

**Government of West Bengal  
Urban Development and Municipal Affairs Department  
NAGARAYAN, DF-8, Sector-I  
Salt Lake, Kolkata-700 064.**

Memo No. – 1200/ UDMA-24011(99)/69/2021-JS(UDMA)-Dept. of UDMA

Date: 21/03/2023

To :

1. **The CEO, KMDA**
2. **The Municipal Commissioner , Kolkata Municipal Corporation**
3. **The Director, SUDA**
4. **The Commissioner, BMC/HMC/CMC/AMC/DMC/SMC**
5. **The CEO, NKDA**
6. **The Executive Officer, NDITA**
7. **The Joint Secretary, I & W Department**
8. **The Chief Engineer, I & W Department**
9. **The Chief Engineer, MED**
10. **The Special Engineer, SLRDC**
11. **The Executive Officer, Municipalities / NAA (all) NDITA**

**Sub: Action Points for prevention of water logging in Urban Areas;**

Madam/Sir,

I am directed to enclose herewith action points for prevention of water logging and related issues in Urban Areas during the coming **monsoon and kalbaishakhi period** for taking necessary action and compliance.

This has the approval of **Hon'ble Minister-In-Charge, of this Department.**

This may kindly be treated as **TOPMOST PRIORITY.**

Enclosure: As stated.

*ABUJOS  
21/03/2023*

**Additional Secretary  
Urban Development & Municipal Affairs Department,  
Govt. of West Bengal.**



Copy forwarded with enclosure for information and necessary action to the :

1. The Mayor, BMC/ HMC/ CMC/ AMC / DMC/ SMC
2. The Chairperson, .....Municipality/NAA (all)
3. The PA to Hon'ble Mayor, KMC

*G. Biswas*  
*21/03/2023*

**Additional Secretary**  
**Urban Development & Municipal Affairs Department,**  
**Govt. of West Bengal.**

Copy forwarded with enclosure for information and taking necessary action:

1. The Special Commissioner / Special Secretary of the Department (All)
2. The Additional Secretary of this Department (All)
3. The Joint Secretary of this Department (All)
4. The OSD to HMIC of this Department (All)
5. The Deputy Secretary of this Department (All)
6. The PS to Principal Secretary, I & W Department
7. The PS to Principal Secretary, UD & MA Department
8. The IT Cell of this Department with request to place it with the enclosure in the website of the Department.
9. Guard File of this Department.

*G. Biswas*  
*21/03/2023*

**Additional Secretary**  
**Urban Development & Municipal Affairs Department,**  
**Govt. of West Bengal**

## **Action Points for prevention of water-logging in urban areas during the coming monsoon and ‘Kalbaishakhi’ period.**

### **Action points for Urban Local Bodies:**

#### **A. Drain Cleaning:**

- 1) Senior most Engineer of ULB shall be given full responsibility of mitigation of water logging issues including drain cleaning and maintenance, instead of Sanitary Inspector (SI).
- 2) Special cleaning and de-siltation of Municipal Drain within 15<sup>th</sup> May, 2023.
- 3) From 15<sup>th</sup> May onwards, regular clearing weekly/fortnightly (as may be needed) to maintain the drains for free flow of water.
- 4) Arrangement to remove the silt from bank of the drains as soon as possible but not later than 7 days.
- 5) Special drive to clean covered drains, to be completed within 15<sup>th</sup> May, 2023.
- 6) Special measures to prevent dumping to waste into drains, specially, into covered drains.
- 7) Removal of obstruction/encroachment to ensure free flow of water, as per need and as may be decided by the District Administration in consultation with ULBs.
- 8) All non-irrigation canals will be taken up for comprehensive cleaning by the ULBs. In case of width more than 2.5 m, those may be taken up either by the ULB or KMDA (for KMA cities) or MED (for non-KMA cities), after mutual discussion.
- 9) Requisite nos. of bins to be provided at strategic locations to prevent indiscriminate dumping of solid waste into drains.
- 10) Disaster Management Plan to combat with “Kalbaisakhi” needs to be framed and Detailed plan should be submitted to respective District Authority positively by 15<sup>th</sup> March, 2023.
- 11) Apart from that, Disaster Management Plan needs to be prepared with necessary systems, structures, programs, resources, capabilities and guiding principles, assignment of manpower with specific duties in a co-ordinated manner for reducing disaster risks and preparing for and responding to disasters and threats of disasters in the ULBs in order to avoid disruption of day to day activities, economic activity and damage to environment and to ensure the continuity and sustainability of development. Comprehensive Disaster Management Plan should be submitted to respective District Authority positively by 31<sup>st</sup> March, 2023.
- 12) ULBs (Except KMC) are to submit the draft Disaster Management Plan to the District Magistrate and will make necessary modification as per guidance of the



District Magistrate and resubmit the same for being integrated into the District Disaster Management Plan

**B. Management of outfall points of Primary Municipal Drains into canals:**

- 1) The character of outfall points in the context of problem faced in previous years to be analyzed, if not already done, and specific issues to be identified by 14<sup>th</sup> April, 2023.
- 2) To take up the issue with concerned authorities (officials of I & W Department in most of the cases) maintaining the canal, if not already done, within the 16<sup>th</sup> April, 2023.
- 3) If the problem cannot be sorted out locally, then for KMA, to be brought to the notice of KMDA (excluding KMC area), and to MED for Non-KMA.
- 4) If still the problem persists, then that should be brought to the notice of the Department.

**C. Review of Sluice Gates and Flap shutters etc.**

- 1) Condition of all sluice gates and flap shutters need to be reviewed by the ULB with concerned authorities and areas of intervention need to be identified. To be completed by 20<sup>th</sup> April, 2023.
- 2) The repairing/retrofitting works needed should be completed by 15<sup>th</sup> May, 2022 by respective authority having jurisdiction. Concerned ULB should co-ordinate.
- 3) This should be done in coordination with officials of Irrigation & Waterways Department, KMDA/MED.

**D. Drainage Pumping Station & Pumps:**

- 1) Review of Drainage Pumping Stations/Pumps with concerned authorities.
- 2) Assessment of further requirement of pumps, in the context of experience in the last monsoon.
- 3) Arrangement of pumps at identified locations as per need.
- 4) Arrangement of standby pumps and placement of planning alongwith manpower.
- 5) Pumps having capacity up to 10HP shall be arranged by ULB. Pumps having capacity more than 10HP shall be provided by KMDA, for which power connection/fuel and manpower shall have to be arranged by ULB.
- 6) To make arrangement of manpower for operation of pumps and jetting cum suction machines received from KMDA / MED and also arrangement of power / fuel for such machineries.

**E. Identification of areas prone to water logging (from past experience), special micro planning, submission of the same to the District Authority for approval and preventive measures to be taken.**

**F. Road clearing Teams (Should be ready from 1<sup>st</sup> April, 2023 in the context of 'Kalbaishakhi')**

- 1) In case of storm, road clearing team of ULBs should be ready and properly equipped to cut/remove fallen trees.
- 2) Planning with WBSEDCL/CESC well ahead for prevention of accident/death from electrocution and coordinated work for road clearing.
- 3) To ensure that there is no open electrical junction box for prevention of electrocution in case of heavy rain/water logging.

**G. Manpower and management mechanism, at the time of crisis and Control room Management: Integrated Control Room with District Administration.**

**H. Other Action Points:**

- 1) Identification of non-I&WD canals inside the ULB, those urgently needed manual cleaning and de-clogging by April 2023.
- 2) Identification of total number of gully pits inside the ULB that need cleaning by April 2023.
- 3) Identification of places of dumping of market waste into non-I&WD canals and ensuring non dumping of solid waste from markets into drains by providing necessary vats, involvement of Market Committees, signages and community level IEC activities and vigilance.
- 4) Installation of community level vats in congested market areas and making arrangement for their regular cleaning.
- 5) Identification and numbering of pockets of heavy water logging within the ULBs, where it takes more than 24 hours for water to recede and making appropriate action plan for each such pocket individually (YELLOW ZONE)
- 6) Arrangement for hiring of diesel pump sets for water logged areas depending on number of YELLOW ZONES in the last year.
- 7) Identification of areas where water entered residential homes during previous monsoon (RED ZONE) and making necessary action plan.

**Action points for KMDA (for KMA excluding KMC area)/ and Action points for MED (for non-KMA)**

- 1) Ensuring early completion of all ongoing drain construction works in KMA area.

- 2) All pumping stations of KMDA to be checked and all defunct resources to be repaired by April, 2023.
- 3) The outfall points to be jointly visited with the officials of I&W Department and ULBs to ensure no backflow.
- 4) The flap shutters and sluice gates as required by the Irrigation department to be installed on priority basis within April, 2023.
- 5) Informing the I&W Department by 8<sup>th</sup> April, 2023, about the problems that must be resolved from their end before monsoon 2023.
- 6) To ensure that all jetting cum suction machines available with the ULBs are functional.
- 7) All trolley mounted mobile pump sets, pump sets capacity more than 10 HP are to be kept readily available for urgent usage within Kolkata Metropolitan Area.
- 8) Monitoring of activities of ULBs in KMA.
- 9) Assignment of area wise/ULB wise engineers and District wise Engineers like previous year, for proper co-ordination and execution of all works related to water decongestion.

#### **Action points for SUDA**

- 1) ULB wise monitoring to ensure that waste materials are not dumped into Municipal drains/canals/I&WD canals.
- 2) To assign personnel, ULB wise, for co-ordination and monitoring.
- 3) Arrangement for web-based real time Management Information System (MIS) based reporting for reviewing all the above works of ULBs, with Central Command and Control Center (C<sub>4</sub>) at State Head Quarter of this Department with multiple viewing option for monitoring.
- 4) Collection of detailed information on equipments/mechineries/vehicles used for various purpose related to de-congestion and cleaning of drainage, water logging control and disaster management etc. available with ULBs and preparation of Inventory details positively by 31st March, 2023

#### **Action points for SLRDC**

- 1) Works related to Eastern Drainage (ED) Channel.
- 2) Works of Bagjola Sewerage Treatment (BST) at Bidhannagar MC area.
- 3) Other related works in coordination with Bidhannagar MC and Nabadiganta Industrial Township Authority (NDITA).
- 4) Assignment of engineers (area wise) with specific responsibility in MED area, as may be assigned by this department.

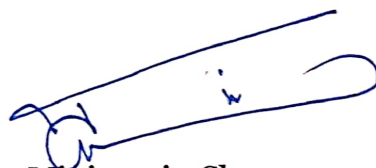


### **Role of District Administration in the context of ULB Areas (Except KMC area)**

- 1) Regular review of works of ULBs, as detailed above, at least once in a month. The first review meeting should be completed within 21<sup>st</sup> April, 2023.
- 2) Coordination between ULBs and different government departments, as per need.
- 3) To assign ULB wise officer for coordination, monitoring and guidance.
- 4) To identify critical gaps within 30<sup>th</sup> April, 2023 and to bring the same to the notice of UD&MA Department and I&W Department as may be needed.
- 5) Overall supervision and management of drainage issues of urban areas.
- 6) On receipt of Disaster Management Plan on “Kalbaisakhi” from concerned ULBs, ULB specific Plan should be vetted as per requirement and as may be decided by the District Administration and submission of the same to SUDA positively by 31<sup>st</sup> March, 2023.
- 7) Apart from that, on receipt of Disaster Management Plan from concerned ULBs, ULB specific Plan should be vetted as per requirement and as may be decided by the District Administration and submission of the same to SUDA positively by 10<sup>th</sup> April, 2023
- 8) Cleaning of non-irrigation canals that passes through panchayat areas and take storm water of different ULBs in Hooghly, Howrah, North 24 Parganas and Nadia and other areas.

### **Role of Irrigation and Waterways Department in the context of Drainage De-congestion in ULB areas.**

- 1) To take up the issues at discharge points of Municipal Drains into irrigation canal in a coordinated manner with ULBs, KMDA (for KMA), MED (for Non-KMA) and joint inspection.
- 2) Capacity augmentation of irrigation canals.
- 3) To guide KMDA, MED and ULBs to design pump capacity and also to guide in advance in selection of location (s) for placement of pumps.
- 4) Desilting of all irrigation canals within KMA upto final outfall point.
- 5) Desilting of all non-irrigation canals that passes through panchayat areas and through which storm water of different municipalities flows, specially, in South 24 Parganas and in other districts as well as per need.



**Minister in Charge  
Urban Development and Municipal Affairs  
Department  
Government of West Bengal**

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