

**Minutes of the Co-DDC meeting held on 22/04/2026 in the conference hall of O/o the CDC, Titabor**

Subject	Co-District Development Committee meeting for the month of April, 2026 under Titabor Co-District
Date & Time	11 AM, 22/04/2026
Venue	Conference Hall, O/o the CDC, Titabor
Participants	Annexure- 1.1

The meeting was chaired by Smti. Bipanchi Dutta, ACS, Co-District Commissioner, Titabor. The Chairperson greeted and welcomed all the members of the Co-District Development Committee, Titabor and initiated the discussion.

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>It was noted that a total of 8,500 FR were achieved against the target of 12,641, representing an achievement rate of 67.24%</li> <li>The house deliberated on the paddy procurement under the Titabor Co-District. It was noted that 1,409.08 MT of paddy had been procured against the target of 3,000 MT. The Food, Public Distribution &amp; Consumer Affairs (FPD&amp;CA) Department, Titabor, is instructed to convene a formal consultative meeting with local millers to address the issues pertaining to the paddy procurement process.</li> </ol>	<ol style="list-style-type: none"> <li>SDAO, Titabor.</li> <li>Supt.; FPD&amp;CA, Titabor</li> </ol>
2. PWRD	<ol style="list-style-type: none"> <li>The Chairperson reviewed the progress of ongoing construction and repair activities undertaken by the department under schemes such as 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.</li> <li>The Department is requested to identify encroachments on footpaths. In this regard, the Titabor Municipal Board shall take necessary action in coordination with the Circle Officer, Titabor, and the Titabor Co-District Administration.</li> <li>The PWRD is requested to identify and</li> </ol>	<ol style="list-style-type: none"> <li>CO, Titabor</li> <li>AEE, PWRD, Titabor.</li> <li>EO, Titabor MB</li> </ol>

	highlight departmental issues pertaining to the town area and drainage systems, in coordination with the Titabor Municipal Board.	
3. PWD (B)	<ol style="list-style-type: none"> <li>1. The house discussed the progress of the Sericulture College, Titabor, including the status of civil works and electrical works.</li> <li>2. The House deliberated on the physical progress of infrastructure development pertaining to the construction of Titabor Town High School.</li> <li>3. The BEEO, Titabor, is requested to furnish the data of students enrolled in Tea Garden Model Secondary School, Mejenga.</li> <li>4. A discussion was held regarding the Jagannath Community and Skill Centres, with a review of the current status of civil works and electrification.</li> <li>5. The Chairperson reviewed the ongoing dismantling work of Madhabdev Seminary High School. In this regard, the BEEO, Titabor, is requested to visit the school in coordination with officials of the PWD(Building), Titabor and to inspect and ensure the continuity of academic activities during the dismantling period.</li> </ol>	<ol style="list-style-type: none"> <li>1. AEE, PWD (B), Titabor.</li> <li>2. BEEO, Titabor</li> </ol>
4. Veterinary	<ol style="list-style-type: none"> <li>1. The SDVO, Titabor presented a comprehensive overview on number of treatment, deworming, castration, A.I. cow and goats, calf births, FMD vaccination, as well as milk production in the registered dairy cooperative societies.</li> </ol>	<ol style="list-style-type: none"> <li>1. SDVO, Titabor.</li> </ol>
5. Titabor Municipal Board.	<ol style="list-style-type: none"> <li>1. As a measure for flood preparedness, the Titabor Municipal Board is requested to ensure the cleaning of drainage systems and the weekly market area including the drains near Titabor Town High School. Further, a joint discussion was held with the Public Works Roads Department (PWRD) regarding drainage issues in the Bhagwatipara area.</li> <li>2. The Executive Officer, Titabor Municipal</li> </ol>	<ol style="list-style-type: none"> <li>1. EO, Titabor MB</li> <li>2. AEE, PWRD, Titabor.</li> <li>3. BDO, Titabor.</li> </ol>

	<p>Board, is directed to issue a letter to the Chamber of Commerce, Titabor, instructing that waste shall not be disposed of in drainage systems or in prohibited areas.</p> <p>3. The Titabor, is requested to coordinate with the Titabor Municipal Board to ensure the cleaning of drainage systems, facilitate the unobstructed flow of rainwater, and mitigate waterlogging.</p>	
6. Health	<p>1. The Chairperson reviewed the status of ANC registrations, institutional deliveries, pentavalent status, MMR, IMR, NVBDCP reports and WCS reports.</p> <p>2. The Chairperson requested the health department to ensure that the RBSK team conducts weekly visits to JNV. The department was further directed to coordinate with the relevant authorities and ensure regular monitoring and effective implementation of the visits.</p>	<p>1. SDM&amp;HO, Titabor BPHC.</p> <p>2. Supdt., Titabor SDCH.</p>
7. Education	<p>1. The BEEO, Titabor, is requested to convene a meeting with the Heads of Schools whose HSLC Examination results are not satisfactory.</p> <p>2. The Education Department, in coordination with the Health Department is requested to organize counseling sessions in schools focusing on topics such as examination stress, mental health and emotional well-being, time management etc.</p>	<p>1. BEEO, Titabor</p> <p>2. Supdt., Titabor SDCH.</p>
8. Excise	1. No specific Discussion.	
9. Fishery	1. No specific Discussion.	
10. Handloom & Textile	1. No specific Discussion.	
11. PNRD	<p>1. The Chairperson reviewed the PMAY-G reports, GP-wise MGNREGA reports, and persondays generation including those from tea garden areas, along with the reports on model Anganwadi Centres, Asom Darshan, and the status of MLAAD fund.</p> <p>2. The ADC i/ CO, Titabor, has requested the BDO, Titabor, the Agriculture Department, and the Soil Conservation Department to take necessary</p>	1. BDO, Titabor.

	measures regarding the agricultural bunds as a precautionary measure against rural flooding.	
12. Social Welfare	<ol style="list-style-type: none"> <li>1. The Chair reviewed all the parameters under the department like report regarding beneficiaries (as per Poshan Tracker); Children growth monitoring, home visit etc.</li> <li>2. The Chairperson requested that the Rashtriya Bal Swasthya Karyakram (RBSK) team should visit JNV, Jorhat on a regular basis.</li> <li>3. The Chairperson requested the BDO, Titabor, to look into the matter pertaining to Model Anganwadi Centre, 607 Sankerdev under NIDA -II.</li> </ol>	<ol style="list-style-type: none"> <li>1. Supdt., Titabor SDCH.</li> <li>2. BDO, Titabor</li> <li>3. CDPO, Titabor.</li> </ol>
13. ARCS	1. No specific Discussion.	
14. Sericulture	1. No specific Discussion.	
15. Irrigation	1. No specific Discussion.	
16. Labour Welfare	1. No specific Discussion.	
17. DICC	1. No specific Discussion.	
18. Soil Conservation	1. The Chairperson requested the department to enhance their preparedness and extend necessary support during the flood season.	1. Soil Conservation Ranger, Titabor.
19. FPD&CA	1. The FPD&CA Department, Titabor, is instructed to convene a formal consultative meeting with local millers address the issues pertaining to the paddy procurement process.	1. Supt.; FPD&CA, Titabor

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

Co-District Commissioner  
Titabor Co-District  
Dated: 11-05-2026

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

Copy to:

1. The District Commissioner, Jorhat for favour of kind information.
2. The Additional District Commissioner i/c Circle Officer, 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