

Minutes of the Co-DDC meeting held on 30/01/2025 at the conference hall of O/o the CDC, Titabor

Subject	Co-District Development Committee meeting for the month of January, 2025 under Titabor Co-District
Date & Time	11 AM, 30/01/2025
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 Chair 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. PHED, Titabor	<ul style="list-style-type: none"> • The AEE, PHED briefed the house about ongoing work progress under the department through a presentation. • The Chair instructed the Assistant Commissioners to follow up on the schemes reviewed during inspection of 5 star Water User Committees . • The Chair instructed PHED & BDO, Titabor to liaison in operation and maintenance of JJM schemes using 15th FC Tied fund of GPs. • The house discussed about issues relating to Overhead Reservoir at Bibijan and instructed AEE, PHED, Titabor to take up the matter with appropriate authority. • PHED department to test water on a frequent basis in areas with negligible water connectivity from PHED. • The chair requested to resolve utility shifting issue through inter department liaison. 	1. AEE, PHED, Titabor 2. BDO Titabor 3.All Assistant Commissioners Titabor
2. FPD & CA	<ul style="list-style-type: none"> • The Chair directed the officials to ensure timely doorstep delivery of PM 	1. Superintendent, FPD & CA, Titabor

	<p>POSHAN (Midday Meal Ration) to schools under Titabor Co-District.</p> <ul style="list-style-type: none"> The branch has been instructed to monitor the Anna Sewa Saptah for the month of February 2025. 	
3. PWD (B & NH)	<ul style="list-style-type: none"> The Chair enquired about various projects under the department and requested the Department to complete the ongoing construction works at Sericulture College, Titabor and Mezenga Model School within February, 2025 and complete works of Titabor Town High School on priority basis. The Chair requested the Department to liaison with Labour Inspector, Titabor to conduct field inspection of the ongoing construction of Jagannath Community Hall cum Skill Centre at Narayanpur & Rajabari tea estates and submit the joint report to the office of the Chair within a week. The Chair requested Dept. to submit details regarding the issue of Govt. Press Land (near ITI, Titabor) 	<ol style="list-style-type: none"> AEE & JE, PWD (B & NH) Labour Inspector, Titabor.
4. Excise Department	<ul style="list-style-type: none"> The officials of Excise Department, Titabor briefed the house about the status of month wise revenue and VAT collection & monthly case detection report under Excise Department. The Chair directed the department to liaison with Police and administration during Excise raids and provide prior intimation to Branch Officer for further assistance, if necessary. 	<ol style="list-style-type: none"> DSE & Inspector Dept. of Excise
5. Irrigation Department	<ul style="list-style-type: none"> The Chair directed the Department to take 	<ol style="list-style-type: none"> AEE, Irrigation , Titabor

	<p>necessary measures to complete the ongoing projects under stipulated time.</p> <ul style="list-style-type: none"> The Chair requested the department to provide detailed report of operational sprinkler & drip irrigation system under Titabor. 	
6. Agriculture	<ul style="list-style-type: none"> The Department detailed the house about status of Farmer registration, PM Fasal Bima Yojana, National Mission on Edible oil and other departmental schemes. The Chair requested the department to organize awareness programs to motivate the farmers for cultivation of Oil Palms in Titabor. The Chair requested the department to submit list of beneficiaries with issues related to e-KYC of PM KISAN Samman Nidhi. Paddy Procurement drives to be continued to achieve the target. 	1. SDAO, Titabor
7. APDCL	<ul style="list-style-type: none"> SDE, APDCL, Titabor briefed the house about status of AIBB scheme phase I, RDSS-LT Network, RDSS-HT Network & PM Surya Ghar Muft Bijli Jojana and other departmental schemes.. The Department ensured the house regarding completion of Construction works of Madhapur Control room within February, 2025. 	1. SDE, APDCL
8. PWD(TR)	<ul style="list-style-type: none"> The Chair reviewed the ongoing construction /repair activities undertaken by the department under schemes like Mukhya Mantrir Paki Path Nirman Achani, Mukhya Mantrir Nagariya Pakipath 	1. Branch Officer 2. AEE, PWRD.

	<p>Nirman Achani, Mukhya Mantrir Unnoto Pakipath Nirman Achani, Asom Mala.</p> <ul style="list-style-type: none"> • The Chair requested the department to install speed breakers in Titabor Chari Ali & Titabor Tini Ali to ensure road safety. • The Chair directed the department to complete the ongoing projects of financial year 2022-2023 by February, 2025 & projects of 2023-2024 by March, 2025 without fail. • The Chair directed the Branch Officer to inspect construction of Tipomia road. • The Chair requested the Department to install necessary signages and ensure safety at the construction sites. 	
<p>9. Titabor Municipal Board</p>	<ul style="list-style-type: none"> • EO, Titabor MB briefed the house about status of revenue collection and progress of PMAY-U, PMSVANidhi Schemes & ongoing schemes/ works under 15th Finance Commission and MPLADS and take up any fund related pendency with the concerned banks. • He also informed the house regarding the adoption of Ward no 4 as Model ward. • The Chair requested EO, Titabor MB to ensure regular cleaning of drainages and market areas and monitor activities of street vendors over footpath and drainages. • The Chair requested the EO, Titabor MB to liaison with Health department and conduct regular health check ups of Safai Karmacharis. 	<ol style="list-style-type: none"> 1. EO, Titabor Municipal Board 2. SDM& HO, Titabor BPHC

10. Fishery	<ul style="list-style-type: none"> The Chair requested the department to coordinate with Titabor Development Block for conducting training of stakeholders for proper utilization of Amrit Sarovars. 	1. SDFDO, Titabor
11. Health	<ul style="list-style-type: none"> The Health department briefed the house about status of Institutional and home delivery, C-Section status and other key parameters. The Chair requested SDM & HO, Titabor to specially monitor the pockets where parameters like ANC registration etc. are not satisfactory. 	1. SDM & HO, Titabor BPHC & Baghchung BPHC
12. Soil Conservation Department	<ul style="list-style-type: none"> The Chair requested the department to submit the details of ongoing schemes under Titabor Co-District. The Chair requested the department to cooperate during flood seasons and also ensure installation of signboards of ongoing and completed schemes under the jurisdiction of the department. 	
13. ICDS, Titabor	<ul style="list-style-type: none"> The Chair reviewed the status of model AWCs and directed the officials to complete the ongoing works at the earliest. 	
14. Education Department	<ul style="list-style-type: none"> The Chair congratulated the Education department for the successful completion of Gunotsov, 2025 under Titabor Education Block. The Chair requested BEEO Titabor to motivate schools to take up kitchen gardening. The BEEO, Titabor requested all the HODs present to visit nearby schools voluntarily and 	1. BEEO, Titabor

	<p>inspect the school and provide feedback to ensure achievement of key parameters and also urged the house to participate in Sampriti Bhojan .</p> <ul style="list-style-type: none"> The Chair requested BEEO to ensure strict monitoring of attendance of teachers during the school hours. 	
15. Handloom & Textile Department	<ul style="list-style-type: none"> The Chair requested the Inspector, Handloom & Textile Department, Titabor to conduct trainings and share the documentation of departmental activities in the official Titabor Co-District Administration whatsapp group. 	1. Inspector, Handloom and Textile Department
16. Forest Department	<ul style="list-style-type: none"> The Chair requested the dept. to follow up the public petitions received and submit action taken report. 	

The Chair directed the HODs to ensure submission of all Annexures in the prescribed format at the earliest without fail and also submission of ATRs to the Office of the Chair. Also the HODs were requested to utilize their respective skill development centres for conducting training programs and also adopt the approach of Inter-departmental liaising for better implementation of projects and schemes.

The meeting ended with a vote of thanks from the Chair.

Co-District Commissioner
Titabor Co-District
Date: 15/02/2025

Memo No. TND-49/6/2024-T&D-CD(TIT)

Copy to:

1. The District Commissioner, Jorhat for favour of kind information.
2. All the Executive Magistrates, Titabor for kind information and necessary action.
3. All Head of Department, Titabor Co-District for information and necessary action.
4. The Junior Development Officer, T & D Branch, Titabor for information and necessary action.

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