

Model DDC/CDC minutes of meeting format

Subject	Minutes of the Meeting of District Development Committee
Date & Time	30 th June, 2023 Time- 11:00 A.M
Venue	Dc's Conference Hall, Darrang, Mangaldai
Participants	63
Absentees	14
Fund receipt & Utilisation	
Physical Progress	

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

The decisions of the meeting are as follows:

Category-A: Department specific

S.No	Sector	Administrative Department	Scheme/Project/Programme	Decision/Action to be taken	Agency responsible & Timeline
1	Social sector	1. Cultural Affairs.		Department will be discussed in the next DDC meeting	
		2. Education - Higher.		1. Rationalisation of Teachers should be fulfilled to the extent possible within district.	Inspector of School
		3. Education-School Education: Elementary & Secondary		2. Details of present status of Innovative and communicating Hub should be submitted in the next DDC meeting.	
				3. Demand for Shortage of textbook of HS school if any should be placed within 7 days.	
	4. Data breakup regarding enrollment in residential training school should be submitted in next DDC meeting.				

				5. Aadhaar enrollment of students should be completed in a mission mode.	
		4. Food, Civil Supplies and Consumer Affairs		<ol style="list-style-type: none"> 1. District Paddy Procurement target to be achieved in coming season. 2. Farmers registration should be completed for procurement of paddy at the earliest. 3. Digitization of ration card to be done engaging more manpower so that it is completed in time. 	Deputy Director of Food, Civil Supplies
		5. Health and Family Welfare	IMR , NMR & MMR	<ol style="list-style-type: none"> 1. <u>IMR (2022-23)</u> <ol style="list-style-type: none"> a) Infant Death (April-March)- 243 b) Live Birth (April-March)- 19802 <u>NMR(2022-23)</u> <ol style="list-style-type: none"> a) Neo-natal death (April-March)-177 b) Live Birth (April-March)- 19802 <u>Maternal Death (2022-23)</u> <ol style="list-style-type: none"> a) MMR -66 b) Maternal death (April-March)- 13 c) Live Birth -19833 2. Chairman directed to reduce the infant mortality rate, NMR & MMR . In this regard joint director of Health services was directed to monitor properly the steps being carried out. 	Joint Director of Health Services.

		TB notification	3. TB notification upto May 2023 was 71%. In this regard, JDHS was directed to monitor quality collection of sample and more coverage should be made.	
		Ni-Kshay Mitra	4. Under Ni-kshay Mitra as on 18 th June, 2023, total 688 kits have been distributed and 34 nos. of patients have been registered. Henceforth, Chairman asked to make wide awareness to increase the number of Ni-Kshay Mitra	
			5. Joint Director of Health Services is instructed to repair the existing water pump in civil hospital until alternate step is taken up.	
	6. Hill Areas.		No scheme is being implemented in the district.	
	7. Indigenous & Tribal Faith and Culture Department.		Department will be discussed in the next DDC meeting.	
	8. Labour Welfare.	PMSYM & e-Shram	1) As regard to PMSYM & e-Shram, it was reported in the meeting that fund is yet to be received for awareness. Chairman asked Labour Officer to take up with higher authority in this regard.	Labour Officer
	9. Medical Education & Research		It will be discussed in the next DDC meeting.	
	10. Social Justice & Empowerment.	AWC	1. DSWO, was instructed to complete Rationalization of AWCs. 2. Construction of AWCs	

				under Sipajhar development block should be completed before the next DDC meeting.	
		11. Women & Child Development	ICDS	<ol style="list-style-type: none"> 1. It was instructed to give a status report of 1987 analog weighing machine. 2. It was instructed to hold meeting on Child Marriage regularly. 3. More emphasis to be given for Adoption of Anganwadi center. 4. A detail report on internal electrification and availability of Fan in AWCs to be submitted in next DDC meeting. 5. It was instructed to consult with BDOs regarding non completion of AWCs under construction report in next DDC meeting. 	District Social Welfare Officer
		11. Sports and Youth Welfare.	KHEL MAHARAN	Sports event viz. "KHEL MAHARAN" will be implemented in the district after receipt of guidelines from the Govt. In this regard Chairman directed all concerned for necessary co-operation for completing the event in a successful manner.	District Sports Officer. All BDOs
		12. Tea Tribes Welfare.		It will be discussed in the next DDC meeting	
		13. Tribal Affairs (Plains)		It will be discussed in the next DDC meeting	
		14. Welfare of Bodoland.		N/A	
		15. Welfare of Minorities & Development.		Department will be discussed in the next DDC meeting	
2	Economics Development	17. Agriculture.	PMFBY	<ol style="list-style-type: none"> 1. DAO, Darrang was instructed to prepare an action plan for reducing the reckless use of chemical fertilizer and move towards organic cultivation. 2. PMFBY target should be completed within stipulated time. 	District Agriculture Officer

				<ul style="list-style-type: none"> 3. Action plan for Bee keeping to be prepared and submitted before next DDC meeting. 4. Action plan for low cost vermicompost unit to be prepared immediately. 5. Farmers are yet to be registered for procurement of mustard seeds hence, DAO was instructed to take necessary action with proper follow up. 	
		18. Animal Husbandry and Veterinary.	<p>Mobile Veterinary Unit Launch</p> <p>Sex Sorted Semen scheme</p>	<p>1.As informed by DVO, Mobile Veterinary Unit Launched has been launched in the district and in this regard, chairman asked DVO to make proper use of vehicle with wide coverage.</p> <p>1.Sex Sorted Semen scheme has been started in the district, as informed by DVO. The Chairman instructed to submit a detail plan in next DDC meeting.</p>	District Veterinary Officer
		19. Cooperation.		Department will be discussed in the next DDC meeting	
		20. Fishery.	PMMSY	<ul style="list-style-type: none"> 1. DFDO is instructed to check presence of Formalin in the fishes to reduce adulteration of fish in the market. A report in this regard to be submitted in next DDC meeting. 2. To maintain quantity and hygienic fish, emphasized should be given on construction of Fish kiosks in the district. 	District Fishery Development Officer

		<p>21. Handloom, Textiles & Sericulture.</p>	<p>SWANIRBHAR NARI</p>	<p>1. Awareness drive to be organized among the weavers regarding correct measurement of hand woven articles which will be procured under the scheme .</p> <p>2. As informed by Asstt Director of Handloom &Textile, 2nd phase registration of weavers has already been started. Henceforth Asstt Director of Handloom & Textile is directed to give emphasize on awareness campaign among weavers to increase weaver's enrollment in the Swanirbhar Nari Portal.</p>	<p>Assistant Director of Handloom and Textiles</p>
			<p>Samarth</p>	<p>1. Training is being imparted to the weavers to improve skill in Jacquard weaving at training center of Minarva Baro BKSS LTD , Bhakatpara and Dakhin Mangaldai BKSS Ltd, Mangaldai. In this regard, chairman asked the Asstt Director to monitor the training program for quality aspect of the training.</p>	
		<p>22. Industries and Commerce</p>		<p>1. EODB meeting which</p>	

		& Public Enterprise.		<p>was held on 14th June 2023 was successfully conducted.</p> <p>2. As regard to PMEGP, total target was 175 for the FY 2023-24 but yet to be sanctioned. In this regard, the matter may be taken up with bankers in coming DCC meeting.</p>	<p>General Manager, DI&CC</p> <p>LDM, Darrang</p>
		23. Panchayat & Rural Development.	PMAYG	<p>An action plan on incomplete PMAY old houses to be prepared by BDOs to achieve the target. Meanwhile BDOs were instructed as well to follow proper strategy to complete pending work of PMAY (G) houses.</p> <p>Regarding non- completion of PMAY old Houses, BDOs were instructed to submit GP wise breakup list before next DDC meeting.</p>	<p>CEO Zila Parishad, BDOs</p>
		24. Revenue and Disaster Management		<p>1. District Disaster Plan have been prepared.</p> <p>2. Deputy Commissioner, Darrang instructed all CO's to be alert along with field officers during the flood season.</p> <p>3. The Circle Officers were instructed to complete the task of MB 2.0 in a time frame manner.</p>	<p>ADC(Rev)</p> <p>All COs</p>
		25. Science & Technology & climate change		No scheme is being implemented in the district.	
		26. Skill, Employment and Entrepreneurship		Training on SC& ST category seems to be less as compared to others. DPM, Skill informed the house that proposal has already been submitted for new training session but awaiting for approval and some coverage will be done under CSR project also .	DPM, Skill

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		27. Soil Conservation.	Darrang WDC-1 2021-22(Chikonmati) WDC-PMKSY Project	<ol style="list-style-type: none"> 1) Divisional officer, Darrang Soil conservation division informed that Darrang WDC-1 2021-22 (Chikonmati) WDC-PMKSY Project has been completed 2) Tender process is going on for water harvesting and water distribution project at kharkhowa village under RIDF XXVIII. 3) Tender process is going on for following schemes under RIDF-XXIX for the FY 2023-24 <ol style="list-style-type: none"> a) Parapota Water harvesting structure and water distribution project at Athiabari. b) Nature Conservation and wetland development project c) Nature Conservation, beautification and infrastructure development project at Dalgaon. d) Renovation of Community pond and infrastructure development project at SmashanKalimandir, Kharupetia. 4. Diversified Farming Project is under training phase at Suktaguri. 5. The Chairman directed to implement the scheme after completion of tender process within the time frame and to ensure quality of water. 	DO, Soil
			RIDF XXVIII		
			RIDF-XXIX		
			NEC		

		28. Horticulture and Food Processing Department		Department will be discussed in the next DDC meeting	
3	Finance Planning	29. Finance.		Discussion was held to deduct appropriate amount of Forest royalty by Govt. user agency on the basis of quantity / volume for which the permit is applied / granted as per rates prescribed in the first schedule of AMMCR, 2013.	Treasury officer and HODs
		30. Transformation and Development.		<ol style="list-style-type: none"> 1. Implementation of Orunodoi 2.0 in respect of Darrang district is going on and uploading of affidavit will be completed soon . 2. Implementation of various schemes under AAGY in six respective villages under Darrang district is going on . A separate meeting to be held on AAGY for discussion and review in detail. 	Transformation and Development Branch
4	Reforms, Governance Facilitation & Regulation.	32. Administrative Reforms, Training, Pension & Public Grievances		It will be discussed in the next DDC meeting	
		33. Election.		Department will be discussed in the next DDC meeting	
		34. Environment and Forest.	Amrit Brikhya Andulon	<ol style="list-style-type: none"> 1. DFO, Darrang let the house know that they are seeking abandoned school building in Dumunichowki area to preserve plants for plantation. 2. Chairman asked the DMC to identify such schools immediately 	DFO, Social Forestry
		35. Excise.		Department will be discussed in the next DDC meeting	
		36. General		Department will be discussed	

		Administration.		in the next DDC meeting	
		37. Home & Passport.		It will be discussed in the next DDC meeting	
		38. Political.		It will be discussed in the next DDC meeting	
		39. Implementation of Assam Accord.		It will be discussed in the next DDC meeting	
		40. Information & Public Relation & Printing & Stationary		Department will be discussed in the next DDC meeting	
		41. Judicial.		It will be discussed in the next DDC meeting.	
		42. Legislative.		It will be discussed in the next DDC meeting	
		43. Mines & Minerals.	DMF	FAO's and treasury officer was directed to ensure deduction of Forest Royalty, DMF & MMDRR amount from bills strictly as per Govt. Guideline.	FAO, Treasury Office
		44. Parliamentary Affairs		Discussion was not held	
		45. Personnel		Department will be discussed in the next DDC meeting	
5	Infrastructure	46. Border Protection and Development		Department will be discussed in the next DDC meeting	
		47. Housing and Urban Affairs.	PMAY(Urban)	1. Deputy director, T&CP is instructed to submit on going list of schemes and directed to complete the PMAY (U) Houses at the earliest. Department will be discussed in the next DDC meeting.	Deputy Director of Town and Country Planning
		48. Information Technology		The department will be discussed in the next DDC meeting	
		49. Irrigation.	CM Dutta Bund FIS	Discussion of flood damage at Bahjani on the bank of Noa-Nadi was made in detail. The Chairman directed the EE, Irrigation to keep strict vigil on the CM Dutta Bund FIS during flood season.	EE, Irrigation

			1. Project Proposal to be prepared for embankment of Bishnupur .	
	50. Water Resources	SDRF	2. EE, WR is instructed to take necessary measure to repair works of damaged embankments at the earliest when rainfall reduce.	EE,WR
	51. Power		AGM , APDCL was asked to resolve pending bill issue of Mangaldai and kharupetia Municipal Board and submit report in next DDC meeting.	AGM, APDCL
	52. Public Health Engineering.		1. Executive Engineer was instructed to make a PPT on progress report of every scheme of the department for the next meeting. 2. EE, PHE should update the progress report on respective web portal of SBM-G as soon as possible.	EE, PHE
		SBM-G	All department dealing with earth, must have water conservative plant (Rain Water Harvesting). Before 2024 target should be achieved.	
			To achieve the target of standalone water supply arrangement of School/AWC's. The EE, PHE will take necessary steps in this regard.	
			EE, PHE was directed to bring contractors to review the performance under JJM	
		JJM	Progress report on Assam mala to be submitted for the current month in the next DDC meeting.	
	53. Public Works (Roads)	ASSAM MALA	It was ordered to complete the APART work before next meeting.	EE,PWD(R)
		APART	PMGSY balance work to be completed at the earliest.	

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			PMGSY	Progress report of construction of women college and MRS should be submitted with pictorial evidence in next DDC meeting.	
		54. Public Works NH & Building	Women College Project	Progress report of construction of women college and MRS should be submitted with pictorial evidence in next DDC meeting. EE,NH is instructed to take immediate measure for repairing of potholes of road	EE, NH and EE ,PWD(B)
			MRS School Project		
		55. Transport.		1. District Transport Officer, Darrang let the house know that so far Rs 6,18,19093/- has been collected out of total target of 25.40 crore for the FY 2022-23. The chairman requested to make a proper plan for achieving the target.	DTO
		56. Tourism		Department will be discussed in the next DDC meeting	

#: (Social Sector/Economics Development/Infrastructure/Finance & Planning/Regulatory/Reforms)

Category-B:Theme specific

S.No	Theme		
	Follow up of DCs conference	Chairman reviewed minutes of the last DC's conference held in Tinsukia district and asked all concern HOD's to take action immediately as per records of minutes.	

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	Sabka Saath Sabka Vikas Sabka Vishwas Sabka Prayas		
	Coordination across Deptt.	The chairman asked the AGM, APDCL & PWD (roads) Dalgaon and Mangaldai Territorial division to resolve the issue of shifting electric poles from the road Bhebarghat to Islampur immediately.	

Signed by Munindra Nath
Ngatey

Date: 15-07-2023 20:00:47

Deputy Commissioner

Darrang, Mangaldai