

**Minutes of the Co-DDC meeting for the month of JULY, 2026 held on 09/07/2026 in the conference hall of O/o the CDC, Titabor**

|              |                                                                                                 |
|--------------|-------------------------------------------------------------------------------------------------|
| Subject      | Co-District Development Committee meeting for the month of July, 2026 under Titabor Co-District |
| Date & Time  | 11.30 AM, 09/07/2026                                                                            |
| Venue        | Conference Hall, O/o the CDC, Titabor                                                           |
| Participants | Annexure- 1.1                                                                                   |

The monthly meeting of the Co-District Development Committee for the month of July, 2026 was held on 09/07/2026 under the Chairmanship of Sri Jay Shivani, IAS, District Commissioner, Jorhat. The meeting was attended by the Co-District Commissioner, Titabor; Assistant District Commissioner, Jorhat; Assistant Commissioners, Titabor and Heads of Departments. At the outset, the Chair welcomed all members and reviewed the progress of various Central and State Government flagship schemes and development projects being implemented under Titabor Co-District.

After threadbare discussion, the following instructions and decisions were arrived at:

| Name of Department | Issue discussed and action taken                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Action to be taken by                                                                                |
|--------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------|
| 1. Agriculture     | <ol style="list-style-type: none"> <li>The Chairperson directed the Agriculture Department to expedite the registration of farmers and ensure achievement of the targets prescribed under the Farmer Registry.</li> <li>The house reviewed the progress of paddy procurement under Titabor Co-District and noted that 95.13% of the target has been achieved so far. In this regard, the department was instructed to coordinate closely with the FPD&amp;CA Department, Titabor, and take necessary measures to ensure the achievement of 100% paddy procurement in the subsequent phase.</li> <li>A detailed discussion was held on the implementation and progress of the National Mission on Edible Oils - Oil Palm, PMFBY, PM KISAN and the Kisan Credit Card (KCC) scheme. The house reviewed the current status of these initiatives and emphasized the need for effective implementation at the field level.</li> </ol> | <ol style="list-style-type: none"> <li>SDAO, Titabor.</li> <li>Supt.; FPD&amp;CA, Titabor</li> </ol> |
| 2. APDCL           | <ol style="list-style-type: none"> <li>The Chairperson directed APDCL, Titabor to intimate the Administration in advance regarding any scheduled power shutdowns undertaken for repair and maintenance works, so that the information may be disseminated to the</li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | <ol style="list-style-type: none"> <li>CDC, Titabor.</li> <li>SDE, APDCL, Titabor.</li> </ol>        |

|              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                         |
|--------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------|
|              | <p>general public through the official social media platforms.</p> <ol style="list-style-type: none"> <li>The Chairperson directed APDCL, Titabor to set a timeline-based target and expedite and expand the coverage of the installation of rooftop solar systems under the PM Surya Ghar Muft Bijli Yojana within its jurisdiction.</li> <li>A discussion was held regarding the provision of a separate electricity connection for Titabor SDCH. In this regard, the Chair requested the Co-District Commissioner, Titabor and the SDE, APDCL, Titabor to jointly examine the matter and identify the nearest feasible location with suitable land for providing a dedicated electricity connection from town feeder to the hospital.</li> </ol>                                                                                                                                                                                                       |                                                                                         |
| 3. DICC      | <ol style="list-style-type: none"> <li>The Chairperson directed the Department to expedite the implementation of the PMFME Scheme and take all necessary measures to improve its performance so as to achieve the prescribed targets.</li> <li>The Co-District Commissioner, Titabor emphasized the need for close coordination between DICC, Jorhat and line departments such as Agriculture, Veterinary &amp; Animal Husbandry, Sericulture and other allied departments for effective implementation of developmental schemes.</li> <li>The Chair directed the Department to conduct awareness programmes in educational institutions on entrepreneurship and various Government schemes promoting entrepreneurial activities in coordination with the concerned line departments.</li> <li>The Department presented the progress made under the PM Vishwakarma and CMAAA schemes and highlighted the success stories achieved under CMAAA.</li> </ol> | <ol style="list-style-type: none"> <li>Asstt. Manager of Industries, Jorhat.</li> </ol> |
| 4. Education | <ol style="list-style-type: none"> <li>The Inspector of Schools (IS), Jorhat was requested to ensure regular attendance of teachers in all educational institutions under her jurisdiction.</li> <li>A discussion was held on the</li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | <ol style="list-style-type: none"> <li>IS, Jorhat.</li> </ol>                           |

|           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                |
|-----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------|
|           | rationalization of teachers to ensure the prescribed teacher-student ratio in educational institutions.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                |
| 5. Excise | <ol style="list-style-type: none"> <li>1. The Department presented a comprehensive report on the comparative statement of lifting and consumption of IMFL, beer and country spirit, revenue and VAT collection, month-wise case detection, and the monthly case detection report in Tea Garden areas.</li> <li>2. A discussion was held regarding complaints of liquor shops remaining open beyond the prescribed closing time of 10:00 P.M. The Co-District Commissioner, Titabor directed the Department to inquire into the matter and take necessary action.</li> </ol>                                                                     | 1. DSE, Titabor.                                                                                               |
| 6. FPD&CA | <ol style="list-style-type: none"> <li>1. The House reviewed the progress of paddy procurement under Titabor Co-District. The Department was directed to coordinate with the Agriculture Department, Titabor and take necessary measures to achieve the prescribed paddy procurement target.</li> <li>2. The Chairperson directed the Department to complete the 1st crop CMR process within July, 2026 so that 2nd crop paddy procurement and CMR target could be met within stipulated timeline.</li> </ol>                                                                                                                                   | 1. Supt, FPD&CA, Titabor.                                                                                      |
| 7. Health | <ol style="list-style-type: none"> <li>1. The Chair reviewed the status of maternal, infant and child deaths, ANC registrations, first trimester registrations, fourth or more ANC check-ups, institutional deliveries, and immunization coverage, including Pentavalent (1st, 2nd and 3rd doses) and MR-1.</li> <li>2. The Chairperson reviewed the status of ANC registrations and directed the Department to verify the actual number of pregnancies and review the ANC registration percentage to ensure that every pregnancy is duly recorded. The SDM&amp;HO, Titabor BPHC was directed to instruct ASHA workers to verify and</li> </ol> | <ol style="list-style-type: none"> <li>1. Supt., Titabor SDCH.</li> <li>2. SDM&amp;HO, Titabor BPHC</li> </ol> |

|                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                 |
|-------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------|
|                   | <p>review the records of health institutions where ANC registration exceeds 100%.</p> <p>3. The Chair reviewed the status of patient referrals from health institutions under Titabor Co-District to Jorhat Medical College &amp; Hospital (JMCH), in view of the increasing patient load at the latter. The Department to ensure that only cases requiring higher medical intervention are referred to JMCH.</p> <p>4. Health Department is requested to make necessary arrangements for providing dedicated healthcare support in all Satras under the jurisdiction of Titabor Co-District.</p> |                                                 |
| 8. Irrigation     | 1. Irrigation Department was directed to maintain close coordination with the Agriculture Department to ensure timely availability of irrigation facilities for agricultural activities.                                                                                                                                                                                                                                                                                                                                                                                                          | 1. AEE, Irrigation, Titabor.                    |
| 9. Labour Welfare | 1. No specific discussion.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                 |
| 10. PHED          | 1. The Chair noted that the pipeline of the Amgurikhat PWSS had been damaged during the ongoing road widening work being executed by the PWRD, Titabor resulting in disruption of water supply due to the pending restoration work. The AEE, PWRD, Titabor was directed to complete the remaining restoration work within 10 days in coordination with the concerned department to ensure restoration of normal water supply at the earliest.                                                                                                                                                     | 1. AEE, PHED, Titabor<br>2. AEE, PWRD, Titabor. |
| 11. PWD (B)       | <p>1. The house discussed the progress of the Sericulture College, Titabor, including the status of civil works and electrical works.</p> <p>2. The House reviewed the physical progress of infrastructure development works relating to the construction of Titabor Town Higher Secondary School, Madhavdev Seminary School, Mohimabari Higher Secondary School, DIET, Titabor, and Jagannath Community Halls.</p>                                                                                                                                                                               |                                                 |

|                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                           |
|-----------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------|
| 12. PWRD              | <ol style="list-style-type: none"> <li>1. The Chairperson reviewed the progress of the ongoing construction and repair works being undertaken by the department under various flagship schemes, namely Mukhya Mantrir Paki Path Nirman Achani, Mukhya Mantrir Nagariya Paki Path Nirman Achani, Mukhya Mantrir Unnoto Paki Path Nirman Achani, and Asom Mala 2.0. The status of implementation, physical and financial progress, and issues affecting timely completion of the works were discussed in detail. The concerned officials were requested to ensure expeditious execution of the projects and adhere to the prescribed timelines.</li> <li>2. The AEE, PWRD was directed to install necessary safety signages, reflectors and other road safety measures at all required locations to ensure the safety of commuters.</li> <li>3. The AEE, PWRD was directed to coordinate with the Titabor Municipal Board regarding street lights along Gaurav Path and to ensure proper covering of the footpath drain in front of MRSHSS, Titabor in the interest of public safety.</li> </ol> | <ol style="list-style-type: none"> <li>1. AEE, PWRD, Titabor.</li> <li>2. EO, Titabor MB.</li> </ol>      |
| 13. Social Welfare    | <ol style="list-style-type: none"> <li>1. The Chair reviewed the overall performance of the Department, including the status of beneficiaries as reflected in the Poshan Tracker, child growth monitoring, home visits, and other key programme indicators.</li> <li>2. The Chairperson reviewed the status of Model Anganwadi Centres and directed the Social Welfare Department and the BDO, Titabor to expedite the construction works and ensure their early completion.</li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | <ol style="list-style-type: none"> <li>1. BDO, Titabor</li> <li>2. CDPO, Titabor ICDS project.</li> </ol> |
| 14. Soil Conservation | <ol style="list-style-type: none"> <li>1. Soil Conservation Department, Titabor is directed to coordinate with the Agriculture Department for the effective utilization of farm ponds to support agricultural activities.</li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | <ol style="list-style-type: none"> <li>1. Soil Conservation Ranger, Titabor.</li> </ol>                   |
| 15. Titabor MB        | <ol style="list-style-type: none"> <li>1. The Chairperson directed the Executive Officer, Titabor Municipal Board to expedite the completion of PMAY-U and instructed to undertake regular field</li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | <ol style="list-style-type: none"> <li>1. EO, Titabor MB.</li> <li>2. AEE, PHED, Titabor</li> </ol>       |

|                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                       |
|----------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------|
|                            | <p>visits for effective monitoring.</p> <p>2. The Chairperson reviewed the drinking water facilities in the town area and directed the AEE, PHED, Titabor to extend necessary technical assistance to the Titabor Municipal Board through effective inter-departmental coordination to improve the water supply system.</p>                                                                                                                                                                                                                                                   |                                                                                                       |
| 16. Titabor Revenue Circle | 1. The Circle Officer (i/c), Titabor presented the status of the Tea Garden Labour Line Survey (Phase-II), the list of newly added Tea Gardens, the progress of e-District services, and the Disaster Management report, including storm-related data.                                                                                                                                                                                                                                                                                                                        |                                                                                                       |
| 17. Veterinary             | <p>1. The SDVO, Titabor presented a comprehensive overview of the Department's performance, including the number of animal treatments, deworming, castration, artificial insemination of cattle and goats, calf births, FMD vaccination, and milk production in the registered dairy cooperative societies.</p> <p>2. The Chair directed the EO, TMB and the BDO, Titabor to take coordinated measures, in consultation with the Veterinary Department, Titabor, to address the issue of stray cattle on public roads and ensure the safety and convenience of commuters.</p> | <p>1. SDVO, Titabor</p> <p>2. BDO, Titabor</p> <p>3. EO, Titabor MB</p>                               |
| 18. Water Resource         | 1. The House discussed the issue of erosion caused by the Saraipani River and reviewed the progress of the sandbag embankment works.                                                                                                                                                                                                                                                                                                                                                                                                                                          | 1. EE, Water Resource, Jorhat.                                                                        |
| 19. Fishery                | 1. The Fisheries Department is directed to undertake regular field visits and conduct periodic inspections of fish markets                                                                                                                                                                                                                                                                                                                                                                                                                                                    | 1. SDFDO, Titabor.                                                                                    |
| 20. PNRD                   | <p>1. The Chairman reviewed the progress under PMAY-G, GP-wise MGNREGA performance, persondays generation including Tea Garden areas, Model Anganwadi Centres, Asom Darshan, and the status of works under the MLAAD Fund.</p> <p>2. The Chair reviewed the progress under</p>                                                                                                                                                                                                                                                                                                | <p>1. BDO, Titabor.</p> <p>2. SDAO, Titabor.</p> <p>3. Asstt. Manager of Industries, DICC, Jorhat</p> |

|                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |  |
|------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
|                        | <p>PMAY-G, GP-wise VBG-RAMG persondays generation including Tea Garden areas, e-KYC, Model Anganwadi Centres, Asom Darshan, and the status of works under the MLAAD Fund. The Chair directed the BDO, Titabor to review the status of e-KYC in Gram Panchayats where the coverage is below the Block average and take necessary corrective measures.</p> <p>3. Agriculture Department is requested to extend necessary technical support and coordination to the PNRD, Titabor for the successful implementation of its initiatives on chocolate and maize cultivation.</p> <p>4. DICCC, Jorhat to extend necessary technical support and coordinate with the PNRD, Titabor for the packaging of poultry farm food and the packaging and value addition of honey produced in Titabor.</p> <p>5. The Chair directed BDO, Titabor to ensure completion of Aadhaar seeding under the Aadhaar-Based Payment System (ABPS) for all remaining beneficiaries at the earliest.</p> <p>6. The BDO requested greater convergence and coordination among departments, particularly for beneficiary-targeted schemes, to ensure wider awareness among the public. The departments highlighted for collaboration include Agriculture, Fisheries, Veterinary, DI CC etc.</p> |  |
| 21. Sericulture        | 1. No specific discussion.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |  |
| 22. ARCS               | 1. No specific discussion.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |  |
| 23. Forest             | 1. No specific discussion.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |  |
| 24. Handloom & Textile | 1. No specific discussion.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |  |

The meeting concluded with a vote of thanks to the Chair.

MemoNo.TND-49/6/2024-T&D-CD(TIT)  
Copy to:

Co-District Commissioner  
Titabor Co-District  
Dated: 17-07-2026

1. The District Commissioner, Jorhat for favour of kind information.

2. The Circle Officer(i/c), Titabor for information and necessary action.
3. All the Assistant Commissioner, Titabor for information and necessary action.
4. All Head of Department, Titabor Co-District for information and necessary action.
5. The Junior Development Officer, T & D Branch, Titabor for information and necessary action.

(e-signed)  
Co-District Commissioner  
Titabor Co-District