



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

ORDER

No.112-IFC

Dated, 10th May, 2022

A new format, called 'Flood Incident Report', has been devised, to report occurrence of flood. The aforesaid format shall be filled up by the concerned Division under Irrigation & Waterways Directorate immediately after noticing flood and shall intimate Part-A of the format through email to the Central Flood Control Cell (CFCR), within 2 hours of such occurrence. Central Flood Control Cell (CFCR), who in turn compile all such occurrences and disseminate information to all concerned authorities immediately. The complete filled up 'Flood Incident Report', combining Part A and Part B, shall have to be submitted through email to the Central Flood Control Cell (CFCR), within 2 weeks of such incident, with a copy to the concerned Superintending Engineer and Chief Engineer of Irrigation & Waterways Directorate.

2. Daily hydrological information, such as rainfall, river discharge, dam release, barrage discharge, river gauge level etc, which are uploaded in Apps, shall continue to be uploaded in the same manner by the Divisions. Aforesaid 'Flood Incident Report' shall only be filled up and submitted in the event of flood occurrence and shall be circulated to District authorities also.

3. All submitted 'Flood Incident Report' shall be compiled by the Advance Planning, Project Monitoring & Evaluation Cell, Irrigation & Waterways Directorate and shall prepare an annual compendium of all flood incidents report of the year along with analysis and comments and submit the same to the Department within 31st January in every calendar year.

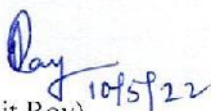
4. 'Flood incident Report' of previous year 2021 shall be submitted to the Director, Advance Planning, Project Monitoring & Evaluation Cell, Irrigation & Waterways

Directorate by respective Executive Engineers in the aforesaid prescribed format within 31st May, 2022. Advance Planning, Project Monitoring & Evaluation Cell, Irrigation & Waterways Directorate, shall prepare an annual compendium of all flood incidents report of 2021 along with analysis and comments and submit the same to the Department within 30th June, 2022.

5. This issues with the approval of the Hon'ble Minister-in-Charge of Irrigation & Waterways Department.

Encl: Format of Flood Incident Report

By Order of the Governor


(Amit Roy)
Secretary to the
Government of West Bengal

Memo No. 112 /1(4) – IFC
IFC-4M-02/2022


Dated, 10th May, 2022

Copy with copy of Annexure forwarded for kind information to the:

1. P.S. 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. Sr. P.A. to Principal Secretary
Irrigation & Waterways Department
Government of West Bengal
4. Sr. P.A. to Secretary
Irrigation & Waterways Department
Government of West Bengal

- Hon'ble MIC, Hon'ble MOS, Principal Secretary and Secretary may please be kept apprised.


Encl: As stated


(B. Mukhopadhyay)
Joint Secretary to the
Government of West Bengal

Copy with copy of Annexure forwarded for kind information to the:

1. Additional Chief Secretary
Department of Home & Hill Affairs
Government of West Bengal
2. Principal Secretary
Department of Disaster Management & Civil Defence
Government of West Bengal
3. Principal Secretary
Department of Agriculture
Government of West Bengal
4. Principal Secretary
Public Works Department
Government of West Bengal
5. Principal Secretary
Public Health Engineering Department
Government of West Bengal
6. Principal Secretary
Water Resources Investigation and Development Department
Government of West Bengal

Encl: As stated


(B. Mukhopadhyay)
Joint Secretary to the
Government of West Bengal

o/c


Copy with copy of Annexure forwarded for information and necessary action to the:

- 1 – 10. Chief Engineer,
Irrigation & Waterways Directorate
Government of West Bengal
- 11 – 32. Superintending Engineer, Circle
Irrigation & Waterways Directorate
Government of West Bengal
- 33 – 35. Director,
Irrigation & Waterways Directorate
Government of West Bengal

36. Project Manager (HQ), SERP
Irrigation & Waterways Directorate
Government of West Bengal

37 – 120. Executive Engineer, Division
Irrigation & Waterways Directorate
Government of West Bengal

Encl: As stated


(B. Mukhopadhyay)
Joint Secretary to the
Government of West Bengal

o/c

Memo No.112/4(51) - IFC


Dated, 10th May, 2022

Copy with copy of Annexure forwarded for information to the:

1 – 23. District Magistrate,

24 – 51. Superintending of Police,

Encl: As stated


(B. Mukhopadhyay)
Joint Secretary to the
Government of West Bengal


Memo No.112/5(1) - IFC

Dated, 10th May, 2022

Copy with copy of Annexure forwarded for information and necessary action to the:

Director, Advance Planning, Project Monitoring & Evaluation Cell
Irrigation & Waterways Department
Government of West Bengal

Encl: As stated


(B. Mukhopadhyay)
Joint Secretary to the
Government of West Bengal

o/c

FLOOD INCIDENT REPORT (FIR)

I&W Department, Govt of West Bengal

(Only for incidents resulting in ingress of water causing flooding in the countryside)

PART - A

FIR Ref No: ** / ** / 20** (Name of Divn / no / year)

Type of incident (Breach / Overtopping / Other) :
Cause in brief (Cyclone/ heavy rainfall in catchment/
Dam/ Barrage release/ others) :
Date of occurrence :
Time of occurrence :
Name of river/ channel/ khal :

Details of place of occurrence

Location Name : Lat /Long :
Village : GP :
Block : District :

PART - B

1. Channel Details

- I. Name of river / channel / khal :
- II. Name of sub basin :
- III. Name of Basin :
- IV. Name of channel in which the river/ khal outfalls into :
- V. Whether channel is subjected to tidal influence : Yes / No
- VI. Whether channel section prior to incident (at upstream or downstream or other) available : Yes / No
(If yes, channel section to be attached as **Annexure I**)

2. Embankment Details

- I. Name of Embankment :
- II. Side of river (Left/Right) :
- III. Type of embankment :
- IV. Type of embankment top :
(Earthen / metal /moorum /macadam /other)
- V. Whether having slope protection : Yes / No
- VI. If yes, type of slope protection present :
- VII. Whether embankment maintained by I&WD : Yes / No
- VIII. If No, Name of Authority maintaining the embankment :
- IX. Type of countryside in the immediate vicinity at place of incidence :
(pond / household / farmland / other)
- X. Whether embankment section prior to damage
(at upstream or downstream or at site) available : Yes / No
(If yes, embankment section to be attached as **Annexure II**)

3. Hydrology Observation Station details

- I. Whether any Channel Gauge station at the place of occurrence : Yes / No
(If Yes, Gauge levels of above station from 5 days prior to the date of occurrence to 10 days post date of occurrence to be submitted in **Annexure III**)
- II. Whether any Channel Gauge station at upstream of place of occurrence : Yes / No
If Yes, location at distance upstream:
(If Yes, Gauge levels of above station from 5 days prior to the date of occurrence to 10 days post date of occurrence to be submitted in **Annexure III**)
- III. Whether any Channel Gauge station downstream of place of occurrence : Yes / No
If Yes location at distance downstream :
(If Yes, Gauge levels of above station from 5 days prior to the date of occurrence to 10 days post date of occurrence to be submitted in **Annexure III**)
- IV. For Tidal Channel:
 - a) Predicted Highest Tide level at location as per Tide Table from 48 Hrs prior to 72 Hrs post time of incidence to be submitted in **Annexure III**
 - b) Actual observed Highest Tide level (HTL) at location during time of incidence:
 - c) Observed wave height during time of incidence in M :
- V. Rain Gauge stations (if any) in the upper catchment impacting flow at the place of incidence:

SI No	Name of Rain Gauge station	Data availability
1		Available / Not available
2		Available / Not available

Rain gauge data of all the above stations from 5 days prior to the date of occurrence to 10 days post date of occurrence to be submitted in **Annexure IV**, if available with the office , otherwise may be stated as "NOT AVAILABLE".

- VI. Name of Dam / Barrage upstream (if any) releases from which impacting flow at place of incidence:
(Details of Dam / Barrage discharge data of the above from 5 days prior to the date of occurrence to 10 days post date of occurrence to be submitted in **Annexure V**, if available with the office, otherwise may be stated as "NOT AVAILABLE",

4. Details of damage

- I. Length of damaged embankment in M :
- II. RL of top of embankment prior to damage :
- III. Approximate RL of countryside prior to damage :
- IV. EDL of channel at breach site :
- V. HFL of channel at time of incidence :
- VI. HHFL and Date of occurrence (if available) of channel :
- VII. What manual interference was undertaken to stop preliminary ingress of water (in brief) :
- VIII. Approximate no of days required to stop preliminary Ingress of water through damaged section :
- IX. Approximate estimated cost of repair :

- X. No of People / Households affected (approx) :
 XI. Area of agricultural land affected in Ha (approx) :

5. Flood affected region:

Sl No	District	Block	GP	Approximate area of inundation in Sq Km	Approximate % area of inundation of the GP	Average depth of inundation in ft (if available)
Total area of inundation						

Note: Necessary data may be taken from District Administration, if not available with the office.

Index map of site, Geo referenced (if possible), showing place of occurrence and area of inundation (with different colours showing different depth of inundation (if possible) and some pictures of damaged location to be submitted as Annexure VI

6. Site observations:

- I. Whether the accumulated water in the countryside could be quickly drained out by any other channel:
- II. If so details of such approach may be stated:
- III. Suggestive measures (if any) which may be taken up prior to occurrence of similar incident at the site in future:
- IV. Suggestive measures (if any) to drain out the flood water as quickly as possible in future:
- V. Problems faced at site during immediate restoration works:
- VI. Any other matter the Executive Engineer would like to keep on record for future reference:

7. I&WD office Jurisdiction:

Sl No	Office	Name of Office	Name of officer in chair
1	Circle		
2	Division		
3	Sub Division		
4	Section		

Date of submission:

Signature

Executive Engineer, Division

Note:

- Part A of the Flood Incident Report (FIR) to be mailed/intimated to CFCR at the earliest, within 2 hours of occurrence of the incident.
- The complete Flood Incident Report (FIR) (Part A and Part B combined) to be submitted /mailed to the CFCR with a copy to SE and CE concerned within two weeks of occurrence of the incident.
- Director, Advance Planning Project Evaluation and Monitoring Cell to compile and submit a Annual comprehensive report of all flood incidents of the calendar year along with analysis and comments (if any) within 15th Jan Next year.