

Minutes of the Co-DDC meeting held on 17/08/2026 in the conference hall of O/o the CDC, Titabor

Subject	Co-District Development Committee meeting for the month of August, 2026 under Titabor Co-District
Date & Time	11.00 AM, 17/08/2026
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 August, 2026 was held on 17/08/2026 under the Chairmanship of Sri Pritam Kumar Das, ACS, Co-District Commissioner, Titabor. The meeting was attended by Sri Dhiraj Gawala, Hon'ble MLA, Titabor, The Circle Officer (IC), 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	- The Chairperson directed the Agriculture Department to expedite the registration of farmers and ensure achievement of the targets prescribed under the Farmer Registry. - The Chairperson directed the Sub-Divisional Agriculture Officer (SDAO) to take necessary measures to enhance the Farmer Registration coverage from the existing 89.28% to at least 94% within seven (7) days and to ensure close monitoring for timely achievement of the target. - The Chairperson directed the SDAO to undertake the registration of small tea growers in mission mode, in close coordination with the Circle Officer, Titabor, under the supervision of an Assistant Commissioner, Titabor. A review meeting shall be held after seven (7) days at the Conference Hall of the Titabor CDC Office to assess the progress. - The house reviewed the progress of paddy procurement under Titabor Co-District. In this regard, the department was instructed to coordinate closely with the FPD&CA Department, Titabor, and take necessary measures to ensure the achievement of 30% within 15 days(from 17/08/2026) paddy procurement. - The Chairperson directed the concerned department to ensure 100% achievement	- SDAO, Titabor. - Supt.; FPD&CA, Titabor

	of the target under the Pradhan Mantri Fasal Bima Yojana (PMFBY).	
2. APDCL	1. The Chairperson directed that a meeting be convened within the month with the Block Development Officer(s), Titabar and Titabor Municipal Board to create awareness regarding the PM Surya Ghar: Muft Bijli Yojana , with a view to ensuring maximum coverage and availing of the benefits of the scheme by eligible beneficiaries.	1. CDC, Titabor. 2. SDE, APDCL, Titabor.
3. DICC	1. The Chairperson directed that a meeting of all concerned departments be convened at the Conference Hall of the CDC Office to review and discuss the implementation and progress of ongoing schemes. . 2. The Chairperson further directed that the PM Vishwakarma Scheme be implemented in mission mode under the leadership of Bithopi Gogoi, ACS , with focused efforts to ensure maximum enrolment of eligible laundryman, Cobbler, barbers and tailors and facilitate their access to the benefits of the scheme.	1. Asstt. Manager of Industries, Jorhat.
4. Education	1. The Inspector of Schools (IS), Jorhat was requested to ensure regular attendance of teachers in all educational institutions under her jurisdiction. 2. The Chairperson directed the concerned department to prepare a comprehensive list of damaged schools requiring repair and submit the same to the CDC, Titabor, at the earliest for necessary action. 3. The Chairperson directed the Labour Department to assist the Education Department in ensuring that student attendance in schools located in tea garden areas is increased to at least 40%, and to facilitate the conduct of regular parent/guardian meetings to create awareness among parents and guardians regarding the importance of regular school attendance.	1. IS, Jorhat. 2. Labour Inspector, Titabor
5. Excise	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.	1. DSE, Titabor.

	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.	
6. FPD&CA	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.	1. Supt, FPD&CA, Titabor.
7. Health	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. 2. Health Department is directed to ensure that all personnel maintain strict punctuality and are present at their respective duty stations. 3. The Chair reviewed the status of patient referrals from health institutions under Titabor Co-District to Jorhat Medical College & 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.	1. Supt., Titabor SDCH. 2. SDM&HO, Titabor BPHC
8. Irrigation	1. No specific discussion.	
9. Labour Welfare	1. The Labour Welfare Department is directed to extend necessary assistance to the Education Department and the Excise Department to resolve various pending inter-departmental issues.	
10. PHED	1. The Chairperson reviewed the flood response and management activities with the head of the concerned department.	1. AEE, PHED, Titabor
11. PWD (B)	1. The Chairperson directed the concerned department to take necessary measures to ensure that the construction of Model School, Mezenga, and ITI, Titabor, is completed by September 2026.	

12. PWRD	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 Achan, Mukhya Mantrir Nagariya Paki Path Nirman Achan, Mukhya Mantrir Unnoto Paki Path Nirman Achan, 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. 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. 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 MRS HSS, Titabor in the interest of public safety.	1. AEE, PWRD, Titabor. 2. EO, Titabor MB.
13. Social Welfare	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. 2. The Chairperson directed the Child Development Project Officer (CDPO) to take necessary action to ensure the immediate disbursement of pending honorariums to Anganwadi workers.	1. CDPO, Titabor ICDS project.
14. Soil Conservation	1. The Chairperson reviewed the progress of all ongoing projects and directed the concerned departments to expedite the works and ensure their completion at the earliest.	1. Soil Conservation Ranger, Titabor.
15. Titabor MB	1. The Chairperson directed the Executive Officer, Titabor Municipal Board to expedite the completion of PMAY-U and instructed to undertake regular field visits for effective monitoring. 2. The Chairperson reviewed the drinking water facilities in the town area and	1. CO, Titabor 2. EO, Titabor MB. 3. AEE, PHED, Titabor 4. AEE, PWRD, Titabor

	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. 3. The Executive Officer, Titabor Municipal Board, is directed to coordinate with the Circle Officer to resolve land identification and allocation issues regarding the Material Recovery Facility (MRF). 4. The Executive Officer, Titabor Municipal Board, is directed to coordinate with the Public Works Road Department (PWRD) to resolve issues regarding missing and uncovered RCC drain slabs along footpaths within the municipal jurisdiction.	
16. Titabor Revenue Circle	1. The Circle Officer, Titabor is directed to coordinate with other line departments to resolve pending inter-departmental issues.	
17. Veterinary	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. 2. Veterinary Department, Titabor, to address the issue of stray cattle on public roads and ensure the safety and convenience of commuters.	1. SDVO, Titabor
18. Water Resource	1. No specific discussion.	
19. Fishery	1. The Fisheries Department was directed to conduct an assessment of flood-affected fisheries and verify eligible fish farmers to ensure maximum coverage of genuine beneficiaries.	1. SDFDO, Titabor.
20. PNRD	1. The Chair reviewed the progress under 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. 2. The Panchayat and Rural Development (P&RD) Department is instructed to carry out the immediate removal and clearance	1. BDO, Titabor. 2. SDAO, Titabor. 3. Asstt. Manager of Industries, DICC, Jorhat

	of Parthenium weed across affected locations in the Titabor area, alongside conducting public awareness programs regarding its hazards. .	
21. Sericulture	1. No specific discussion.	
22. ARCS	1. No specific discussion.	
23. Forest	1. The Chairperson directed the Beat Forest Officer to take immediate steps to address the human-monkey conflict and arrange for the safe relocation of the animals.	
24. Handloom & Textile	1. The Handloom and Textiles Department is directed to conduct regular field inspections in Titabor, to identify and restrict the sale of non-authentic or machine-made powerloom Gamuchas.	

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

Digitally signed by
Pritam Kumar Das
Date: 19-08-2026
21:15:59
Co-District Commissioner
Titabor Co-District

MemoNo.TND-49/6/2024-T&D-CD(TIT) *11157(A)* Dated: 19-08-2026
Copy to:

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