
- (4) Veterinary Relief Team.

The leader of a party should be an officer of the rank of A. C. S. or of equivalent rank.

II. Relief Team—The Relief Team may be as follows :

- (1) For Evacuation (a) Relief workers 2 or more
Relief Team. who are capable as may be
of handling boats and swimming
in rough and running water.
- (b) Doctor 1 | for giving
first aid
- (c) Medical Attendant.
- (d) Boat (s) 1 or more
Mar-boat with necessary boat
man crew as may be
necessary
- (e) Leader of the team Officer of
the rank
of A.C. S.
or of equivalent rank

(2) For Medical (a) Doctor—1
Relief Team.

- (b) Nurse—1
- (c) Pharmacist—1
- (d) Attendant—2

(e) Para-medical and Grade IV staff

(f) Equipments, medicines & disinfectants,

(3) For Veterinary (a) Veterinary Relief Team A.S.

(b) Veterinary F. A. 5

(c) Essential equipments, medicines, vaccines, disinfectants. As may be required for specific purposes.

(4) Other Teams

APPENDIX—4

[(See Para 6.3.8(12)]

Particulars to be furnished in Daily/Fortnightly Flood Situation Report by the Deputy Commissioner

1. Approximate area flooded and population affected.
2. Number of villages affected :
 - (i) Completely washed away.
 - (ii) Partially washed away.
 - (iii) Undamaged but surrounded by water.
3. Loss of life—(number only)
4. Loss of cattle—(number only).
5. Communication disrupted—(Railway/Roads)
6. Breaches/breakdown of embankments, drains, canals, other flood protection structures, etc.
7. Number of villages evacuated.
8. (i) Number of Relief Centres opened.
(ii) Number of Relief Parties deployed
9. Steps taken in respect of rescue and relief operation
10. Crop area affected.
11. Houses damaged.
12. Other properties damaged (approximate value).
13. General appreciation of situation.
 - (i) Whether improving or deteriorating.
 - (ii) Whether situation is under control.

- NOTE :—
1. The daily report should be sent by W.T. Message Telex.
 2. Till the flood waters recede, the report should be submitted daily by 18.00 hrs. to Government in the Revenue Department and the Divisional Commissioners. After the flood waters recede, the report should be submitted fortnightly.
 3. Position regarding damage to crops properties etc. may be included in the fortnightly report. An idea, if available, may be given in the daily report.
 4. Details of the above items covering the different form of relief and extent of such relief should far as practicable, be given in fortnightly report.

APPENDIX- 5

(See Para-6-3-10)

PART—I

Gratuitous Relief

Name of item	Scale
A. Scales of (1) Supply of food (i) (a) Adult—400 grams per head per day.	
Gratuitous grains, etc. cooked or otherwise.	
Relief.	(b) 12 years—250 „ „ and below.
	(ii) Pulses ... 70 ...
	(iii) Salt ... 20 ...
	(iv) Mustard ... 30 ...
	Oil.
(2) Cash doles	Rs.2/-per head per day or Rs.100/-per month per family in case of those who do not remain in relief camp or cannot attend gruel centre and to be restricted only in these cases where D. C. is unable to supply food grains.
(3) Supply of clothings	(i) Male (Adult)—One Dhuti or Lungi per head.
	(ii) Female(„)—One Saree or one Mekhla-Chaddar per head.
	(iii) Boy ... One half pant and one Shirt per head.
	(iv) Girl ... One Frock per head.
(4) Supply of fodder for live stock	(i) Buffalo ... 5kg per head per day.
	(ii) Cow ... 4kg „ „
	(iii) Sheep ... 1kg „ „
	(iv) Goat ... 1kg „ „
	(v) Horse ... 5kg „ „

APPENDIX- 5

(See Para-6-3-10)

PART—I

Gratuitous Relief

Name of item	Scale
A. Scales of (1) Supply of food (i) (a) Adult—400 grams per head per day.	
Gratuitous grains, etc. coo-	
Relief. ked or otherwise.	(b) 12 years—250 „ „ and below.
	(ii) Pulses ... 70 ...
	(iii) Salt ... 20 ...
	(iv) Mustard ... 30 ...
	Oil.
(2) Cash doles	Rs.2/-per head per day or Rs.100/-per month per family in case of those who do not remain in relief camp or cannot attend gruel centre and to be restricted only in these cases where D. C. is unable to supply food grains.
(3) Supply of clothings	(i) Male (Adult)—One Dhuti or Lungi per head.
	(ii) Female(„)—One Saree or one Mekhla-Chaddar per head.
	(iii) Boy ... One half pant and one Shirt per head.
	(iv) Girl ... Ond Frock per head.
(4) Supply of fodder for live stock	(i) Buffalo ... 5kg per head per day.
	(ii) Cow ... 4kg „ „
	(iii) Sheep ... 1kg „ „
	(iv) Goat ... 1kg „ „
	(v) Horse ... 5kg „ „

- (i) rescue operation for people as well as live-stock; and
- (ii) transport of people as well as live-stock and properties from sub merged or eroded areas to safer areas.

Note :—1. The relief afforded in the following manner shall also be accounted for as part of gratuitous relief.

Note :—2. Gratuitous Relief mentioned under Serial A(1) and (2) above shall not be admissible to a person at the same time.

B. Procedure for distribution of grant or Gratuitous Relief to persons affected by natural calamities should be strictly followed :—
 Gratuitous Relief and persons entitled to such relief.

(1) Gratuitous relief should be granted only when—

(a) it is essential for the maintenance of life; and

(b) no relief in any other form for enabling them to pursue their occupation is possible.

(2) Gratuitous Relief on a large scale is necessary at the first onset of a heavy flood when houses, cattle and granaries have been washed away and the people have nothing to subsist on. But it should be gradually reduced as soon as possible.

(3) Any officer specifically entrusted by the D. C. or the S. D. O in this behalf (hereinafter referred to as the Relief Officer) should—

(a) have preliminary lists of deserving persons prepared village by village by Sarpenches, Mouzadars, Mandals, School Teachers or any trustworthy local gentlemen;

- (b) scrutinize those list personally;
 - (c) see the persons recommended for relief;
 - (d) visit their houses (in the places where they are evacuated or have them inspected by some responsible persons on his behalf; and
 - (e) pass orders allowing or refusing gratuitous relief taking into consideration the pecuniary conditions or stock of food grains of each such persons in the list and of fitness of such persons to work as 'A' or 'B' class labour if and when test relief works are offered.
- (4) Persons found fit to work as 'A' or 'B' class labour including their dependants should ordinarily be denied gratuitous relief if they decline to undertake test relief works as and when offered to them. However, a person declared to be fit may be granted gratuitous relief if he is temporarily incapacitated, due to illness or otherwise during the period he is so incapacitated.

NOTE--Class 'A' and Class 'B' labourers mentioned above represent gangs of able-bodied and infirm labourers respectively.

- (5) Other categories of person who have no relatives able, and by custom of the country bound to support them, as mentioned below may be given gratuitous relief:—

- (a) blind crippled and insane; and
- (b) expectant/nursing mothers and young children whose relatives will not or cannot support them.

- (6) The name, residence and description of each recipient of gratuitous relief, and the names, sex and ages of his or her dependants and the amount allowed should be entered village by village in a register in the form given at Appendix 6 to be maintained by the relief officer. The entries should be fairly full and should show for how long relief will be necessary.
- (7) Forms of tickets as given at Part II of this Appendix should be prepared showing the amount allowed in each case. The ticket should be given to the recipient who should produce it on each issue day and have the amount given entered on it with the date of issue and signature of the distributing persons.
- (8) The relief officer should arrange to distribute rice, salt, etc. once a week or once a fortnight at convenient centres, different days being fixed and notified for different centres. Ordinarily it will be possible to find some members of the public or organisation to undertake the actual distribution but the relief officer will remain responsible for proper supervision and for periodical revision of the list.
- (9) The persons or organisation responsible for distribution should receive a copy of the relief officer's list as concerned him or the organisation and should send the relief officer after each day's distribution a slip showing number of persons given rice, salt, etc. the quantity of rice, salt, etc. distributed and the balance in hand.

(10) The relief officer is responsible for seeing that the rice, salt etc., meant for distribution are sent to each centre in time. Arrangements should, if possible, be made with some local merchants to supply the commodities on credit and to send monthly or weekly bills to the relief officer.

NOTE—Item distributed out of donations received from the public or voluntary organisations should be adjusted against grant of gratuitous relief under the above schemes.

The relief officer should arrange to distribute the relief material in accordance with the list of persons entitled to receive it. The relief officer should also arrange to have the relief material distributed in accordance with the list of persons entitled to receive it. The relief officer should also arrange to have the relief material distributed in accordance with the list of persons entitled to receive it.

The relief officer should arrange to have the relief material distributed in accordance with the list of persons entitled to receive it. The relief officer should also arrange to have the relief material distributed in accordance with the list of persons entitled to receive it. The relief officer should also arrange to have the relief material distributed in accordance with the list of persons entitled to receive it.

PART—II

Form of Ticket—(A)

Serial No.

Name of ticket holder.—

Father's Name.—

Address.—

No. of Adults (Male).—

No. of Adults (Female).—

No. of Boys (under 12 years).—

No. of Girls (under 12 years).—

Details of food stuff	Quantity allowed	Amount of cash doles, if any	Clothing, if any

Date of issue

Signature of Relief Officer.

Date of issue of doles, etc.	Details of issue			Signature of distributing person.
	Rice, etc. Qtl Kg.	Cash Rs. P.	Clothing No.	

From of Ticket—(B)

Serial to

FODDER FOR CATTLE

Name of Ticket holder :

Father Name :

Address :

No. of Cows:

No. of buffaloes etc. :

Details of fodder,

grams, clana

concentrales, etc.

Description and quantity
allowed per day.

Date of issue

Signature of Relief Officer

[illegible]

APPENDIX—6

[See item (6) of Appendix-5 Part 1-B]

Form of Register to be maintained by Relief Officers

Name of village

Name of Mauza

Name of thana... ..

[illegible]

APPENDIX-7

[See para-63.15(2)]

Statement showing the damage and loss caused by Floods

1. Name of the Subdivision
2. Name of the calamity
3. Actual period of occurrence
of the calamity
4. Area affected in square miles.....
5. Number of villages affected.....
6. Number of people affected.....
7. Number of houses damaged
or destroyed with approximate value
8. Number of human lives lost.....
9. Number of cattle lost and
their approximate value.....
10. Damage done to crops:— Area Quintal/Bales Value:
 - (i) Jute.....
 - (ii) Cotton.....
 - (iii) Sugarcane
 - (iv) Paddy.....
 - (v) Other crops.....

Total—

11. Estimated loss done to Rabi
crops (approximate weight value).....
12. Loss to other property (value)

Erosion

1. Area eroded in acres
2. Number of villages affected.....
3. Number of families affected.....
4. Value of property (including
land) lost.....

APPENDIX—8

[See-Note below Para 63.15 (3)]

Rules of the Provincial Government Relating to Agricultural Loans section (i) Statutory Rules under the Agriculturist's Loans Act. *1884**1—GENERAL PROVISIONS**Power to
Sanction
Loans.

1. (1) Deputy Commissioners and Subdivisional officers or any other officers that may be authorised by the State Government from time to time in this behalf may grant loans for the purposes specified in sub-section (1) of Section 4 of the Agriculturist's Loans, as Act, 1884 (XII of 1884) up to the limits of Rs. 1,000 in case of Deputy Commissioners and Rs. 500 in case of other officers, in each case, provided that the limit of funds placed at their disposal is not exceeded.

(2) Loans exceeding Rs. 1,000 in each case shall require the sanction of the provincial government.

(3) When extensive distress due to drought, flood, earthquake or other calamity is present, the State Government may, by order, authorise any Deputy Commissioner or Subdivisional Officer to sanction loans beyond the limits laid down in sub-rule (1) above upto an amount specified in the order.

Applications
to whom to
be made.

2. An application for a loan may be presented to any revenue officer or officer of the Agricultural Department not below the rank of Inspector or any officers authorised under sub-rule (1) of Rule 1.

Form of
application.

3. (1) The application shall, if in writing, be made as early as possible in Form "A" annexed to these rules which form shall be supplied free to intending applicants. If an oral application is made or if the application, though in writing, is made in any other form, the officer to whom it

is made shall cause it to be recorded as nearly as possible in the prescribed form.

(2) The application, if presented under rule 2 to an officer other than the Subdivisional officer or the Deputy Commissioner, shall be forwarded without delay to the Subdivisional officer or Deputy Commissioner, if such officer is not authorised under Rule 1 (I) to grant loans.

Enquiry

4. (1) The Deputy Commissioner or Subdivisional officer, or any other officers authorised under Rule 1 (1) on receiving an application made under rule 2, shall first see that the application has been made or recorded in the prescribed form. He shall then, if the grant of a loan appears *prima facie* to be desirable, make an enquiry or cause an enquiry to be made by a revenue officer, officer of the Agricultural Department not below the rank of inspector or by a reliable non-official agent for the purpose of verifying the particulars mentioned on the reverse of Form "A".

(2) The enquiry shall be conducted as expeditiously as possible and shall not be carried further than is necessary with due regard to the security of the loan.

(3) When land is offered as security, care shall be taken to ascertain what encumbrances there are on it.

Consideration of application.

5. In considering an application for a loan the Deputy Commissioner or Subdivisional officer or any officer authorised under rule 1(I) shall decide whether the need for the loan is established and the security sufficient, the amount to be advanced and the period to be allowed before repayment commences.

Security.

6. (1) When the applicant possesses a transferable interest in immovable property of value sufficient to secure the whole amount that may become payable in respect of the loan, he shall ordinarily be required to mortgage such interest or a sufficient portion thereof to government as security for

repayment of that amount, but the officer granting the loan may require or accept other good security.

(2) When the applicant does not possess a transferable interest in immovable property sufficient for the purpose of security, he shall be called upon to procure some person or persons, possessing a transferable interest in immovable property of value sufficient to secure the whole amount, to become his surety or sureties for the repayment of his loan with interest.

(3) When the applicants are a body of co-villagers who bind themselves jointly and severally to Government for the payment of the amount their personal security may be accepted, provided they execute a bond in Form "E" annexed to these rules.

(4) A loan shall not ordinarily be refused to a person who is in arrear for land revenue or for a previous loan, if the security offered is otherwise satisfactory.

(5) In an Autonomous District where the applicant is a member of the Scheduled Tribes recognised as such under the Constitution (Scheduled Tribes) order, 1950, as amended the land or other immovable property may be accepted as security for payment of the loan on the following conditions :—

The applicant shall furnish a certificate issued by the District Council or the Regional Council, as the case may be, to the effect that the land or other immovable property to be mortgaged to the government as security for repayment of the loan belongs to the applicant according to the customary rights of holding land in the area by the members of such tribe and by virtue of such custom he possesses heritable and transferable rights over the land. If the customary practice is one which requires the formal consent of the elders of community or clan to the mortgaging of the land over which the applicant has heritable and transferable rights according to the customary usage, the consent of elders of the community or the

loan shall also have to be taken and it shall be countersigned by the District Council if the value of such properties is considered inadequate to cover the loan, the hypothecation of additional landed properties by surety shall be accepted under the same procedure regarding the certification of the ownership of the land applicable to the applicant.

Loans not
to include
fractions
of a rupee.

7. No loan under these rules shall include a fraction of a rupee, and where loans are to be repaid in more than one instalment the sums given should be such that no instalment will include a fraction of a rupee.

Procedure

8. (1) If a loan be sanctioned, the agreement contained in Form "B" shall be executed by the applicant and the order prefixed to the said agreement shall be signed by the officer granting the loan.

(2) When the sureties, if any, whom the applicant is required to furnish, give personal security only, they shall execute a bond in Form "C" when they hypothecate immovable property they shall execute a bond in Form "D". When a body of co-villagers bind themselves under rule 6, sub-rule (3), above the bond shall be in Form "E".

(3) When immovable property is mortgaged as collateral security by the applicant or by his sureties, the agreement in Form "B" or the bond in Form "D" as the case may be, shall be attested by at least two witnesses and registered in accordance with the provisions of the Indian Registration Act, 1908 (XVI of 1908.)

(4) When the required documents have been executed, and if so, required under sub-rule (3), have been registered, a copy of the completed Form "B" and a payment order in Form "F" shall be handed to the applicant together with a notice in Form "II" which shall be explained to the borrower.

(5) When immovable property is mortgaged a copy of Form "B" or of Form "D" as the cas

may be, must be sent to the registering officer under sub-section (I) of section 89 of the Indian Registration Act, 1908 (XVI of 1908).

(6) The original agreement with the bonds in Form "C", and "D", if any, shall be returned duly cancelled to the applicant, if he so desires, after the whole amount borrowed has been repaid with interest in full.

Payment
of loans.

9. (1) Loan shall ordinarily be disbursed in the village by the officer granting the loan, or by a revenue officer or by a reliable non-official agent.

(2) On disbursement the payment order, after being properly received by the payee, shall be taken back and the disbursing officer shall certify on it that the amount has been paid in full by him personally, or in his presence.

(3) In other cases, payment shall be made before a gazetted officer at the district or sub-divisional treasury on presentation of the payment order by the applicant or his authorised agent and the officer shall certify on the order that the amount has been paid in full by him personally or in his presence.

(4) In all cases the disbursing officer shall record on the payment order the name of the identifier of the payee or the fact that the personally knows the payee.

(5) In cases of payment at the district or subdivisional treasury the prescribed form of Treasury Voucher (Form "G") shall be used.

NOTE:—No duty will be charged under article 53 of Schedule I of the Indian Stamp Act, 1899 (II of 1899) on receipts for advances exceeding Rs. 20 made under the Agriculturists Loans Act, 1884 (XII of 1884).

Repayment
of loan

10. When instalments of loans are due, either they shall be repaid or (if circumstances so demand) suspension shall be allowed, or coercive measures shall be taken. In case of delay in payment of an instalment of a loan repayable in more than one instalment, it will be open to the Deputy Commissioner in accordance with the terms of the bond in Form 'B' to declare the whole of the loan to be due and to proceed to realise it.

Interest
on loan

11. (1) The ordinary rate of interest on loans shall be one anna in the rupee or $6\frac{1}{4}$ per cent per annum. Government, however, shall have the right to fix a higher rate of interest according to the case or class of case if they think fit.

(2) In calendaring interest a period of half a month or less shall be disregarded and any period exceeding half a month shall be taken as one month.

(3) The interest due on each payment date shall be calculated on the whole loan, or, where a portion or portions have fallen due on a previous date, or though not due have been paid in advance, the interest should be calculated on the whole loan minus those portions subject to the following provisions :-

Interest on
instalments
in arrear.

(i) When an instalment of principal is repaid late, but within the financial year in which it falls due, no further interest shall be charged beyond what would have been due if the instalment had been paid on the due date.

(ii) At the end of the financial year demand of interest shall be recorded in the case of arrear instalments in respect of which suspension has not been granted, and this interest shall be realized in respect of the arrear instalment on whatever date during the ensuing financial year the instalment may be realized. Such interest shall be calculated at the rate of one pice per rupee

per month for each month between the date of which the instalment fell due and 31st March [a month being interpreted in accordance with sub-rule (2) above].

(iii) If the arrear instalment is not paid by 31st March of the financial year that follows the financial year in which the default occurred or if it is not paid during any subsequent financial year, a further demand of interest shall similarly be recorded for the additional year or years of default.

ILLUSTRATIONS—A, B, C, and D on 17th October, 1917, each takes loans of Rs. 100 repayable in two equal instalments on 17th October 1918 and 17th October, 1919.

The interest due on each of these loans on 17 October, 1918 will be $6\frac{1}{4}$ per cent on Rs. 100 for one year.

A pays the interest due from him on 17th October, 1918, but fails to pay the first instalment of principal till 21st February, 1919.

The interest due from A on 17th October 1919 will be $6\frac{1}{4}$ per cent on Rs. 50 for one year being the interest due on the second instalment for the 12 months, 17th October 1918-17th October 1919.

B pays the interest due on 17th October 1918 but fails to pay the first instalment of principal till 1st July 1919.

The interest due from B on 17th October 1919 will be $7\frac{13}{16}$ per cent on Rs. 50 for one year, being the interest due on the second instalment from 17th October 1918-17th October 1919, and $6\frac{1}{4}$ per cent on Rs. 50 for five months, being the interest due on the first instalment from 17th October 1918 to 31st March 1919.

C fails to pay either instalment or principal till June 1920 when he pays the first instalment, but he meanwhile pays the interest due on 17th October 1918 and the interest due on the 17th October, 1919, i.e.

(1) $6\frac{1}{4}$ per cent on Rs. 100 for 12 months for 1917-18.

- (2) $6\frac{1}{4}$ per cent on Rs. 50 for 12 months for 1918-19
 $6\frac{1}{4}$ per cent on Rs. 50 for 5 months for 1918-19

The interest due from C on 17th October 1920 will be $6\frac{1}{4}$ per cent on Rs. 50 for five months, being the interest due on the second instalment from 17th October 1919 to 31st March 1920.

$6\frac{1}{4}$ per cent on Rs. 50 for 12 months, being the interest due on the first instalment from 1st April 1919 to 31st March 1920.

C pays his second instalment of principal on 5th November 1920. He will pay no further interest.

Demakes no payment of interest or principal before 1st July 1919 when he pays only the first instalment of principal without any interest. The interest payable by B on 17th October 1919, will be—

- (1) $6\frac{1}{4}$ per cent on Rs. 100 for one year being the interest due on the whole for the year 17th October 1917 to 17th October 1918.
- (2) $6\frac{1}{4}$ per cent on Rs. 50 for one year, being the interest due on the second instalment for the year 17th October 1918 to 17th October 1919.
- (3) $6\frac{1}{4}$ per cent on Rs. 50 for five months being the interest due on the first instalment from 17th October 1918 to 31st March 1919.

Instalment
for repay-
ment.

12. (1) The dates for repayment will in all cases be fixed by the Deputy Commissioner with due regard to the dates of harvest of the principal crops.

(2) In an area which depends mainly on the crop of one season there shall be one kist in the year. In an area which depends, to a more or less equal extent on the crops of two seasons there shall be two kists in the year. Where two kists are fixed it is not necessary that they should be at intervals of six months, but the dates shall be separated from one another by

an exact number of months in order to facilitate calculation of interest.

Period of
repayment

13. (1) The Deputy Commissioner shall fix the periods for the repayment of loans.

(2) Loans shall ordinarily be made repayable within or one two years, but for special reasons a longer period may be given with the sanction of the Commissioner.

Advance
payments

14. (1) It shall be permissible for borrowers to repay their loans or portions thereof in advance of the fixed payment dates

(2) In cases in which such advance payment are made the interest levied at the time of the next payment shall be limited to the amount accruing on the portion of the loan left outstanding after the advance payment.

(3) Advance payments of principal shall be accompanied by the interest due on the outstanding amount of the loan upto the date of payment of the advance, so as to facilitate calculation of interest at the next payment, and the amount of principal repaid in advance shall not include a fraction of a rupee.

(4) The interest levied on the occasion of an advance payment shall be calculated on the number of whole months intervening since the last payment date.

Suspension
of instalment

15. (1) The Deputy Commissioner is authorised to grant suspensions of payment of instalments of loans, either by a general order relating to a specific area on account of failure of crops, or any other exceptional calamity, or by special orders, on account of circumstances beyond the control of the borrowers which would renders the payment of the instalment unduly burdensome. All such general orders shall be reported to the Commissioner at the time that they are made, and the total sums covered by such special orders shall be reported to the Commissioner at the time of the submission of the annual return.

(2) No interest shall be charged for the period of suspension, and the payment of each remaining instalment due in respect of the loan shall be postponed to the date of the next instalment, and a new date fixed for the last instalment.

Realization
and suspension.

16. The Deputy Commissioner or Sub-divisional officer shall require that loans be repaid strictly at the periods fixed for repayment unless there is good reason to the contrary, and no instalment shall be allowed to remain unpaid without either a formal order granting the suspension of the instalment, or coercive measures being taken for realization of the arrear. When collection are made locally and it is probable that the work of collection will extend for some days beyond the that fixed for payment, the Deputy Commissioner shall give orders to ensure that all payments made in the course of the collections operations shall be treated as regards the calculation of interest as having been paid on the due date.

N. B.:— Provided that care is taken in distributing loans, that the dates for repayment are fixed with due regard to the dates of harvest of the principal crops, and that careful programmes are prepared for local collections and that the programmes are published in advance in the places where collections are to be made there ought to be very few cases in which coercive measures will be necessary. In cases of widespread failure of crops and of individual hardship, rule 15 provides for suspension of instalments and suspension or remissions should be granted when the circumstances made this justifiable. But when the borrowers are able to pay, payment must be enforced with strictness.

If coercive measures are necessary, care must be taken that the demand reaches the borrower at a season of the year when he is likely to be able to make payment, and property should not be detained and sold at other seasons of the year without the special or general orders of the Deputy commissioner

who should carefully watch the progress of the proceedings.

17. Remission of a loan or of a portion of a loan may be Remission, sanctioned only where the recovery of the loan in full would. Occasion serious hardship Subject to this, and to budget provision, the Deputy Commissioner may grant remission in the case of any one loan up to a limit of Rs. 100. Remissions above this limit shall require the sanction of the Provincial Government.

11. Special rules for the distribution of loans during famine and scarcity and when distress is apprehended or is present.

Loan at the
time of year
in
to be
sanctioned
and disburs-
ed prompt-
ly.

18. When extensive distress due to drought, floods, or other calamity is imminent or is present, loans for the prevention or relief of distress, or for enabling the people to cultivate their lands shall be sanctioned and disbursed in the villages with the least possible delay. On the such occasions as well as when "famine" or "Scarcity has been declared by Government the special rules 19,20,21, 22, 23, 24, and 25 shall apply in such areas as the commissioner shall order.

Power to
sanction
loans.

19. When famine or scarcity has been declared by government or when the Commissioner has issued an order under rule 18, the Deputy Commissioner may empower revenue officers and other officials and also non-official agents to give loans within the areas declared to be affected up to a limit of Rs. 500 in each case, i.e., on one bond, provided that the limit of the funds placed at their disposal is not exceeded.

Employ-
ment and
powers of
special
agency.

20. (1) The Deputy Commissioner or the Sub-divisional Officers acting under his orders shall determine the principles to be followed by officers granting loans under their supervision as regards the constitutions of groups of borrowers the general range of the amounts to be allotted to individuals in a group, and the basis of fixing the amount to be allotted to individuals, e.g., the extent of damage, the area of land cultivated, or the number of dependents to be supported.

(2) It shall be the duty of the Deputy Commissioner or of the Sub-divisional Officer, as the case may be, to exercise the closest supervision in order to ensure uniformity in principle in granting the loans, and for this purpose they shall, when convenient and when under delay will not thereby caused scrutinize some of the lists prepared by the subordinate officers empowered to grant loans and themselves pass orders as to the amounts to be granted.

Joint bond system.

2. (1) The loans under the special rules contained in this part shall be granted only on the joint bond system to groups of co-villagers and the amounts granted to each group shall not ordinarily exceed Rs. 500. The State Government may, however, by order authorise any Deputy Commissioner or Sub-divisional Officer to sanction loan exceeding the above limit in exceptional circumstances.

(2) The groups shall be so arranged that the poor and those who are better off shall be combined in the same group so as to improved the security.

No written application or detailed enquiries necessary.

22. (1) No written applications either from the group or from its individual members shall be necessary, and detailed enquiries need not be made as to the circumstances of the borrowers.

(2) When the services of subordinate officers or non-official agents are utilised for preparing lists of groups of applicants for the orders of superior officers they shall be supplied with papers in Form "K" annex to these rules on when any special instructions may be written by the Deputy Commissioner or the Sub-divisional Officer.

Entry of details of groups.

23. (1) When the Officers granting the loan has finally determined each group, he shall enter the name, father's name and area of land in the cultivating possession of each member of the group, and also the amount to be paid to each such member, in columns 2, 3, 4, and 5 of the schedule appended to Form "I" which shall serve both as a joint bond and as a receipt for the payments made.

(2) The said officer shall then total the amounts so entered and read out the names and amounts and total of the group and shall thereafter personally pay out to each member of the group the whole sum due to him.

(3) As each payment is made the said officer shall take the signature of the borrower, where possible, as well as his thumb impression in the appropriate column of the schedule, explaining to him that this is not only a receipt for the money, but also an agreement to pay the repayment instalments on the due dates and to make good the default, if any of a fellow member of the group.

(4) The aforesaid officer shall then certify on the bond that the sums specified have been paid to each of the recipients and that the bond was executed by them in his presence and shall record the name of the identifier of the payees or the fact that he personally knows them.

(5) The spokesman of the group shall then be given a statement in Form "J" annexed to these rules.

Second loan

24. When the period of distress is prolonged, a second loan may be given to any one who has already received a loan, provided that the personal security of the group is found to be sufficient, but loans shall not be given without reasonable prospect of repayment.

Application of ordinary rules to cases of scarcity or distress.

25. Rules 1 to 17 shall apply to loans granted on occasions of scarcity and distress, so far as these rules are not inconsistent with rules 18 to 24.

NGTE—In areas in which the special rules have been introduced Forms "P" "J" or "K" shall be used in lieu of Forms "A" to "H".

III-Special Loans under the Act.

Grant of loans to agriculturists for purposes subsidiary to agriculture.

26. (1) Loans under the Agriculturists' Loans Act may be given to agriculturists to facilitate processes which are ordinarily employed by them or which are necessary to the marketing of their crops, e.g., for the purchase of small plant for gur making, oil pressing, cotton ginning and dhan husking. Care must be taken that the security is adequate, and the operation for which such

loans are given shall be such as can be carried on by individuals or small combinations of agriculturists without expert supervision.

(2) The procedure in regard to such loans shall be that laid down in rules 1 to 17, so far as the same is applicable to loans issued under this rule.

Loans in special cases 27. Nothing in these rules shall be deemed to affect any power of the provincial Government to grant in special cases loans under the Act on terms other than those hereinbefore prescribed or to affect the terms of any special agreement under which any loan under the Act has been or may hereafter be granted or the terms of any unexpired settlement.

Return register, and accounts. 28. The forms of all returns, registers and accounts relating to loans under this Act shall be as prescribed from time to time by the provincial Government.

SECTION (ii) INSTRUCTIONS REGARDING THE GRANT AND REPAYMENT OF AGRICULTURAL LOANS

Estimates

1. Estimates of loans under the Agriculturists' Loans Act for the ensuing financial year should be submitted in the prescribed form by District Officer to the Commissioner, by the 20th September each year. A consolidated estimate for all the districts in his own division will be submitted to the government in the Finance Department by the Commissioner not later than the 14th October.

GRANT OF AGRICULTURAL LOANS

(1) Ordinary Loans (See Rules 1 to 17)

2. Ordinarily agricultural loans should be given to bodies of village residents executing a joint bond in Form "E" appended to the rules under the Agriculturists Loans Act. It is only

in special cases that loans should be given to individual applicants or on other security. Thumb impressions should be taken in the case of illiterate executants of bonds. A list should be attached to the Form "E" showing the sums actually taken individually by each joint-debtor and signed by the officer who distributed the loans. The borrowers should be supplied with the notice in Form "H" showing how the money order form is to be filled up and containing a note of the date of each instalment.

3. Revenue Officers are required to satisfy themselves that the property mortgaged by debtors when accepted as security for repayment of loans is of such a nature and value that if sold it sale proceeds will be more than sufficient to cover both the loans and the interest that may have accrued thereon.

4. Lands which are not transferable without the land-lords' consent should not ordinarily be accepted as security; if accepted, they should be taken at value considerably below that which, but for the fact that they are not transferable without the consent of the land lord, they would possess.

If the land lords' consent in writing in the following form has been previously obtained to the sale of the land in case of default, there will be no objection to accepting such land as security subject to the condition laid down in instruction

3.
(FORM OF AGREEMENT TO BE SIGNED BY THE LANDLORD BEFORE THE LANDS REFERRED TO BELOW ARE ACCEPTED AS SECURITY FOR THE REPAYMENT OF A LOAN)

I.....son ofthe land-lord of estate in the district of..... do hereby pledge myself to raise no objection to the

sale under the procedure for the recovery of arrears of land revenue of the land specified on the margin held by my tenant (name.....) and proposed to be mortgaged by him as security for the repayment of the loan of Rs..... granted to him by government under the Agriculturists' Loans Act, in the event of the said..... failing to pay the whole or any part of the said loan with such interests as may be due thereon.

NOTE :—The agreement referred to in this rule is exempt from stamp duty, vide paragraph 5 of the India Government Notification No. 3616 Exc., dated the 16th July 1989.

5. For the purposes of Rule 9(1) and (2) the officer granting the loans may draw a lump sum at a time on an abstract bill, subject to the following restrictions :—

- (a) No officer disbursing loans under the said rule shall be allowed to draw a second abstract bill without producing a detailed bill to account for the amounts already disbursed from the last advance taken, any balance left being at the same time refunded into government treasury.
- (b) In no case shall the submission of a detailed bill be delayed beyond the end of the month following that in which the advance was drawn from the treasury.
- (c) The disbursing officer shall take receipts of the payees on the spot as soon as advances have been made and shall certify at the foot of the detailed bill that the advances were duly sanctioned by him and paid in his presence.
- (d) The Deputy Commissioner shall prescribe a money limit for the amount which may be drawn on an abstract bill by each officer with due regard to the circumstances of each case.

Explanation to clause (a)—It is not intended that the money should actually be returned to the treasury on each occasion. When preparing the detailed bill, the disbursing officer should show in it the unexpended balance of the advance as refunded. This balance will be deducted at the treasury from the amount of the abstract bill submitted for a further advance.

(II) Loans during famine and scarcity.
(See Rules 18 to 25)

6. (i) In case of extensive distress, the effected area should be divided amongst different officers. Before any officer is specially empowered by the Deputy Commissioner under Rule 19, he will hold the enquiry and recommend loans in Form "K" to the Deputy Commissioner or Sub-divisional Officer for orders. After officers are duly empowered, they will themselves pass orders in Form "K".

(ii) The programme should be so framed that the more distressed may receive earlier attention.

(iii) In all cases, the loans will be granted to groups of co-villagers in joint bonds.

(iv) The principles to be followed regarding the constitution of groups of borrowers, the amount to be allotted to individuals in each group and the basis of fixing such amounts will vary in different cases and be determined by the Deputy Commissioner according to circumstances (see) rule 20) Ordinarily, a group should consist of not less than 5 and not more than 25 persons. As to minors, they may be granted loans, provided the co-borrowers undertake the joint responsibility for him but particular care should be taken to see that the loans reach the minors themselves.

(v) After final orders have been passed in Form "K" and the Forms "T" and "J" have been

filled up (see rule 23), a day will be fixed for the distribution of loans. The loans of several groups of contiguous villages may conveniently be distributed on one day in a suitable centre.

(vi) The officer granting the loan will then draw the sum covered by those bonds that are ready for payment in an abstract bill in strict compliance with the instruction 5 above. The sum will then be distributed on the fixed date. The loan clerk will be responsible for seeing that the detailed bill required by instruction 5 is submitted in time.

(vii) After the distribution of the loans, the bonds should be sent to headquarters as soon as possible.

(viii) The officer granting and distributing loans shall maintain a register in Form "L". It will not only be his complete loan account, but will also be useful at the time of inspection of their work as required by Rule 20 (2). It should be borne in mind that the serial number of the bond as noted in column 1 of the register will be the bond number mentioned in Form "J".

(xi) A fortnightly statement in Form "M" shall be submitted to the Commissioner in order that he may watch the progress of work and see that the limit of funds placed at his disposal is not exceeded.

REGISTERS

(i) Register of Advances

7. At headquarters the loan will be entered in serial order in the Register of Advances in Form "N". In order that there may not be any overlapping or confusion in the serial number of this register, a thana shall be taken as a unit for the purpose of this serial number. When applications are simultaneously received and disposed of by different officer in camp, the application or bond number will not necessarily be the serial

number put in the Register of Advances at head quarters. Such application or bond number may be put under the serial number as a fractional figure.

NOTE :— In the Assam Valley Division (excluding the Permanently-settled portion of Goalpara) a *mauxa* shall be taken as a unit.

8. In the case bonds with joint obligations, the unit of entry in Register of Advances should be the bond, but the separate obligation of each recipient of the loan should be recorded in the remarks column.

(ii) Register of Collections

9. From the Register of Advances, the first 5 columns of the Register of Collections in Form "O" will be filled up in chronological order and after the loans actually fall due, the remaining columns will be filled up from year to year. This register will contain a complete record of every year's work and will supply the figures for advances, collections suspension, remission and balance up to the end of any financial year, with which the reconciliation prescribed in Article 150 of the Civil Account Code will be effected ordinarily, there should be no excess realisation in any loan but if there is any excess collection it shall be credited to the head "XXXV—Miscellaneous—Other Items" and for future reference, the date and number of chalan crediting the excess amount should be shown in red ink under column "Date and number of chalan".

The Register of Collections should be checked and initialled by the Extra Assistant Commissioner in-charge of loans or other gazetted officer from day to day and he should satisfy himself that action is being taken in all instances or arrears; but the clerk in charge is primarily responsible that the registers are properly and correctly kept.

10. When a loan has been repaid in full, the word "satisfied" should be entered in the remarks column of Register of Advances.

REPAYMENT

11 (i) As soon as the third column of the Register of Collections indicates that a loan has fallen due, the loan clerk will immediately bring it to the notice of Extra Assistant Commissioner or other officer in charge in order that Deputy Commissioner may issue such orders as may seem necessary. When a very large number of loans, for the realisation of which the ordinary staff may seem insufficient falls due at the same time the loan clerk should bring them up some time before they actually fall due, so that steps may be taken in time, for obtaining additional officers.

(ii) When a joint bond in Form "E" or "I" is taken from the recipients—

(a) Recovery should be made by Sub-divisional Officer or Extra Assistant Commissioner or other Revenue Officer whom the Deputy Commissioner may depute. Where loans have been extensively and simultaneously taken it would probably be possible to arrange for collecting at fixed centres. On failure to collect recourse should be had to the procedure for the recovery of arrears of land revenue.

(b) Recovery should be made as far as possible from each joint debtor according to the amount received by him and specified in the bond.

(c) Solvent members can be made to help in realising dues from defaulters.

(d) If it proves to be impossible to collect from each joint debtor in the manner indicated in (b) and (c) and if there is no sufficient reason to recommend a remission recovery may then be made from the solvent joint debtors.

(iii) In order to facilitate the realisation of loans, the repayment of instalments by ordinary money orders should be encouraged as far as practicable as this will obviate the necessity of a visit to the subdivisional or district headquarters.

(iv) In crediting money to the treasury the following form shall be filled up in column 3 of the ordinary challan :-

Bond No..... of 19

Thana.....

Instalment Rs. P

Principal.....

Interest.....

(v) When recourse is had to the procedure for the recovery of arrears of land revenue there should be a complete order sheet in each case so that the successor of any officer may not be in any difficulty for want of information as to the stage in which the letter left the case.

CUSTODY OF BONDS

12. The original bonds of outstanding agricultural loans should always be kept inside the treasury in a locked box. Such bonds as are required by the loan clerk may be brought out every day during Office hours and returned before the treasury in closed. The key of the box will be kept by the depositing officer and he will be entirely responsible for the contents thereof.

[See Rule 3 (1)]

Signature of applicant.

(REVERSE OF FORM A)

[See Rule 4 (1)]

Particulars to be filled in by Enquiring Officer

I. Mouza or thana village, estat or patta No. field Nos. and area of the land owned or occupied by the applicant.

II. Status of applicant, that is, whether proprietor, landholder or tenant.

III. Security:—

(i) If an interest of the applicant in immoveable property, then the nature and value of that interest and the extent of pre-existing encumbrances thereon, if any.

(ii) Where sureties officer personal security their number, names, residence, status and means.

(iii) Where sureties officer to mortgage immoveable property, then their names, and the nature and value of the property, and the extent of pre-existing encumbrances thereon, if any.

IV—Repayment —

(i) Sutable date for first instalment with reference to the circumstances under which the loan is applied for.

(ii) Proposed instalments and period of repayment,

V. Date on which the loan should be received by the applicant.

RECOMMENDATIONS OF ENQUIRING OFFICER

NOTE—1. Where a record of rights has been prepared, reference should be made to that record in order to ascertain the interest of the applicant, or that of his collateral surety, in the land which it is proposed to pledge.

NOTE—2. In cases of joint loans in which no landed property is offered as security all that is necessary is to enquire whether the applicants are owners or occupiers of arable land within the meaning of section 4 (1) of the Act and to ascertain the quantity of land in the cultivating possession of each, taken care being to exclude any land which has been sublet or given away in usufructuary mortgage.

FORM-B

Order and Agreement under the Agriculturists Loans Act 1884 and the rules made thereunder.

[See Rule 8 (1) and (3)]

ORDER

Whereas , son of , of
 has applied for a loan under the Agriculturists' Loans Act, 1884 and has executed the agreement set forth below, it is hereby ordered that a sum aggregating Rs. be granted as a loan under the said Act to the said on the conditions set out in the agreement hereinbefore referred to,

Amount	Date
Date	Signature of officer granting the loan.

AGREEMENT

Whereas I, son of of have *Application applied *for a loan of Rs. under No. Date the Agriculturists' Loans Act, 1884, to be expended on I do hereby agree to observe on receipt thereof the following terms and conditions.

(a) That the loan with the interest due in respect thereof shall be payable on the dates and by the amounts specified below :-

Date	Amount.
------	---------

(b) That the loan shall be applied solely to the purpose specified above, and that, if it is proved to the satisfaction of the Deputy Commissioner or of the officer who sanctioned the loan that any part of the said loan has been misapplied, the whole amount of the loan shall with such interest and cost (if any) as may have become payable in respect thereof, be deemed to have become due and payable.

(c) That as security for the repayment of the loan with any interest and cost that may become payable in respect of the same, the immoveable property specified in the schedule below is mortgage to Government.

NOTE:—This clause will be retained only when the security for the repayment of the loan consists of the mortgage of an interest of the applicant in immoveable property,

(d) That if any instalment is not paid on the due date, the whole amount of the loan shall be deemed to have become due and payable.

(e) If it shall be proved to the satisfaction of the Deputy Commissioner that the statement made by me in my application for this loan, as to the nature and extent of the encumbrances, are in any particular nature, the Deputy Commissioner may so declare in writing and thereupon the whole of such loan with such interest as may become due thereon shall forthwith become due and payable.

Schedule

Witnesses—

1.

2.

(Signature of person to whom the loan is made.

Certified that the above document has been signed in my presence, the terms and condition of it being explained to the signatory personally by me.

Signature of officer granting the loan.

N. B.—In the description of the immoveable property in the schedule above, which should be made in the manner described in section 21 of the Indian Registration Act, 1908 (XV of 1908), it shall be stated of the property is free from encumbrances and if not, what are the nature and extent of the encumbrance,

FORM—C

Form of Security Bond

[See Rule 8 (2)]

WHEREAS _____, son of _____ of _____ having executed the agreement required by the Rules, has on _____ received from * an order under the Agriculturist' Loans Act, 1884, and the Rules made thereunder, in virtue of which he is entitled to receive the aggregate sum of Rs. _____

as a loan from Government for the purpose of _____ and whereas security for the due application of the loan and for the punctual repayment of the same according to the terms of the agreement executed by him is demanded from the said _____

I do here pledge myself as surety for the purposes afore-
we ourselves sureties

said, and _____
agree that if the said _____ fails to

comply with the terms on which the loan has been sanctioned either by misapplying the said loan or by failing to repay any instalment of the same or any interest or costs payable in respect thereof, on the date on which it may become due, it shall be lawful for the Deputy Commissioner to treat as an arrear of land revenue, due from me _____

_____ us
such sum as may be necessary to make good the amount which, in consequence of the said default, may have become due to Government and to recover such sum from me _____

personally. _____ us

Signature, of surety or sureties

* Here enter the Official designation of the Officer granting the loan.

* Here state the purpose for which the loan is given.

FORM-D

Security Bond to be used when the security given by a surety or sureties consists of a mortgage of immoveable property.

[See Rule 8 (2) and (3)]

WHEREAS Son of _____ of _____ having executed the agreement required by the rules, has on _____ received from _____ an order under the Agriculturists' Loans Act, 1884 and the rules made thereunder, in virtue of which he is entitled to receive the sum of Rs. _____ as a loan from Government for the purpose of, _____ and whereas security for the due application of the loan and for the punctual repayment of the same according to the terms of the agreement executed by him is demanded from the said _____

I
we

mortgage to Government the immoveable property mentioned in the schedule below as security for the purpose aforesaid and agree that if the said _____

fails to comply with the terms on which the loan has been sanctioned either by misapplying the said loan or by failing to repay any instalment of the same or any interest or costs payable in respect thereof on the date on which it may become due, it shall be lawful for the Deputy Commissioner to recover from me personally or from the said property _____ us

or from both such sum as may be necessary to make good the amount which in consequence of the said default may have become due to Government.

FORM-E

Security bond providing the joint and several liability of person taking loans under the Agriculturists' loans Act, 1884.

[See Rules 6 (3) and (8)]

We, the undersigned persons, having executed the agreement required by the rules, do hereby execute this joint and several bond and do agree and will be firmly bound by the terms and conditions herein after mentioned.

Whereas we have on _____ received from*
_____ and an order dated the _____ under
the Agriculturists Loans Act, 1884, in virtue of which we
are entitled to receive the sum of Rs. _____

as a loan from Government, we do hereby agree (1) that all and every one of us and our heirs and representatives and the heirs and representatives of each of us shall be jointly and severally bound to Government for the repayment of the whole amount payable in respect thereof; (2) that the conditions set forth in the agreement executed by us will be binding on us and on our heirs and representatives and on the heirs and representatives of each one of us jointly and severally; and (3) that in case of default in repaying the said loan or any, portion thereof, Government will have the right and power to realise the whole and every part of the money payable from the person and property whether moveable or immovable and whether mentioned in the said agreement or not of all and every one of us and of all and each of our heirs and representatives and the heirs and representatives of each one of us jointly and severally in accordance with the said Act and the rules framed thereunder and in conformity with the terms and conditions of the said agreement.

Signed
by caste
resident of
2 etc.
3 etc.
4 etc.

son of

WITNESSES

* Here enter the official designation on the officer granting the loan.

SCHEDULE

I declare that the statements made by me in the above
We us
 schedule as regards the nature and extent of the encumbrances on the immoveable property mortgaged by me as security us
 for the repayment of the loan granted to
 are true to my knowledge, save as to matters stated on
our
 information and belief, and as to these I believe the same to
we
 be true.

Witnesses—

1. _____ Signature _____
2. _____

N. B.—in describing, in the manner prescribed in section 21 of the Indian Registration Act, 1908, the immoveable property to be mentioned in the Schedule above, it shall be stated whether the property is free from encumbrances, and, if not what are the nature and the extent of the encumbrances.

2. This mortgaged bond must be attested by two witnesses and must be duly registered.
3. * Here enter the official designation of the officer granting the loan.

† Here state the purpose for which the loan is given.

Date _____

FORM—F

Payment Order

[See Rule 8 (4)]

To the Treasury of
 Pay to _____ son of _____
 of _____ the sum of Rupees _____
 being the amount of a loan* granted to him under the
 Agriculturists' Loans Act, 1884, in respect of which he
 has signed the necessary document and furnished the
 annual
 necessary security and which is repayable in _____
 instalments of rupees _____ biennial
 each, beginning on the _____
 of _____, together with interest at $6\frac{1}{2}$ per cent
 per annum.

Date _____ Signature of officer granting the loan.

CERTIFICATE

The amount of this order has been paid to
 in full by me personally

_____ in my presence.

Date _____ Signature.

(In the case of a Government
 officer, the designation should
 be added.)

*Applied for in application No.

dated _____

FORM—G

Voucher for payments made at Treasuries

[See Rule 9 (5)]

Voucher No. _____ of _____ list of payments.

Treasury, month of _____ 19 ____

Received this _____ day of _____ 19 ____

the sum of rupees _____ annas _____ paise

being the amount of loans under the Agri-
culturists Loans Act, 1884 (XII of 1884).

Borrower's signature.

Stamp if required.

Examined and entred.

Pay

Accountant

Treasury Officer.

Treasurer.

FORM- "H"

Notice to the borrower

[(See Rule 18 (4))]

Loan of Rs. _____ to _____
 of Village _____ of thana _____
 made on _____

under the Agriculturists' Loans Act, 1884 (XII of 1884)

NOTICE

You have separately agreed to repay the above loan in the instalments noted below :—

Date when due	Principal	Interest	Total

2. You should pay each instalment to the Deputy Commissioner of _____ Subdivisional Officer on the date it is due.

3. If you like you may send the instalment due to the Deputy Commissioner of _____ Subdivisional Officer by money order.

4. If you send the instalment by money order you must be careful to write in the money order the name of the person who took the loan or if there were several persons then the name of the principal persons. You must also write the name of your village and of the thapa in which it is situated.

5. You must also be careful to write on the money order that the instalment is paid on account of the original loan of Rs.— granted on application No.

6. You must write all these things clearly so that there may be no confusion.

7. You must state if the payment is made on joint account, or on your individual account, the former will be presumed if no statement is made.

FORM—I

**Bond to be executed by Villagers as receipt and security
for a loan granted to them in time of scarcity or
Distress.**

[See Rule 23 (1)]

We, the persons whose names and fathers' names are setforth in the schedule below, do by our respective signatures and thumb impressions hereby execute this joint and several receipt and bond and do agree that we will be firmly bound by the terms and conditions hereinafter mentioned.

We hereby acknowledge that we have on received
Deputy Commissioner
from the _____ of sum of Rs
Subdivisional officer

as a loan from Government under Agriculturists Loan Act, 1884, and the Rules made thereunder, for purpose of and to be expended on

and we do hereby jointly and severally agree and accept the said loan upon conditions :—

1. that all and each and every one of us and our heirs and representatives and the heirs and representatives of each of us shall be jointly and severally bound to the Government for the payment of whole amount of the said loan with interest at the Rate of 6½ percent per annum by the instalments on the dates and of the amount specified below :—

Date	Principal	Interest	Total
1st Kist			
2nd Kist			
3rd Kist			
4th Kist			

FORM-1

[See Instruction 6 (iii)]

Register for the use of disbursing officers

Serial Number of the bond	Name and residence of the spokesman	Amount of loan advanced	Date of distribution	Date of sending records to headquarters	Date and amount of advance bill	Date of submission of the detailed bill	Signature	
1	2	3	4	5	6	7	8	9

FORM—M

[See Instruction 6 (x)]

Statement showing advance of loans during the fortnight ending.

Loans advanced up-to-date	Loans advanced during the fortnight	Total	Remarks
1	2	3	4
<p>25. Loans shall not be advanced on the security of landed property which has been mortgaged to a third party who has no landed property of his own. The security of the mortgaged property shall be taken by the Revenue Officer and the mortgagor shall be required to pay the loan by himself to repay the loan.</p> <p>26. Loans shall not be advanced on the security of a third party who has no landed property of his own. The security of the mortgaged property shall be taken by the Revenue Officer and the mortgagor shall be required to pay the loan by himself to repay the loan.</p> <p>27. Loans shall not be advanced on the security of a third party who has no landed property of his own. The security of the mortgaged property shall be taken by the Revenue Officer and the mortgagor shall be required to pay the loan by himself to repay the loan.</p>			

Signature.....

Date.....

The 3rd September, 1957

No. RL. 54/54/26. The Governor of Assam is pleased to publish the following Rules for general information in connection with the issue of Rehabilitation Loan to the people of Assam affected by flood, erosion, cyclone, fire, earthquake or by any other natural calamity.

RULES FOR REHABILITATION LOANS

1. These Rules may be called the "Assam Rehabilitation Loans Rule, 1957".

2. A Rehabilitation Loans may be granted to a person affected by flood, erosion, cyclone, fire, earthquake or by any other natural calamity.

3. An application in Form 'A' appended to these Rules shall be made for a loan by the person/persons affected by any calamity as mentioned in Rule 2 to the Deputy Commissioner or Subdivisional Officer concerned.

4. On receipt of such application the Deputy Commissioner or Subdivisional Officer, as the case may be, if he thinks that the grant of a loan appears *prima facie* to be desirable, shall make an enquiry or cause and enquiry to be made by a Revenue Officer, not below the rank of a Sub-Deputy Collector, as to the genuineness of the case, and valuation of the immovable property, if any, offered as security. The enquiry should be completed within one month of the receipt of the application.

*5. Loans shall ordinarily be issued on the security of landed property which must be free from all encumbrances. But when any person who has no landed property of his own to offer as security is in urgent need of rehabilitation loan exceeding Rs. 500 (Rupees five hundred) only can be issued to such person, provided he can furnish surety of a third party having landed property free from all encumbrances, and the third party voluntarily pledges his landed property as security for such loan and binds himself to repay the loan

in case of failure of the loanee to repay. Otherwise loan not exceeding Rs. 500 (Rupees five hundred) only can be issued to such person on the personal surety of the loanee and a third party of sound financial standing.

*Substituted vide Notification No. RG 3. 14/66 32, dated the 20th June 1967.

6. Ordinarily enquiries to ascertain the existence of encumbrances shall be made in Registration Offices by a Officer deputed by the Deputy Commissioner/Subdivisional Officer, and in such cases searching fees shall not be charged.

**7. After completion of necessary enquiries a Deputy Commissioner may grant loan not exceeding Rs. 1,000 (Rupees one thousand) in each case and a Subdivisional Officer may grant loan not exceeding Rs. 500 (Rupees five hundred) in each case. For this purpose funds upto the extent of Rs. 10,000 (Rupees ten thousand) and Rs. 5,000 (Rupees five thousand) shall be placed at the disposal of each Deputy Commissioner/Subdivisional Officer of the State respectively, at the beginning of each financial year. The Deputy Commissioner/Subdivisional Officer shall submit monthly expenditure statements of the loans within their respective limits in each case, to Government in the Finance and Revenue Departments in respect of Plains Districts and Finance and Tribal Areas Departments in respect of Autonomous Districts. In case of more money being required for the District or Subdivision and/or bigger amounts of loan in individual cases, the Deputy Commissioner/Subdivisional Officer shall submit a detailed report to Government in the Revenue Department or Tribal Areas Department, as the case may be, with his recommendations and suggestions in respect of the loans prayed for. Such report should be despatched within six weeks of the receipt of the original application.

The Deputy Commissioner/Subdivisional Officer should increasingly associate the Rural Panchayats in advisory and recommendatory capacity for finding out really needy cases deserving loans and for checking up whether the loan, when sanctioned and issued, has been properly utilised for the purpose for which it was sanctioned.

**Substituted vide Notification No. R.L. 54/54/93, dated 9th September 1958, 8

*7. (a) Loans shall be limited to the actual amount required for rehabilitation in each case and shall not ordinarily exceed Rs. 20,000 (Rupees twenty thousand) in any case. The State Government may, however, grant loan beyond this limit in any special case according to the merit and nature of the case.

*Added side Notification No. RGR. 14/66/34. dated 20th June 1967.

8. On receipt of such & report from the Deputy Commissioner/Subdivisional Officer, if the Government in the Revenue Department or Tribal Areas Department, as the case may be after careful consideration of the various aspects, are satisfied that it is a bonafide case and deserves consideration, a further rehabilitation loan may be sanctioned. The amount to be sanctioned shall be determined by the State Government.

9. In respect of the small loans that may be sanctioned by the Deputy Commissioner/Subdivisional Officer, as provided in Rule 7, or the bigger loans that may be sanctioned by the State Government, as provided in Rule 8, the Deputy Commissioner/Subdivisional Officer shall immediately issue an order in Form 'B' annexed herewith, to the person/persons concerned for his/their information and acceptance.

10. After execution of agreements and bonds as prescribed hereunder the Deputy Commissioners/Subdivisional Officers and the Revenue Officers or any other officers that may be authorised by the State Government from time to time in this behalf shall disburse the loans.

11. In all cases the disbursing officers shall record on payment order the name of the identifier of the payee or the fact that he personally knows the payee.

12. (1) Ordinarily the rate of interest on loans shall be 2. (two) percent per annum. The State Government, however, shall have the power to increase or decrease the rate of interest from time to time according to case or class of cases, if they think fit. Interest shall accrue from the date of disbursement of the loan.

(2) In calculating interest a period of half a month or less shall be disregarded and any period exceeding half a month shall be reckoned as one month.

13. Every loan and the interest thereon shall repayable in such instalments as may be fixed by the Deputy Commissioner/Subdivisional Officer in respect of the small loans granted under rule 7, and by the State Government in respect of the bigger loans granted under Rule 8, and stipulated in the Bond. *All loans, either sanctioned by the State Government or by a Deputy Commissioner/Subdivisional Officer, shall ordinarily be recovered in 5 (five) equal annual instalments, with interest, recovery being effected after expiry of 2 (two) years from the date of issue of the loans. The authority granting the loans shall, however, have the power to increase or decrease the number of instalments in respect of any particular case or class of cases, if it thinks fit.

14. The interest and instalments of principal shall be paid by the borrower into such Treasury or Sub-treasury as the Deputy Commissioner or Subdivisional Officer may direct in this behalf.

15. Nothing in these Rules shall preclude a borrower from discharging the loan at an earlier period or from repaying a larger amount than that fixed.

16. No loan under these Rules shall include a fraction of a rupee, and where loans are to be repaid in more than one instalment, the sums given shall be such that no instalment will include a fraction of a rupee.

17. The State Government may for sufficient reasons suspend the realisation of any interest or any instalment of principal due for any period of time. Otherwise, all interest and instalments of principal shall be paid by the borrower punctually as stipulated in the bond. In the event of any default, the whole of the unpaid balance of principal and interest shall be recoverable summarily as a public demand under the Bengal Public Demands Recovery Act, 1913, provided that unless the State Government otherwise direct, interest shall be charged on any overdue instalment, whether of principal or interest or both, until it is recovered, at the rate charged on the loan.

18. No interest shall be charged for the period of suspension, and the repayment of each remaining instalment due in respect of the loan shall be postponed to the date of the next instalment, and a new date fixed for the last instalment.

*Added vide Notification No. RL. 54/54/98, dated 9th September 1958.

19. All loans granted under these Rules and all other sums falling due to Government in connection therewith shall be recoverable as a public demand and a stipulation to this effect shall be inserted in the Bond Agreement.

20. In the event of failure on the part of a borrower to settle in the land allotted to him for his rehabilitation in course of three months from the date of receiving the loan, the allotment of land shall be cancelled and the entire amount of loan, with interest if any, shall be recoverable forthwith as a public demand and a stipulation to this effect shall be inserted in the bond.

21. The borrower to whom land is allotted for his rehabilitation purposes, shall execute and register an Agreement in Form 'C' annexed herewith.

22. A borrower who has got periodic patta lands to offer as security against the loan shall execute and register a Mortgage Bond in Form 'D' annexed. *Loans upto the extent of seventy-five per centum of the value of landed property and upto fifty per centum of the value of permanent buildings, if any, standing on the land, may be sanctioned in each case.

23. A borrower who has got no landed property to offer as security against the loan and for whose rehabilitation purposes Government lands are allotted shall have to produce a Surety and both the borrower and the surety shall execute and register a bond in Form 'I' annexed.

**23(A). A borrower who has got no landed property to offer as security against the loan, and for whose rehabilitation purposes allotment of no Government land is necessary, shall have to produce a surety and both the borrower and the surety shall execute and register a Bond in Form 'E' after deleting clause 3.

24. A borrower who has got no landed property to offer as security against the loans and for whose rehabilitation

*Ad id vide Notification No. R.L. 54/54/98, dated 9th September 1958.

**Ad id vide Notification No. R.L. 54/54/98, dated 9th September 1958.

purposes Government shall purchase land from private owners and allot to him, the value of the land shall also be treated as loan and shall bear interest at the same rate and shall be recovered on same terms and conditions as of the loan granted in cash. Such borrower shall also produce a surety and both the borrower and the surety shall execute and register a Bond in Form 'F' annexed.

25. The stamp duties and registration fees in respect of the execution and registration of necessary agreement and Bonds in connection with the issue of rehabilitation loans are exempted.

26. Every loans sanctioned under these Rules should be reported by the sanctioning authority to the Accountant General, Assam, who will see that the loan is covered by Rules and recoveries are made at the stipulated times.

27. The original Agreement and Bonds shall be returned, duly cancelled to the borrowers, if he so desires, after the whole amount borrowed has been repaid with interest in full.

28. The registers, maintenance accounts and observance of other minor formalities by the Deputy Commissioners/Subdivisional Officers in connection with the issue of rehabilitation loans shall as far as may be in the form and manner prescribed for issue of loans under the Agriculturists Loans Act, 1884 (Act XII of 1884) to the extent they are not modified or otherwise prescribed by Government in the Revenue Department from time to time.

29. In the event of any difference of opinion regarding the interpretation of any, of these Rules, the decision of Government in the Revenue Department shall be final and binding.

FORM—A

(Rule 3)

APPLICATION FORM FOR REHABILITATION
LOAN

1. Full name of the applicant _____
2. Father's/Husbands name _____
3. Address _____
4. Amount of loan required _____
5. Object for which the loan is required _____
6. Security, if any, offered _____
7. Proposed time for repayment _____

I hereby solemnly affirm that the statements made above are true to my knowledge and belief. I shall abide by the terms and conditions that may be imposed upon me for the loan prayed for.

Dated _____ Signature of the applicant.

FORM—B

(Rule 9)

Order granting a rehabilitation loan under Assam Government

Order No.....Dated the.....

I. The sum of Rs.....(Rupees.....)
 is granted to.....caste.....
 son of.....residing at.....as a
 loan under Assam Government order No.....
 dated the.....for the purpose of.....
 subject to the following conditions:—

II. The conditions referred to are as follows:—

(i) That the amount of the loan shall be paid to the aforesaid.....on the execution and registration of the necessary Agreement and Bonds referred to in the Clause IV below.

(ii) That if it shall appear to the satisfaction of the Deputy Commissioner/Subdivisional Officer,....., that any portion of the loan has been misapplied to any other purpose than that specified above, the whole amount of the loan paid to the aforesaid.....with interest payable thereon and cost shall be recoverable summarily as a public Demand under Bengal Public Demands Recovery Act, 1913.

III. (i) That the loan shall bear interest at.....per cent per annum from the date of disbursement and shall be repaid with interest by annual instalment of rupees.....each falling due on the dates specified below:—

.....19

.....19

.....19

(ii) Such annual repayments shall be made at the Treasury/Sub-Treasury.....District.....

(iii) If default in repayment of any instalment of principal or interest occurs or if the aforesaid should contravene any of the conditions under which the loan is granted, the unpaid balance of the loan and interest shall be recoverable summarily as a public demand, provided that unless Government otherwise direct interest shall be charged on any overdue instalment, whether of principal or interest or both until it is recovered, at the rate charged on the loan.

*VI. (i) That for repayment of the loan with interest and cost if any due on the same the aforesaid — — — shall mortgage to the Governor of Assam his necessary immovable property as security.

*(ii) That for repayment of the loan with interest and cost if any due on the same the aforesaid — — — shall also produce a surety and execute and register the necessary bonds.

V. The stand duties and registration fees are exempted.

*(Please score out when not required).

Dated ——— Signature of the Officer granting the loan.

I have understood and agreed to the aforesaid terms and conditions.

Dated ———

Signature of the borrower.

FORM C

(Rule 21)

Agreement

Whereas the Governor of Assam (hereinafter called the Governor) has at the request of..... :..... son of.....former resident of.....and now residing at.....allotted to him/them a piece of land, the particulars whereof are mentioned in Schedule 'A' attached thereto, on condition that the said allottee/allottees shall execute a bond to the intent and purpose and in terms narrated in this bond for the due fulfilment of the term and conditions mentioned hereunder in Schedule 'B'.

And whereas the said allottee has/allottees have agreed to accept the allotment of the said land on the said terms and conditions.

Now this Bond is executed on.....day of.....19....., by the said allottee/allottees in favour of the Governor, acting through.....duly appointed for the purpose of accepting the said bond on behalf of the Governor to the effect that in the event of the said allottee/allottees fulfilling the terms and conditions mentioned in detail in Schedule 'B' attached herewith, on all occasions and at all times, this bond shall be null and void and of no effect whatsoever. But in the event of any breach by the said allottee/allottees of any of the said terms and conditions the said allottee/allottees hereby binds himself/bind themselves severally and collectively to pay to the Governor the sum of Rs.....as liquidated damages, provided however, that the said allottee/allottees shall be notified of the alleged breach and the allottee/allottees should, within one month of the notification in writing, remedy the omission or the breach or perform the condition as the case may be to the entire satisfaction of the Deputy Commissioner/Subdivisional Officer whose opinion, decision or acceptance of the performance shall be final and conclusive in this behalf. All money payable to Government in terms of this bond shall be realisable as arrears of land revenue.

For and on behalf of the Governor,

(Allottee)

Allottees

Witness

Witness

SCHEDULE "A"

Area -

Boundaries—North—
East—
South—
West—

Dag No.

R. C. No. —

SCHEDULE "B"

The terms and conditions are as defined in Rules 6 to 15 of the Assam Land (Requisition and Acquisition) Rules, 1950 which are narrated below :—

1. Manner of payment of compensation.—The individuals or groups who are allotted land shall be jointly and severally liable to pay local rate and also compensation as assessed by Government (i) for use and occupation of the land during the period of requisition, (ii) for any damage willfully caused to such land during the period under their occupation and (iii) for acquisition of such land if acquired at any time latter.

2. The compensation mentioned under condition 1 (i) above shall be payable annually on or before the 15th of February and any arrears shall be realisable as arrears of land revenue, subject to condition 3.

3. Cancellation of allotment on failure to pay compensation.—In case of default of payment of compensation or any part thereof as mentioned in condition 1 the allotment shall be liable to cancellation and the allottees to summary eviction.

4. Advance payment of compensation.—The individual or groups may be allowed to make part payment of compensation for acquisition in advance if they so desire before or after the actual allotment and such payment should be credited to treasury under the head "VII—Land Revenue-Miscellaneous-Miscellaneous Receipts."

5. Disposal of trees and standing crops.—Trees on requisitioned land when required to be felled and crops thereon shall be sold in public auction after due notice in the locality concerned. The sale proceeds of the auction sale on trees shall be payable to the owner after deduction of the royalty, if any, and also subject to condition 6:

Provided that when the owner of the land wishes to take away the trees himself, he will be allowed to do so within 2 months from the date of taking over the possession of the land on written assurance that the owner will not claim any compensation for the trees. In that case, the Forest Department will realise the royalty direct from the owner.

6. Government demand to be deducted from the Compensation payable to the owner.—From the amount realised under conditions 1 (i) and 5, the Government demand for the land revenue and local rate for the allotted shall be deduction first and the balance shall be payable to the owner.

7. If any dispute arises as to the apportionment of the amount payable to owner under condition 6 the Deputy Commissioner or any officer authorised under Section 3 of the Act shall keep the amount in revenue deposit until the disputes are finally disposed of by him, and on such disposal shall pay to person or persons concerned the amount due to him or them.

8. Manner of settlement on acquisition of requisitioned land.—After acquisition of any requisitioned land under section 4 of the Assam Land (Requisition and Acquisition) Act, 1948 as amended, settlement of the allotted land shall be offered to those allottees who make full payment their share of compensation under condition 1 (iii) and outstanding compensation, if any, under condition 1 (i) and (ii) and if accepted, annual leases in the first instance shall be issued to them and thenceforward the land shall be assessable to annual land revenue and local rate at the rate payable for similar class or classes of land in the neighbourhood.

9. Subject to any general prohibition or restriction laid down by Government from time to time the annual leases mentioned in condition 8 above shall be convertible to periodic, when such land becomes fit to be made periodic, under the revenue law in force.

10. If any allottee of any requisitioned land keeps the land fallow for one year from the date of allotment he shall be liable to summary eviction at the end of the year.

FORM-D

(Rule 22)

Mortgage Deed Form

This instrument made the _____ day of _____ 19____ between _____ hereinafter called "the Mortgagor") of the one part and the Governor of Assam (hereinafter called the "Mortgagee") of the other part.

Whereas the Mortgagor(s) has/have received from the Deputy Commissioner/Subdivisional Officer _____ and order under Rules for the grant of Rehabilitation Loans in Assam the aggregate sum of Rs. _____ (Rupees _____) as loan from the Mortgagee for the purpose of _____

Whereas the said loan of Rs. _____ (Rupees _____) only is repayable with interest at _____ per cent per annum and by _____ equal annual instalments commencing after expiry of _____ years from the date of issue of the loan.

Whereas security for the due application of the amount of the said loan and for the punctual repayment of the same according to the terms of the said order is demanded by or on behalf of the Mortgagee and in order to furnish such security the Mortgagor(s) has/have agreed to sign these presents.

Now these presents witness that in consideration of the said loan and in pursuance of the said Agreements, the Mortgagor(s) both hereby transfer to the Mortgagee, his successors and assigns the immovable property described in schedule "A" hereunder written with the appurtenances thereto subject to redemption as hereinafter mentioned.

And it is hereby agreed that if the Mortgagor(s) his/their legal representatives and assigns shall duly comply with terms on which the said loan has been granted and shall apply the same and every part thereof in the manner provided in the said order and shall duly repay the amount of the said loan together with any interest which may have become payable thereon or on any part thereof and all cost, if any, incurred by the Mortgagee, his successors or assigns in making the

said loan or otherwise in connection therewith, the Mortgagee, his successors or assigns shall thereupon retransfer the said immovable property noted in Schedule 'A' to the Mortgagor(s), his/their legal representatives and assigns or as he or they shall direct:

Provided always and it is hereby agreed that in case the Mortgagor(s) his/their legal representatives or assigns shall fail to comply with the terms on which the said loan has been granted, it shall be lawful for the Mortgagee his successors and assigns to sell without the intervention of the Civil Court the said immoveable property noted in Schedule 'A' or any part thereof and out of the proceeds of such sale to make good to the Mortgagee, his successors or assigns the amount which in consequence of any such default shall be payable by Mortgagor(s), his/their legal representatives or assigns:

Provided further that if the sale proceeds of the immoveable property described in Schedule 'A' below do not cover the entire amount payable by the Mortgagor(s) to the Mortgagee, it will also be lawful on the part of the Mortgagee, his successors or assigns to attach and sell the moveable properties and other immoveable properties if any, of the Mortgagor(s) his/their legal representatives or assigns as a public Demand under Bengal Public Demand Recovery Act 1913, for recovery of the uncovered amount.

In witness whereof the Mortgagor(s), has/have hereunto set his/their hand the day and year first above written.

SCHEDULE "A";

- (1) Registration District _____
- (2) Registration Subdivision _____
- (3) Village _____
- (4) Boundaries of the properties _____
- (5) Dag number _____
- (6) Area _____
- (7) Classification _____
- (8) Land Revenue _____
- (9) Trees, Wells, etc _____

FORM - E

(Rule 23)

Bond Form

This bond is made by us, Shri _____
 son of _____ resident of _____
 and Shri _____
 son of _____ resident of _____
 herein after called the 'Debtor' and the

Surety' respectively, which expression shall include the heirs executors and administrators of the Debtor and Surety respectively.

AND WITNESSES that we are held and firmly bound jointly and severally to the Governor of Assam (hereinafter called the Lender) in the sum of Rs. _____ (Rupees _____) only to be paid to the said Lender, his successors in office and assigns on the terms and conditions hereinafter appearing;

Whereas the Lender has this day advanced a loan of Rs. _____ (Rupees _____) only to the Debtor repayable with interest at _____ per cent per annum; and by _____ equal annual instalments commencing after expiry of _____ years from the date of issue the loan and the surety has guaranteed the repayment of the said loan together with interest and by the stipulated time.

Now, therefore, this bond is executed by the aforesaid

Shri _____ and Shri _____
 and binds them as under;

1. That the loan with interest as stipulated shall be paid by the said Debtor by _____ equal annual instalments, the first instalment being paid by _____ 19 _____

2. That in case of non-payment and on failure of the Lender realising the money and interest due from the said Debtor or from his properties the said Surety shall reimburse and pay the entire sum or any balance then remaining unpaid to the Lender.

3. That in the event of the Debtor's failure to settle in the land allotted for rehabilitation purposes within three months from the date of receipt of the order of allotment, the allotment shall be cancelled and the loan advanced by the Lender shall be realised forthwith as a public demand.

4. That all sums due from the Debtor or Surety can be realised by the Lender as a public demand under the Bengal Public Demands Recovery Act, 1913.

In witness whereof we, the said Shri _____

and _____

have hereto respectively signed and delivered at _____

the _____ day of _____ 19 _____

Witnesses :

Debtor

Creditor

FORM-F

(Rule 24)

Bond Form

This bond is made by us, Shri _____
 son of _____ resident of _____ and
 Shri _____ son of _____ resident of _____
 hereinafter called the 'Debtor' and
 the 'Surety', respectively, which expression shall include the
 heirs, executors and administrators of the Debtor and Surety
 respectively.

And witnesses that we are held and firmly bound jointly
 and severally to the Governor of Assam (hereinafter called
 the Lender) in the sum of Rs. (Rupees....)
 only to be paid to the said Lender, his successors in office
 and assigns on the terms and conditions hereinafter appearing;

Whereas the 'debtor' _____ has been allotted
 by the Lender _____ B _____ K
 L _____ of land described in the schedule below
 purchased by the Lender at a cost of Rs. _____
 (Rupees _____) which we hereby bind ourselves
 to pay to the Lender with interest at _____ per cent
 per annum on terms and conditions appearing hereafter; and

Whereas the Lender has also this day advanced a loan
 of Rs. _____ (Rupees _____) only to the
 Debtor repayable with interest at _____ per cent per
 annum; and

Whereas the total sum of Rs. _____
 (Rupees _____) only is payable to the Lender
 with interest as stated above in _____ equal annual
 instalments commencing after the expiry of _____
 years from the date of issue of the loan and the surety has
 guaranteed the payment of the said amount together with
 interest and by the stipulated time.

Now therefore this bond is executed by the aforesaid
 Shri _____ and Shri _____
 and bind them as under :

1. That the total loan of Rs. _____ (Rupees _____) with interest as stipulated shall be paid to the Lender by the said Debtor by equal annual instalments, the first instalment being paid by _____ 19 _____

2. That in case of non-payment and on failure of the Lender in realising the money and interest due from the said Debtor or from his properties the said surety shall reimburse and pay the entire sum or any balance then remaining unpaid to the Lender.

3. That in the event of non-realisation of any instalment from the debtor or the Surety the allotment of the land will be cancelled, the money or moneys already paid shall be forfeited to the Lender and the debtor or his successors or assigns shall be liable to be evicted summarily under settlement Rule 18 of the Rules under Land and Revenue Regulation, 1886.

4. That in the event of Debtor's failure to settle in the land allotted for rehabilitation proposes within three months from the date of receipt of the order of allotment, the allotment shall be cancelled and the loan advanced by the Lender shall be realised forthwith as a public demand.

5. That all sums due from the Debtor or Surety can be realised by the Lender as a public demand under the Bengal Public Demands Recovery Act, 1913.

In witness whereof, we, the said Shri _____

_____ and Shri _____

_____ have hereto respectively signed and delivered at _____ the _____ day of _____ 19 _____

Witness:—

1. _____

Debtor

2. _____

Creditor

SCHEDULE

S. C. KAGTI,
Secy. to the Govt. of Assam,
Revenue (Land Revenue) Department.

APPENDIX—01
[See Para 12. 1 (1)]

**List of Boats/Marboats, Ferry vessels under Inland Water Transport, Assam
(As on 1st June 1976)**

Sl. No.	Name of Civil Subdivision	Name of I.W.T. Sub-division	Name of the Ferry	Ramped Ferry Berge		Modern Vessel		Marboat Power driven		Single Boat fitted with Engine		Relief Boat		Remarks
				No.	Capacity in M.T.	No.	Capacity in M.T.	No.	Capacity in M.T.	No.	Capacity in M.T.	No.	Capacity in M.T.	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
1	Dibrugarh	Dibrugarh	Sadiya-Saikhowa	—	—	—	—	3	18 each	4	10 each	—	—	
2	—Do—	—Do—	Dibru-Kachari Oriumghat.	—	—	—	—	—	—	2	10 each	—	—	
										1	6			
3	—Do—	—Do—	Dibru-Sonari Burisuti.	—	—	3	40 each	—	—	—	—	1	3	
						1	15							
4	—Do—	—Do—	Dibru-Sissi Machkhowa	—	—	—	—	—	—	3	10 each	—	—	
										1	5			
5	Sibsagar	Jorhat	Dessangmukh-Matmora	—	—	—	—	—	—	1	10 each	—	—	
										2	6			
6	Jorhat	—Do—	Nimati-Kamalabari	—	—	—	—	2	18 each	1	10	1	3	
7	Darrang	—Do—	Tezpur-Silghat—Panpur.	—	—	3	26 each	—	—	—	—	—	—	

Sl. No.	Name of Civil Sub-division	Name of I.W.T. Sub-division	Name of Ferry	Ramped Ferry Barge		Modern Vessel		Mar Boat-power driven		Single Boat fitted Engine		Relief Boat		Remarks
				No.	Capacity in M.T.	No.	Capacity in M.T.	No.	Capacity in M.T.	No.	Capacity in M.T.	No.	Capacity in M.T.	
(1)		(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)
8	Gauhati	Pandu Port Construction sub-division (Gauhati).	Gauhati-Kurua	1	10	
9	—Do—	—Do—	Gauhati-Raja-duar	1	75	1	3	
10	—Do—	—Do—	Gauhati North-Gauhati	1	30	
11	—Do—	—Do—	Dokuchi-Bhak-huradia	1	12	
12	Barpeta	—Do—	Sontali-Bohari	1	12	2	6 each	
13	Goalpara	—Do—	Jogighopa-Pancharatna-Goalpara.	1	65	1	75	
14	Dhubri	—Do—	Dhubri-Fakir-ganj.	1	40	2	18 each	1	10	1	3	
				1	65	17	472	9	78	18	83	4	12	

NOTE—The list does not include 22 vessels of commercial services.

**List of Boats and Mar-Boats under Public
Works Department, Assam**

(AS ON 1ST JUNE, 1976)

Sl. No.	Name of P.W.D. Division	No. of Powe - driven Marboats	No. of hand-driven Marboats	No. of single boats fitted with engines.	No. of single boat ordinary	REMARKS
(1)	(2)	(3)	(4)	(5)	(6)	(7)
1	Dibrugarh	...	1	
2	Mangaldoi	1	...	
3	Tezpur	3	...	4	4	
4	Hailakandi	7	2	...	5	
5	Ghilamara	...	1	
6	N T. Road, Tezpur	1	1	...	1	
7	Cachar	8	6	
8	Golaghat	1	3	...	6	
9	Kokrajhar	...	16	...	17	
10	Guwahati	...	2	...	5	
11	Dhubri	...	1	...	6	
12	Goalpara	...	5	1	2	
13	N. K. Division	...	4	...	18	
14	Baithalengsu	...	1	1	2	
15	Nowgong West	...	1	9	...	
16	Barpeta	5	9	1	14	
17	North Lakhimpur	7	2	3	5	
18	Karimganj	1	
19	Chariali	2	
20	Abhayapuri	4	
21	Jorhat Road	3	
22	Sibsagar	5	
		32	45	20	101	

[See Para 34.3(6) I

Statement showing damages caused to Roads, Bridges etc. in the State by the Floods during the month of 19..... and their cost of restoration, etc.

Serial No.	Name of the Road/Bridge	Nature and extent of damages	Amount already spent if any	Amount required for			Total of columns 4, 5 and 6	Remarks
				Temporary or immediate restoration of traffic,	Restoration to original condition including provision for Addl. works wherever felt inescapable.	Improvement for new works which are considered necessary for eliminating deficiencies resulting in flood damages.		
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)

1.

Executive Engineer, P, W, D. (R&B)

Division.....