

Minutes of the Co-DDC meeting held on 15/05/2026 in the conference hall of O/o the CDC, Titabor

Subject	Co-District Development Committee meeting for the month of May, 2026 under Titabor Co-District
Date & Time	11 AM, 15/06/2026
Venue	Conference Hall, O/o the CDC, Titabor
Participants	Annexure- 1.1

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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"> It was noted that a total of 9497 FR were achieved against the target of 12,641, representing an achievement rate of 75.12% The house deliberated on the paddy procurement under the Titabor Co-District. The Chairperson reviewed the progress of oil palm cultivation under the Department of Agriculture and enquired whether any new beneficiaries had been added under the scheme. 	<ol style="list-style-type: none"> SDAO, Titabor. Supt.; FPD&CA, Titabor
2. PWRD	<ol style="list-style-type: none"> The concerned department was requested to take necessary measures for covering the open drains in the town area, including the footpath openings, in order to ensure public safety and cleanliness. The Chairperson further requested the department to install suitable barricades at the identified locations until the work is completed. The Chairperson drew the attention of the concerned department towards the damaged signboard at Basic Tiniali and requested that necessary steps be taken for its immediate repair and proper installation. The concerned department was requested to undertake necessary improvement and repair works on the road stretch from Titabor Chariali to Gudu Cinema Hall at the earliest. The Chairperson emphasized that the condition of the road requires immediate attention to ensure smooth vehicular movement, public convenience, 	<ol style="list-style-type: none"> AEE, PWRD, Titabor. AEE, PHED, Titabor.

	<p>and road safety.</p> <p>4. The Chairperson requested the concerned department to examine the necessity of installing a speed breaker in front of Holy Flower School near the petrol pump area, considering the safety of students and pedestrians. The department was further requested to conduct a review of the site and take appropriate action accordingly.</p> <p>5. The concerned department was further requested to identify and assess the requirement for new roads. The department was asked to conduct a proper assessment and submit necessary proposals for consideration and future development works.</p> <p>6. The Chairperson requested the PHED, Titabor and the PWRD, Titabor to resolve the inter-departmental issues pertaining to the Madhapur and Saraipani Water Supply Schemes through proper coordination and mutual consultation between the concerned departments.</p>	
3. PWD (B)	<p>1. The house discussed the progress of the Sericulture College, Titabor, including the status of civil works and electrical works. The concerned department informed the Chairperson and the House that the construction work of the building is progressing satisfactorily and is expected to be completed by the month of June.</p> <p>2. The House deliberated on the physical progress of infrastructure development pertaining to the construction of Madhavdev Seminary School, DIET, Jorhat, Titabor, Jagganath Community Hall.</p> <p>3. The Chairperson requested the concerned department to complete the remaining finishing works of the Kamalabari Satra building at the earliest. The Chairperson also requested the Public Health Engineering Department to ensure proper water supply facilities to the Satra premises. Further, the BDO was requested to provide one submersible pump for the building to facilitate adequate water availability for daily use as per norms.</p>	<p>1. AEE, PWD (B), Titabor.</p> <p>2. BDO, Titabor</p>
4. Veterinary	1. The SDVO, Titabor presented a	1. SDVO,

	<p>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.</p> <p>2. The SDVO, Titabor, was requested to take immediate necessary action regarding the infected cow and stray dog cases and to ensure appropriate measures are taken at the earliest in the interest of public health and animal safety.</p>	Titabor.
5. Titabor Municipal Board.	<p>1. The Titabor Municipal Board was requested to undertake proper cleaning and maintenance of the footpath area from Avanta Hospital to Titabor Civil Hospital.</p> <p>2. The Chairperson further requested the concerned department to undertake proper cleaning and maintenance of the pond at Titabor Civil Hospital.</p> <p>3. The concerned department was also requested to undertake immediate cleaning and removal of the garbage accumulated in front of Old Concept School in order to maintain proper sanitation and cleanliness in the area.</p> <p>4. The Chairperson discussed about the toilet structure situated on the footpath near the Tempo Stand is causing inconvenience and obstruction to public movement. Accordingly, the concerned department was requested to examine the matter and take appropriate action for its early resolution.</p>	1. EO, Titabor MB
6. Health	<p>1. The Chairperson reviewed the status of ANC registrations, institutional deliveries, caesarean sections, immunization coverage, Maternal Mortality Ratio (MMR), Infant Mortality Rate (IMR), and overall vaccination progress.</p> <p>2. The Chairperson further directed the department to ensure daily verification of staff attendance in compliance with the instructions issued by the District Commissioner, Jorhat.</p>	<p>1. SDM&HO, Titabor BPHC.</p> <p>2. Supdt., Titabor SDCH.</p>
7. Education	<p>1. The BEEO, Jorhat is requested to convene a meeting with the Heads of Schools whose</p>	1. BEEO, Jorhat

	<p>HSLC Examination results are not satisfactory.</p> <p>2. The Chairperson requested the BEEO to furnish the present status of Tokolai Model School, particularly regarding the availability of proper electricity and water supply facilities in the school premises.</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 Chairperson highly appreciated the sincere efforts and prompt initiative taken by the BDO, Titabor, in addressing and resolving the flash flood problem in the area.</p> <p>3. The Chairperson requested the concerned department to undertake necessary measures for the beautification and proper maintenance of the Block campus in order to improve its overall appearance and environment.</p> <p>4. The Chairperson also requested the concerned department to verify the status of the residential quarter located inside the CDC Bungalow premises, particularly with regard to the availability and functioning of electricity connection.</p> <p>5. The Chairperson reviewed the progress report of the chocolate plantation programme with the BDO and discussed the present status of implementation</p> <p>6. The Chairperson also instructed the concerned department to take immediate necessary measures to resolve the issue of artificial flooding in Mirigaon and to ensure proper drainage and flood management in the area.</p>	1. BDO, Titabor.
12. Social Welfare	1. The Chair reviewed all the parameters under the department like report regarding beneficiaries (as per Poshan Tracker); Children growth monitoring, home visit	1. BDO, Titabor 2. CDPO, Titabor.

	<p>etc.</p> <p>2. The Chairperson requested the department to regularly monitor and inspect the ongoing construction works of the Model Anganwadi Centre to ensure that the contractor carries out the work properly and maintains the required quality and progress within the stipulated time.</p>	
13. ARCS	1. No specific Discussion.	
14. Sericulture	1. The department informed the Chairperson and the House that the Central Silk Board is planning to provide training programmes for approximately 300 women beneficiaries. The House appreciated the initiative aimed at promoting skill development and livelihood opportunities among women.	
15. Irrigation	1. As reported by the BDO, Titabor, the non-operational sluice gate at Teri Meri Jaan under Raidangjuri Gaon Panchayat is causing artificial flooding in the nearby Miri Jaan Gaon. In this regard, the Irrigation Department, Titabor was requested to take necessary action as discussed in the meeting.	1. AEE, Irrigation, Titabor.
16. Labour Welfare	1. The Chairperson directed that joint inspections of hotels, restaurants, and other commercial establishments shall be conducted by the Magistrates in coordination with officials of the FPD&CA, Titabor and the Labour Welfare Department, Titabor to ensure the use of commercial LPG cylinders in commercial establishments and to prevent engagement of child labour in such establishments.	1. Inspector, Labour Welfare, Titabor.
17. DICC	1. No specific Discussion.	
18. Soil Conservation	1. The Chairperson reviewed the activities of the concerned department regarding horticulture plantation programmes, including dragon fruit cultivation.	1. Soil Conservation Ranger, Titabor.
19. FPD&CA	<p>1. The House deliberated on paddy procurement under the Titabor Co-District, emphasizing routine monitoring to ensure that farmers are not deprived of the proper benefits and that the CMR target is also achieved.</p> <p>2. The Chairperson directed that joint</p>	1. Supt.; FPD&CA, Titabor

	<p>inspections of hotels, restaurants, and other commercial establishments shall be conducted by the Magistrates in coordination with officials of the FPD&CA, Titabor and the Labour Welfare Department, Titabor to ensure the use of commercial LPG cylinders in commercial establishments and to prevent engagement of child labour in such establishments.</p>	
20. PHED, Titabor	<ol style="list-style-type: none"> 1. The Chairperson reviewed the status of tariff collection and discussed the progress of works under the Jal Jeevan Mission. 2. The Chairperson requested the concerned department to submit the BFM report properly and regularly every Monday 3. The Chairperson requested the concerned department to arrange awareness and demonstration programmes in colleges and schools regarding water testing procedures. The Chairperson further requested the department to conduct FTK (Field Testing Kit) testing village-wise on a regular basis and to ensure proper monitoring of water quality in all villages under the jurisdiction 4. The Chairperson requested the concerned department to ensure, in compliance with the directions of the District Commissioner, Jorhat, that monthly water quality testing is conducted in all hotels, dhabas, restaurants, and other food establishments. Further, the Executive Officer, Titabor Municipal Board, was requested to ensure submission of valid water quality test certificates at the time of renewal of trade permits/licences of hotels, dhabas, restaurants, and other food establishments. 5. The Chairperson further directed that an official communication be issued to the Chamber of Commerce in this regard and emphasized that establishments should ensure monthly water quality testing. 6. The Chairperson requested the department to take necessary steps for resolving the land-related issues in Bebejia and Bokaholla pertaining to the CCP project. The Chairperson further requested the department to coordinate with the BDO, Titabor for proper identification and verification of the matter so that necessary action may be taken at the earliest. 	<ol style="list-style-type: none"> 1. AEE, PHED 2. EO, Titabor MB.

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: 26-05-2026

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