



Government of West Bengal
Irrigation & Waterways Department
Jalasampad Bhaban, 1st Floor, Western Block
Bidhannagar, Salt Lake City -700 091

ORDER

No. 91-IFC

Dated, 06th May, 2026

The Central Flood Room (CFCR) is going to start functioning from **01.06.2026** and will remain operative till **31.10.2026** at ground floor of Jalasampad Bhavan, Western Block, DF Block, Sector-I, Salt Lake- 700091 until issuance of any further order in this regard. A Flood Duty Roster for Central Flood Control Room (CFCR) will be issued very soon for 24 x 7 functioning of the CFCR. The CFCR will function in tandem with the Division Level Flood Control Rooms (DFCR) and four Regional Flood Control Rooms (RFCR). Trial run of CFCR will be carried out during **25.05.2026 to 31.05.2026**.

2. Accordingly, it is felt necessary to issue a Standard Operating Procedure (SoP) on the functioning of Flood Control Rooms of I&W Department, GoWB at Division Level Flood Control Rooms (DFCR), Regional Flood Control Rooms (RFCR) and Central Level Control Rooms (CFCR) at Head Quarter.
3. In the above context, the undersigned is directed to enclose herewith a Standard Operating Procedure (SoP) to be followed by the departmental officers for smooth functioning of 3- tier Flood Control Rooms round the clock.
4. A training will be imparted to the Departmental officers by **22nd May, 2026** via virtual mode for which link will be provided in due course.
5. The Block level QRTs are to be set up by **20th May, 2026** in the identified blocks to start keeping vigilance in the vulnerable areas.
6. The Joint Secretary (Works) will coordinate the varies activities to ensure smooth conduct of CFCR, RFCRs and DFCRs. SE/GCDC will assist the Nodal Officer in charge of the CFCR.

This issues with the approval of the appropriate authority in the Department.

Encl: SoP along with Annexure-I

**Secretary –in-Charge to the
Government of West Bengal**

Memo No.91/1(4) – IFC

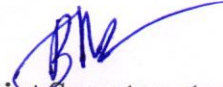
Dated, 06th May, 2026

Copy forwarded for kind information to the:

1. O.S.D.to Hon'ble Minister-in-Charge
Irrigation & Waterways Department
Government of West Bengal
2. O.S.D. to Hon'ble Minister-of-State
Irrigation & Waterways Department
Government of West Bengal
3. Pr. P.S. to Additional Chief Secretary
Irrigation & Waterways Department
Government of West Bengal
4. Sr. P.A. to Secretary- in -Charge
Irrigation & Waterways Department
Government of West Bengal

- Hon'ble MIC, Hon'ble MOS, Additional Chief Secretary and Secretary-in-Charge of I&W Deptt. may please be kept apprised.

Enclosed : As Stated


**Joint Secretary to the
Government of West Bengal**


Memo No.91/2(120) -IFC

Dated, 06th May, 2026

Copy for information and necessary action to the:

- 1 – 10. Chief Engineer,
Irrigation & Waterways Directorate, GoWB
- 11 – 32. Superintending Engineer, Circle
Irrigation & Waterways Directorate, GoWB
- 33 – 35. Director,
Irrigation & Waterways Directorate, GoWB
36. Project Manager (HQ), SERP
Irrigation & Waterways Directorate, GoWB
- 37 – 120. Executive Engineer, Division
Irrigation & Waterways Directorate

Enclosed : As Stated


**Joint Secretary to the
Government of West Bengal**

**Standard Operating Procedure (SoP) for the Flood Control Rooms of
I&W Department, GoWB
at Division Level, Regional Level and Central Level at Head Quarter**

- Round the clock three tier **Flood Control Rooms** will remain operative at (Division Level), Regional Level and Central Level at the Head Quarter of I&WD i.e. Jalasampad Bhavan, Salt Lake from **1st June to 31st October**, or withdrawal of the monsoon period as may be decided.
- However, in case Cyclonic weather in May or November, such control rooms, will have to be opened and operated as per direction of the highest authority of Department.
- The structures and locations of the three tier Flood Control Rooms are as stated here under in tabular form:-

Item description	Divisional Flood Control Rooms (DFCR)	Regional Flood Control Rooms (RFCR)	Central Flood Control Room (CFCR)
Number	One for each Division Office of I&W Dte	4 (four)	1 (one)
Location	At each Division Office of working Divisions of I&W Dte	<p>1. At Jalpaiguri Irrigation Division Office for the districts of Darjeeling (SMP area), Jalpaiguri, Alipurduar & Coochbehar.</p> <p>2. At Malda Irrigation Division Office, for the districts of Uttar & Dakshin Dinajpur, Malda, Murshidabad, Nadia & Birbhum.</p> <p>3. At Damodar Head Works Division Office (Durgapur, Dist- Paschim Bardhaman) for the districts of Paschim & Purba Bardhaman, Hooghly & Howrah and part of Bankura on the South of Damodar River.</p>	At Ground Floor of Jalasampad Bhavan, Salt Lake City, Kolkata- 91

		4. At West Midnapore Division (Midnapore) for the districts of Bankura (remaining part) Paschim & Purba Medinipur	
Nodal Officer	Concerned Executive Engineer	<p>1. Superintending Engineer, North East Irrigation Circle-II (NEIC-II), I&W Dte for RFCR at Jalpaiguri</p> <p>2. Superintending Engineer, North Irrigation Circle-I (NIC-I), I&W Dte for RFCR at Malda</p> <p>3. Superintending Engineer, Damodar Irrigation Circle (DIC), I&W Dte for RFCR at Durgapur.</p> <p>4. Superintending Engineer, Western Circle-II (WC-II), I&W Dte for RFCR at Paschim Medinipur</p>	Director, Advance Planning, Project Evaluation & Monitoring Cell (APPEMC), I&W Dte
Roaster Duty timings	<p>Three shifts</p> <p>1) 1st Shift (Morning Shift): From 7:00 AM to 2:30 PM</p> <p>2) 2nd Shift (Afternoon Shift): From 2:30 PM to 10:00 PM</p> <p>3) 3rd Shift (Night Shift): From 10:00 PM to 7:00 AM (next morning)</p>	<p>Three shifts</p> <p>1) 1st Shift (Morning Shift): From 7:00 AM to 2:30 PM</p> <p>2) 2nd Shift (Afternoon Shift): From 2:30 PM to 10:00 PM</p> <p>3) 3rd Shift (Night Shift): From 10:00 PM to 7:00 AM (next morning)</p>	<p>Three shifts</p> <p>1) 1st Shift (Morning Shift): From 7:00 AM to 2:30 PM</p> <p>2) 2nd Shift (Afternoon Shift): From 2:30 PM to 10:00 PM</p> <p>3) 3rd Shift (Night Shift): From 10:00 PM to 7:00 AM (next morning)</p>

Rank of the Officer in charge of each shift	Junior Engineer	Assistant Engineer	Executive Engineer/ Deputy Director
--	-----------------	--------------------	--

- The Director, Advance Planning Project Evaluation & Monitoring Cell , I&WDte will finalize the Reporting Formats of DFCR, RFCR and CFCR such as Daily Flood Report (DFR), Synoptic Flood Report (SFR), Special Bulletins (SB), and Damage Reports etc. in consultation with the Joint Secretary (Works), I&WDept. They will also finalize the intended List of Recipients of such reports.

- The procedure and frequency of data collection, dissemination to different levels and reporting for DFCR, RFCR and CFCR with responsibilities of Nodal Officers and in charge of the roster shifts, are as stated separately at **Annexure-I**.

Combined Standard Operating Procedure (SoP) for the Divisional Flood Control Rooms (DFCRs), Regional Flood Control Rooms (RFCRs) & Central Flood Control Room (CFCR) (ANNEXURE-I)

Name of Control Room	Jurisdiction	Officer Responsible for Daily Operation & Management	Data Flow Mechanism	Type of Flood Data	Type of Data/information collected	Source of Data	Mode of Data Collection & Transmission	Frequency of Data Collection	Time line for data collection	Time Line for data dissemination	Mode of data dissemination	Responsibilities	
DFCR	Respective Jurisdiction of Division	Junior Engineer will be in charge of different shifts and Executive Engineer will be overall Nodal Officer	DFCR to Transmit Data to CFR and concerned RFCR	Rainfall, River Water Level, River Discharge (where ever available), Reservoir Water Level & Discharge, Flood Inundation, Embankment Breach, Severe Erosion, Other infrastructural Damages	<p>A. In Normal condition 1. Rainfall data 2. River gauge data 3. Dam release data 4. Barrage release data</p> <p>B. In Emergent Condition (During cyclone, river ruling above Danger Level, Very Heavy rainfall (more than 115 mm in last 24 hours) 1. Rainfall data 2. River gauge data 3. Dam release data 4. Barrage release data 5. Damage Report</p>	1. For rain fall, river gauge, dam and barrage release, damage to flood infrastructure , data/information are to be collected from field personnel of I&WD, CWC, DVC, WRI&DD	Manual/ Telephone/ Mobile	<p>A. In Normal Condition: Once Daily</p> <p>B. In Emergent Condition: 1. Rainfall data, river gauge, damage to flood infrastructure data/information twice daily 2. Barrage/Dam release at 3-hour interval</p>	<p>A. In Normal Condition: Rainfall in last 24 hours - 8:30 am, river gauge- 8 am, dam/ barrage release- 8 am</p> <p>B. In emergent condition: 1. Rain fall data - 8:30 am (in last 24 hours), - 5:30 pm (during last 9 hours), 2. River gauge- 8 am and at 4 pm. 3. dam/barrage release- At an interval of 3 hours starting from 8 am 4. Damages- 8 am and at 4 pm (cumulative of the season)</p>	The data/information are to be sent to respective RFCR and CFR	<p>A. In Normal Condition: Rainfall, river gauge, dam/ barrage release- At departmental webportal using the user ID of Nodal Officer</p> <p>B. In emergent condition: 1. Rain fall data - 8:45 am (in last 24 hours), - 5:45 pm (during last 9 hours), 2. River gauge- 8:45 am and at 5:00 pm. 3. dam/barrage release- At an interval of 3 hours strting from 8:45 am 4. Damages- 8:45 am and at 5 pm (cumulative of the season)</p>	<p>A. In Normal Condition: Rainfall, river gauge, dam/ barrage release- At departmental webportal using the user ID of Nodal Officer</p> <p>B. In emergent condition: Rain fall data, River gauge, Dam/barrage release, Damages- to the email of concerned RFCR and CFR from the official email id of Nodal Officer.</p>	<p>The Nodal officer of DFCR will be responsible for-</p> <ol style="list-style-type: none"> 1. Data collection and timely diismination to RFCR and CFR 2. Sending information to District Administration on rainfall, river gauge [yellow signal (PDL to DL) and red signal (above DL) for four North Bengal districts), dam/barrage release and damage report in emergent condition only through district level whp group 3. Maintenance and Validation of gauge and discharge observation stations of I&WD. 4. Preservation of data/information in digital form.
RFCR	1. Darjeeling (SMP area), Jalpaiguri, Alipurduar & Coochbehar 2. Uttar & Dakshin Dinajpur, Malda, Murshidabad, Nadia & Birbhum 3. Paschim & Purba Bardhaman, Hooghly, Howrah and part of Bankura 4. Bankura, Paschim & Purba Medinipur,	Assistant Engineer will be in charge of shifting duty and Superintending Engineer will be in charge of Nodal Officer	RFCR to Transmit Data to CFR and the concerned Chief Engineer	do	do	DFCR, other States (Bihar , Jharkhand, Sikkim), Country (Bhutan), Farakka Barrage Project Authority	email, web portal, whp group, telephone	do	do	do	email	<p>The Nodal officer of RFCR will be responsible for-</p> <ol style="list-style-type: none"> 1. Data collection and timely diismination to CFR and concerned CE 2. Preservation of data/information in digital form. 	

CFCR	State	Executive Engineer will be the incharge of shift duty and Director, APPEMC will be the Nodal Officer	CFCR to Publish Flood Data in I&WD Website in the form of Daily Flood Report to Apex Level of the State Government, various ministries of Central Government, Army, NDRF, IMD, all District magistrates (total recipient- 35)	do	do	DFCR, RFCR, IMD, CWC, DVRR. Other States (Bihar, Jharkhand), Farakka Barrage Project Authority	Telephone/ Mobile/ Internet/ email/ Whatsapp group	do	<p>A. In Normal Condition: Rainfall in last 24 hours - 8:45 am, river gauge- 8:45 am, dam/ barrage release- 8:45 am</p> <p>B. In emergent condition: 1. Rain fall data - 8:45 am (in last 24 hours), - 5:45 pm (during last 9 hours), 2. River gauge- 8:45 am and at 5:00 pm. 3. dam/barrage release- At an interval of 3 hours starting from 8:45 am 4. Damages- 8:45 am and at 5 pm (cumulative of the season)</p>	<p>A. In Normal Condition: Rainfall in last 24 hours - 8:45 am, river gauge- 8:45 am, dam/ barrage release- 8:45 am</p> <p>B. In emergent condition: 1. Rain fall data - 8:45 am (in last 24 hours), - 5:45 pm (during last 9 hours), 2. River gauge- 8:45 am and at 5:00 pm. 3. dam/barrage release- At an interval of 3 hours starting from 8:45 am 4. Damages- 8:45 am and at 5 pm (cumulative of the season)</p>	email from the email id of CFCR	<p>The Nodal officer of CFCR will be responsible for-</p> <ol style="list-style-type: none"> 1. Timely data collection and dissemination to all concerned 2. Sending synoptic whp message to ACS and OSD to HMIC on flood . 3. Ensure proper functioning of CFCR. 4. Preservation of data/information in digital form..
------	-------	--	--	----	----	--	--	----	---	---	---------------------------------	---

Note: District Flood Control Room
Regional Flood Control Room
Central Flood Control Room