

GOVERNMENT OF ASSAM
REVENUE & DISASTER MANAGEMENT DEPARTMENT
JANATA BHAWAN, GUWAHATI-06

No. RRG.121/2019/39

Date Dispur, the 07th December, 2021

OFFICE MEMORANDUM

1. Introduction:

Citizen-centric of the system of governance and active citizen engagement in the functioning of the government are critical to the quality of governance. Revenue administration and management of land resources are no exception to it. Acknowledging the importance of citizen engagement in bringing about efficiency and transparency in the functioning of Revenue & Disaster Management Department and conservation of precious land resources and disaster management, it has been decided to constitute Village Land Conservation and Disaster Management Committee (VLCDMC) in every revenue village of the State as per the norms laid in the paragraphs below:

2. Composition of the Committee:

Sl No	Composition of the Committee Members	Designation
1	Ward Member of the Gram Panchayat or one of the resident of village elected by the Gram Sabha, if Ward member representing more than one revenue village	Chairperson
2	Ward member, if he/she not representing as chairperson of the VLCDMC	Member
3	Lot Mondal/Kanungo the village falls	Member
4	Representative from the field level directorate (Forest, Agriculture, Veterinary, Education, H&FW, P&RD, Irrigation, Water Resource etc.	Member
5	10 active members from the village (atleast 4 of them should be government servants and 4 active women from the locality) to be selected under the guidance of Circle Officer/ Gram Sabha	Member
6	Gaon Burah or his representatives (if Gaon Burah not able to read and write)	Member Secretary

3. The main objectives of the committee:

- ✦ To keep vigil on the land resources of the village and mobilise public opinion against any unauthorised encroachment thereon or any activity harmful to their existence and report to the circle officer of the revenue circle.
- ✦ To assist in and monitor the preparation and updatation of village land bank (A Dag-wise Record of all types of Government Land in the village).
- ✦ To assist in and monitor the preparation and updatation of Village Knowledge bank (A systematic record of the critical land and natural resources of the village)
- ✦ To assist in and monitor the preparation and updatation of Village Master Plan for Disaster Management.
- ✦ To undertake awareness generation activities on the importance of conservation of land resources.
- ✦ To assist in preparation of plan of action for the conservation and development of VGRs and PGRs.
- ✦ To assist in and monitor the implementation of Village Master Plan for Disaster Management.

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4. Eligibility Criteria for members:

- ✚ The person concerned should be citizen of India and an ordinary resident in the village.
- ✚ He/ She should be of sound mind and health.
- ✚ He/ She should not have been charge sheeted or convicted in connection with any crime.
- ✚ He/ She should not have defaulted on payment of Land Revenue or any government dues.

5. Functions and Responsibilities of VLCDMC:

- ✚ To keep vigil on the land resources of the village and mobilise public opinion against any unauthorised encroachment thereon or any activity harmful to their existence and report to the jurisdictional circle officer.
- ✚ To undertake preparation and up-dation of Village Land Bank. (A dag-wise record of all types' government land in the village.)
- ✚ To undertake preparation and up-dation of Village Disaster Management Plan.
- ✚ To undertake awareness generation activities on the importance of conservation of land resources.
- ✚ To prepare a plan of action for the conservation and development of VGRs and PGRs.
- ✚ To assist in response mechanism of the administration during flood, earthquake, lightning, storm, landslide, erosion, fire etc.
- ✚ To report the administration in-case of any emergency.
- ✚ To coordinate with Circle Disaster Management Committee (CDMC), Circle Level Quick Response Team (CQRT) and District Disaster Management Authority (DDMA) on the selection of volunteers for the search & rescue training at the circle level.
- ✚ To encourage and sensitise the village youths and the volunteers about preparedness and response mechanism before, during and post disasters phases.
- ✚ To arrange plantation/afforestation programme in suitable govt. land/plot.
- ✚ To act as guardian of the land and natural resources including the community land, open spaces, grazing lands, wetlands, hills and hillocks and ecological sites in the village.
- ✚ To develop a sound understanding of factors contributing to or aggravating the impact of disasters.
- ✚ To build consensus on community-level action to address all disaster management factors.
- ✚ To prepare and submit the weekly reporting format pertaining to disaster response with valid photograph of incident to the circle office for onward submission to ASDMA.

6. Assistance which will be provided to VLCDMC for Land conservation and Disaster Management at village level:

- ✚ No proposal for de-reservation of any VGR or PGR or any other reserved category of land and diversion thereof for any other purposes shall be finalised without placing it in the meeting of the VLCDMC.
- ✚ The VLCDMC shall have only advisory/recommendation role in this regard, but it should be clearly mentioned in the proposal for de-reservation/diversion for other purposes of reserved category of land if it has been recommended by the at least 50% of the members of the VLCDMC having participated in the meeting.
- ✚ Village Land Bank, and Village Master Plan for disaster management and awareness generation shall be prepared in collaboration with the VLCDMC and the copy of resolution adopted by the VLCDMC in this regard shall be kept in the circle office and uploaded on the web portal of ASDMA.
- ✚ Capacity Building for the VLCDMC members should be organised periodically by the ASDMA.
- ✚ VLCDMC shall be involved in mapping and management of wetlands, Hills ecological sites etc. and any report of threat to the natural resources received from VLCDMC s shall be acted upon promptly.
- ✚ Gaon Buras shall be responsible for convening the monthly meetings of VLCDMC with the approval of chairperson and keeping record of the proceedings of the VLCDMC meetings.

Encl.

7. Quorum and Periodicity for the meeting:

- ✦ No meeting shall be held without the presence of at 50% of the members (both Official and non-official).
- ✦ Gaon Buras shall obtain the specimen signature of all the members and copy of that shall be kept in the circle office.
- ✦ Meeting should be held as and when necessary, but ideally the VLCDMC should meet at least once in every month.
- ✦ A Copy of the resolution adopted by the VLCDMC must be sent to the Circle Office for onward submission to ASDMA for uploading in the web portal.

8. Tenure of VLCDMC:

- ✦ The Tenure of VLCDMC shall be of 5 years from the date of constitution. It can, however, be dissolved before that if it is found that it has not been discharging its functions properly. Deputy Commissioner/SDO (Civil) is authorised to take action on receiving the report from Circle Officer to this effect after conducting a local enquiry.
- ✦ An elected individual member of the committee may also be removed if it is found that he/she has ceased to fulfil any of the eligibility criteria mentioned in paragraph 3 and or have abstained from more than one third of the meetings of the VLCDMC in a year.
- ✦ Divisional Commissioner shall review the functioning of VLCDMCs regularly.

Sd/-

(Avinash Joshi, IAS)
Principal Secretary to the Govt. of Assam
Revenue & D.M. Department

Memo. No. RRG.121/2019/

Date Dispur, the ०२^{१५}, December, 2021

Copy to:

1. The P.P.S to Chief Minister, Assam for kind appraisal of Hon'ble Chief Minister.
2. The P.S to Minister, Revenue & D.M department for kind appraisal
3. The S.O to the Chief Secretary, Assam for kind appraisal of the Chief Secretary.
4. P. S to the Addl.Chief Secretary/ Principal Secretary/ Commissioner Secretary, Forest/ Agriculture/ A.H.& Veterinary/PHE/ Irrigation/ Soil Conservation/ Water Resource Department/Social Welfare/Industries& Commerce/Health & Family Welfare/Panchayat& Rural Development/PWD Building & NH/PWD Rural Roads/Education/Power Department.
5. P.S. to the Chief Executive Officer, Assam State Disaster management Authority, Dispur.
6. P.S. to the all Divisional Commissioners.
7. P.S. to the Director of Land Records & Survey etc. Assam Rupnagar, Guwahati-32.8
8. The Secretaries, Revenue & D.M department.
9. All Deputy Commissioners.
10. All Joint Secretary of Revenue & Disaster Management Department.
11. All Deputy Secretary of Revenue & Disaster Management Department.
12. All Sub Divisional Officers (Civil).
13. All Circle Officers.

By orders etc.



Joint Secretary to the Govt. of Assam
Revenue & DM. Department