

**MINUTES OF THE DDC MEETING FOR THE MONTH OF SEPTEMBER, 2021 and OCTOBER, 2021
HELD ON 12/11/2021 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 **September, 2021** and **October, 2021** was held on 12/11/2021 which was chaired by Sri M. N. Dahal, IAS, Deputy Commissioner, Sivasagar. He welcomed all the members and informed that due to enforcement of Model Code of Conduct for the By-Election to the 107-Thowra LAC and conduct of Poll as well, the DDC meeting for the month of September, 2021 could not be convened during the month of October. He again 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 do the needful for distribution of seeds of Ravi crops within 15 (fifteen) days.
2. As regards to Mustard seed and Mustard cultivation, the DAO will convene the DLC meeting within one week.
3. Regarding approved, but non-issued tractors under CMSGY, the DAO will officially write to the director on pending tractors and surrender targets, if necessary.
4. The DAO will take immediate steps for facilitation of dryer machine etc. under CMSGUY for the paddy procurement centres if necessary. APDCL will support in providing adequate and stable power connectivity.
5. 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 with the help of all ADOs. The Circle Officers of all revenue circles and LDM, Sivasagar will support in this process.
6. The DAO will submit a detailed status report on Soil Health Card immediately. The matter will be taken up with the Govt. for large scale of issue of SHC.

(Action: ADC(R), C.O, (All revenue Circles), DAO, DGM, APDCL and LDM, Sivasagar)

B. Power Department (APDCL) :

1. The Department will ensure power connectivity in all the Anganwadi Centres and Schools by November, 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 "Saubhagya" scheme.
3. Department will timely complete the process of installation of new Power station under the aegis of Asian Infrastructure Development Bank.
4. 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.
5. 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 15 (fifteen) days positively.

(Action: DGM, APDCL, DEEO, Inspector of Schools, Sivasagar, EE, PHE and DSWO, Sivasagar)

C. Industries and Commerce Department (DICC) :

1. The GM, DICC will henceforth focus on commercialization of the One District, One Product; i.e. Soft rice.



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

(Action: GM, DICC)

D. Veterinary Department :

1. The department will complete the Pig vaccination programme including the Online registration and tagging under NADCP in time.
2. The Dist. A.H. & Vety. Officer will take up with CEO, ZP and develop a mechanism to increase quality fodder involving the SHGs at PRI level.
3. Emphasis be given to increase of the production of duck on priority basis by sponsoring the SHGs. For this, options to develop more duck hatcheries are to be explored by the Department.

(Action : Dist. A.H. & Vety. Officer, Sivasagar)

E. Fishery Department :

1. The DFDO and his officers/Field level officials will identify all probable places for conversion into Community Pond expeditiously and will create awareness among the public with the help of PRI institutions for more conversion/ creation of ponds under "Ghore Ghore Pukhuri" scheme.
2. The targets achieved under Pradhan Mantri Matsya Sampada Yojana (PMMSY) pertaining to the district stands at 65% only in last 2 (two) months. The department will submit a detailed report to DDC, Sivasagar and Development Branch, DC's Office, Sivasagar will review the matter to find the bottlenecks.

(Action: CEO, Zilla Parishad, Sivasagar, DDC, Sivasagar and DFDO, Sivasagar)

F. Tourism Department :

1. The amenities being developed at Rudrasingha Park is to be reviewed. The TIO, Sivasagar will fix a date for physical verification with Contractor and technical person of ATDCL.
2. The TIO will focus on developing a landing point for all tourists at Na-Pukhuri, Rudrasagar with tourist circuit and time based packages for visits of historical sites.
3. The Deputy Commissioner will take up with higher authorities for opening the historical sites in the interest of tourists. Other issues like repairing/ renovation of traffic signal system, wall painting etc. raised by the TIO will be reviewed.

(Action: TIO, Sivasagar)

G. Social welfare Department :

1. The DSWO will submit the list of partially damaged AWC to the CEO, ZP, Sivasagar for taking further action from his end.
2. The DSWO must ensure availability of all basic facilities in the AWCs of urban areas running on rent basis.
3. The Department will submit the pin point of the land identified for "One stop centre" along with other testimonials within 7 (seven) days for immediate construction of the centre.
4. In the interest of completion of the database of differently abled people, the department will frequently organize screening and certification camps with proper publicity.
5. The Department will prepare a mechanism to fight malnutrition in the district. On priority basis, the department will organize an outreach programme for the tea gardens to fight malnutrition.

(Action: CEO, Zilla Parishad, Sivasagar and DSWO, Sivasagar)



H. 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 Division will take up with their higher authorities for removal of the totally defunct schemes which otherwise contributes to flooding etc.

(Action: EE, Irrigation, Sivasagar Division)

I. Water Resources Department :

1. Department will expeditiously identify weak embankment and dykes of all rivers for renovation/ strengthening under SDRF schemes to mitigate the cost. The report in this regard be submitted within 15 (fifteen) days.
2. The APDCL authority will do the needful for power connectivity at the departmental IB of Irrigation department situated at Teliadunga.
3. The Deputy Commissioner will constitute a committee to analyze the immediate/ long term issues related to the drainage systems of Sivasagar Town.

(Action: DGM, APDCL, Sivasagar and EE, WR Division, Sivasagar)

J. Public Works Department :

1. Both the Sivasagar-Thowra and Amguri-Nazira Territorial Road Divisions of the Department will ensure completion of all the roads along with bridges with approaches within March'2022 where construction is going on under various schemes.
2. Damages caused to the PWD roads due to heavy vehicular traffic of ONGCL will be readdressed by ONGCL authority. The SDO (C), Nazira will convene a meeting with ONGCL authority.
3. The department will take necessary steps for repairing of the wall/ grills around Borpukhuri Par, Sivasagar.
4. All the Circle Officers will submit land availability certificate for construction of new road and development of existing road.
5. For Assam Mala, a separate meeting will be convened.

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

K. Public Health Engineering Department :

1. As water is a major issue in the BOPs, the EE, PHE, Sivasagar and AEE, PHE, Nazira will take up with SDO (C), Nazira and C.O, Amguri to analyze the issue for a positive solution in this regard.
2. The EE, PHE will write a formal letter to the CEO, ZP, Sivasagar for the required 1 Katha of land per GP for plastic waste management plant.

(Action: CEO, ZP, Sivasagar, SDO(C), Nazira, EE, PHE, Sivasagar, AEE, PHE, Nazira)

L. Forest Department :

1. The DFO(T), Sivasagar will finalize the mine & minerals mechanism in consultation with the ADC (R), Sivasagar.
2. The DFO(T), Sivasagar will ensure scientific management of the trees in important premises/ locations of the district.
3. The DFO (SF) will prepare a plan and execute the same regarding plantation in Offices/ Parks and Schools.

(Action: DDC, Sivasagar and DFO(T)/ (SF), Sivasagar)

M. Education (Elementary and Secondary) Department :

1. The District Sports Officer will support the Inspector of Schools/ DEEO for promoting sports activities among the students, inter-alia, other need based support.
2. The DEEO, Sivasagar will take support from CEO, ZP, Sivasagar regarding repairing of school buildings.

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3. The Inspector of Schools/ DEEO will support in all ways during the Mega Vaccination Drive scheduled from 8th December, 2021 to 21st December, 2021.

(Action: CEO, ZP, Sivasagar, DEEO, Sivasagar and Inspector of Schools, Sivasagar)

N. Transport Department :

1. The DTO, Sivasagar will target for 100% achievement of revenue collection.
2. The EE, PWD, Sivasagar-Thowra Territorial Road Division will do the needful for a speed breaker in front of the Office of the DTO, Sivasagar.

(Action: DTO, Sivasagar and EE, PWD, Sivasagar-Thowra Territorial Road Division)

O. Labour Department :

1. The ALC, Sivasagar will take up with all concerned departments like Industries and Commerce, PWD etc. where unorganized sectors labours were involved in connection with database in the e-shram portal. She will involve all the labour Officers in this process for expeditious execution of the work.

General Discussion and actionable points :

1. **All Heads of line departments** will submit monthly action taken reports (in editable format like MS Word/ Excel) by 2nd day of succeeding month on observations made by Hon'ble Chief Minister in his last conference with DCs for uploading in e-samiksha portal without fail.
2. The quarterly report to be submitted in District Template before to Evaluation and Monitoring Cell of CM's Secretariat must be submitted by **all Heads of line departments** within 5 (five) days of the succeeding month of every quarter ending of a financial year.
3. A separate review meeting will be held for **Health department**.
4. The schemes being/ likely to be covered under CIDF will be reviewed separately. **Dy. Director, T&CP, Sivasagar** will do the needful in this regard.
5. All the heads of departments must submit their report and Powerpoint presentation 5 (five) days ahead of the next DDC meeting without fail.

With a request to all heads of departments for better and quality service delivery and completion of the schemes within the stipulated time with inter departmental coordination, the DDC meeting ended with a vote of thanks from the chair.

(M. N. Dahal, IAS)

Deputy Commissioner,
Sivasagar

Dated: Sivasagar, the 17th November, 2021

Memo No: SIV(P).07/2019/139 (A)

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 ADIO, NIC, Sivasagar for uploading in the district website.

(M. N. Dahal, IAS)

Deputy Commissioner,
Sivasagar