

**MINUTES OF THE DDC MEETING FOR THE MONTH OF  
DECEMBER, 2022 HELD ON 12/01/2023 AT 11:00 AM IN THE  
SUKAFA CONFERENCE HALL , OFFICE OF THE  
DEPUTY COMMISSIONER, SIVASAGAR**

Members present: List enclosed.

The DDC meeting for the month of December, 2022 was held on 12/01/2023 which was chaired by Sri Aditya Vikram Yadav, IAS, Deputy Commissioner, Sivasagar and he was accompanied by Sri Subhan Gowala, 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 and department wise, the following actionable points were emerged in the DDC meeting.

**A. Irrigation Department:**

1. The EEs of both the Divisions of the Department will be invited to the meeting of Agriculture Department (with ADOs) to discuss the issues related for selection of beneficiaries, identification of probable irrigation points and convergence of PRI institutions.
2. The EEs of both the Divisions of the Department will take up with the APDCL authority to re-address the issues related to low voltage of power supply.
3. The EEs of both the Divisions of the Department will henceforth aim at increasing productivity of Paddy, Millet, Pulses, Oil seeds and Fodder.
4. The Department will do the needful to improve the canal system, where necessary.

**(Action: The EE, Irrigation, Sivasagar-Thowra/ Amguri-Nazira Division, DAO, Sivasagar)**

**B. Fishery Department:**

1. The DFDO, Sivasagar will lodge FIR against the defaulting beneficiaries of GGPGGM by next DDC meeting; who availed the requisite payment but have not started the works.
2. All the community ponds are to be completed within the stipulated time.

3. The DFDO will excel the execution of the existing schemes so that an incremental increase may be reflected in the report of next DDC meeting.
4. The Department will do the needful to complete the RKVY Raftaar schemes immediately.
5. The DFDO will share the progress of Hatchery and Private ponds with the CEO, ZP, Sivasagar.
6. The Department will complete at lease 30-40 Amrit Sarovar schemes by next DDC meeting.
7. The DFDO will do the needful to arrange training for interested youth on Bio-flock pisciculture and composite pisciculture immediately.  
**(Action: The CEO,ZP, Sivasagar and DFDO, Sivasagar)**

**C. Handloom & Textile Department:-**

1. The Asstt. Director, H&T, Sivasagar will start a procurement centre of “Swanirbhar Nari” during this festive season.  
**(Action: Asstt. Director, H&T, Sivasagar)**

**D. Power Department (APDCL):-**

1. APDCL authority will cause a survey of beneficiaries on electrification of households under PMAY and submit report before the next DDC meeting. The Block developments officers and Executive officer, all MBs will support in this regard.
2. The APDCL authority will further submit a report on households with no electricity by the next DDC meeting.  
**(Action: CEO, APDCL, Sivasagar)**

**E. PHE Department:-**

1. The EE, PHED will complete the survey of all Retrofitting works under JJM within 15 (fifteen) days.
2. The P&RD and PHE Department will hold a meeting to sort out the problems of financing related to tri-cycles and other departmental issues and submit the report.
3. The FAO, DC’s Office, Sivasagar will visit the O/O the EE, PHED, Sivasagar every month and monitor the bill payment process and facilitate payment of bills to the Contractors for

completed works.

4. The Department will do the needful for uploading the target of 12600 in the IMIS.
5. The EE, PHE, Sivasagar will visit the ongoing retrofitting schemes at Nazira and submit a status report. He will do the needful to ensure completion of the schemes by the next DDC meeting.
6. The EE, PHED will submit Plan & Estimate under the Asom Mala by 26<sup>th</sup> January, 2023.

**(Action: CEO, ZP, Sivasagar, EE, PHED, Sivasagar)**

**F. Agriculture department:**

1. The DAO will do the needful for availing suitable breed of Paddy and Pulses.
2. Emphasis is to be given on commercial floriculture of Marigold.
3. The DAO will take all necessary action to organize training on Bamboo products.
4. The Department will do the needful to achieve the target of PMFBY.
5. Fertilizers supply to be inspected, uniquely marked, special shops to be earmarked for supply of fertilizers to the tea gardens & top 20 ureas to be finalized.

**(Action :DAO, Sivasagar)**

**G. Sports & Youth Welfare Department:**

1. The Sr. Planning Officer, Sivasagar will inspect all such playgrounds covered under the CMSGUY where physical and financial progress vary.

**(Action: DSO, Sivasagar)**

**H. PWD (Building) Department:**

1. The EE, PWD(B), Sivasagar will submit the joint verification report of Amguri Stadium and Samaguri Model Hospital by 31<sup>st</sup> January, 2023.
2. The Executive Engineer, PWD(B), Sivasagar will include 2 wheeler parking area in the parking plan of Judicial building premise located near the O/O the Superintendent of police, Sivasagar and submit the same within 7(seven) days.
3. The Executive Engineer, PWD(B) will foreclose the following

- long pending schemes; i.e. Construction/ Repairing of Health Sub-centre building at (1) Konwarpur Karigaon, (2) Bitoruwal Gaon and (3) Soraguri under SCCP of F/Y 2008-09.
4. The Executive Engineer, PWD(B), Sivasagar will do the needful to complete the balance work of Piyoli Phukan Stadium by 31<sup>st</sup> January, 2023 including a water drainage system.
  5. As the Govt of Assam has sanctioned 5(five) nos. of new Tea Garden Model Schools for Sivasagar district, the Department will initially inspect the tea gardens for suitability of land and submit report within 7 (seven) days.
  6. The EE, PWD(B), Sivasagar will complete the Natya Mandir by 31<sup>st</sup> January, 2023.
  7. The EE, PWD(B), Sivasagar will conduct a joint survey with the SDO(C), Nazira to demark land for Ougurijan BOP.
  8. All the line departments will submit proposal with justification and availability of land for construction of IB/Guest House for VIP/VVIP. All such proposals should be submitted to Sri K. Brahma, ACS, ADC(i/c Nazarat), Sivasagar.

**(Action :Sri K. Brahma, ACS, ADC, Sivasagar, PWD(B), Sivasagar and all HoDs)**

#### **I. PWD (Roads) Department:**

1. The EE, PWD, Sivasagar-Thowra Territorial Road Division will do the needful to develop road connectivity in Panidehing Bird Sanctuary area. A committee, which has already been constituted will convene a meeting within the next week which will be chaired by DC, Sivasagar.
2. The Department will submit the status of all the schemes implemented under SOPD by 26<sup>th</sup> January, 2023.

**(Action: EE, PWD Sivasagar-Thowra/Amguri-Nazira Territorial Road Divisions)**

#### **J. Town & Country Planning Department:**

1. The Deputy Director T&CP will do the needful to expedite the process of completion of PMAY-U schemes.

2. The department will submit the Map and recommendation for expansion of Sivasagar Municipal area and collect census data from C.O, Sivasagar.

**(Action : Deputy Director T&CP, Sivasagar)**

**K. Water resources Department:-**

1. The Executive Engineer, WR Division, Sivasagar will submit photographs of completed works with geo tagging by the next week.

**(Action: EE, WR Division, Sivasagar)**

**L. Soil Conservation Department:**

1. The department will ensure completion of all the ongoing schemes within the stipulated time. Also Divisional officers were instructed to take up special projects on Preservations and Nature conservations at Pani Dehing Sanctuary, consultation with forest dept. and community leaders.

**(Action: Divisional Officer, Soil Conservation Division, Jorhat)**

**M. Labour Department :-**

1. The ALC, Sivasagar will coordinate with the Inspector of Schools and all Tea Garden Management concerned regarding construction of new 5 Nos. of model schools at Tea Garden areas.

**(Action: ALC, Sivasagar)**

**N. Social welfare Department :-**

1. The DSWO will submit the list of Anganwadi centers where Kitchen Garden has been developed and provide the status report. The chairman has also instructed on maximizing the numbers of Kitchen Gardens at AWCs in the district.

2. The DSWO will identify the areas where new AWCs are to be constructed.

**(Action: DSWO, Sivasagar)**

**O. Industries and Commerce Department:**

1. The GM, DICCC will take up with the CO, Sivasagar and Amguri for

identification of land for Industrial Park.

2. To identify 200 bighas from Rupahi Pathar for industrial park.

**(Action: GM, DICC)**

**P. Co-operation Department:**

1. The DRCS/ARCS, Sivasagar will submit a detailed report on Sunderpukhuri Milk Co-op Society.

2. The DRCS/ARCS, Sivasagar will regularly visit the Co-operative societies and dissolve the societies which are not functional or occupying Govt. land illegally.

**(Action: DRCS/ARCS, Sivasagar)**

**Q. Sericulture Department:-**

1. The Asstt. Director, Sericulture will submit Plan & Estimate to the CEO, ZP, Sivasagar for community nursery development projects and plantation activities.

2. Beneficiaries of som plantation to provide boundary fencing at their own cost.

3. The Inspector of Schools, Sivasagar to take up activities for sensitization of students up to class-IX to introduce silk production.

**(Action: CEO, ZP, Sivasagar&Asstt. Director, Sericulture, Sivasagar)**

**R. Forest Department:**

1. The DFO (T) will submit the detailed status of clay procurement by the next DDC meeting.

2. The DFO(T) will submit a report to the CEO, ZP, Sivasagar on Panidehing Bird Sanctuary with details of check dam, road and embankments for necessary action at CEO level.

**(Action: DFO(T), Sivasagar)**

**S. Transport Department:**

1. The DTO, Sivasagar will do the needful to seize the e-Rickshaws

driven in highways. He will further seize all the old e-Rickshaws having no proper documents.

2. The DTO will ensure selling of reflector fitted bi-cycles by the dealers .
3. ASTC to Display the fare rates at their premises/ bus station for convenience of the passengers.

**(Action: Sivasagar)**

#### **T. Health & FW Department:**

1. The Department will take up with the higher authority to meet the shortfall of Doctors and medical staff in the district. [Special focus on Namtak PHC and Namti Ali PHC]

**(Action: Jt.DHS, Sivasagar)**

#### **U. Pollution Control Department:**

1. APCB, Sivasagar will issue instructions to the Brick Kiln owners to install Zig-Zag Chimneys within one year.
2. The department will issue advisory to the stone crusher units and submit compliance report by 1<sup>st</sup> February, 2023

#### **V. Veterinary Department :-**

1. The Dist. AH & Vety. Officer will do the needful to increase the performance of CM flagship programme for Pork and egg.
2. The department will hand over the hatchery in Demow poultry farm to ASRLM by 31<sup>st</sup> January, 2023.

#### **General Discussion and actionable points:**

1. All HODs will submit the name of a nodal officer pertaining to his/her department for training of e-office.
2. All the head of departments must submit their report and powerpoint presentation 5 (five) days ahead of the next DDC meeting without fail.

With a request to all head of departments for committed service delivery with inter departmental coordination in the greater interest of public, the DDC meeting ended with a vote of thanks from the chair.

Aditya Vikram Yadav, IAS)  
Deputy Commissioner,  
Sivasagar

Memo No: TND-425/1/2023-T&D-SIV Dated 18/01/2023

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.