



**MEGHALAYA POWER GENERATION**

**CORPORATION LIMITED**



**GUIDELINES FOR  
RELEASE OF WATER  
THROUGH THE  
GATES OF THE  
MYNTDU-LESHKA  
STAGE-I CONCRETE DAM**

2026



# **GUIDELINES FOR RELEASE OF WATER THROUGH THE GATES OF THE MLHEP-I CONCRETE DAM**

## **1.0- Introduction**

1.1- Dams have been constructed across the Rivers to create artificial Lakes/Reservoirs for storing of water which is being utilized for generation of electricity, irrigation, drinking water and others. Water stored in the reservoir during rainy seasons, is also utilized during dry/lean seasons. Sometimes due to heavy rain during rainy seasons, the discharge in the River can be so high that the water level in the Reservoir, if not controlled, can rise beyond F.R.L. In such cases the excess water from the Reservoir has to be released in a gradual and regulated manner through the Radial Gates provided in the Dams, to ensure that people at the downstream are not affected by the sudden surge of river water, at the same time to safeguard the Dams from being overtopped; thereby to safeguard the abutments from being washed out, and causing loss of lives and properties due to flooding.

Water from the Reservoir may also be required to be released through the Radial Gates at any time of the year as may be required by the owner or due to emergency/crisis that may arise due to various reasons.

In view of this, all Radial Gates of Dams are required to be in operational mode 24x7.

## **2.0- Requirement of Guidelines for Radial Gates**

2.1- The Guidelines for Operation of Radial Gates is needed by all entity/owner of Dams and Reservoirs as it is the guiding instrument at any time whenever Gates are required to be operated to release water from the Reservoir due to flood, sabotage, natural disaster or any other crisis. The Guidelines for Operation of Gates also guides the Operator of the Radial Gate through the process of releasing of water from the Reservoir in such a manner that:

(i) The Dams and other related Hydraulic Structures are not put in any danger.

(ii) The Reservoir is allowed to retain optimum quantity of water for economic generation of electricity.

(iii) It mitigates the damages due to flood downstream of the Dams.

2.2- The Guidelines help the owner to maintain the Radial Gates in operational mode 24x7.

2.3- The Guidelines for Operation of Radial Gates also provide:

(i) Technical details of the Dams, the Reservoir and the Radial Gates.

(ii) Mode of inspection, monitoring and reporting of the healthiness of the Dams, Reservoir and Radial Gates.

(iii) Instruction to the Engineer-in-charge with regards to maintenance of the Gates, including Operation of the Gates to facilitate release of water from the Reservoir whenever required.

(iv) It also contains names, addresses and contacts of all stakeholders.

### 3.0- MLHEP-I Reservoir and requirement for Controlled Release of Water through the Gates:-

The MLHEP-I reservoir has one (1) Concrete Dam. The MLHEP-I Reservoir is a small reservoir and can store about 14.18 million Cubic Meter of water. Downstream of the Concrete Dam, the River runs through Ravines and Plains of East & West Jaintia Hills District, and after travelling for a distance of about 24 Km reaches the Bangladesh International Border. On its way to Bangladesh Border, along its banks towards the plain, there are colonies, settlements, agricultural land and other activities that provide livelihood to the people. Moreover, MLHEP-I is a Run of the River (ROR) Scheme with very limited storage capacity and very high discharge of about 10440 cumecs during high rainfall. During high flood, the flood water fills up the reservoir at a high rate and could overtop the Dam within minutes, for which 24x7 monitoring is required.

It is for this reason that release of water from the MLHEP-I Concrete Dam has to be properly planned, estimated and regulated, and action needs to be taken instantly so as to avoid any untoward incident.

### 4.0- Name, Address & Contacts of the Owners of the Dams:

#### 4.1- Name & Address:

Meghalaya Power Generation Corporation Limited,  
Lumjingshai, Shillong-793001,  
East Khasi Hills District, Meghalaya.

#### 4.2- Contacts of responsible Persons:-

#### Proforma-1

Sl. No	Name & Designation	Address		Telephone No.(Office)	Mobile No.	E-mail ID
		Office	Resident			
1	2	3	4	5	6	7
1.	Shri. Sanjay Goyal, IAS Chairman-cum- Managing Director	Me.E.C.L, Lumjingshai, Shillong,793001.	-	0364-2590367 0364- 2590638(F)		sanjaygoyal.ias @gmail.com
2.	Shri. Richard Yanthan, IAS, Director Corporate Affairs	Me.E.C.L, Lumjingshai, Shillong,793001.	-	0364- 2591992		
3.	Shri. K. Thangkhiew, Director(Generation) MePGCL, Shillong.	Me.P.G.C.L, Lumjingshai, Shillong,793001.	-	0364- 2591406	7005093571 9856370407	pce_meecl@ yahoo.co.in
4.	Smti. A. Sunn Chief Engineer(C), HP&HC, MePGCL, Shillong.	Me.P.G.C.L, Lumjingshai, Shillong,793001.	-	0364- 2590113	9402309525	cehphc.mepgcl @gmail.com
5.	Shri. E. Marap Chief Security Officer	Me.E.C.L, Lumjingshai, Shillong,793001.	-	-	8974158543	-
6.	Smti. L.M.Kharkamni, Executive Engineer (C), Dam Safety Cell, MePGCL, Shillong.	O/o Chief Engineer(C), HP&HC, Me.P.G.C.L, Shillong,793001	-	0364- 2590226	9774820349	eedamsafetymsh @gmail.com

## 5.0- **SALIENT FEATURES:-**

### 5.1- **DAMS:-**

<u>Type of Dam:</u>	<u>CONCRETE GRAVITY</u>
<u>Height of Dam:</u>	<u>63 M</u>
<u>Length of Dam:</u>	<u>319.60M along Dam Axis</u>
<u>F.R.L /M.W.L.:</u>	<u>EL 618.00/618.00 M.</u>
<u>M.D.D.L.:</u>	<u>EL 606.15M</u>
<u>Crest Level:</u>	<u>EL 587.50M</u>
<u>Top of Gates:</u>	<u>EL 599.50M</u>
<u>Top Level of Dam:</u>	<u>EL 620.00M</u>
<u>Spillway capacity:</u>	<u>12000 Cumecs</u>
<u>Design Max Discharge:</u>	<u>10,440 cumecs</u>
<u>Chute Spillway:</u>	<u>200.00 cumecs</u>

### 5.2- **RESERVOIR:-**

<u>Catchment Area:</u>	<u>350Sq.Km</u>
<u>Storage Capacity:-</u>	
<u>(i) Live Storage:</u>	<u>7.00 MCUM</u>
<u>(ii) Dead Storage:</u>	<u>6.86 MCUM</u>
<u>(iii) Overall Storage:</u>	<u>14.18MCUM</u>

### 5.3- **RADIAL GATES:-**

<u>No. of Gates:</u>	<u>7 Nos.</u>
<u>Types:</u>	<u>Sluice Radial Gates</u>
<u>Size:</u>	<u>8.00M X 12.55M (each gate)</u>
<u>Mode of operation:</u>	<u>Hydraulic operated</u> <u>(Provision available for Hand operation in emergency cases)</u>
<u>Brake :-</u>	<u>Solenoid operated brake</u>
<u>Company made:</u>	<u>Montann Hydraulik,</u> <u>Germany</u>
<u>Gate Operation:-</u>	
<u>Minimum:</u>	<u>1 gate and 0.30 M Opening</u>
<u>Maximum:</u>	<u>7gates and 12.55M Opening each</u>

6.0- **Inspection, Testing of Radial Gates including Gate Reporting**

6.1- **Components of Radial Gates:**

**I) GATES:**

a) Gate leaf: Curve face plate, Stainless Steel Skin Plates

b) Seals: Z&P– type seals

c) Seal Seat: Stainless steel

**II) HOISTING ARRANGEMENT:**

a) Hydraulic Hoist: 2x125MT capacity each

b) Capacity of motor: 30 HP each

c) Type of brake: Solenoid operated brake

- 6.2- *All the Radial Gates including its components and accessories are to be inspected and tested at least once in a month.*
- 6.3- *All the Radial Gates are to be operated at least once in a month. If stop log gate is available then testing of gates can also be carried out, without wastage of water.*
- 6.4- *All electrical components of the Radial Gates are to be checked and tested at least once in a week.*
- 6.5- *All the inspection and testing cited above are to be done according to the Operation & Maintenance Manual of the Radial Gates or as directed by the Engineer-in-charge. The inspection period should be as per maintenance schedule.*
- 6.6- *The **Dam Safety Unit** shall inspect all Gates and their components at least once before and after the monsoon period, and during operation of the Gates as per the Guidelines of the Central Water Commission (CWC), Government of India.*
- 6.7- *All the reports of inspection, testing, etc., are to be forwarded to the Engineer-in-charge for his/her necessary action as may be required.*
- 6.8- *All works taken up for repair, renovation, modification, modernization, or any alteration on the Radial Gates and its components is to be recorded in a proper register/logbook and should be kept ready for inspection and for records.*
- 6.9- *All materials/equipment required for Gate Operation are to be kept in good and working condition. They are to be checked and inspected at least once in a month and from time to time.*

**7.0- Maintenance and Upkeep:-**

7.1- All Radial Gates are to be in operational mode 24x7.

7.2- All repairing and maintenance work including changing hydraulic fluids, filters, solenoid switches, seals, pipes, valves, pump and motor, and other components related to Radial Gates, Hydraulic Hoists and Power Packs are to be taken up on top priority.

7.3- All reports of inspection and testing of Radial Gates and its components indicating any need of repairing, refurbishing, renovation, modification, etc., are to be taken up by the Engineer in charge without delay.

7.4- Radial Gates of MLHEP being under high head/Pressure, should not be operated at small opening heights below 300 mm for any gate.

7.5- It is always advisable not to keep a particular gate in open mode for a very long time. Rotational opening of the gates should be carried out in case of such necessities

**8.0- Guidelines for Recording of Information: -**

8.1- All messages incoming and outgoing relating to release of excess water through the Gates are to be recorded in the register as per the following Proforma.

**8.1.1- Incoming Message:-**

**Proforma-2**

<b>Sl. No.</b>	<b>Date</b>	<b>Time</b>	<b>Senders name including Contact No.</b>	<b>Content of the Message</b>	<b>Whether the Message was send to higher authority</b>	<b>Name &amp; Signature of receiver</b>	<b>To whom forwarded</b>	<b>Remarks</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>
1.								
2.								
3.								
4.								
5.								

**8.1.2-Outgoing Message:-**

**Proforma-3**

<b>Sl. No.</b>	<b>Date</b>	<b>Time</b>	<b>To whom sent including Contact No.</b>	<b>Content of the Message</b>	<b>Name &amp; Signature of sender</b>	<b>Re- marks</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>
1.						
2.						
3.						
4.						
5.						

The messages both incoming and outgoing are to be compiled and forwarded to the higher authority on daily basis.

**9.0- Contact Persons for MLHEP-I Reservoir:-**

The following persons are to be contacted through telephone, SMS, e-mail before the release of water from the reservoir.

**9.1- In-charge of the Dams:-**

**Proforma-4**

Sl. No.	Names & Designation	Address		Telephone No.	Mobile No.	E-mail ID
		Office	Residence	Office	Office	
1	2	3	4	5	6	7
1.	Shri. C. Pariat, Superintending Engineer (C), HSM, Me.P.G.C.L, Shillong.	SE,(C), HSM Circle, MePGCL, Lumkshaid, Shillong - 793002	-	0364- 2547878	8731096843	hcmshp16@ gmail.com
2.	Shri M. Toi, Executive Engineer(C).	MLCD, MLHEP, MePGCL, Nohkum	Loompyrdi longpiah, Jowai, West JaintiaHills Dist, 793150.		7005101325	chmepgcl@ gmail.com
3.	Shri J. Talang, AEE,MLCSD-IV	O/oEE(C), MLCD, MePGCL, Nohkum	Pynursla, East Khasi Hills District		8787461577	jtalang@ gmail.com
4.	Shri S. Shadap, Assistant Engineer(C), In-charge of Radial Gate Operators	O/oEE(C), MLCD, MePGCL, Nohkum	Khliehmynkrem Jowai, West Jaintia Hills Dist-		7005018687	shelshadap1981 @gmail.com
5.	Shri A. Jala, Junior Engineer(C), In-charge of Radial Gate Operators	O/oEE(C), MLCD, MePGCL, Nohkum	Mawlai Syllaikariah Block I, P.O. Mawlai, Shg.-793017		9856442269	

**9.2-Contacts of important State Government, Officials including Police & Other Stakeholders.**

**Proforma-5**

Sl. No.	Names & Designation	Address		Telephone No.	Mobile No.	E-mail ID
		Office	Residence	Office		
1	2	3	4	5	6	7
1.	Shri. Shakil P. Ahammed, IAS, Chief Secretary and State Vigilance Commissioner	Meghalaya Secretariat Building, Shillong 793001	-	0364-2224801, S-2250		cso-meg@nic.in
2.	Shri. Shivansh Awarthi, IAS Deputy Commissioner, East Jaintia Hills District.	Office of the Deputy Commissioner, East Jaintia Hills, Khliehriat	-	03655-299988	-	dc-ejh-meg@gov.in
3.	Shri. Ahinav Kumar Singh, IAS Deputy Commissioner, West Jaintia Hills District.	Office of the Deputy Commissioner, West Jaintia Hills, Jowai		03652-220865		dc-wjh-meg@nic.in
4.	Smt. Jacqueline Una Kharपुरi, MCS, Additional Deputy Commissioner, East Jaintia Hills District.	Office of the Deputy Commissioner, East Jaintia Hills, Khliehriat	-	-	-	dc-ejh-meg@gov.in
5.	Shri. Saljong R. Marak, MCS, Additional Deputy Commissioner, East Jaintia Hills District.	Office of the Deputy Commissioner, East Jaintia Hills, Khliehriat	-	-	-	dc-ejh-meg@gov.in
5.	Smt. D. V. Lyngdoh, MCS, Additional Deputy Commissioner, West Jaintia Hills District	Office of the Deputy Commissioner, West Jaintia Hills, Jowai	-	03652-220721	-	dc-wjh-meg@nic.in
6.	Smt. H. M. L. Kynta, MCS, Additional Deputy Commissioner, West Jaintia Hills District	Office of the Deputy Commissioner, West Jaintia Hills, Jowai	-	03652-220865		dc-wjh-meg@nic.in
7	Smt. B. Blah, MCS, Additional Deputy Commissioner, West Jaintia Hills District	Office of the Deputy Commissioner, West Jaintia Hills, Jowai	-	03652-220865		dc-wjh-meg@nic.in
6.	Directorate Information and Public relations,	Lower Lachumiere, Shillong- 793003		0364- 2224617		diprmeg@gmail.com
7.	Shri. Derrick. P. Pariat, Head of the Programme	Laitkor, NH 44, Shillong, Meghalaya 793010, India.		0364-2580319	9436105194	ddkshillong@gmail.com
8.	All India Radio, Shillong- 793001	Lower Lachumiere, Shillong- 793003		0361- 2224153 Fax 0361-2224153		airshill@gmail.com airshill@air.rrg.in

**9.3- Contacts of Prominent Persons residing along the River Downstream of the MLHEP Dam who may be affected due to release of excess water through the Gates of the Dam.**

**Proforma-6**

<b>Sl. No.</b>	<b>Names &amp; Address</b>	<b>Address</b>		<b>Telephone No.</b>	<b>Mobile No.</b>	<b>E-mail ID</b>
		<b>Office</b>	<b>Residence</b>	<b>Office</b>		
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>
1.	Pasadwar Village Headman				8837293046	
2.	Kharkhana Village Headman				6003189429	
3.	Kamsing Village Headman				8798179205	
4.	Borkhat Village Headman				8787611697	
5.	Kwator Village Headman				8837434688	

**10.0-Preparation, Warning & Release of Water:-**

*Preparation, Warning and release of water from the Reservoir maybe done under two conditions i.e., normal condition and emergency/crisis condition.*

**10.1-Under Normal condition:-**

*Under this condition the water will have to be released during Monsoon Period due to high flood or during Non - Monsoon Period as may be required.*

**10.1.1-During Monsoon Period:-**

*(a) When the pre-monsoon rain with heavy showers starts in the month of March-April or before that, warning of likely release of the excess water should be issued.*

*(b) The warning will be notified by the Engineer In-charge through SMS and in writing (if possible) to the District authorities and stake holders.*

*(c) The general warning of the likely release of excess water from MLHEP-I Dam should be sent to all Officers concerned within Me.E.C.L, Me.P.G.C.L, Me.P.D.C.L, Me.P.T.C.L and also to (1) Deputy Commissioner, Jowai and Khliehriat (2) Superintendent of Police, Jowai and Khliehriat (3) BDO, Amlarem and Khliehriat (4) DIPR (5) Print & Electronic Media, and (6) All Concerned and stake holders residing or undertaking activities along the MLHEP-I River downstream of the MLHEP-I Dam to provide advance information and to restraint from any activities along the bank of the Myntdu river.*

*(d) All materials, equipment required for Gate Operation are to be checked and made ready for operation.*

*(e) 24hours operational duty is to been forced as soon as the pre-monsoon rains starts.*

*(f) Release of Excess Water:-*

*When the concerned authority authorizes release of water through the Gates the following actions are to be taken:*

- (i) The decision to release water shall be taken at least half an hour before the actual operation of the Radial Gates and actual release of water. The initial decision to release water through the Gates is to be taken by the Engineer-in-charge with information to higher authorities.*
- (ii) The Siren installed on the deck of the gates is to be blown for a duration not less than 30 (thirty) minutes before releasing of water.*
- (iii) Simultaneously, information of release of water should be sent through Telephone, SMS, Whatsapp, etc. to all concerned and stake holders as recorded in **Proforma 1, 4, 5 & 6** and record the same as indicated in **Proforma 2 & 3**.*
- (iv) Minimum 15 minutes after blowing the Siren, initially one gate can slowly be opened and may be raised upto the height of 0.3 to 0.5 m opening.*
- (v) In case, there is requirement to enhance the release of water due to high inflow, another gate may be opened. The Gate opening may be increased depending on the amount of inflow.*
- (vi) In case of the decrease of inflow into the Reservoir and other consideration the size of opening of the Gates should be reduced accordingly.*
- (vii) The decision to increase or decrease the size of opening of the gates or closing the gates may be taken by the Engineers in charge of the Dam with intimation with the higher authority.*
- (viii) In all circumstances, water should not be allowed to overtop the Dam.*
- (ix) The water level of the Reservoir should not be allowed to go beyond the maximum water level of the Reservoir.*
- (x) In all circumstances the water level in the reservoir should always **maintain at FRL ie 618.00 m** except when **the inflow is very high the water level may be kept 1m (one) below FRL or depending on the severity of the inflow.***

**10.1.2-During Non-Monsoon Period: -**

*Non-Monsoon Period means the period when the water level of the Reservoir is below 610.00m and the inflow of water into the Reservoir is below 50 cumecs which do not threaten to over top the Dam.*

**10.1.2.1-***Under Normal condition the water is usually not required to be release through the gates during Non-Monsoon Period. However, there may be times that release of water may have to be done during this period to enable the owner to take up necessary repairs of any Hydraulic Structures or for any other reason. Only the Chairman-cum-Managing Director, Me.P.G.C.L, Shillong is authorized to allow release of water through the Gates at MLHEP-I Dam, under normal condition, during Non-Monsoon Period.*

*When the authority concerned decides to release water through the Gates under this condition, the following action is to be taken: -*

- (a) The quantity of water to be released, including the rate of discharge through the gates and the time period of release are to be properly calculated and planned to avoid unwanted submergence along the river course in the downstream of the Dam.*
- (b) The warning for release of water along with the quantity, discharge and time period is to be notified by the Office of the Chief Engineer, HP&HC, Me.P.G.C.L, Shillong, 3 (three) days before the schedule of release.*
- (c) The copy of the notification of the warning should be send to all Officers concerned within Me.E.C.L, Me.P.D.C.L, Me.P.G.C.L, Me.P.T.C.L and also to (1) Deputy Commissioner, Jowai and Khliehriat(2)Superintendent of Police, Jowai and Khliehriat (3) BDO, Amlarem and Khliehriat (4) DIPR (5) Print & Electric Media, and (6) All Concerned and stake holder residing or having activities along the MLHEP-I River downstream of the MLHEP-I Dam.*
- (d) All materials, equipment's required for Gate Operation are to be checked and made ready for operation.*
- (e) One hour before release of water through the Gates, a warning is to be sounded by blowing the siren installed on the Deck of the Gates. Simultaneously information of release of water should be sent through Telephone, SMS, Whatsapp, etc. to all concerned and stake holders as recorded in **Proforma 1, 4, 5 & 6** and record the same as indicated in **Proforma 2 & 3***
- (f) One hour after blowing the siren, initially one gate can slowly be opened and may be raised upto the maximum of 1 m.*
- (g) After the initial release of one hour, another gate may be opened. The size of opening of the Gate may be increased by 1 m. for 1 (one) Gate every one hour upto the required size of opening as per schedule.*
- (h) All Gates should be closed as soon as the targeted quantity of water is released or the required water level of water in the Reservoir is achieved.*
- (i) In all circumstances the water level in the reservoir should always maintain at FRL ie 618.00 m during non-monsoon period. **The office of the Assistant Executive Engineer (C), HSMSD, MePGCL, Umiam which directly deals with maintenance of water level shall strictly adhere to the Guidelines.***

#### **10.2.0-Under Crisis/Emergency condition:-**

**Water maybe released at anytime of the year incase of the emergency/crisis situation that may arise due to:**

- (a) Sudden and unprecedented heavy and very heavy rainfall in the catchment causing very high and unexpected flooding of the Reservoir.*
- (b) Breaking of the Dam due to structural failure, earthquake, sabotage and others.*

*(c) Failure of other hydraulic structures like Tunnel, Dykes and other.*

*(d) Any other reasons that require urgent release of water.*

**10.2.1-** *The Engineer in-charge, after satisfying his/her self that the crisis/emergency condition warranted urgent release of water through the Gates of the Dams will immediately inform the controlling Officers and Chief Engineer (C), HP&HC, who will order for immediate release of water and inform the same to the higher authority of the Corporation, provide communications lines are available especially during bad weather condition, to transmit and receive much needed instructions at site. Otherwise, the Engineer-in-charge should take requisite action immediately and thereafter inform the higher Authority when communication networks are available later. When the decision to release water is taken the following steps are to be taken.*

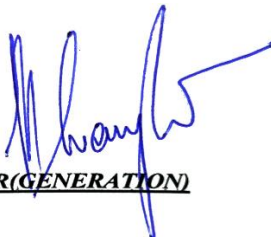
*(i) The Siren installed on the deck of the gates is to be blown for duration not less than half an hour.*

*(ii) Information of release of water should be sent through Telephone, SMS, Whatsapp, etc. to all concerned and stake holders as recorded in Proforma 1, 4, 5 & 6 and record the same as indicated in Proforma 2 & 3 .In the event that communication lines are disrupted or unavailable, the general warning of the likely release of water issued as per Clause/Sl. No.10.1.1(c) stands*

*(iii) Half an hour after blowing the siren, initially one gate can be opened and maybe raised upto the maximum of 0.3 m.*

*(iv) Depending on the situation of emergency/crisis the size of opening of the Gates, the number of gates and the Discharge of water to be released will be decided by the Chief Engineer (C), HP&HC, Me.P.G.C.L, in consultation with Director (Generation) Me.P.G.C.L, Shillong and to accordingly intimate the CMD, Me.P.G.C.L.*

*(v) During emergency/crisis situation the In-charge and other higher officials are to be present at the place/site of event (Ground Zero).*

  
**DIRECTOR(GENERATION)**