

Assets Management Circular 01/2007

My No: 70-000-500
Assets Management Branch
Irrigation Department
Colombo 7

08-09-2007

NDI
Divisional IEE

Reporting Procedure on Damages to Irrigation Schemes and Properties of the Department Due to Natural Hazards

The primary concern of the Irrigation Engineer and staff should be the maintenance of irrigation schemes in good working condition in the area under his/her purview. In this respect one of the main responsibilities of the field staff is to safeguard the irrigation schemes and the other properties of the Department during natural hazards. However there may be extreme events that prevention of damages be impossible. Whenever such damage is occurred it should be inspected immediately by the Irrigation Engineer and Engineering Assistant and report to the Regional Director who in turn should report the events to head office.

It should be noted to pay highest priority for taking remedial action to damages to these public assets by inspecting, and reporting to obtain funds for repairs.

This circular outlines the procedure of reporting the damages to irrigation schemes and other properties due to natural hazards.

Natural Hazards

Predominantly it was flood that made damages to irrigation schemes in the past. The report on damage was named as the "Flood Damage Report" because of this reason. But it could be observed that there is a tendency of increasing events of other natural hazards such as landslides, cyclones, tornado, tsunami, earthquakes etc. which too make impacts to the irrigation works. Hence damage under any of these events is covered under this circular.

Inspections

Irrigation field officers should inspect the irrigation schemes immediately after a natural disaster, to take a preliminary account on the damage. If the area under purview of an officer is very large or several schemes are scattered in a larger area, which prevents him/her to inspect the damages immediately, the next level of officers should be sent until a thorough inspection is done. This is needed to take preventive action against further damage and also to attend to immediate remedial measures which may need for uninterrupted water supply.

Focus on Irrigation Schemes
2 other properties

Reporting

Reporting process and responsible officers at each stage is implied in sequence of the attached format 1 itself. In brief;

- The first page has to be filled by the EA and the report to be submitted to IE within one week.
- IE should submit the report with his/her observations within weeks to RDI. *DI changed*
- This report must be endorsed by RDI/CIE after inspection and should be sent to the relevant I.E, with copy to Director (Assets Management) *of Irrigation*

Information in the format should be accurate and clear enough for anyone to visualize the damage when checking the estimate of repair work or releasing funds.

It is preferable if the photographs can be produced along with the final report which would be submitted to head office for requesting allocation. When estimates and remedial proposals are submitted to Head Office for allocation, a copy of the report approved by RDI should be attached along with. This report **is a must** to receive funds under the vote of "Repairs and damage due to natural disasters". *while above*

Repairs / Remedial measures

When a large number of damages are caused in the same area due to unusual heavy rains or some other disaster, where submission of individual reports may take sometime, please submit a report in the attached format 2 within two weeks of the occurrence, so that the Director General I/ Director I (Assets Management) can assess the magnitude of damages & do the needful.

All the efforts must be taken to attend to repairs within the cultivation season/year itself without postponing. Special fund for repair of damages due to natural disasters could be requested from the Treasury, if justifiable reasons are submitted from the field. Repairs to damages must be attended with the provisions available under the special vote as much as possible. Hence it is the responsibility of the RDI to get down the reports in time and request funds from Head Office as soon as possible.

Please circulate this guideline among all the relevant officers.

m/sammam
Eng P.A.S.M. Samaraseka
Acting Director General of Irrigation

Copies to : All Directors - for information please.