

**MINUTES OF THE DDC MEETING FOR THE MONTH OF MAY, 2023 HELD ON
27/06/2023 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 May, 2023 was presided over by Sri Aditya Vikram Yadav, IAS, Deputy Commissioner, Sivasagar . The meeting was initiated by Sri Bitupan Neog, ACS, DDC, Sivasagar. The DDC, Sivasagar, informed in the meeting that the District Day of Sivasagar will be observed on 1st July, 2023. To observe the programme successfully in a befitting manner, active participation of the departments is indispensable. So, he requested all departments concerned to offer their helping hand and active participation in the district day. The reports of different development departments displayed through Power-point presentations were reviewed and inter departmental issues were also discussed thoroughly along with the action taken reports submitted by the departments. Sector wise, actionable points were discussed in the meeting as follows:

I. Agriculture Department:

1. The DAO to complete remaining integration of land records against the PM-Kisan Beneficiaries within 15th July, 2023..
2. The DAO to submit a list of KCC proposal to the LDM Sivasager which had already been sponsored by DAO's office to different bank branches for sanction. The LDM would take appropriate action with the concerned bank branches for sanctioning the pending KCC applications at the earliest.
3. The EE, Agriculture Engineering Department will ensure completion of Solar Irrigation System under RIDF at Nemuguri immediately in consultation with the Chief Engineer.
4. The DAO, Sivasagar to take every possible initiative to achieve the target of paddy procurement by June, 2023.
5. Since, the proposal of Rajmai Rural Market has been submitted to govt., the DAO would also to submit proposal for other Rural Markets in a phase manner.
6. The DAO will take every possible steps for enhancing the achievement of PMFBY during the PMFBY week (1st July, 2023 to 7th July, 2023).
7. The DAO will arrange camps on the bank of Sivasagar Pukhuri and enroll PMFBY beneficiary thereon. Necessary awareness would also be arranged by

his department on District Day.

(Action: DAO, Sivasagar, LDM, Sivasagar & EE, Agricultural Engineering, Sivasagar)

II. Forest Department:

1. The DFO (T), Sivasagar, stated that the Govt. has issued FS & FOC regarding fund received by different works departments of the district. He requested to all concerned works departments to deduct forest royalty and DMFT at source during the time of releasing the bill amount and deposit the same in the concerned HoA. A copy of the deduction of forest royalty and DMFT to be submitted to the DFO for further action from his end.
2. To facilitate deduction and deposition of forest royalty and DMFT, the DFO would circulate the message of Head of Account/ Account No. amongst all the Heads of Departments.
3. Regarding construction of Panidehing check dam, the DFO (T) would provide pin point locations and any other support to the CEO, Zilla Parishad, Sivasagar and the Check dams would be constructed from the P & RD funds of Zilla Parishad, Sivasagar.
4. The DFO(T) & DFO(SF) will take appropriate action for massive plantation in the district on 2nd October/2023. All departments will also take action for plantation in their scheme sites, Offices on that day involving their employees, agencies, SHGs, beneficiary organizations etc. The Construction Committees/ beneficiary Organizations/ user groups under different schemes e.g.- MLAADS, MPLADS, AAGY, Assam Darshan, Untied Fund etc. may also be involved in plantation of the scheme sites during the prescribed day. For plantation of saplings in a festive manner in the district on 2nd October/2023, the meeting decided to held a separate meeting covering all departments and agencies.
5. The DFO(T) will prepare District Environment Plan after getting reports from concerned departments. The DFO will collect information as per requirements from the departments concerned immediately.
6. The DFO(T) will circulate the Forest Right Act amongst all concerned and claims to be received by 15th of July/2023. The DFO(T) will arrange FRC meeting within 1st week of July/2023 and the said meeting may be convened in the concerned forest village area.
7. The DFO(T) and the DFO(SF) would also take massive programme of

plantation on 1st July/2023(District Day), Sivasagar corresponding with the “Bonamohotsav” programme.

8. The DFO (SF) will submit the proposal for *Sanchi* (Agor) plantation for GI Tagging to the Deputy Commissioner, Sivasagar for onward submission to the Agro-Forestry Development Board before the next DDC Meeting.

(Action : CEO, Zilla Parishad, Sivasagar, DFO (T), DFO(SF), Sivasagar and all HoDs)

III. Health Department

1. The action taken report on cancer screening to be submitted by JDHS before the next DDC meeting so that the same may be reviewed in the meeting.
2. The JDHS will submit detailed report on issue of delayed birth certificates in Tea Garden areas in the next DDC meeting.
3. The JDHS and the DSWO would jointly take venture to minimize the death of Child/Mother specially in Tea Garden areas due to lack of proper nutritious foods and sufficient medical facilities.
4. The JDHS will prepare a suitable action plan so that plantation of Valuable sapling through the pregnant women during the day of delivery may be ensured. For successful implementation of this matter, all ASHA workers may be involved well in advance.
5. The JDHS will take action for clearing of all shops/ vendors if any in the campus and on the approach road towards the Civil Hospital, Sivasagar in consultation with the Supdt. of Civil Hospital. The CEO, Zila Parishad would take action for construction of all internal roads and drains of Civil Hospital, Sivasagar from the funds of P & RD. As regards to road side encroachments in front of Civil Hospital, eviction would be done immediately with the help of police.
6. The JDHS will organize Voluntary Blood donation camp on the District Day, Sivasagar at Khemka Maternity Centre, Douk Mukh Chariali , in liaison with the Maruari Yuva Mancha, Red Cross Society, Lions Club, Rotary Club etc. He will also inform the 149-CRPF, 25th APBN and 4th APBN for their active participation in the Voluntary Blood donation camp.

(Action : JDHS, Sivasagar, DSWO, Sivasagar, CEO ZP, Sivasagar, DSWO, Sivasagar)

IV. Inspector of Factories:

1. The Inspector of Factories along with APCB Sivasagar will inspect all the stone crushers on a regular basis from time to time and take action if found discrepancies.
2. The Inspector of Factories and the SE, APCB will jointly distribute environment leaflet amongst the public during the District day. A brief write-up about their Offices and their activities may also be distributed on that day.

(Action: SE, APCB, Sivasagar and Inspector of Factories, Sivasagar)

V. Irrigation Department:

1. The EE Irrigation Department has submitted two defunct LIS projects to the CEO, ZP and the CEO Zila Parishad would take up the schemes under MGNREGA.
2. The EE. Irrigation will prepare a brief history about the Irrigation Office in Sivasagar and the activities performed by irrigation department for the District Day, Sivasagar.

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

VI. Economics & Statistics Department:-

1. The DD, E & S will submit detailed report of the progress of Agriculture Census ,GDP etc. in the district in every DDC meeting.
2. The DVO will submit the GDP report to the Deputy Director E & S deptt. urgently.

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

VII. Education Department

1. The Inspector of Schools will submit the list of “Gunutsav Garden” proposed to be implemented in four educational Blocks of the district to the Deputy Commissioner for verification within three days.
2. The Inspector of Schools will make all necessary arrangements for “Gunutsav Felicitation” on 1st July/2023 .
3. The Inspector of Schools would verify the quality of students uniform in respect of Adarsha Vidyalaya and if found defective the uniforms to be returned.
4. The IS will collect write-up /history of old schools of the district for competition purposes in the District Day Programme. The topic of

competition would be finalized by DDC, IS and DPM ASRLM.

5. The IS will take initiative for completion of the process of rationalization of Teachers immediately. A review meeting would be held on 28-6-2023 in this regard.

(Action: DDC/Inspector of Schools, Sivasagar /DPM ASRLM.)

VIII. AH & Veterinary Department:-

1. The AH & Vety. Officer will submit the report of the piggery proposals sponsored to banks in the next DDC meeting.
2. The AH & Vety Officer will arrange free vaccination of animals throughout the district on the District Day to be held on 1st July/2023.

(Action: Dist. AH & Vety Officer, Sivasagar)

IX. ASRLM:

1. The DPM, ASRLM would take initiative for arranging stalls specially on millets product on the District Day. He will also finalize the location for the stalls in consultation with the DDC. The DPM should also ensure Village level (GP level) awareness about the programme in liaison with the Zila Parishad.

(Action: DPM, ASRLM, Sivasagar/ CEO Zila Parishad)

X. NULM:

1. The DPM NULM will take similar action for arranging stalls of SHG products during the District Day.

(Action: DPM NULM, Sivasagar)

XI. Labour:

1. The Labour Deptt. will take initiative for holding awareness camp on Child Labour in the district on District Day and report compliance.

(Action : ALC, Sivasagar)

XII. APDCL:

1. The CEO, APDCL will submit a category wise detailed report on unit consumption in the district for Commercial, Industrial and Domestic separately for last two years before the next DDC meeting.

2. For new electric connection in the domestic and commercial houses in town areas, henceforth the APDCL would ensure that Municipality Tax clearance Certificate/ Trade license etc.(as the case may be) are submitted by the applicants. No electric connection would be entertained by APDCL without the

prescribed documents.

3. The Department will arrange awareness video programme on safety measures of Electricity on the District Day programme.

(Action: CEO, APDCL, Sivasagar)

XIII. Fishery Department:

1. The DFDO will contact with the authorities of NABARD/ APART regarding formation of Fishery FPC.

(Action: DFDO, Sivasagar)

XIV. PHE Department:-

1. The meeting decided to discuss the progress of PHE department in a separate meeting.

XV. T&CP: Department

1. The Deputy Director, T & CP will show the Town Plan of Demow and Amguri Town to the Deputy Commissioner urgently.
2. It has been observed that the Deputy Director, T & CP has not obtained comments from concerned departments for preparing Town Plan. The DC asked the Deputy Director to discuss the matter of preparation of Town Plan with all concerned departments and the records taken from the departments concerned to be submitted to the Deputy Commissioner for further action.

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

XVI. Tourism Department :-

1. The TIO, Sivasagar will coordinate with all departments for gathering brief information of the earlier history of the offices and bungalows, status of Temples, Ponds etc. He will take initiative for recording the histories and documents and display in the District Day.
2. The TIO, Sivasagar under the guidance of the DDC, Sivasagar take action for promotion of food item "*Hurum*" and "*Bamboo Craft of Bokota*" as "*One District One Product*". The meeting unanimously approved the proposal and asked the GM, DICC, DAO and TIO to go ahead with the matter.

(Action: DDC, Sivasagar, GM, DICC, Sivasagar, DAO, Sivasagar, TIO,

Sivasagar)**XVII. Archeology (ASI):**

1. The ASI/ State Archaeology deptt. will initiate immediate action for taking anything in his custody while discovering any items near the ancient monument/relics and ancient ponds/tanks during the time of construction of Assam Mala Roads.
2. The Sr. Conservation Assistant, ASI will submit an assessment report of Siva Doul campus regarding conservation status of the three monuments specifying the wrong conservation of Tiles, marbles and cements used earlier in Siva Doul to the Deputy Commissioner, Sivasagar immediately for further action from his end. Regarding any suggestion and help, he may contact the DDC, Sivasagar as and when required.
3. The Sr. Conservation Officer, State Archeology and Asstt. Director, Sericulture will jointly visit the sites of Charaideo Moidam to verify Sericulture plantation.
4. The PWD Roads to restore all the damages done at the Garhgaon Capital and Rampart Archeological sites during construction of roads and drainage. The Sr. Conservator of Archeology will write reminder letter to the PWD roads deptt. for careful excavation in construction of roads & drains near the ancient monuments and relics as there is every possibility of damage of such relics/monuments.
5. The Sr. Conservation Officer, Directorate of Archeology informed that an archeological excavation will be done at the archeological site of Ramkhopith Devalaya during the month of December-2023 by the Archeology Directorate and he requested the district authority Sivasagar to provide all possible helps during the time of excavation.
6. The Sr. Conservation Officer, Directorate of Archeology intimated that the ancient sculpture and relics of Singha Duwar have to be shifted immediately under the supervision of Directorate of Archeology to a suitable location.
(Action: DDC , Sivasagar, Sr. Conservation Officer, SA, Sivasagar, CA, ASI, AD, Sericulture, Sivasagar, PWD(R) Sivasagar)

XVIII. Transport Department :-

1. The DTO, Sivasagar will take action for constitution of District Level Transport Cooperative specially for Taxi and Buses in consulting with the ADC (Transport)

and Deputy Director Cooperative Societies, Sivasagar..

2. The DTO, Sivasagar, will prepare a design of a “**Reflecting**” measuring a size of (6”x4”) for installing specially in every Bus and E-Rickshaw plying in the District.
3. The DTO , Sivasagar will arrange for Road Safety Awareness and distribution of leaflet thereon in the District Day, Sivasagar.

(Action: ADC (Transport), DTO, Sivasagar and Deputy Director, Cooperative Societies, Sivasagar)

XIX. Co-operative Societies :

1. The DRCS will take action for collection of Age and Phone No. of the share holders of co-operative societies for preparing a database .
2. The DRCS, Sivasagar will put up file to the Deputy Commissioner for approval of the District Level Development Committee of Cooperative Societies.
3. He will also take initiative for massive plantation by engaging share holders and through Samabai Samittees in the district.**(Action- DRCS/ARCS, Sivasagar)**

XX. 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.
2. The LDM will submit a report on Aadhar Card to the Deputy Commissioner immediately.

(Action: GM, DICCC and LDM, Sivasagar)

XXI. Sericulture Department:-

1. The AD, Sericulture will take action for introducing new technology of reeling & knitting of yarn for value addition products in consultation with the Directorate of Sericulture and other resource district .
2. The AD, Sericulture, will lodge FIR against the 6(six) defaulter beneficiaries of Sericulture Department (Plantation Scheme) under APART programme in consultation with the ADC, Sivasagar.
3. For protection of newly planted som saplings , the AD , Seculture will contact with the CEO ZP, Sivasagar and DPM ASRLM , Sivasagar.
4. The AD Sericulture and the AD Handloom would take joint venture for District Day , Sivasagar and they would also arrange Demo on “Swa Nivarshil Nari” both for Sericulture and Handloom Sectors.

(Action: Asstt. Director, Sericulture, Sivasagar, CEO ZP, Sivasagar, DPM

ASRLM, AD Handloom & Textile)**XXII. Water Resources Department:**

1. The EE Water Resource Deptt. informed that erosion at Horaguri Chapori (about 1.50 km) has been going on but restoration work is difficult during this season. The proposal for restoration works of the site had already been submitted to govt. but sanction is awaited.

(Action: EE, WRD, Sivasagar)

XXIII. Soil Conservation Department:

1. The D.O. Soil Conservation, Jorhat Division informed that the PMKSY works at Rudrasagar, Rongpur and Hanchara Panchayat are going on. The Chairman ask him to monitor the schemes properly and ensure & maintain the quality of works.

(Action: Divisional Officer, Soil Conservation, Sivasagar)

XXIV. PWD (Building) Department:

1. Regarding revised P & Estimate and other incomplete works of B ED College, DC will visit the site on 11-07-2023 and the EE PWD(B) will keep ready the P & E and other relevant records and documents for the purpose.
2. The EE PWD(B) will keep constant vigil on the works of Raichai Rural Stadium and maintain quality works of construction.
3. To ascertain the quality works of construction in respect of Model Schools, the Inspector of Schools, Sivasagar and the Engineer of SSA would visit sites and submit report accordingly.
4. The PWD(B) will arrange an infrastructural meeting with Judicial authority in the campus of new Judicial Bldg. in the 1st week of July/2023.

(Action: EE, PWD(B), Sivasagar, IS Sivasagar, Engineer SSA)

XXV. PWD (Territorial Road Division):

1. The EE, PWD, will contact with the Circle Officer, Nazira to sort out the solution of 150 metre road stress at Dhodor Ali to Rohdoi Ali taken up under RIDF.

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

XXVI. Social Welfare :

The District Social Welfare Officer, Sivasagar was found absent in the DDC meeting without any prior approval from district authority. The meeting decided to

issue show cause against him.

However, the DSWO would follow the instructions given below-

1. The DSWO will submit Block wise/ Anganwadi wise report on pregnant women before the next review meeting.
2. The DSWO/CDPO will take immediate steps for filling up of Anganwadi workers at Dimow ICDP.
3. The DSWO will submit the list of persons immediately to the Deputy Commissioner who have no document for preparation of Aadhar card.
4. The DSWO will take approval on the construction committees from the guardian Minister for construction of Model Anganwadi Centres in the district.
(Action: DSWO Sivasagar, CDPO, Demow).

General Discussion and actionable points:

1. For successful observation of District Day, Sivasagar, all departments would participate in the programme invariably.
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.

The meeting ended with a vote of thanks from the chair.

(Aditya Vikram Yadav, IAS)
Deputy Commissioner,
Sivasagar

No: e-7653

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