

GOVERNMENT OF ASSAM
PANCHAYAT & RURAL DEVELOPMENT (C) DEPARTMENT
JANATA BHAWAN :: DISPUR :: GUWAHATI - 6

E-827658/29

Dated: Dispur, 11-08-2026

STANDARD OPERATING PROCEDURE (SOP)

FOR ASSESSMENT, PRIORITISATION AND MITIGATION OF POST-FLOOD
DAMAGES

THROUGH CONVERGENCE OF VB-G RAM G, PMAY-G, FINANCE
COMMISSION GRANTS AND OTHER PERMISSIBLE PROGRAMMES

1. Background and Rationale

Floods frequently cause extensive damage to rural infrastructure, community assets, individual household assets and livelihoods. The impacts may include damage to rural roads, drainage systems, water bodies, embankments, public buildings, sanitation assets, agricultural land, houses and other livelihood-supporting assets. In the aftermath of a flood, timely assessment and prioritised restoration are essential to restore normalcy, provide wage employment, protect vulnerable households and rebuild resilient community assets.

This Standard Operating Procedure (SOP) establishes a systematic, transparent and time-bound mechanism for identification, verification, prioritisation and execution of post-flood restoration and mitigation measures through appropriate Government programmes. The SOP provides for a three-tier assessment mechanism at Gaon Panchayat (GP), Block and District levels, followed by preparation of programme-wise Action Plans and implementation through the appropriate scheme and institutional framework.

This SoP only applicable for the 4 districts- Sivasagar, Charaideo, Jorhat and Golaghat having badly affected by Flood during July, 2026.

2. Objectives

- To undertake a rapid, systematic and comprehensive assessment of damages caused by floods in rural areas.
- To identify and document damage to community assets, public infrastructure, individual household assets and livelihoods.
- To assess the immediate needs of severely affected and vulnerable households, including households rendered homeless due to flood.
- To establish a transparent system for prioritising restoration, repair, renovation and new permissible works.
- To provide immediate wage employment through permissible restoration and mitigation works under VB-G RAM G.

- To facilitate livelihood support, including eligible Individual Beneficiary Schemes (IBS), for severely affected households, subject to applicable provisions and Government approval wherever required.
- To identify eligible households requiring assistance under PMAY-G and facilitate appropriate action, including verification, preparation of Priority Wait List (PWL) and proposal for Special Projects, as applicable.
- To identify eligible beneficiaries for financial assistance under the National Family Benefit Scheme (NFBS) of NSAP, in accordance with the prescribed norms and eligibility criteria.
- To identify interventions that may be supported through Finance Commission Grants and other appropriate programmes.
- To promote convergence among departments and programmes for efficient utilisation of public resources and creation of durable, climate-resilient assets.
- To ensure proper documentation, technical verification, monitoring and reporting of all interventions undertaken under this SOP.

3. Scope and Applicability

This SOP shall apply to rural areas affected by flood and related waterlogging, erosion, inundation and associated damages, as identified by the competent authorities.

The SOP shall be implemented in accordance with the provisions, guidelines and admissibility criteria of the respective programmes and schemes in force.

For planning and execution of works, existing scheme guidelines and procedure to be strictly followed.

4. Institutional Framework: Four-Tier Assessment Mechanism

A three-tier assessment mechanism shall be followed. The Gaon Panchayat level Committee to undertake primary field assessment and consolidate the findings, the Block-level Committee shall technically examine and prepare programme-wise Action Plans and submit to the DDMA under ASDMA through Circle level Tak Force and shall review, prioritise and facilitate execution through appropriate programmes.

4.1 Gaon Panchayat-Level Assessment Committee

Sl. No.	Composition	Role
1	GP President	Chairman
2	GP Secretary	Member Secretary
3	Concerned AP Member	Member
4	Ward Members	Members
5	Accredited Engineer	Member
6	Gram Rojgar Sahayak	Member
7	Gaon Panchayat Co-ordinator	Member

8	All Gaon Pradhan (Gaon Burha)	Member
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Functions and responsibilities:

- Visit all flood-affected villages/hamlets within the Ward and undertake a preliminary physical assessment.
- Record damage to community assets, public infrastructure, individual household assets and livelihood-supporting assets.
- Identify assets requiring immediate restoration, repair, renovation or reconstruction, subject to scheme admissibility.
- Prepare a household-wise list of affected families rendered homeless due to flood for making arrangement for housing.
- Identify eligible flood affected families that are to be provided immediate wage employment under individual or community works.
- Identify poor and vulnerable families whose **breadwinner has lost their life** due to the devastating floods in the affected GP, so that an eligible surviving member of the family member may be provided financial assistance under NFBS.
- Record location, nature and extent of damage and capture geo-tagged photographs.
- Prepare a preliminary priority list based on severity, urgency, public importance and vulnerability.
- Consolidate the list of damaged community assets and prepare a priority list of works requiring immediate action.
- Identify works that may be taken up as fresh works or renovation/restoration works that are permissible under respective Scheme or Programme list.
- Ensure that duplicate entries and overlapping claims are removed before forwarding the proposal.
- Forward the verified and prioritised assessment to the Block-level Committee.

4.2 Block-Level Assessment Committee

Sl. No.	Composition	Role
1	AP, Chairman	Chairman
2	Executive Officer, AP / BDO	Member Secretary
3	Circle Officer	Member
3	All AP Members	Members
4	AEE	Member
5	Assistant Engineer/Junior Engineer	Members

For Block Level Committee Local MLA will be the Ex-Officio Member.

Functions and responsibilities:

- Examine, verify and consolidate the GP-level reports received from all affected GPs.
- Conduct technical scrutiny of proposed works and verify whether the proposed intervention is technically feasible and permissible under the proposed Schemes / programmes.
- Prioritise works based on urgency, severity of damage, public utility, population affected, vulnerability and availability of funds.
- Classify identified requirements programme-wise, including VB-G RAM G, PMAY-G, Finance Commission Grants, ASRLM and other appropriate programmes.
- Prepare a Block-level, programme-wise Action Plan with clear prioritisation.
- Ensure that estimates, technical sanctions and administrative approvals, wherever required, are obtained from the competent authority before execution.
- Ensure that no work is proposed for funding under a programme where the work is not permissible under the applicable guidelines.
- Forward the consolidated Action Plans to the **Circle Level Task Force** for review and onward submission to the **District Disaster Management Authority** as per guidelines laid down under ASDMA.
- The usual procedures under VB-G RAM G, PMAY-G and FFC Grants for approval of Schemes remain the same.

4.3 District-Level Assessment Committee:

The existing District Disaster Management Authority under ASDMA will act as District Level Assessment Committee.

The District level Committee will function as follows:

- Examine the consolidated Action Plans submitted by the Block-level Committees.
- Review the severity and extent of flood damage across the district and ensure equitable prioritisation.
- Approve/recommend programme-wise interventions within the powers and financial limits of the competent authority following due procedures.
- Facilitate inter-departmental convergence.
- Ensure timely initiation of permissible restoration works to support wage employment and early recovery.
- Review proposals requiring approval of the Government or higher authority and forward the same through the prescribed channel.
- Monitor implementation, quality, progress and completion of approved works.
- Review progress periodically and issue corrective directions wherever required.
- Examine the death of the family breadwinner and the family list submitted by the Block-level authorities in respect of NFBS.

5. Programme-Wise Action and Convergence Framework

5.1 VB-G RAM G:

- Flood-damaged restoration and mitigation works that are permissible under VB-G RAM G may be prioritised for immediate execution to support wage employment and early restoration.
- Works shall be selected strictly in accordance with the permissible categories, technical standards and other applicable provisions of VB-G RAM G.
- The Block-level Committee shall ensure proper technical scrutiny, estimation, administrative approval and technical sanction, wherever applicable.
- Priority shall be given to works that restore essential community infrastructure, improve resilience and benefit a larger number of affected households.
- Livelihood support through Individual Beneficiary Schemes (IBS) may be considered for severely affected households, subject to eligibility, applicable provisions and Government approval wherever required.
- Any intervention or support required under Clause 7 of the VB-G RAM G Act, 2025, beyond the powers of the district authorities, may be consolidated and referred to the Government in Panchayat & Rural Development Department for necessary action.

Priority Works under VB-G RAM G for Post-Flood Restoration, Livelihood Support and Future Flood Preparedness

5.1.1 Post-Flood Financial Assistance and Restoration through VB-G RAM G

After floods, permissible works under the VB-G RAM G Scheme may be taken up immediately to provide wage employment to affected people and restore damaged community assets and livelihoods.

1. Rejuvenation of Pond for Community (59)
2. Repair & Maintenance of Percolation Tank for Community (52)
3. Repair & Maintenance of Main Canal for Community (22),
4. Repair & Maintenance of Main Canal for Community (24),
5. Repair & Maintenance of Major Distributary Canal for Community (26),
6. Repair & Maintenance of Minor Distributary Canal for Community (28),
7. Repair & Maintenance of Water Courses and Field Channels for Community (31),
8. Repair & Maintenance of Traditional Water Bodies for Community (68)
9. Repair & Maintenance of Interlocking Paver Block Road for Community (119)
10. Repair & Maintenance of WBM Road for Community (123)
11. Repair & Maintenance of Cross Drainage Structure for Community (109)

12. Repair & Maintenance of Culvert for Community (111)
13. Strengthening of Embankment for Community (289)
14. Plantation in Institutions for Community (92)
15. Wasteland Block Plantation of Forestry Trees for Community (99)
16. Block Plantation of Forestry Trees in fields for Community (101)
17. Agro Forestry Block Plantation for Community (103)
18. Avenue Plantation for Community (93)
19. Repair and Maintenance of Flood Diversion Drain for Community. (35)
20. Post-Disaster Restoration of Rural Roads for Community. (311)
21. Post-Disaster Restoration of Other Community Assets for Community. (312)
22. Post-Disaster Restoration of Community Building Assets for Community.(313)
23. Development of Waterlogged Land for Community. (80)
24. Repair and Maintenance of Flood or Diversion Channel for Community. (33)

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Restoration of Assets under P&RD Department:

Restoration of asset created under P&RD Department through MGNREGA / VB-G RAM G shall be executed as per Sub-Para 4 of Para 4 of Schedule I of the VB-G RAM G Act, 2025 that provides for: "Maintenance of rural public assets created under the Act."

Restoration of Assets, other than P&RD department :

Post-flood restoration works may be taken up only once for assets and activities included in the notified list of permissible works under the VB-G RAM G Act, 2025. Before according administrative approval against an asset of other department, the concerned line department shall submit proposal along with a No Objection Certificate (NOC) certifying that: (1) no funds are available under the concerned departmental scheme for restoration of the damaged asset; (2) the proposed work is not being financed or proposed for financing under any other scheme or programme,(3) the damaged asset is under the administrative control or ownership of the concerned department.

Restoration of the same asset under VB-G RAM G shall ordinarily be permitted only once.

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5.1.2. Livelihood Support through Individual Beneficiary Schemes (IBS)

Livelihood support through Individual Beneficiary Schemes (IBS) may be taken up for households that have been severely affected by floods for sustainable livelihood opportunities and help them recover from the economic losses caused by floods, subject to obtaining the necessary approval from the Government and compliance with the applicable

guidelines of VB-G RAM G in convergence with ASRLM and line Departments.

The following IBS works may be considered in convergence with the concerned line departments:

1. Construction of Cattle Shelter for Individual.(230)
2. Construction of Goat Shelter for Individual.(234)
3. Construction of Piggery Shed for Individual.(239)
4. Construction of Poultry Shelter for Individual.(242)
5. Construction of Farm Ponds for Individual.(42)
6. Construction of Vermi Compost Structure for Individual (227)
7. Block Plantation of Horticulture Trees in fields for Individual (260)
8. Block Plantation of Forestry Trees in fields for Individual (95)
9. Line Plantation of Forestry Trees for Individual (100)
10. Agro Forestry Block Plantation for Individual (102)
11. Block Plantation of Sericulture Trees in fields for Individual (267)
12. Block Plantation of Medicinal Trees in fields for Individual (271)

5.1.3. Works to be Taken Up under VB-G RAM G for Future Flood Preparedness and Mitigation

In order to reduce the impact of recurring floods and strengthen the resilience of rural communities, the following works may be prioritized under VB-G RAM G, wherever permissible under the scheme:

1. Construction of Flood Relief Shelter for Community (38)
[Construction of Flood Relief Shelters in every flood affected GP. (During normal periods, these structures may be utilised as Community Work Sheds for Self Help Groups (SHGs) and for other approved community and social activities.]
2. Construction of Flood or Diversion Channel for Community(32)
3. Construction of Flood Diversion Drain for Community.(34)
4. Construction of Embankment for Community.(287)
5. Construction of Flood Protection Wall for Community.(296)
6. Construction of Storm Water Drain for Community.(38)

These works may be planned and implemented in flood-prone areas based on vulnerability assessments, local requirements and convergence with relevant departments.

5.2 PMAY-G

5.2.1 Identification of Fully Damaged Houses

The concerned Panchayat officials and Sarkari Gaon Pradhans

shall prepare a preliminary list of all households whose residential houses have been **fully damaged** due to the Assam Floods, 2026. The list shall be vetted by the concerned Circle Officer in accordance with ASDMA guidelines and shall constitute a consolidated list of all fully damaged residential houses within the jurisdiction.

5.2.2 Coverage of Survey

The survey shall cover only those households whose residential houses have been **fully damaged**, rendering them homeless, irrespective of whether the damaged house was constructed under PMAY-G, any other Government housing scheme, or through personal resources.

Partially damaged residential houses shall not be covered under this survey and shall continue to be dealt with by ASDMA in accordance with the applicable disaster relief norms and guidelines.

5.2.3 Physical Verification

Every reported case shall be physically verified prior to inclusion in the survey. During verification, it shall be ensured that:

- I. the damaged structure is a residential house;
- II. the house has suffered complete damage due to floods;
- III. no duplicate entries are included in the survey database.

5.2.4 Survey and Data Collection

Data shall be collected in the prescribed format (Annexure-I). During the survey, the following particulars shall be recorded wherever available:

- I. PMAY-G Registration ID (for households included in the Permanent Wait List);
- II. Awaas+ 2024 Survey ID;
- III. MGNREGS Job Card Number; and
- IV. other relevant identification particulars required for verification.

Wherever a household is not covered under PMAY-G, the relevant field shall be marked as **"Not Applicable (N/A)"**.

5.2.5 Eligibility under PMAY-G

The survey shall identify households fulfilling the eligibility

criteria prescribed under PMAY-G (Annexure-II). The collected data shall be utilised for verification, avoidance of duplication, preparation of Priority Wait Lists (PWL), and formulation of proposals under PMAY-G, including Special Projects, wherever applicable and approved by the Government.

5.2.6 Submission of Survey Report

The District Commissioner shall, after approval of the survey by the District Disaster Management Authority (DDMA) in accordance with the norms and procedures of ASDMA, submit the district-wise consolidated survey report within the timeline communicated separately.

Households that have already availed assistance under PMAY-G and whose houses have been fully damaged due to floods shall be identified separately. A consolidated proposal for such eligible cases may be submitted to the Government for consideration under a **Special Project**, subject to approval of the Ministry of Rural Development and availability of funds.

5.3 Finance Commission Grants:

The utilization of available 15th Finance Commission Grants by the flood-affected districts for restoration and operation & maintenance (O&M) of assets damaged due to floods action may be taken up with respect to following:

5.3.1. Untied Grant:

- i. In flood-affected districts, Untied Grants may be utilized for repair and renovation of public assets damaged by floods, in accordance with Government Order No. PDA.143/2021/35 dated 3rd August 2021.
- ii. Eligible assets include School Buildings, Gram Panchayat Buildings, Anganwadi Centres, Primary Health Centres (PHCs), Sub-Centres, Veterinary Dispensaries, and other public infrastructure affected by floods.
- iii. Repair and renovation works shall be undertaken only to restore the functionality of the damaged assets and services for the benefit of the local community.

5.3.2 Tied Grant:

The Tied Grant may be utilized for Construction, Restoration and O&M of eligible drinking water and sanitation assets, including:

- i. Restoration of piped water supply for drinking, hand washing and use in toilets in public institutions like

- schools, anganwadi centres, health centres, GP buildings;
- ii. Rejuvenation and de-silting of tanks/water bodies/ lakes to meeting drinking water need.
- iii. Restoration of community sanitation facilities, viz. Toilets in public institution like schools, anganwadi centres, health centres, GP buildings etc.
- iv. Repair of Solid Waste Management, Grey Water Management and Liquid Waste Management infrastructure.

5.3.3 Guiding principles

- i. Activities outside the scope of drinking water and sanitation shall not be taken up from Tied Grants.
- ii. Priority shall be given to restoration of essential drinking water and sanitation services disrupted due to floods.
- iii. All proposed activities shall be incorporated in a Supplementary Plan, duly approved and uploaded in the designated portal (eGramSwaraj).
- iv. Convergence with JJM, SBM(G), MGNREGS and other schemes shall be encouraged to maximize impact.

5.4 Assam State Livelihood Mission:

5.4.1. Phase I: Flood Damage Assessment (20 July - 7 August 2026)

Immediately following the unprecedented floods that commenced on **20 July 2026**, ASRLMS developed and deployed its **in-house Flood Damage Assessment Portal** for rapid assessment of livelihood losses suffered by SHG members.

The assessment is being undertaken by Community Cadres under the supervision of BPMs and DPMs and is scheduled to be completed by **7 August 2026**. The portal captures household-level information on:

- Agriculture and crop loss
- Livestock and fisheries
- Handloom and handicrafts
- Non-farm enterprises
- Shops, machinery and productive assets
- Other livelihood assets damaged due to floods

The portal generates **real-time dashboards** at the Block, District and State levels, enabling evidence-based decision-making and prioritisation of relief and rehabilitation measures. The verified database shall form the basis for:

- Identification of eligible beneficiaries;
- Distribution of financial assistance under the Vulnerability Reduction Fund (VRF);
- Planning of sector-wise livelihood restoration;
- Convergence with line departments; and

- Monitoring of post-flood rehabilitation interventions.

This assessment shall constitute the **single source of truth** for all flood-related interventions undertaken by ASRLMS. It complements the existing strategy of app-based assessment supported by Community Cadres and dashboards for decision-making.

5.4.2. PHASE II: Immediate Relief

Vulnerability Reduction Fund (VRF)

ASRLMS has requested the Ministry of Rural Development for:

- Additional allocation of ₹100 crore
- Mother Sanction
- Procedural relaxation
- Direct transfer of assistance to beneficiaries in view of disruption of the intermediary CBO system.

Subject to approval:

- Assistance of ₹10,000 per affected SHG member shall be extended.

The proposal is based on VRF provisions permitting grant assistance in exceptional circumstances.

5.4.3 PHASE III: Financial Relief

Moratorium

Six-month moratorium till **31 January 2027** on community institution loans in flood-affected areas.

Applicable loans:

- CIF / CEF /VRF /SVEP / OSF / AGEY
- Producer Group Loans
- Other ASRLMS community loans

Relief measures:

- Recovery to remain suspended.
- No recovery pressure.
- Repayment schedule to be restructured after restoration of livelihoods.

5.4.4. PHASE IV: Livelihood Restoration

Agriculture

- Immediate convergence with Agriculture Department.
- Distribution of paddy seedlings wherever feasible.
- Rabi planning:
 - Lentil / Pulses / Oilseeds / Horticulture / Maize

Livestock

- Livestock restoration programme from December 2026.
- Convergence with Veterinary Department.

Non-Farm Enterprises

- Damage assessment of machinery, inventory and work sheds.
- Insurance claims wherever applicable.
- Design and marketing support through ASOMI ecosystem.
- Handloom convergence with Handloom & Textiles Department.

These priorities are aligned with the uploaded restoration strategy.

5.4.5 PHASE V: Convergence

District teams shall immediately coordinate with:

- District Commissioner
- CEO, Zilla Parishad
- Agriculture Department
- Veterinary Department
- Fisheries Department
- Handloom & Textiles Department
- Industries Department
- Revenue & Disaster Management Department
- Banks
- Insurance Companies

5.4.6 PHASE VI: Community Institutions

During Flood

- SHG/VO/CLF meetings in inundated villages shall remain suspended.
- Only emergency communications shall continue.

After Flood

- Meetings to resume gradually in safe locations.
- Priority to livelihood planning.
- Preparation of Village Livelihood Restoration Plans.
- Damage assessment of the Sakhi Express Scooters of the Community Cadres and mapping of area wise authorised dealer points to the Cadres for repairment of the Scooters under a centrally executed agreement.

This is consistent with the uploaded guidance.

5.4.7 PHASE VII: Roles and Responsibilities

Community Cadres

- Conduct household survey.
- Upload portal data.
- Verify beneficiary details.
- Assist in relief distribution.

BPM

- Daily verification.
- Block dashboard review.
- Coordinate convergence.

DPM

- District monitoring.
- Validation of data.
- Liaison with District Administration.
- Daily reporting to SMMU.

State Mission

- Dashboard monitoring.
- Ministry coordination.
- Fund mobilisation.
- Policy support.
- Daily review by SMD.

5.4.8 PHASE VIII: Monitoring

A State Flood Dashboard shall capture:

- Number of affected SHG members.
- Nature of livelihood loss.
- Estimated financial loss.
- Relief extended.
- VRF disbursed.
- Moratorium coverage.
- Restoration status.
- Convergence achieved.

Districts shall update the dashboard daily until normalcy is restored.

5.5.National Family Benefit Scheme (under NSAP):

5.5.1. Phase I:Special Identification Drive: The concerned districts to undertake special drive to identify poor and vulnerable families whose breadwinner has lost their life due to the devastating floods in the affected districts, so that an eligible surviving family member may be provided financial assistance amounting Rs.20000/ under the National Family Benefit Scheme (NFBS) of NSAP.

5.5.2. Phase II: Certification by District Commissioner: The list of identified eligible families/beneficiaries shall be duly verified and certified by the concerned District Commissioner, ensuring compliance with the prescribed eligibility criteria under NFBS.

5.5.3. Phase III: Enrollment and Sanction: The certified beneficiaries shall be enrolled in the NSAP-PPS portal under NFBS, and necessary sanction for extending the benefit shall be accorded by the concerned district authorities as per the prescribed procedure.

5.5.4. Phase IV: Financial Sanction and Disbursement: Following beneficiary enrollment and sanction, the Financial Sanction and bills shall be prepared and submitted by the concerned districts for processing of payment. The necessary funds shall be released and the NFBS benefit disbursed at the State level through the Commissionerate of Panchayat & Rural Development.

6. Approval and Execution Protocol

- The implementing authority shall ensure compliance with all applicable procurement, measurement, payment, quality control and record-keeping requirements.
- For technical works, the competent technical official shall verify site conditions and certify the technical feasibility.
- All Schemes must be Geo-tagged before, during and after completion as per the rules of relevant programme / Scheme.
- Work estimates shall be prepared based on actual site requirements and applicable Schedule of Rates/approved norms.
- Any deviation from approved scope shall require approval from the competent authority before execution.
- Completion of works shall be documented through completion reports, measurements, photographs and other records as prescribed.
- All expenditure shall be recorded in the relevant financial and programme management systems and relevant portals under the verticals.
- It must be ensured that, no duplication occurs across and within the schemes / Programmes.
- In respect of implementation of VB-G RAM G Schemes, care must be taken to maintain Wage - Material Ratio as 60 : 40.
- The scheme so taken up must be for restoration of the affect of flood within the flood season i.e. June to September months.
- This Standard Operating Procedure (SOP) is intended to complement, rather than supersede, the official program guidelines issued by the Ministry or State Government. Under no circumstances shall this SOP override or compromise the primary objectives of said programs or schemes.

7. Monitoring, Reporting and Review

- The BDO shall maintain a consolidated Block-level register/database of all assessed damages and proposed interventions.
- The CEO, Zilla Parishad/competent district authority shall maintain a district-level consolidated status of assessment, approval and execution.
- Progress shall be reviewed periodically at Block and District levels until all priority interventions are addressed.
- A monthly or periodic progress report, as directed by the competent authority, shall include number of assets assessed, number of works approved, works commenced, works completed, expenditure incurred and pending cases.
- High-priority and critical cases shall be monitored separately for timely intervention.
- Photographic documentation before, during and after execution should be maintained wherever feasible.
- The District-level Committee may conduct field inspections or direct third-party/technical verification in cases requiring special scrutiny.

8. Conclusion

This SOP is intended to provide a structured and coordinated framework for post-flood damage assessment, prioritisation and mitigation in rural areas under Sivasagar, Charaideo, Jorhat and Golaghat district only. Effective implementation shall require close coordination among local representatives, Panchayati Raj Institutions, technical officials, district administration and concerned line departments. All interventions shall be undertaken strictly in accordance with the applicable Act, Rules, scheme guidelines, Government instructions and financial and technical procedures in force from time to time.

Digitally signed by
GAUTAM DAS
Date: 11-08-2026
13:06:19

Secretary to the Govt of Assam
Panchayat & Rural Development Department

Memo No.E-827658/29-A

Dated:Dispur,11-08-2026

Copy for information and necessary action to :

1. The Commissioner, Panchayat & Rural Development Department, Assam, Panjabari, Juripar, Guwahati-37 with a request to circulate the SOP amongst all concerned.
2. S.O. to Chief Secretary, Assam, Dispur for kind appraisal of the Chief Secretary.
3. P.P.S. to Hon'ble Chief Minister, Assam for kind appraisal of Hon'ble

Chief Minister.

4. P.S. to Hon'ble Minister, Panchayat & Rural Development, Assam, Dispur for kind appraisal of Hon'ble Minister.

5. P.S. to Addl. Chief Secretary, Panchayat & Rural Development, Assam, Dispur for kind appraisal of Addl. Chief Secretary.

✓ 6. The Content Manager, Panchayat & Rural Development Department for uploading the Guidelines in the Department website.

By Order, etc.
Digitally signed by
ACHITRA SONOWAL
Date: 11-08-2026
15:15:41

Joint Secretary to the Govt of Assam
Panchayat & Rural Development Department