

**MINUTES OF THE DDC MEETING FOR THE MONTH OF NOVEMBER, 2021 HELD ON 09/12/2021  
AT 11:00 AM IN THE SUKAFI CONFERENCE HALL OF DEPUTY COMMISSIONER'S OFFICE,  
SIVASAGAR**

Members present: List enclosed.

The DDC meeting for the month of **November, 2021** was held on 09/12/2021 which was chaired by Sri M. N. Dahal, IAS, Deputy Commissioner, Sivasagar and he was assisted by Sri Subhan Goala, ACS, DDC, Sivasagar. He welcomed all the members and reiterated that DDC meeting is primarily convened in order to address all inter-departmental issues. However, all the reports and Powerpoint presentations were reviewed and all inter and intra departmental issues were discussed threadbare and the following actionable points were emerged.

**A. Agriculture Department :**

1. The DAO will take up with ADC (R), Sivasagar for all the land issues arisen during selection of new beneficiaries under PM-Kisan. Further, he will expedite the process of identification and refund of benefits already awarded to non-eligible farmers involving all the ADOs. The Circle Officers of all revenue circles and LDM, Sivasagar will support in this process.  
*(Action: ADC(R), C.O, (All revenue Circles), DAO, and LDM, Sivasagar)*

**B. Veterinary Department :**

1. As the departments have already given emphasis to increase of the production of duck on priority basis by developing hatcheries, the other Departments will also prepare similar schemes and submit the same to the DC, Sivasagar where direct benefit can be given to the public in large.  
*(Action : All HoDs, Sivasagar)*

**C. Power Department (APDCL) :**

1. It is reiterated that the Department will ensure power connectivity in all the remaining Anganwadi Centres and Schools by December, 2021 in the interest of drinking water facility of PHE department under Jal Jeevan Mission.
2. APDCL will ensure power connectivity in all the left out households by December, 2021 under the "DDUGJY".
3. The APDCL authority will do the needful for preparation and execution of a underground electricity cable laying plan for vulnerable areas like Borpukhuripar and important Offices like DC's/ SP's Office to mitigate the risk of accidents. A copy of the plan be sent to the Deputy Commissioner, Sivasagar.
4. It is reiterated that grievances has repeatedly being received from many Govt. department on irregularity of electricity bill. DGM will create a team immediately to visit all Govt. offices to meet such grievances within 7 (seven) days.
5. The department will take up with the Circle Officer/BDO concerned for the land issue arisen in Kharkhori village.
6. APDCL authority will submit the list of schools by end of December, 2021 where electricity bill is pending.
7. All HoDs will ensure that only LED bulbs/ fittings/ lights be used for new constructions or replacements.  
*(Action: All HoDs, DGM, APDCL, EE, PHE and DSWO, Sivasagar)*

**D. Industries and Commerce Department (DICC) :**

1. In order to ready the Paddy procurement centres immediately, the GM, DICC, on priority, actively pursue the matter related to the rice mills of the district. The District Agricultural Officer will immediately explore for dryers and other required machinery for quality production of rice. Sri Karmadev Brahma, ACS, ADC, Sivasagar will co-ordinate the process and DDC, Sivasagar will monitor the same.

2. It is reiterated that the Department will take expeditious steps for enrollment of labours from organized/ unorganized sector in the "e-shram" portal.

*(Action: DDC, Sivasagar, Sri Karmadev Brahma, ACS, ADC, Sivasagar, GM, DICCC & DAO)*

**E. Public Health Engineering Department :**

1. As the deadline for Jal Jeevan Mission is 31<sup>st</sup> January, 2022, the department will take immediate steps to start the new schemes by next week.
2. As the consultancies are not submitting the DPR/ Dossier timely, the Department will issue show cause notice daily to the consultancy for immediate submission of all the pending DPR/Dossier in the interest of timely completion of all the schemes.

*(Action: EE, PHE, Sivasagar & AEE, PHE, Nazira)*

**F. Tourism Department :**

1. The TIO, Sivasagar will look into the lease of Rudra Singa Ethnic park, Na-Pukhuri and submit a report to the Deputy Commissioner, Sivasagar.
2. The TIO, Sivasagar will submit a non duplicacy certificate against the amenities being developed at Na-Pukhuri.
3. The FCS & CA Department will visit all the Fuel stations of the district to ascertain whether adequate Nos. of Toilets and drinking water facility is available or not. They will submit a report to the Deputy Commissioner, Sivasagar by next week. Stern action will be taken against the defaulting proprietors of the fuel stations.
4. The TIO, Sivasagar will focus on completion of the landing point for all tourists at Na-Pukhuri, Rudrasagar with a tourist circuit and time based pack of all the historical sites of the district.
5. The TIO, Sivasagar will tie up with the Tour Operators stationed at Guwahati for increasing the tourist inflow.

*(Action: TIO, Sivasagar, Supdt (i/c), FCS&CA, Sivasagar)*

**G. Public Works Department (Buildings)**

1. As the Office of the District Sports Officer, Sivasagar is in a rented house, the EE, PWD (B) will set up the Office of the DSO, Sivasagar in Peoli Phukan Stadium in consultation with the DSO, Sivasagar.

*(Action : EE, PWD(B), Sivasagar & DSO, Sivasagar)*

**H. Forest Department :**

1. The DFO(T), Sivasagar will finalize the mine & minerals mechanism in consultation with the DDC, Sivasagar.
2. The DFO (SF) will prepare a plan and execute the same regarding plantation in Offices/ Parks and Schools. Inspector of Schools and DEEO, Sivasagar will assist him in execution of the plan.

*(Action: DDC, Sivasagar. DFO(T)/ (SF), Sivasagar, Inspector of Schools & DEEO, Sivasagar)*

**I. Education (Elementary and Secondary) Department :**

1. The Inspector of Schools/ DEEO will do the needful for timely completion of data of Teachers and students in RIMS app.

*(Action: DEEO, Sivasagar and Inspector of Schools, Sivasagar)*

**J. Transport Department :**

1. The DTO, Sivasagar will target for 100% achievement of revenue collection.

*(Action: DTO, Sivasagar)*

**K. Labour Department :**

1. The ALC, Sivasagar will actively involve all the labour Officers in this process for expeditious preparation of database in the e-shram portal.
2. The ALC, Sivasagar will invite the Small Tea Growers Association for registration of the labours working in small tea gardens.

*(Action: ALC, Sivasagar)*

**L. Irrigation Department :**

1. Multiple cropping needs to be targeted for which the feasible defunct schemes are to be made functional by the department. The EE, Irrigation, Sivasagar will identify such land and submit the list to District Agricultural Officer, Sivasagar so that the same could be developed into integrated agricultural avenue including pisciculture. A joint meeting of all stake holding departments may be convened immediately.

*(Action: EE, Irrigation, Sivasagar, DAO, Sivasagar, DFDO, Sivasagar)*

**M. Social welfare Department :**

1. In the interest of immediate construction of the "One Stop Centre", the DSWO will take up with the Revenue Circle Officer concerned within 7 (seven) days for handing over possession of the land identified for construction of the Centre.

*(Action: DSWO, Sivasagar)*

**N. Food, Civil Supplies and Consumer affairs Department :**

1. The Department will henceforth keep in close contact with the Industries and Commerce department for immediate set up of all the "Peddy Procurement Centres".

*(Action: Supdt.(i/c), FCS & CA, Sivasagar)*

**O. Fishery Department :**

1. The DFDO and his officers/Field level officials will identify all the probable places immediately for conversion into Community Pond expeditiously and take up with Circle Officers concerned for NOC.

*(Action: Revenue Circle Officer (all), Sivasagar and DFDO, Sivasagar)*

**P. Sericulture Department :**

1. The Asstt. Director, Sericulture will take up with the Circle Officers concerned for removal of encroachment from the departmental land.

*(Action: Revenue Circle Officer (all), Sivasagar and DFDO, Sivasagar)*

**Q. Pollution Control Department (APCB) :**

1. In order to strict adherence of the directions of NGT regarding Bio/Solid/Chemical waste management, the APCB, Sivasagar will take immediate action against the defaulters.

*(Action: EE, APCB, Sivasagar)*

**R. Handloom & Textile Department :**

1. The Department will conduct strategic training sessions on skill development in planned and phased manner.

*(Action: Asstt. Director, H&T, Sivasagar)*

**S. Public Works Department :**

1. Both the Sivasagar-Thowra and Amguri-Nazira Territorial Road Divisions of the Department will give priority in execution of steps to be taken under Assam Mala.

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

**General Discussion and actionable points :**

1. Person efforts be given by all HoDs for public benefitted schemes in coalition with the required departments.
2. All the heads of departments must submit their report and Powerpoint presentation 5 (five) days ahead of the next DDC meeting without fail.
3. The monthly report on CM review and action points must be submitted by all departments by end of the month without fail.

4. The quarterly report on district template must be submitted in all the quarter ending of a financial year.

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.



(M. N. Dahal, IAS)

Deputy Commissioner,

Sivasagar

Memo No: SIV(P).07/2019/ 140 (A)

Dated: Sivasagar, the 16<sup>th</sup> December, 2021

Copy to:-

1. Sri B Kalyan Chakravarty, IAS, Pricipal Secretary to the Govt. of Assam, Education Deptt. and 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.



(M. N. Dahal, IAS)

Deputy Commissioner,

Sivasagar