

**MINUTES OF THE DDC MEETING FOR THE MONTH OF  
MARCH, 2023 HELD ON 27-04-2023 AT 2.00 PM IN THE SUKAFI  
CONFERENCE HALL, OFFICE OF THE DEPUTY COMMISSIONER,  
SIVASAGAR.**

Members Present: list enclosed.

The DDC meeting for the month of March, 2023 was held on 27/04-2023, which was chaired by Sri Aditya Vikram Yadav, IAS, Deputy Commissioner, Sivasagar and he was assisted 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. Health & FW Department:-**

i) In order to ensure cent percentage implementation of Rashtriya Bal Swasthya Karyakram (RBSK) in Sivasagar district, the Joint Director of Health Services will complete the screening of all left out schools and Angwanbadi centre in Gelakey area before the next DDC Meeting and submit the screening report to the Deputy Commissioner, Sivasagar.

ii) The JDHS, Sivasagar will take necessary steps for increasing the Nos. of registration for pregnant women specially at Gelakey and Morabazar BPHC areas and submit the list by the next DDC meeting. He will further submit the list of detail staffs position of Gelakey BPHC.

iii) The Circle officers of Sivasagar District will pass necessary order to the Goan Pradhans to issue residential certificates against the pregnant women for opening of Bank Account.

v) The JDHS, Sivasagar will prepare a revised plan & estimate for prevention of water logging problems at Joysagar Civil Hospital and submit the same to Director NHM immediately.

vi) The JDHS, Sivasagar will conduct a joint survey with Social welfare Deptt. on pregnant women who were not receiving the benefit under PMMVY scheme and submit the list before next DDC meeting.

vii) The Food Safety Officer, Sivasagar will submit an action taken report against the Hotels, Restaurants and Food establishments which were not in compliance with rules and regulations.

viii) The JDHS, Sivasagar will ensure achievement of cent percent Wage Compensation Scheme for Pregnant Women of Tea Garden Areas. The ALC, Sivasagar will support

ix) The JDHS, Sivasagar will visit Galekey BPHC and submit a report on the shortcomings in the BPHC and associated health centres, and take immediate corrective action through DHS.

**(Action: JDHS, Sivasagar, DSWO, Sivasagar, ALC, Sivasagar and Food safety officer, Sivasagar)**

**B) P&RD Deptt:-**

- i) The Chief Executive officer, Sivasagsar Zilla Parishad will complete the release of fund as 1<sup>st</sup> installment under PMAY-G scheme within 10<sup>th</sup> May, 2023.
- ii) The CEO, ZP, Sivasagar will ensure completion of all the ongoing excavation and compaction works under Amrit Sarovar by 10<sup>th</sup> May,2023.
- iii) The CEO, ZP, Sivasagar will take up permissible works including road in the tea garden areas to complete all MGNREGA works in due period.
- iv) The CEO, ZP, Sivasagar will generate MGNREGA MR by 5<sup>th</sup> May, 2023 in favour of those MPAY-G workers who have not availed any single MR/Mandays.
- v) Chief Executive officer, Sivasagsar Zilla parishad to achieve person days generation as per approved LB for the financials year 2023-24.

**(Action : CEO, Zilla Parishad, Sivasagar)**

**C. Factory Officer:-**

- i) The factory officer will submit the list of vulnerable factories before the next DDC meeting.
- ii) The factory officer will inspect all registration and non-registered factories and submit the detailed status report before next DDC Meeting.
- iii) The Circle officer Nazira , Officers form Pollution control Board and Factory officer will cause a joint verification of all the stone crusher at Bihubor area and submit the JVR before next DDC meeting.
- iv) The Factory officer with P.O, DDMA, Sivasagar will jointly verify all the vulnerable Tea factories and submit report immediately.

**(Action : C.O Nazira, APCB, Sivasagar, P.O, DDMA, Sivasagar and factory officer, Sivasagar )**

**D. Sericulture Department:-**

- 1. Asstt. Director, Sericulture, Sivasagar will take up project on plantation of Som and berry plants in suitable forest areas.

**(Action : Asstt. Director, Sericulture, Sivasagar)**

**E. State Archaeology Deptt:-**

- (i) The DSWO, Sivasagar will do the needful for shifting the Anganwadi Centre from Bauli Maidam Archaeological Site, Maut Gaon, Nazira .The Circle officer Nazira will cause a field verification in the site along with the DSWO, Sivasagar and submit proposal for construction of the new AWC from RIDF fund at allotted land.

**(Action : C.O Nazira & DSWO, Sivasagar)**

**(F) Irrigation department:-**

(i) The EEs of both the Divisions of Irrigation along with Agriculture Deptt. will jointly survey to ensure whether the installed irrigation systems are functioning properly and submit the report before the next DCC meeting.

**Action: (Both EX. Engg, Irrigation Deptt and DAO, Sivasagar)**

**(G) Power Department (APDCL):-**

i) The CEO, APDCL, Sivasagar will do the needful to complete the works under revamped distribution sector scheme within the scheduled time.

ii) APDCL will submit the pending electricity bills of the Siva DouL, Devi DouL and Vishnu DouL within 3(three) days.

iii) The APDCL Authority will do the needful to shift the pole immediately from the roads being developed under the Asom Mala scheme.

iv) The department will take up with Agriculture department to address the electricity bill problem arisen at Demow soil labotary immediately.

**Action : (CEO, APDCL, Sivasagar and DAO, Sivasagar)**

**(H) Forest Department (Territorial):**

i) The DFO (T) will do the needful for reconciliation of District Mineral Foundation Trust (DMFT) and the deposit fund under Mines and Mineral(Development & Regulation) Act, 1957.

(ii) The Addl. Deputy Commissioner (Revenue), Sivasagar will do the needful for reviewing each case with regard to land status, classification and adherence to labour laws before putting up filed for renewal of brick industries licence. He will also be obtaining requisite reports from Forest Department.

**(Action:- ADC Revenue, Sivasagar & DFO(T), Sivasagar )**

**(F) SOCIAL FORESTRY DEPARTMENT:**

(i) As an Urban Park will be constructed at Na Pukhuri area, Rudrasagar, The Social Forestry department and P&RD Deptt. will take necessary steps in this regard immediately.

**(Action:- The CEO, ZP, Sivasagar and DFO (Social forestry), Sivasagar)**

**G) Agriculture Deptt.**

i) The EE, Agricultural Engineering Department will immediately take up required repairing works of non-functional irrigation points and mobilise the concerned contractors immediately.

ii) The EE, Agricultural Engineering Department will do the needful for completion of the incomplete works of Solar Irrigation system (STW) under RIDF at Nemuguri area immediately otherwise black listing procedure will be drawn against the defaulting venders.

iii) DAO, Sivasagar will ensure achievement of at least 50% of PM-KISAN target before the HCM's conference with DCs.

iv) DAO, Sivasagar will ensure achievement of at least 50% of Paddy procurement target before the HCM's conference with DCs.

v) All the ADOs will submit the report of quality and quantity of production of the calendar year immediately.

**(Action: DAO, Sivasagar and EE, Agril. Engg, Sivasagar)**

**H) Economies & Statistics Department:-**

i) The Deputy Director, Economies & Statistics will submit detailed report of whole sale price of Non-veg edibles from source in a monthly basis.

ii) The DD, E&S will submit the details of industrial, agricultural and service sector for 2021-22 & 2022-23 output to the O/o Deputy Commissioner before 12.5.2023.

**(Action: Deputy Director, Economies & Statistics, Sivasagar)**

**I) PWD (B) Department:-**

(i) The Executive Engineer, PWD(B) Sivasagar will do all needful to complete the construction of B.Ed College within 30<sup>th</sup> May, 2023 without fail.

(ii) Miss Barnali Khatiwara, A.C.S. Assistants Commissioner, Sivasagar will physically verify the construction works of the B.Ed college and submit a detailed progress report immediately.

iii) The Executive Engineer, PWD (B) will prepare a Plan & Estimate against renovation of jetty and preparation of a room for a Naval Simulator for Naval NCC and submit the same to the Deputy Commissioner's Office, Sivasagar for onward submission to the Govt by 15<sup>th</sup> May, 2023.

**(Action:- Smti. Barnali Khatiwara, ACS, AC, Sivasagar & EE, PWD (B), Sivasagar)**

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**J. Social Welfare Department:-**

(i) The District Social Welfare officer will submit the list of fully damaged AWCs

which does not fall under RIDF/NIDA to the CEO, Zilla Parishad, Sivasagar.

ii) The DSWO will do the needful for increasing the numbers of kitchen Garden in Schools up to 150 Nos by the next DDC meeting.

iii) The DSWO will submit the list of Mothers Group of Tea Garden areas under Sivasagar District by the next DDC meeting.

iv) The DSWO will submit the list of AWCs by next DDC meeting where water connection under JJM is not available.

V) The DSWO will timely start the verification of the lists of pregnant women and children to be carried out by ASHA and Anganwadi workers in a joint manner as soon as the formats are received.

**(Action:- DSWO, Sivasagar)**

#### **K. Veterinary Department:-**

(i) The Dist. AH & Vety officer, Sivasagar will do the needful to increase the scale of piggeries in the district and increase the number of applications with regard to the same.

(ii) The Dist. AH & Vety officer will increase the performance of all CM flagship programme under the department.

(iii) The Veterinary Department will re-assess the number of cattle and other livestock in the district to identify the potential for an FPC.

**(Action:- Dist. AH & Vety officer, Sivasagar)**

#### **L. ASRLM**

(i) The DPM, ASRLM, Sivasagar will arrange training for the SHGs for the implementation of Amrit Saruvar schemes in consultation with CEO, Zilla Parishad, Sivasagar and DFDO, Sivasagar.

(ii) The DPM, ASRLM will motivate SHGs to take up contracts in various spheres within DC Office and other offices across the district.

**(Action: DPM, ASRLM, Sivasagar)**

#### **M. PHE Department:-**

(i) The Ex. Engg, PHE, Sivasagar will submit the list of non-functional water supply schemes at AWCs & Schools by the next DDC meeting.

(ii) The EE, PHE will assess the number of police, health and educational establishments which have been left out from connections under JJM, and will

submit a proposal within existing schemes, or fresh proposals as per requirement.

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

#### **N, Fishery Department:-**

(i) The DFDO, Sivasagar will do the needful for incremental increase of achievements against the flagship programmes on monthly basis and submit the progress report by the next DDC meeting.

(ii) The DFDO will do the needful to arrange training for Amrit Sarovars and community ponds in the district.

(III) The DFDO will visit the Fish Markets of the district, identify a suitable location and submit a proposal for development of modern fish market in Sivasagar District; specially from the hygienic point of view.

**(Action:- DFDO, Sivasagar)**

#### **O. PWD (R ) Department**

(i) Both the Ex. Engg. of Territorial Road Division PWD will complete the works under PMGSY, SOPD, Asom Darshan and RIDF schemes for the year 2019-20 & 2020-2021 within May,2023 and submit the detail report on completion. The Deputy Commissioner will visit the construction sites after completion.

(ii) The Ex. Engg, Sivasagar –Thowra Territorial Road Division will issue contract termination letter to the concerned contractor against the scheme “Construction of Road from Bokulbari to Rangmeen Beel of Ajarguri Gaon under APART for the year 2019-2020”.

iii) The Ex. Engg, Sivasagar–Thowra Territorial Road Division will complete the “Renovation & Up-gradation of Warehousing facilities in existing Warehouse complex (Godown 2&3 )and and handover to GM, DICC within 10<sup>th</sup> May, 2023.

iv) Sri Subhajit Khound, ACS, Asstt Commissioner, Sivasagar will cause a physical verification of the work “Development of Dhodar Ali to Rohdoi Ali via Beleng bari and Mohan Gaon under RIDF scheme” and submit the report immediately.

v) The SDO(C) Nazira, Ex. Eng, Water Resources Department and Ex. Engg, Nazira –Amguri Territorial Road Division will jointly verify the “construction of road cum embankment along the left bank of river Dikhow from upper Nazira at AT road under RIDF scheme” and submit the report before next DDC meeting.

**(Action:- The SDO(C) Nazira, Sri S. Khound, ACS, AC, Sivasagar, Smti. B. Khatiwara, ACS, AC, Sivasagar, Both the EEs of Territorial Road Divisions)**

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#### **P. Tourism:-**

i) The CEO, ZP, Sivasagar along with Circle Officer, Sivasagar Revenue Circle will

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do the needful for expansion of a 10 meter wide road from Rangghar to Talatal Ghar in consultation with the local people. The TIO, Sivasagar will assist.

**(Action: Tourist Information Officer, Sivasagar)**

**Q. Co-operative Societies :-**

i) The DRCS, Sivasagar will submit the list of category wise dissolved societies which are not functional by next DDC meeting.

**(Action: The DRCS, Sivasagar)**

**R. Labour Deptt:-**

i) The Asstt. Labour Commissioner will visit the Gelakey, Amguri, Borbam and Athkhel TE with the LDM, Sivasagar to discuss with Tea Estate authorities regarding CSC centres at the Tea Gardens to be developed by the Tea Estate authorities by themselves.

**(Action: The ALC, Sivasagar)**

**S. Sport & Youth welfare Department:-**

(i)The Dist. Sports officer will submit the detail progress report of swimming pool at Raisai Stadium , Demow immediately.

(ii) The Inspector of school will issue necessary instruction to concerned BEEOs to submit the detail status report of all playgrounds covered under the CMSGUY where the scheme are not implemented as per plan & estimate.

iii) The DSO will prepare plan & estimate of works to be taken under Khelo India in Sibsagar College field, Joyasagar in consultation with the Principal, Sibsagar College.

**(Action: District Sports Officer, Sivasagar, Inspector of Schools, Sivasagar)**

**T. Town & Country Planning Deptt:-**

i) The Deputy Director, T&CP will do the needful to expedite the process of completion of PMAY-G scheme within the schedule time.

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

**U. Soil Conservation Deptt:-**

i) The Deptt will ensure completion of all ongoing schemes within the stipulated time.

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

**General Discussion and actionable points :**

1. All the heads of departments must submit their report and Powerpoint presentation 5 (five) days ahead of the next DDC meeting without fail.
2. All the heads of departments must submit their action taken report on the actionable points emerged in this DDC meeting at least 7 (seven) days ahead of the next DDC meeting without fail.

With a request to all heads of departments for quality service delivery with inter departmental coordination, the DDC meeting ended with a vote of thanks from the chair.

(Aditya Vikram Yadav, IAS)  
Deputy Commissioner,  
Sivasagar

Memo No: E-7653

Dated: Sivasagar, the 10<sup>th</sup> March, 2023

Copy to:-

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

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



