

**MINUTES OF THE DDC MEETING FOR THE MONTH OF DECEMBER, 2021 HELD ON 12/01/2022  
AT 11:00 AM IN THE SUKAFI CONFERENCE HALL OF DEPUTY COMMISSIONER'S OFFICE,  
SIVASAGAR**

Members present: List enclosed.

Being authorized by Deputy Commissioner, Sivasagar, the DDC meeting for the month of **December, 2021** was chaired by Sri Subhan Goala, ACS, DDC, Sivasagar. He welcomed all the members. All the reports and Powerpoint presentations submitted by various departments were reviewed and all inter and intra departmental issues were discussed threadbare and the following actionable points were emerged in the meeting.

**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 to 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.
2. In regard to paddy procurement, the DAO will carry out awareness drive in the 'Gram Sabha's of all the Gaon Panchayats of the district prescheduled on 16/01/2022 in consultation with the CEO, ZP, Sivasagar sharing the action plan.
3. For the quarters of ADOs, the DAO will take up with the C.O.s to meet the land issues.  
*(Action: CEO, ZP, Sivasagar, ADC(R), C.O, (All revenue Circles), DAO, and LDM, Sivasagar)*

**B. Veterinary Department :**

1. As the department has already given emphasis to increase 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. The Department will ensure power connectivity in all the remaining Anganwadi Centres and Schools by January, 2022 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 January, 2022 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 Borpukhuri and important Offices like DC's/ SP's Office to mitigate the risk of accidents.
4. The department will immediately take up with the Circle Officer/BDO concerned for the land issue arisen in Kharkhori village.  
*(Action: C.O, Sivasagar/ Demow, DGM, APDCL, EE, PHE and DSWO, Sivasagar)*

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

1. The Department will take expeditious steps for enrollment of labourers from organized/ unorganized sector in the "e-shram" portal.  
*(Action: Sri Karmadev Brahma, ACS, ADC, Sivasagar , GM, DICC & 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 complete the new schemes within the stipulated time.

**Contd.2**

2. As the consultancies are not submitting the DPR/ Dossier pertaining to Nazira and Sivasagar timely, the Department will take stern action against the consultancy for immediate submission of the pending DPR/Dossier in the interest of timely completion of all the schemes.
3. The APDCL authority will share the list of schools with the EE, PHE, Sivasagar and AEE, PHE, Nazira where electrification has been completed/ likely to be completed  
*(Action: EE, PHE, Sivasagar, DGM, APDCL, Sivasagar & AEE, PHE, Nazira)*

**F. Tourism Department :**

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

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

1. EE, PWD (B) will do the needful for completion of the B.Ed. College in stipulated time.  
*(Action : EE, PWD(B), 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.
3. The DVO, Sivasagar will submit a proposal to DFO (T), Sivasagar regarding cattle vaccination in areas around Panidehing.  
*(Action: DVO, 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.
2. The DTO, Sivasagar will strongly monitor road safety and take stern action against the rule breakers.  
*(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 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)*

**L. Irrigation Department :**

1. The EE, Irrigation, Sivasagar will take up with the APDCL authority for the schemes where low voltage is an issue of inconvenience.

(3)

2. 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.
3. 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, Irrigation, Sivasagar. C.O, Demow Revenue Circle will correct the land records accordingly.  
*(Action: EE, Irrigation, Sivasagar, DAO, Sivasagar, DFDO, Sivasagar & Inspector of Schools, Sivasagar)*

**M. Social welfare Department :**

1. In the interest of immediate construction of the "One Stop Centre", the DSWO will take up with the Circle Officer, Sivasagar Revenue Circle immediately for identification of new land.  
*(Action: CO, Sivasagar Revenue Circle & 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 farm at Borahibari.  
*(Action: Revenue Circle Officer concerned and ADS, 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.
2. EOs of all MBs will regularly visit the Private and Govt. Hospitals to review the Bio-Medical waste management system of the Hospitals.  
*(Action: EO of all MBs, Sivasagar and EE, APCB, 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 EE, PWD, Amguri-Nazira Territorial Road Division will issue NOC to the Village Level Committee for construction of welcome gate at Mohan Gaon under Axom Adarxo Gram Yojana immediately.
2. 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)*

Contd.4

**T. Water Resources Department :**

1. The C.O, Demow Revenue circle will submit the estimate to EE, WR, Sivasagar for land acquired for the strengthening the embankment of Deroi river immediately.  
(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 obtaining NOC 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.

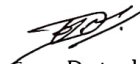
**General Discussion and actionable points :**

1. The Circle Officers of all revenue circles and EOs of all MBs will henceforth invariably present in the DDC meetings
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 for updating the same in e-samiksha portal.
4. The quarterly report on district template must be submitted in all the quarter ending of a financial year by all the HoDs.

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.

  
Dist. Development Commissioner,  
Sivasagar

Memo No: SIV(P).07/2019/142 (A)

  
Dated: Sivasagar, the 17<sup>th</sup> January, 2022

Copy to:-

1. Sri B Kalyan Chakravarthy, 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 uploading the minutes in the district website of Sivasagar district.

  
Dist. Development Commissioner,  
Sivasagar