

Minutes of the Co-DDC meeting held on 23/09/2026 in the conference hall of O/o the CDC, Titabor

Subject	Co-District Development Committee meeting for the month of September, 2026 under Titabor Co-District
Date & Time	11 AM, 23/09/2026
Venue	Conference Hall, O/o the CDC, Titabor
Participants	Annexure- 1.1

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The meeting was chaired by Sri Pritam Kumar Das, 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	- The Chairperson directed the SDAO to take all necessary measures and make concerted efforts to achieve maximum coverage under the Farmer Registry. - The house reviewed the progress of paddy procurement under Titabor Co-District and the Chairperson instructed the Food, Public Distribution & Consumer Affairs Department to make all-out efforts to achieve the prescribed target of paddy procurement within the stipulated time frame.	- SDAO, Titabor. - Supt.; FPD&CA, Titabor
2. PWRD	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.	AEE, PWRD, Titabor.
3. PWD (B)	The House reviewed various ongoing projects under the PWR (B) Department, including the physical progress of infrastructure development pertaining to the construction of Titabor Town HS, Madhavdev Seminary School, Mohimabari	AEE, PWD (B), Titabor.

	HS, DIET, Jorhat, Titabor, and Jagganath Community Halls, and emphasized the need to ensure their timely completion within the stipulated time frame. 2. The Chairperson instructed the PWD (B) Department to ensure strict adherence to the prescribed quality standards in the execution of the work related to the Jagannath Community Hall.	
4. Veterinary	1. The SDVO was instructed to conduct an anti-rabies vaccination drive for stray dogs in the Titabor and Borhula town areas and maintain a comprehensive record of the vaccination drive, including the number of stray dogs vaccinated. 2. The Chairperson instructed the SDVO to prepare a comprehensive roadmap for the systematic development and improvement of the Base Goat Farm, Borholla.	1. SDVO, Titabor.
5. Titabor Municipal Board.	1. The Chair emphasized the need to ensure the completion of the water supply schemes by December. 2. A discussion was held on one-side parking system for traffic management in Titabor Town. 3. The House discussed measures for proper waste management and cleanliness. The Chair directed that the work of the MRF be expedited and completed within the stipulated time frame. The Chair further instructed the EO to convene a meeting with the public to build public confidence and directed that the remaining waste/dump at the site be cleared at the earliest. 4. Special focus to be given on public awareness regarding waste disposal and identify the garbage vulnerable points within the town and imposition of fines for littering or improper disposal of garbage. 5. Chair instructed the EO to coordinate the health department for conduct of regular health check-ups of sanitation worker.	1. EO, Titabor MB
6. Health	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. The house examined the performance indicators in	1. SDM&HO, Titabor BPHC. 2. Supdt., Titabor SDCH. 3. Suptd.,

	detail. The concerned officials were requested to ensure effective implementation of health interventions and achieve the prescribed targets in a time-bound manner. 2. The Chairperson also instructed all concerned officials to ensure regular attendance and maintain proper attendance records.	Borholla CHC.
7. Education	1. The chairperson directed the BEEO, Titabor to convene a meeting with all school principals to discuss and take necessary measures for improving the regular attendance of students.	1. BEEO, Titabor & Jorhat
8. Excise	1. The house reviewed the Comparative Statement of Revenue and VAT collection submitted by the Excise Department. The month-wise case detection reports, including the Monthly Case Detection Report pertaining to tea garden areas, were also examined in detail. 2. The Chairperson instructed the Excise Department to intensify and conduct frequent raids against the sale of illicit liquor, particularly in tea garden areas.	1. DSE, Titabor.
9. Fishery	1. The Fisheries Department was instructed to prepare a list of eligible fish farmers for availing fisheries loans in consultation with the Department of Industries, Commerce and Public Enterprises (DIC) .	1. SDFDO, Titabor
10. Handloom & Textile	1. The Handloom & Textiles Department was instructed to prepare a comprehensive roadmap for effective marketing and promotion of locally produced traditional products such as Gamosa, Aranai, etc., with a view to ensuring sustainable market access and better livelihood opportunities for all weavers. 2. The Chairperson instructed the Handloom & Textiles Department to prepare and maintain data on the quantity of Gamosa, Aranai, and other traditional handloom products produced by local weavers.	
11. PNRD	1. No specific discussion.	
12. Social Welfare	1. The Chair reviewed all the parameters under the department like report	1. CDPO,

	regarding beneficiaries (as per Poshan Tracker); Children growth monitoring, home visit etc.	Titabor/east Teok
13. ARCS	1. No specific Discussion.	
14. Sericulture	1. The Chair instructed the Sericulture Department to convene a meeting with all Principals of colleges to facilitate exposure visits for students, with a view to generating interest and awareness among them regarding sericulture.	
15. Irrigation	1. The Chair instructed the Irrigation Department to submit a written report on the current status and condition of the projects under their jurisdiction, including the progress of ongoing works and any issues requiring attention. 2. The Irrigation Department was instructed to ensure proper inspection, maintenance, and upkeep of the existing infrastructure under and around their respective projects.	1. AEE, Irrigation, Titabor.
16. Labour Welfare	1. The Labour Welfare Department and the Labour Inspector were instructed to undertake extensive awareness and enrolment drives under the BOCW scheme and e-Shram portal, in coordination with all concerned departments, to ensure maximum coverage of eligible workers. The department was further advised to organize awareness programmes at weekly market areas and other public gathering places for wider outreach and effective enrolment.	1. Inspector, Labour Welfare, Titabor.
17. DICC	1. Department of Industries, Commerce and Public Enterprises was instructed to coordinate with the Fisheries Department to facilitate maximum access to fisheries loans for eligible farmers. The department was further instructed to coordinate with the Handloom & Textiles Department to facilitate adequate market linkages and provide maximum marketing opportunities to weavers, ensuring that the benefits of various schemes and initiatives reach all eligible beneficiaries.	1. The General Manager, DICC, 1. 2. SDFDO, Titabor 2. 3. Inspector, handloom & Textiles Department
18. Soil	1. The Chair instructed the Soil Conservation	

Conservation	Department to constitute a committee comprising the concerned departments such as P&RD, Municipality Board, PWD-Roads, Agriculture, Irrigation etc. to establish a clear coordination mechanism before taking up any new projects. The Chair further emphasized that clear guidelines and procedures should be laid down regarding the identification, selection, and implementation of projects to ensure proper coordination, transparency, and effective execution.	
19. FPD&CA	1. The department is requested to extend necessary support and coordinate closely with the Agriculture Department to facilitate effective implementation of procurement activities and take all requisite measures to ensure the achievement of 100% paddy procurement.	1. Supt.; FPD&CA, Titabor
20. PHED, Titabor	1. The House discussed the status of various ongoing schemes/projects in Titabor. The Chairperson instructed the concerned departments to ensure timely completion of the works within the stipulated timeline especially after lifting of standstill on retro-fitting projects. The AEE, PHED, was further instructed to coordinate with PWD (Roads) regarding utility shifting to facilitate smooth execution of the projects.	1. AEE, PHED 2. AEE, PWD(R)
21. Water Resource	1. No specific discussion.	1. EE, Water resource Dept.
22. Forest	1. The Forest Department was instructed to take necessary measures to prevent illegal sand mining and transportation and to ensure strict enforcement of the applicable rules and regulations. 2. The issue of monkey menace in Titabor town was also discussed. The Forest	1. Beat Officer, Forest Dept., Titabor

	Department was instructed to take necessary preventive and mitigation measures in coordination with the concerned authorities to address the issue and ensure public safety. 3. The issue of human-elephant conflict was also discussed. The Forest Department was instructed to take necessary measures for safe diversion of elephants and to ensure the safety and security of the people in the affected areas.	
23.APDCL	1. The APDCL was requested to ensure uninterrupted electricity supply to all school buildings and to avoid disconnection of power connections, particularly in educational institutions.	1. SDE, APDCL, Titabor.

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

**Digitally signed by
Pritam Kumar Das
Date: 28-09-2026**

17:23:23
Co-District Commissioner
Titabor Co-District
Dated: 28-09-2026

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

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