

**MINUTES OF THE DDC MEETING FOR THE MONTH OF FEBRUARY, 2022 HELD ON 11/03/2022 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 **February, 2022** was held on 11/03/2022 which was chaired by Sri M. N. Dahal, IAS, Deputy Commissioner, Sivasagar. He welcomed all the members. All the reports and Powerpoint presentations received from various departments were reviewed and all inter and intra departmental issues were discussed threadbare and the following actionable points were emerged in the DDC meeting.

**A. Public Health Engineering Department :**

1. The Department will co-ordinate with APDCL authority and will ensure completion of electrification required for JJM schemes by March, 2022.
2. The department is asked to submit the status of the operating hours of electrical equipment running under JJM schemes to APDCL for the purpose of cost analysis.
3. The Department will regularly monitor the JJM schemes along with all the associated departments to ensure smooth implementation of the scheme.

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

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

1. As regards to submission of reports on Non-attainment city by the concerned stake holding departments, the APCB, Sivasagar will take up with Sri Bitupan Neog, ACS, ADC Sivasagar.
2. EOs of all MBs will continue regular visit to the Private and Govt. Hospitals to review the Bio-Medical waste management system of the Hospitals.

*(Action: Sri Bitupan Neog, ACS, ADC, Sivasagar, EO of all MBs, Sivasagar and EE, APCB, Sivasagar)*

**C. Agriculture Department :**

1. The DAO will expedite the process of identification and refund of benefits already awarded to non-eligible farmers under PM-Kisan Scheme involving all the ADOs within the month of March, 2022.
2. The quantitative operations of all the paddy procurement centres should be raised to a targeted level ( Approx 25000kg)
3. For the quarters of ADOs, the DAO will take up with the ADC (R), Sivasagar and ADC i/c Nazira Sub-Division to meet the land issues. Advance possession will be given immediately after identification of land for the said quarters.
4. The department is asked to enquire whether formation of co-operative societies is possible or not in the rice belts of the district to increase the productivity of the farmers.

*(Action: ADC(R), DAO, Sivasagar)*

**D. Veterinary Department :**

1. The Dist. A.H. & Vety Officer, Sivasagar will do the needful to notify the construction committee for departmental farm at Demow and convert the same exclusively for Duck.
2. The department will adopt all the precautionary flood control measures.

*(The Dist. A.H. & Vety Officer, Sivasagar)*

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

1. The Department will ensure power connectivity in all the remaining sites under Jal Jeevan Mission.
2. APDCL will provide the cost summery of the electricity consumption under JJM scheme to PHE department.

*(Action: DGM, APDCL, Sivasagar)*

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

1. The Department will take up with CO, Demow and AIDCL authority regarding the unused land fenced for Demow Industrial Estate and submit report to DC, Sivasagar.
2. The department is asked to identify the land required to create industrial estate.

*(Action: GM, DICC, Sivasagar, CO Demow)*

**G. Tourism Department :**

1. The TIO, Sivasagar will regularly monitor the works going on under ATDCL for timely completion of the schemes.

*(Action: TIO, Sivasagar)*

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

1. The EE, PWD (B), Sivasagar will do the needful for handover all the Model School to Education department in stipulated time.
2. The EE, PWD (B), Sivasagar will complete the remaining construction works of the GNM Hostel at Sivasagar Civil Hospital at the earliest.

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

**I. Forest Department :**

1. The DFO(T), Sivasagar will immediately take necessary steps for tree trimming around Borpukhuri before BORDOISILA the strong wind that blow during end of March and early April.
2. The DFO(SF) is asked to adopt the park in the DC's office's premise namely Ambedkar Park for maintenance and beautification.

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

**J. 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.
2. It is directed to check and monitor the status of buffer stock of rice supplied to the schools for MDM.
3. Inspector of schools has to prepare a comprehensive list of schools which were left form electrification and water supply connectivity and submit the same to the concerned departments i.e. APDCL & PHE

*(Action: DEEO, Sivasagar, Inspector of Schools, Sivasagar, EE, PHE, Sivasagar & APDCL, Sivasagar)*

**K. Transport Department :**

1. The DTO, Sivasagar will target for 100% achievement of revenue collection.
2. The DTO, Sivasagar will strongly monitor road safety and take stern action against the rule breakers.

*(Action: DTO, Sivasagar)*

**L. Irrigation Department :**

1. In order to provide a permanent office building for Demow Sub-Division of Irrigation department, the Inspector of School, Sivasagar will issue the required NOC against the identified school to the EE, PHE, Sivasagar within 10days. C.O, Demow Revenue Circle will correct the land records accordingly.

*(Action: EE, Irrigation,Sivasagar, Inspector of Schools, Sivasagar)*

**M. Social welfare Department :**

1. The premises of Anganwadi centers should be shifted to the permanent houses to the most possible extent. Further, if it is not possible, the rented houses should execute all the facilities including power supply, water supply etc.
2. DSWO has to prepare a comprehensive list of Anganwadi centers which were left form electrification and water supply connectivity and submit the same to the concerned departments i.e. APDCL & PHE

*(Action: DSWO, Sivasagar, EE, PHE, Sivasagar & APDCL, Sivasagar )*

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

1. It is directed to access and inspect the procedures taken for the commercial packaging and selling of drinking water bottles. In addition, the use of domestic cylinder in the commercial establishment should be restricted.
2. The facilities including tap water, toilet, drinking water etc must be made available in all the petrol pumps lying in the district.

*(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.
2. The DFDO has to prepare the comprehensive list of ponds (Pukhuri) and submit the same to the CEO Zilla Parishad.

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

**P. Labour Department :**

1. The ALC, Sivasagar will actively involve all the labour Officers in the process for expeditious preparation of database of labours in the e-shram portal. All concerned HoDs will support the ALC, Sivasagar.
2. All concerned HoDs will take up with the contractors for labour licence issues and co-ordinate with the ALC, Sivasagar.

*(Action: ALC, Sivasagar and all concerned HoDs)*

**Q. Town & Country Planning**

1. The department is directed to monitor the status of PMAY-U of the district.

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

**R. Handloom & Textile Department :**

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

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

**S. Public Works Department :**

1. The Department is asked to identify the vulnerable bridges and to make signage to ensure the safety of public.
2. Both the Sivasagar-Thowra and Amguri-Nazira Territorial Road Divisions of the Department will give priority in execution of works under Assam Mala.

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

**T. Water Resources Department :**

1. EE, WR, Sivasagar is asked to look into the matter of land acquisition of the Raghubari region.

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

**U. P&RD Department (ZP, Sivasagar) :**

1. The C.E.O, ZP, Sivasagar will obtain NOC from the Managers of the concerned Tea Estates for construction of houses for Tea Garden labours under the PMAY in Tea Gardens. He will submit the list of identified gardens for required intervention of district administration.

*(Action: CEO, ZP, Sivasagar)*

**V. Economics & Statistics,Sivasagar**

1. The department is asked to continue the field enumeration work for village level database under UNDP.

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

**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 HOD's must be present in the monthly DDC meeting. Without prior concern of DC, no department is liable to absent in the meeting.

3. HOD's of the following departments must be present from the next DDC meeting

A) DRCS/ ARCS

B) FCI

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


  
Deputy Commissioner,  
Sivasagar

Memo No: SIV(P).07/2019/146- (A)

Dated: Sivasagar, the \_\_\_ March, 2022

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.

  
Deputy Commissioner,  
Sivasagar