

Model DDC/CDC minutes of meeting format

Subject	Minutes of the Meeting of District Development Committee
Date & Time	24 th August , 2023 Time- 11:00 A.M
Venue	Dc's Conference Hall, Darrang, Mangaldai
Participants	
Absentees	
Fund receipt &Utilization	
Physical Progress	

The meeting was chaired by Shri Munindra Nath Ngatey, ACS, District Commissioner, Darrang, Mangaldai

The decisions of the meeting are as follows:

Category-A: Department specific

SL. No	Sector	Administrative Department	Scheme/ Project/ Programme	Decision/Action to be taken	Agency responsible & Timeline
1	Social sector	1. Cultural Affairs.		1. As informed by Cultural Development officer, Boundary wall of Jyoti Bishnu Prakalpa has achieved 80% progress so far but Construction of main building of Prakalpa is yet to be started, Hence, DDC instructed PWD (B) to undertake necessary steps for early completion of the work.	Cultural Development officer, EE, PWD, B
		2. Education - Higher.		1. Since, all total 186 nos. of teachers profile are yet to be updated in Siksha Setu app, hence, IS & DEEO are instructed to	Inspector of school & DEEO

		complete the registration of all teachers before the next DDC meeting.	
3. Higher School Education: Elementary & Secondary		<p>2. Regarding the poor performance of schools in Gunotsav results, IS let the house know that online inspection has been started & 1st core committee meeting was held for monitoring the overall performance of schools.</p> <p>3. Inspector of Schools will take immediate steps to reduce the gap of functional girls toilet.</p> <p>4. IS is instructed to issue notification for schools to update 100% enrollment of students.</p> <p>5. All total 18 nos. of amalgamated schools are yet to be joined with the base school. Hence IS is instructed to prepare the list of left out school immediately</p> <p>6. Adhaar enrollment of students to be 100 %.</p> <p>7. Inspector of school will issue notification for schools to apply for PMSHRI scheme.</p>	Inspector of Schools
4. Food, Civil Supplies and Consumer Affairs		1. B.D.O Sipajhar Dev. Block is instructed to cover the gap of 3000 nos. of beneficiaries for new ration card in Consultation with EO of	Deputy Director of Food & civil Supply

			<p>Sipajhar MB.</p> <p>2. As on date 24th August, 2023, Ration card approval progress is 32%, hence DDS is instructed to call Inspector of Food & Civil supply for detailed discussion.</p>	
5. Health and Family Welfare			<p>1. Nodal officer (Nikshay Mitra) is instructed to registrar all HODs as Nikshay Mitra before the next DDC meeting to adopt and provide community support to TB Patients.</p> <p>2. Regarding pending construction work of Jaljali OPD, decision was taken at the meeting that if work is not completed before 10th of September then contractor will be terminated from the work.</p> <p>3. Since, ANC registration against the target of Mangaldai urban, Jalajali & Patharighat BPHC is not up to the mark,</p>	<p>Joint Director of Health Services, JE (NHM)</p>

				<p>hence JD is instructed to take necessary measure.</p> <p>4. JD will give importance to increase the percentage of Institutional delivery at Jaljali, Patharighat & Sipajhar BPHC .</p> <p>5. Up-dation of Bank Account numbers of Pregnant women is not satisfactory. Hence, JD is instructed to review the matter and before the next DDC meeting up-dation of bank account nos. should be increased.</p>	
	<p>6. Labour Welfare.</p>			<p>1. Labour officer let the house know that aadhaar camp is being continued in 4 nos. of tea garden areas and almost 99% saturation point has been achieved so far.</p> <p>2. As informed by labour officer, by October Mangaldai Municipal Board area will be declared as child labour free area.</p> <p>3. For proper</p>	<p>Labour officer</p>

		functioning of rehabilitation centre, Labour officer was called for detail discussion with NGO at the chamber of DDC, Darrang.	
7. Medical Education & Research		As informed by JE(NHM), Guideline is yet to be received for extension of GNM training school in the district.	Joint Director of Health Services
8. Social Justice & Empowerment.	Transgender	DSWO informed that fund is yet to be received from the department for the current year / previous year	DSWO
	National Trust	DSWO informed that fund is yet to be received from the department for the current year / previous year	
	Nasha Mukta Bharat Abhiyaan	DSWO informed that proposal has been sent to the department for approval in the month of August.	
9. Women & Child Development		<ol style="list-style-type: none"> As informed by DSWO, ALCC notification is under process for construction of AWCs under SC & BC component. DSWO will submit report on construction of model AWCs. 	
10. Sports and Youth Welfare.	KHEL MAHARAN	1. As informed by Sports officer,	District sports

				<p>khel maharan officer guideline has been received but playground list is yet to be prepared in- consultation with B.D.Os . Moreover, she also informed that Committee for GP & LAC level are yet to prepared .</p>	
		11. Sericulture		<p>As informed by Asstt Director of Sericulture, community rearing, Training/ workshop, etc. are being continued at GKBP under APART scheme.</p>	Asstt Director of Handloom & Textile
		12. Welfare of Minorities & Development.		<p>As informed by DEEO, 4525 nos. of registration of minority scholarship is pending due to technical issue. DDC instructed to resolve the issue immediately.</p>	DEEO
2	Economics Development	13. Agriculture.	PMFBY	<p>1. DAO informed the house that awareness campaign regarding mustard farming & procurement of mustard seed are being continued and 209.2 MT mustard has been procured So far . Hence, DC instructed to issue certificate for registered farmers. 2. Regarding distribution of mustard seed</p>	District Agriculture officer

			<p>dryer machine, DAO is instructed to keep reserve dryer machine for mustard growers of Gorukhuti Krishi Bahumukhi Prakalpa & for FPCs those involved in mustard farming.</p> <p>3. 50 % use of fertilizer should be reduced & DAO is instructed to prepare an action plan for conversion of organic farming.</p> <p>4. FPCs should be involved & trained up for preparation of vermicompost</p>	
14. Animal Husbandry and Veterinary.	Mobile Veterinary Unit Launch	1. DVO let the house know that Total 7 nos. of Mobile Veterinary unit are functioning in the district. Henceforth, DVO is directed to spread awareness of mobile veterinary unit no (1969) with cooperation of DIPRO.		
	Sex Sorted Semen scheme	Regarding Sex Sorted Semen scheme, DVO informed that 290 nos. of Artificial Insemination have been completed so far & 48 nos. of selected artificial		District Veterinary officer

		Insemination Technician are provided with sex-sorted semen . Henceforth , DVO is instructed to implement the scheme at GKBP .	
	Vaccination	As informed by DVO, under CS- “ Livestock health and disease control program (LHDCP) is going on for controlling 4 nos. of animal diseases i.e- FMD (Foot & Mouth disease), brucellosis, CSF (Classical Swine fever) and LSD (Lumpy skin disease) by mass vaccination of the animals periodically in mission mode time to time. As such CSF vaccination is going in the district at present at present and nearing to reach the target set for 6000 doses.	
	Veterinary hospital	DVO is instructed to make natural boundary at State veterinary hospital & 12 nos. of veterinary dispensaries along with 15 nos. of veterinary first aid centres in different part of the district.	
15. Cooperation.		As informed by DRCS, Computerization of tax is being continued in the district. Moreover, he also informed that 86 % of social audit of GPSS has been completed so far.	DRCS
16. Fishery.	PMMSY	1. As informed by DFDO, 2 nos. of fish Kiosk are under construction and 90 % of civil work has been	DFDO

17. Handloom & Textiles		<p>completed.</p> <p>1. Asstt Director of Handloom & textile informed that training under Samarth scheme is being continued at Bhakatpara and another training will be provided to 100 nos. of weavers under APART scheme.</p>	Asstt Director of Handloom & Textile
18. Industries and Commerce & Public Enterprise.		Regarding PMEGP, it was reported that six numbers of work has been sanctioned so far for the current year.	GM, DI&CC
19. Panchayat & Rural Development.	PMAY(G)	B.D.Os are instructed to complete the incomplete old & kutcha PMAY house through Individual beneficiary scheme.	B.D.O s
	Amrit Sarovar	B.D.Os were asked to install fencing as well as provide fish seedlings in completed schemes of Amrit Sarovar. Meanwhile, for proper rejuvenation & beatification of ponds under Amrit Sarovar, focus efforts need to be given on plantation of saplings.	
20. Revenue and Disaster Management		ADC (Revenue) will clear the compensation for pending land acquisition.	ADC (Rev)
21. Science & Technology & climate change		Regarding science & technology, it was reported at the meeting that permission has been given for installation of automatic weather station at	CEO, GKBP

22. Skill, Employment and Entrepreneurship		<p>GKBP Placement linked skill development training programme will be started from the month of September as informed by DPM (Skill).</p>	DPM, Skill
23. Soil Conservation.		<p>1. As informed by D.O soil conservation, water harvesting and water distribution project at kharkhowa village under RIDF XXVIII is under e-tender process. Meanwhile he also informed online submission has been completed for administrative approval for two nos. of project namely “ diversified farming project at Suktaguri & Deonagaon park near Ramhari bazaar under RIDF-XXIX.</p> <p>2. For administrative approval, Online submission has been completed for land reclamation and water distribution project at suktaguri under SOPD-G and excavation of</p>	A. O (Soil)

				Moranadi stream at kameipara village under SOPD-SCSP.	
3	Finance Planning	24. Finance.		Regarding Orunodoi, data entry for verified list is being continued in the district.	
		25. Transformation and Development.		Chairman instructed for quick Physical verification of all schemes of Transformation & Development department and instructed to submit PV report along with photographs.	
4	Reforms, Governance Facilitation & Regulation.	26. Administrative Reforms, Training, Pension & Public Grievances		As regard to Kritagyata portal, all HODs are instructed to submit list of pending & approved pensioners before next DDC meeting .	All HODs
		27. Election.		1. Election officer will submit report regarding status of polling station. Meanwhile he is also instructed to submit the progress report of ongoing schemes in the next DDC meeting.	Election officer
		28. Environment and Forest.	Social Forestry	1. DFO, SF informed that construction of forest guard quarter at Kuruwa and plantation at Boiragijar have been completed but fencing work is yet to be finished at Boiragijhar.	DFO, SF

		2. DFO, SF informed the house about requirement of suitable plot of land for Sahitya Muni Udyan. the Chairman instructed to submit proposal as regard to this.	
29. Excise.		1. Superintendent of Excise let the house know that, a special scheme titled " Sanskar" has been launched in the district to provide alternative livelihood to the people engaged in illicit liquor production and so far list has been prepared for 150 nos. of people and submitted to Zila Parisha.	Superintendent of Excise
30. General Administration.		Regarding construction of night Chowkidar quarter attached in the district Commisisoner, Darrang, it was reported that work is yet to be started.	
31. Home &Passport.		Application for Renewal of gun license & renewal of the agency of MPKBY are being continued in the district.	
32. Information & Public Relation & Printing & Stationary		1. DIPRO has requested HODs to submit proposal for news paper stand in high footfall office	DIPRO

		place	
33. Mines & Minerals.	DMF	FAO & Treasury officer are directed to ensure deuction of forest royalty, DMF and MMDRR amount from bills strictly as per GOVT. guideline	
34. Personnel		ADC (Personnel) is instructed to examine the appointments on compassionate ground preferably in the district.	ADC (Personnel)
35. Housing and Urban Affairs.	PMAY(Urban)	As informed by Concerned CPM, some beneficiaries have received the fund both from PMAY (G) & PMAY (U) . Henceforth , the chairman instructed to issue the notice to refund the money to the Mission Director of PMAY (U) within one week. Failure to refund, necessary action may be initiated against those beneficiaries as per rule and FIR may be lodged against them.	Deputy Director of T& CP
36. Information Technology		E-district project is being successfully implemented in the district.	
37. Irrigation.		1. Regarding installation of solar & electrically operated hybrid tube well scheme, AE (Irrigation) reported that work not started till date as tender floated due to departmental enquiry.	EE (Irrigation)
38. Water Resources		EE, WR let the house	

		know that estimate of Bishnupur embankment has been prepared and soon will be placed in the DDI meeting. EE, WR is instructed to install turfing at the edge of the embankment.	EE, WR
39. Power		AGM, APDCL requested EO, Sipajhar MMB to clear the Electricity bill.	
40. Public Health Engineering.	SBM (G)	<p>1. SBM (G) Beneficiaries list should be crossed checked & verified in GP wise. Moreover EE(PHE) is instructed to delete the double beneficiaries list from IHHL in-consultation with B.D.O s & GP presidents.</p> <p>2. B.D.O s are instructed to conduct a meeting with Panchayat secretaries for verification of IHHL list.</p>	EE,PHE
	Jal Mitra	As informed by EE,PHE, training has been imparted to total 365 nos. of Jal mitras so far. Hence, EE, PHE is instructed to reduce the gap of payment of Jalmitras.	
	Central MCF under SWLM	EE, PHE is instructed to reduce the 53 balance of central MCF before the next DDC meeting.	
41. Mangaldai & Dalgaon PWD roads		1.Improvement & upgradation of road from Dalgaon to	PWD

			<ol style="list-style-type: none"> 1. 2. 3. 4. 5. 6. 7. 	<p>Dhupguri via Devpukhri progress is 85% & by the month of October/November it will be completed, as informed by EE, PWD (R)</p> <ol style="list-style-type: none"> 2. Shattering and slab of Pachnoi river bridge is under construction under Asom Mala. 3. Market modernization of Alikesh Bazar is being continued & so far 85% progress has been achieved , as informed by EE, PWD (R). 4. Chapai to Menapara road connecting NH 15 via Saikiapara under SOPD is in carpeting stage & 63% progress has been achieved so far. Hence, EE (PWD, R) is instructed to complete it immediately.
		42. Sipajhar & Kalaigaon PWD (Roads)		<ol style="list-style-type: none"> 1. As informed by EE, PWRD , Gorukhuti bridge is under construction under SOPD and so far 15% progress has been achieved. 2. Since, market modernization at Dumunichowki is yet to be started,

			hence EE, PWRD is instructed to start the work immediately .	
	43. Public Works NH & Building		<ol style="list-style-type: none"> 1. EE, NH is instructed to complete the repairing works at the earliest by maintaining quality of works. 2. As regard to construction of Model residential school building under MSDP, EE, PWD (B) let the house know that 46% of progress has been achieved so far and women college has achieved has achieved 62%. 	PWD , B
	44. Transport.		As informed by DTO, so far Rs-8,66,66,000/- revenue has been received for the FY 2023-24.	DTO
	45. Tea Tribes Welfare		Regarding Assam chah Bagicha Dhan Puraskar scheme phase -III for the year 2020-21 , it was reported at the meeting that an amount of Rs-1,22,50,566.00/- only has been utilized and surplus fund Rs. 79,634/- has been refunded to the Govt. head of account .	
	46. Municipal Board		It was reported that renovation of Assam type market complex at daily market (old fish market) for shifting of fruits street vendors at	EO, MB

				of Kharupetia town has been completed. Moreover , solar street & LED street light under 14 th Finance commission has also been completed.
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#: (Social Sector/Economics Development/Infrastructure/Finance & Planning/Regulatory/Reforms).

Category-B:Theme specific

S.No	Theme				
	Follow up of DCs conference				
	SabkaSaathSabka Vikas Sabka Vishwas SabkaPrayas				
	Coordination across Dept.		Electric poles & hanging wires near embankments bringing threat to the public safety, hence , WR & APDCL is instructed to relocate the electric pole to some other places in cooperation with power department		

**District Commissioner
Darrang, Mangaldai**