

1.11 Role Matrix: Responsibility Matrix for Various Departments during Monsoon 2025

1.11

Role and Responsibility of Disaster Response Departments

Sr. No	Stages	Disaster Management Authority / EOC	IMD	CWC	WRD	Revenue Dept. / EOC	Urban/Rural Authority	Roads and Building	Railway Authority	Home Dept.	Energy
1	Monsoon Period	To arrange regular meeting with all concerned departments during Monsoon Period	Issue of weather bulletin for forecasting rainfall	To coordinate with the neighboring states of Gujarat for rainfall and inflow forecast for inter state rivers. To issue inflow forecast in the reservoir and flood level forecast warning for city. Warning to be issued to the focal officer of the projects of the basin and concerned officers of WRD.	To coordinate with the concerned Water Resources officers of the neighboring states in the event of Heavy rainfall in the catchment, release of water from the upstream dams along with upstream reservoir position. To plan for operation of reservoir w.r.t. outflow from the reservoir to be decided and to inform concerned Revenue authority by way of Flood warning. Appropriate warning message to be sent to Revenue Dept. and if deemed fit for broadcasting on All India Radio and Doordarshan. Place the Disaster Management Plan on wrd.guj.nic.in/dam for open access.	To take appropriate action for alerting and evacuating the people likely to be affected in accordance with the warning and threat perception along with relief measures. In demanding situation if deemed fit messages for broadcasting on All India Radio and Doordarshan.	To take appropriate action for alerting and evacuating the people likely to be affected in urban areas in accordance with the warning and threat perception.	To take appropriate action for safety of bridge, causeways roads and traffic	To take appropriate action for safety of railway bridge, tracks and rail traffic.	To take appropriate action in consultation with revenue dept.	To take appropriate action for safety of transmission infrastructure for maintain power supply in the affected areas.
2	Heavy Rainfall		Issue of weather bulletin for forecasting rainfall of various durations Issue of Special Bulletins	To coordinate with the neighboring states of Gujarat for rainfall and inflow forecast for inter state rivers. To issue inflow forecast in the reservoir and flood level forecast warning in for city. Warning to be issued to the focal officer of the projects of the basin and concerned officers of WRD,	Dam authority monitors the dam situation during monsoon. When any unusual condition or incident is noticed the information / emergency level is communicated to the disaster management authorities responsive actions to save the dam and minimize impact to life, property and the environment. CWC guidelines Emergency Action Plan for dams (CDSO_GUD_DS_01_v2.0) in this regard may be referred for more details.	To take appropriate action for alerting and evacuating the people likely to be affected in accordance with the warning and threat perception along with relief measures. In demanding situation if deemed fit messages for broadcasting on All India Radio and Doordarshan. Alert Central Assistance agencies on need basis.	As above and be prepared for responding to likely Flooding situation	As above	As above	As above	As above and be prepared for responding to likely Flooding situation
3	Reservoir Storage position										
	a.	Storage more than 70% and unto 80% (Warning Stage)	-	-		Warning message to Collectors for awareness of the affected people	Warning message to Municipal Commissioners for awareness of the affected people				
	b.	Storage more than 80% and unto 90% (Alert Stage)	-	-	To inform concerned District Administration falling in the downstream likely flood affected village / town in writing for the position of reservoir. Clearly mention the Storage percentage and Warning stage on the Departmental website wrd.guj.nic.in/dam Open Access Reports.	Alert message to collectors for awareness of the affected people	Alert message to Municipal Commissioners for awareness of the affected people				
	c.	Storage more than 90% (High Alert)	-	-		High Alert message to collectors for awareness of the affected people	High Alert message to Municipal Commissioners for awareness of the affected people				
	d.	Release of Flood Water from the Reservoir			Issue the Flood warning before release of water from the reservoir to revenue authority / police dept. concerned with downstream affected areas / village / town by the Focal Officer of the Project / Basin in standard proforma stipulated in Disaster Management Plan stating likely affect villages / towns, quantum and time for release of water, warning signal etc. Concerned Executive Engineer of the dam shall inform on the appropriate decision to the Focal officer of the river basin. The Focal officer in turn shall intimate to the District Collector and the Flood Control Cell (WRD) Gandhinagar. The details of focal officer for the respective basins are provided in the Disaster Management Plan.	To take appropriate action for alerting and evacuating the people likely to be affected in accordance with the warning and threat perception. In case of natural calamities and grave emergencies liaison with Air force authority, Military authority for their assistance	To take appropriate action for alerting and evacuating the people likely to be affected in urban areas in accordance with the warning and threat perception.	To take appropriate action for safety of bridge, causeway roads and traffic	To keep constant watch over the situation and mobiles teams.	To take appropriate action in consultation with revenue dept.	To take appropriate action for safety of transmission infrastructure for maintaining power supply in the affected areas.
4		Main Rivers (Damanganga, Tapi, Narmada, Mahi, Sabarmati and Banas) Flowing at danger level		To coordinate with the neighboring states of Gujarat for rainfall and inflow forecast for inter state rivers. To issue inflow forecast in the reservoir and flood level forecast warning in for city. Warning to be issued to the focal officer of the projects of the basin and concerned officers of WRD.	To inform concerned District Administration / Police dept. located in the riverine areas with the details of location of the Gauge site. Appropriate warning message to be sent to Revenue Dept. and if deemed fit for broadcasting on All India Radio and Doordarshan. Concerned Executive Engineer of the dam shall inform on the appropriate decision to the Focal officer of the river basin. The Focal officer in turn shall intimate to the District Collector and the Flood Control Cell (WRD) Gandhinagar. The details of focal officer for the respective basins are provided in the Disaster Management Plan.	To take appropriate action for awareness, alerting the people likely to be affected in accordance with the threat perception.	To take appropriate action for awareness, alerting the people likely to be affected in accordance with the threat perception.	To take appropriate action for safety of bridge, causeway, roads and traffic	To take appropriate action for safety of railway bridge, tracks and rail traffic.	To take appropriate action in consultation with revenue dept.	

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5	Dam	Failure	To keep constant watch over the situation and send Rapid action force or Air force as per necessity in the flooded areas of evacuation of the affected people.			<p>In the event of breach in the embankment, heavy uncontrolled leakages from spillway / gates - concerned revenue authorities / district administration be informed immediately with likely affected areas. Dam authority should immediately inform the Focal Officer and Senior WRD officials too.</p> <p>Appropriate warning message to be sent to Revenue Dept. and if deemed fit for broadcasting on All India Radio and Doordarshan.</p> <p>Concerned Executive Engineer of the dam shall inform on the appropriate decision to the Focal officer of the river basin. The Focal officer in turn shall intimate to the District Collector and the Flood Control Cell (WRD) Gandhinagar.</p> <p>The details of focal officer for the respective basins are provided in the Disaster Management Plan.</p>	To take appropriate action for awareness, alerting the people likely to be affected in accordance with the threat perception.	To take appropriate action for awareness, alerting the people likely to be affected in accordance with the threat perception.	To take appropriate action for safety of bridge, causeway, roads and traffic	To take appropriate action for safety of railway bridge, tracks and rail traffic.	To take appropriate action in consultation with revenue dept.	To take appropriate action for safety of transmission infrastructure for maintaining power supply in the affected areas.
6	Disaster Preparedness for Flood		To finalize and review Disaster Management Plan for each Department	To issue weather bulletin	To issue inflow forecast for reservoirs / level forecast for cities for six inter state rivers and one local river.	To implement model action plan as per Annex 3 A of WRD Disaster Management Plan of current year.	To implement model action plan as per Annex 3 A of WRD Disaster Management Plan of current year. Refer the District Disaster Management Plan of respective districts.	To implement model action plan as per Annex 3 A of WRD Disaster Management Plan of current year. Refer the District Disaster Management Plan of respective districts.	To implement model action plan as per Annex 3 A of WRD Disaster Management Plan of current year. Refer the District Disaster Management Plan of respective districts.		To implement model action plan as per Annex 3 A of WRD Disaster Management Plan of current year. Refer the District Disaster Management Plan of respective districts.	To implement model action plan as per Annex 3 A of WRD Disaster Management Plan of current year. Refer the District Disaster Management Plan of respective districts.
			Warning			Inform Revenue Dept. - Taluka level, District level and State Level intimation						
			Alert			Inform Revenue Dept. - Taluka level, District level and State Level intimation	Preparatory actions - Logistics readiness				Appropriate actions as per their protocol and Revenue Dept. instructions	
			High Alert			Inform Revenue Dept. - Taluka level, District level and State Level intimation- details like Release of Water to be made, likely villages to be affected by concerned Focal / Sub focal Officer.	Public intimation, inter-departmental co-ordination				Appropriate actions as per their protocol and Revenue Dept. instructions	
			Ready to Shift			Inform Revenue Dept., (Taluka level, District level and State Level intimation.						
			Post Damage			Appropriate actions w.r.t Damage Control, Relief of Dam / Irrigation Infrastructure	Relief, Rescue, Rehabilitation related actions	Relief, Rescue, Rehabilitation related actions	Damage Control, Repairs	Damage Control, Repairs	Rescue, Relief, Security related actions	Damage Control, Repairs
Levels of Incidents												
Dam			To arrange emergency meeting with all line Department and intimate situation to all concerned. Maintain constant touch with Air force, Army and Navy.	Provide information about probable rainfall in the area which may be affected due to emergency situation of the dam.	Provide flood forecast and probable levels in the river.	Dam authority/operator keeps monitoring the dam situation continuously during monsoon. When any unusual condition or incident is noticed the information regarding emergency level is communicated to the disaster management authorities and will act to save the dam and minimize impact to life, property and the environment. CWC guidelines in this regard may be referred for more details. Follow Rule levels as per Annexure 1 D (page 1-36) and Circular 2 clause 17 (page 3-8) for filling of dams	To take appropriate action for alerting and evacuating the people likely to be affected in accordance with the warning and threat perception. In case of natural calamities and grave emergencies liaison with air force authority, Military authority for their assistance	To take appropriate action for alerting and evacuating the people likely to be affected in accordance with the warning and threat perception.	To take appropriate action for safety of bridge, causeway roads and traffic	To keep constant watch over the situation and mobilize teams.	To take appropriate action in consultation with revenue dept.	To take appropriate action for safety of transmission infrastructure for maintain power supply in the affected areas.
River/Canal/Drains						WRD Authorities act as per Chapter 4 , (Maintenance of Flood Embankments, page 4-1) and Annexure 4-A (page 4-2) covering maintenance of Flood Embankments. (In event of Drain Overflow or Breaches in banks - Concerned Executive Engineer shall act as Focal Officer and Dy. Ex Eng. as sub focal Officer)						
	Mild	Small Breaches in Canal, Small disturbance in Earthen Bunds, Slopes and Pitching	Warning			Timely repairs,		To take appropriate action for awareness, Alerting and the people likely to be affected in accordance with the threat perception.				
		Canal / Drain Inundation Inundation in 1 Village				Timely repairs						
	Medium					Inform Revenue Dept., (Taluka level, District level and State Level intimation Project / Scheme Executive Engineer to take appropriate actions	Public intimation, inter-departmental co-ordination, Relief as deemed fit	To take appropriate action for awareness, alerting and the people likely to be affected in accordance with the threat perception.	Ensure accessibility to the Village Gamtal	To take appropriate action for safety of railway bridge, tracks and rail traffic.	To take appropriate action in consultation with revenue dept.	To take appropriate action for safety of transmission infrastructure.

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		Heavy Inundation More than 1 Village				Inform Revenue Dept., (Taluka level, District level and State Level intimation. Mechanical Unit Fighter Squad to alerted	Assessment and Relief coordination	To take appropriate action for awareness, alerting and the people likely to be affected in accordance with the threat perception.	Ensure accessibility to the Village Gamtal	To take appropriate action for safety of railway bridge, tracks and rail traffic.	To take appropriate action in consultation with revenue dept.	To take appropriate action for safety of transmission infrastructure.
Riverine Flooding						Inform Revenue Dept., (Taluka level, District level and State Level intimation). Mechanical Unit Fighter Squad to alerted	Assessment and Relief coordination	To take appropriate action for awareness, alerting and the people likely to be affected in accordance with the threat perception.	Ensure accessibility to the Village Gamtal	To take appropriate action for safety of railway bridge, tracks and rail traffic.	To take appropriate action in consultation with revenue dept.	To take appropriate action for safety of transmission infrastructure.
	Major	Major	Cracks, Failures			Inform Revenue Dept., (Taluka level, District level and State Level intimation). Central Designs Organisation Visit and Problem Solving by CDO and Field Officers	Assessment and Relief coordination	To take appropriate action for awareness, alerting and the people likely to be affected in accordance with the threat perception.	Ensure accessibility to the Village Gamtal	To take appropriate action for safety of railway bridge, tracks and rail traffic.	To take appropriate action in consultation with revenue dept.	To take appropriate action for safety of transmission infrastructure.
			Heavy Leakages			Inform Revenue Dept., (Taluka level, District level and State Level intimation.) Central Designs Organisation Visit and Problem Solving by CDO/ Mechanical Wing and Field Officers	Assessment and Relief coordination	To take appropriate action for awareness, alerting and the people likely to be affected in accordance with the threat perception.	Ensure accessibility to the Village Gamtal	To take appropriate action for safety of railway bridge, tracks and rail traffic.	To take appropriate action in consultation with revenue dept.	To take appropriate action for safety of transmission infrastructure.
			Mechanical Gate Problems			Inform Revenue Dept., (Taluka level, District level and State Level intimation.) Central Designs Organisation Visit and Problem Solving by Design Mechanical Wing and Field Officers	Assessment and Relief coordination	To take appropriate action for awareness, alerting and the people likely to be affected in accordance with the threat perception.	Ensure accessibility to the Village Gamtal	To take appropriate action for safety of railway bridge, tracks and rail traffic.	To take appropriate action in consultation with revenue dept.	To take appropriate action for safety of transmission infrastructure.
Coordination with Adjoining State					Coordinate with Water Resources Department, Forecasting and Monitoring data Sharing mechanism in place.	Coordinate with Central Water Commission Forecasting and Monitoring mechanism in place.	Coordinate response with various agencies					
					Intimation to State Emergency Operations and Concerned Disaster officers of adjoining States.	Intimation to State Emergency Operations and Concerned Disaster officers of adjoining States.						
Relief Measures						WRD Dept. takes up relief measures for its Irrigation infrastructure. WRD Circle offices shall regularly send report of the Flood Damages WRD infrastructure to OSD (IP) and Central Flood Cell, Gandhinagar	Revenue dept. shall Coordinate efforts by various departments and various departmental Control rooms shall manage gather information of flood damage and response.					
7	Pre Monsoon and non monsoon activities		Capaity Building	Issue of warning and capacity building.stren gthning early warning mechanism	Coordination meeting and strengthening early warning mechanism	Preventive mentanance, Pre-monsoon inspections and actions ensure in safety. Guidelines implementation. River/Drainage, Water bodies free of encroachments	Training and coordination Public awarness and capacity building	Formalization of byelaws guidelines and implimentation mechanism Drainage implimentation Rain water harvesting Implementation of guidelines plastic/debrease free rivers/drainages/canals & gutter lines	Capacity building Ensure implimentation and guidelines Ensure safety of public infrastucture	Capacity building	Capacity building	Capacity building

