

**MINUTES OF THE DDC MEETING FOR THE MONTH OF APRIL, 2023 HELD ON
30/05/2023 AT 11:30 AM IN THE SUKAFA CONFERENCE HALL, OFFICE OF
THE
DEPUTY COMMISSIONER, SIVASAGAR**

Members present: List enclosed.

The DDC meeting for the month of April, 2023 was presided over by Sri Aditya Vikram Yadav, IAS, Deputy Commissioner, Sivasagar and he was assisted by Sri Bitupan Neog, ACS, DDC, Sivasagar. The chairman welcomed all the members. All the reports and Power-point presentations were reviewed and all inter and intra departmental issues were discussed thoroughly along with the action taken reports submitted by the departments against the action points of last 4 (four) DDC meetings. Sector wise actionable points were discussed in the meeting as follows:

A. Agriculture department:

1. The DAO would do the needful for integration of land records and successful uploading of all documents against the PM-Kisan Beneficiaries at the earliest to ensure receipt of PM KISAN by 50,000+ farmers in the next quadrimester.
2. The LDM, Sivasagar will do the needful for the KCC proposals pending with the Banks which were sponsored by Agriculture and other departments sponsoring KCC.
3. The DAO, Sivasagar will take necessary steps for activation of non-functional FPCs and submit monthly progress report.
4. The Department would arrange awareness camps at Panchayat Level on PMFBY with its success stories.
5. The DFO (SF) will prepare a proposal for *Sanchi* (Agor) plantation for GI Tagging and submit the same to the Deputy Commissioner, Sivasagar for onward submission to the Agro-Forestry Development Board before the next DDC Meeting.
6. The EE, Agriculture Engineering Department will do the needful for repairing/ renovation of Solar Plants.
7. The EE, Agriculture Engineering Department will take up with the Chief Engineer for termination of contract order for Solar Irrigation System under RIDF at Nemuguri.
8. The DAO, Sivasagar would take every possible initiative for achievement of

the target of paddy procurement as assigned before the DC's conference with Hon'ble CM by 15th June, 2023.

9. The DAO, Sivasagar would collect the quantity and quality of crops from the ADOs concerned and submit report by 15/6/2023.
10. Alike the Agricultural Department, the AH & Vety. Department and Fishery Department would also form FPCs.
11. The DAO, Sivasagar would take up with CEO, ZP, Sivasagar to increase the plantation of fodder and to process it for commercial purpose as per National Fodder Mission.
12. The DAO would submit proposal for Rural Market at Rajmai on priority basis .
13. Officers concerned were reminded that the target set by the district for PMFBY in the season is 30,000, and necessary steps are to be taken to achieve maximum beneficiaries within the month of June.

(Action : CEO, ZP, Sivasagar, DAO, Sivasagar, DFO(SF), Sivasagar, LDM, Sivasagar & EE, Agricultural Engineering, Sivasagar)

B. Forest Department:

1. The DFO (T), Sivasagar, would submit a report on forest royalty and DMFT for last three years reconciling with the reports of concern works departments by the next DDC Meeting.
2. In order to improve the water habitat of Panidehing, the DFO (T) would share the locations of Check dams for construction under the aegis of Zilla Parishad, Sivasagar.
3. The DFO (SF) would organize training on plantation techniques among the students on World Environment Day, i.e. 5/6/2023.

(Action : DFO (T) and DFO(SF), Sivasagar)

C. Health Department

1. Henceforth, the JDHS, Sivasagar would expedite the reporting of infants deaths in all BPHC jurisdiction invariably and report to the Deputy Commissioner and ADC Health on the phone immediately upon receipt of information of child or maternal deaths.
2. The JDHS would depute two senior Doctors to look in to the issues of infant death in Gelecky BPHC area twice in a week and submit analytical report before 15.6.23.
3. The Department would take all necessary steps for integrated disease surveillance regularly.

4. The JDHS Sivasagar would submit monthly report on cancer screening by 10th of every succeeding month.
5. The Department would submit the data of birth registration along with and analysis by 7th of June, 2023 and create necessary awareness in the tea garden areas with the help of School Education Department regarding delayed registration of birth.
6. The Department will set a target of their own for wage compensation for the pregnant women of Tea Gardens.
7. The department will map children without identity documents in tea gardens and initiate work to provide delayed birth certificates immediately.

(Action : JDHS, Sivasagar, Inspector of Schools, Sivasagar)

D. Inspector of Factories:

1. The Inspector of Factories with the help of Circle Officers concerned and APCB Sivasagar will inspect all the stone crusher factories of the district specially in Bihubar area by 7th June, 2023 and submit a report by 10th June 2023.

(Action: The Circle Officer (all), SE, APCB, Sivasagar and Inspector of Factories, Sivasagar)

E. Irrigation Department:

1. The EE of both the divisions of Irrigation Department will submit the list of old defunct schemes to the CEO, ZP by 10/6/2023.

(Action: The CEO,ZP, Sivasagar and EE Irrigation(Sivasagar)

F. Economics & Statistics Department:-

1. Henceforth, the Deputy Director to submit the wholesale rate of meat on weekly/fortnightly/monthly basis to the ADC (FCS&CA), Sivasagar.
2. Wholesale and retail rates of essential commodities and high frequency items to be submitted to the Deputy Commissioner on a monthly basis.

(Action: Deputy Director, Economics & Statistics, Sivasagar)

G. Education Department

1. The Inspector of Schools i/c will urgently hold a meeting to celebrate the

success of Gunotsav, 2023.

2. The department would take up with DFO(SF) to develop a “Gunotsav Garden” in each education block and submit concept notes and action taken report by 7th June, 2023.
3. The Inspector of School i/c would take necessary steps to initiate a similar project as taken by SDO (Civil), Nazira for collection of wastes plastic/ carry bags through the students from the respective villages. The EEs of both the territorial road divisions of PWD to submit a report on its use for construction of roads by 5th June, 2023.

(Action: Inspector of Schools, Sivasagar, DFO (SF), Sivasagar and EE, PWD. Territorial Road Divisions (both)

H. AH & Veterinary Department:-

1. The Department will set a target of its own for artificial insemination of Sahiwal and Gir breed and complete 10% of the target by the next DDC Meeting.
2. The AH & Vety. Officer will take up with all MBs for vaccination of the street dogs involving the NGOs.
3. The AH & Vety Officer will take up with Sivasagar/Nazira-Simoluguri MB for providing suitable land to develop cattle *Pound* .

(Action: Dist. AH & Vety Officer, Sivasagar and EOs of all MBs, Sivasagar)

I. ASRLM:

1. The DPM, ASRLM would write a letter to JDHS, Sivasagar for involvement of SHG/CLF to operate the canteen of Sivasagar Civil Hospital.
2. ASRLM Sivasagar will carry on the training on Amrit Sarovar in a planned and phase manner.

(Action: DPM, ASRLM, Sivasagar)

J. Labour:

1. The Labour Officer along with the LDM to visit all Tea estates regarding CSP Centre.
2. A preparatory meeting to be convened by the Labour Officer before holding meeting with the Managers of all Tea Gardens.
3. The Labour Officer would write letters to all Tea Garden Managers for issuing Resident Certificates to the Tea Garden students in the matter

of providing Caste Certificate from concerned authority for issuance of caste certificates.

(Action : ALC, Sivasagar)

K. APDCL:

1. The CEO, APDCL will submit a report on consumption of units for last two years by 10th June, 2023.
2. The Department will write a letter to DC, Sivasagar for the pending bills of MBs and Sivasagar Temple Development Board.

(Action: CEO, APDCL, Sivasagar)

L. Fishery Department:

1. The DFDO, Sivasagar, will submit a proposal along with land status report from CO, Demow to develop the Demow Fish Market and parking under APART. Similar proposal will have to be submitted for the Station Chariali Market.
2. The DFDO Sivasagar will collect a report from SMB, Sivasagar regarding lease of Jamuna for pisciculture and submit the report by 10th of June, 2023.

(Action : DFDO, Sivasagar)

M. PHE Department:-

1. The Executive Engineer, PHE will complete all the pending retrofitting schemes by the next DDC Meeting. He was also directed to submit a detailed report of all such schemes and their status by 5th June , 2023.
2. The AEE, PHE, Nazira Sub-Division will write a letter to EE, PHE, Charaideo for removal of the departmental schemes from Charaideo Maidam according to the decision taken in this DDC meeting.
3. The EE, PHE will do all needful to complete the nearly completed schemes and submit completion certificate to constitute WUCs.
4. The EE, PHE will submit the detailed data to DC/ SDO(C) Nazira against the schemes implemented/ being implemented in Tea Garden areas under SBM.
5. The EE, PHE will submit a detailed status report on pending bills by 10/6/2023.

(Action: EE, PHE, Sivasagar)

N. T&CP: Department

1. The Deputy Director, T & CP will do the needful to achieve the target of PMAY-U within the stipulated time.

(Action: Dy Director, T&CP, Sivasagar)

O. Tourism Department :-

1. The TIO, Sivasagar will take up with DDC, Sivasagar for installation of QR Codes as developed to provide the tourist a virtual tour guide at Rang ghar, Talatal Ghar and Shiva DouL.

(Action: TIO, Sivasagar)

P. Transport Department :-

1. The DTO, Sivasagar will do the needful for constitution of a Taxi Association in consultation with ADC (Transport). After constitution of the Association the ADC(Transport) will hold a joint meeting of the Association with the tour operators/Travel Agencies with the help of DTO & TIO, Sivasagar.
2. The DTO will, in consultation with Superintendent, ASTC, move to take action against errant buses and drivers which are charging above the notified rates for bus travel in Sivasagar district.
3. The DTO will take action against trucks and dumpers which are functioning without RC/PUC/updated road tax and with modifications to vehicles without permission.
4. DTO will take action against e-Rickshaws on National and State Highways, which are seen to affect road safety negatively.

(Action: ADC (Transport), DTO, Sivasagar and TIO, Sivasagar)

Q. Industries and Commerce Department:

1. The LDM, Sivasagar will take up with all concerned Banks where proposals under various schemes were sponsored by the DICCC, but loans were yet to be provided by the Banks.

(Action: GM, DICCC and LDM, Sivasagar)

R. Sericulture Department:-

1. Emphasis has be given for value addition products by the Department.
2. Department will take necessary action to develop the sericulture farm created in

Kamalabari and submit an action taken report in the next DDC Meeting.

(Action: Asstt. Director, Sericulture, Sivasagar)

S. Water Resources Department:

1. The Department will take immediate necessary measures for strengthening of all vulnerable points looking at the upcoming flood.
2. EE, WRD will take action against errant departmental officials against whom complaints are received regarding processing of files in a dubious manner, and submit an action taken report.
3. EE, WRD will ensure that officials are present in the office in a timely manner, unauthorised leaves are restricted, and action is taken against errant officials.

(Action: EE, WR Division, Sivasagar)

T. Soil Conservation Department:

1. The Divisional Officer, Soil Conservation, Jorhat Division will take necessary steps against such contractors who have not completed the allotted works within the stipulated time.

(Action: Divisional Officer, Soil Conservation, Sivasagar)

U. PWD (Building) Department:

1. The EE, PWD (Building), Sivasagar Division will share the plan for the inauguration of B.Ed College scheduled on 15/6/2023.

(Action: EE, PWD(B), Sivasagar)

V. PWD (Territorial Road Division:

1. The EE, PWD, Amguri-Nazira Territorial Road Division will submit the proposal of Amguri Town Area falls under Asom Mala (Na-Kachari to Balighat) by 5th June/2023.

(Action: EE, PWD, Amguri-Nazira Territorial Road Division)

General Discussion and actionable points:

1. Each Department will try to adopt at least one AWC by next DDC Meeting.
2. All the head of departments must submit their action taken report and power

point presentation 10 (ten) days ahead of the next DDC meeting without fail.

3. All Departments will inform with regards to the number and status of residential accomodations of the department in Sivasagar district, and occupation status thereof.

Towards conclusion, the Chairman requested to all head of departments for quality service delivery along with inter departmental coordination in the interest of the district. The meeting ended with a vote of thanks from the chair.

(Aditya Vikram Yadav, IAS)
Deputy Commissioner,
Sivasagar

Copy to:-

1. The Commissioner, Upper Assam Division, Jorhat for favour of kind information.
2. The Director (Evaluation and Monitoring), Transformation & Development Department, Assam, Dispur, Guwahati-6 for kind information.
3. The Jt. Director (DCP), Transformation & Development Department, Assam, Dispur, Guwahati-6 for kind information.
4. P.S. to the Hon'ble Education Minister of Assam and Guardian Minister, Sivasagar for information and kind appraisal of Hon'ble Minister.
5. The members of District Development Committee for information and necessary action.
6. The DIO (i/c), NIC, Sivasagar for information. He is requested to upload the minutes in the district website of Sivasagar.

e-Signed/
(Aditya Vikram Yadav, IAS)
Deputy Commissioner,
Sivasagar