

Minutes of the Co-DDC meeting held on 15/12/2025 in the conference hall of O/o the CDC, Titabor

Subject	Co-District Development Committee meeting for the month of December, 2025 under Titabor Co-District
Date & Time	11 AM, 15/12/2025
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. Agriculture	<ol style="list-style-type: none"> Discussion was held on PM-KISAN, Farmer Registry, and Kisan Credit Card (KCC). It was noted that 12,764 farmers benefited under the 21st installment of PM-KISAN, accounting for 87.09% coverage. The status of pending e-KYC cases was noted as 165, and ABPS pending cases were recorded as 58. Further, the enrollment status under PMFBY for Rabi crops was noted as 115 farmers. The matter regarding paddy procurement for the year 2025-26 was discussed in the meeting. 	<ol style="list-style-type: none"> SDAO, Titabor.
2. PHED	<ol style="list-style-type: none"> The Chairmen reviewed the status of tariff collection and reviewed the pockets where the collection is low. The Department is requested to liaise with BDO Titabor and the concerned PRI members to resolve issues of low tariff collection in Kesaikhati PWSS by conducting Jal Baithaks. The pipe blockage and low water pressure issues in respect of Bokaholla PWSS shall be resolved through joint action by the PWRD, Titabor and PHED, Titabor. A detailed discussion was held on SBM-G under Titabor LAC during the review meeting. The Department is requested to liaise with other line departments during utility shifting activities. The department is requested to take necessary and appropriate action with regard to the issue of water in the Health 	<ol style="list-style-type: none"> AEE, PHED, Titabor. BDO, Titabor. SDM& HO Titabor BPHC.

	<p>Centre located at Gahorichowa.</p> <p>7. The Health department is also requested to keep track of the construction of CMSCs at Health Centres under different GPs and liaise with PHED for resolving issues faced during construction.</p>	
3. PNRD	<p>1. The department has reported that the first installment under the PMAY-G scheme has been successfully released. The Chair requested BDO Titabor to closely monitor and review the Gap between 3rd Instalment and Completion.</p> <p>2. A discussion was held on the GP-wise status of persondays generation, including persondays generated in the Tea Garden areas. In this context, the BDO, Titabor, is requested to closely review the low-performing pockets, particularly in the Tea Garden areas, and to take necessary corrective measures.</p> <p>3. The Chair requested BDO Titabor to also promote MGNREGA -IBS activities amongst job card holders.</p> <p>4. BDO Titabor also proposed to hold an orientation session of PRIs with the concerned line departments for better execution of schemes in the GPs.</p>	1. BDO, Titabor.
4. PWRD	<p>1. The Chairman 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.</p> <p>2. The Chairman requested the department to ensure completion of the Gaurab Path as well as other ongoing road works within the stipulated timeframe.</p> <p>3. The department has reported that the construction activities of the Tea Garden roads are progressing smoothly and as per schedule.</p> <p>4. The Department is requested to liaise with other line departments during utility shifting activities.</p>	1. AEE, PWRD, Titabor.

5. PWD(B)	<ol style="list-style-type: none"> 1. The Chairman reviewed the current status of the establishment of the College of Sericulture, Titabor. It was noted that, as reported by the Department, the construction is targeted to be completed by February 2026. 2. The Chairman reviewed the infrastructure development works of Titabor Town Higher Secondary School and requested the Department to expedite the construction process. 3. The House discussed matters relating to the infrastructure development of Madhab Deb Seminary High School. 	<ol style="list-style-type: none"> 1. AEE, PWD(B), Titabor
6. Health Department	<ol style="list-style-type: none"> 1. The Chair reviewed the status of ANC registration, institutional delivery status, C-Section status, immunization status, MMR, IMR, vaccination and requested the department to review the low performing pockets. 2. The House deliberated on conducting a sub-centre-wise health review with the objective of monitoring various key health parameters, including ANC registration, status of institutional deliveries, Caesarean section cases, immunization coverage, and other related indicators. 3. The Chair requested the Health Department to draft a schedule for GP-wise Awareness Drive against Teenage Pregnancy and Substance Abuse in consultation with BDO Titabor. 	<ol style="list-style-type: none"> 1. SDH&HO, Titabor BPHC. 2. Supt., Titabor SDCH. 3. BDO Titabor
7. Education	<ol style="list-style-type: none"> 1. The Chairman reviewed the monthly activities undertaken by the department and expressed her observations thereon. 2. The Circle Officer, Titabor initiated a discussion on the issue of regular attendance of teachers and accordingly directed the BEEO, Titabor to closely monitor and ensure compliance in this regard. 3. An officer-level inspection order for all schools under Titabor Co-District shall be issued by the undersigned with a view to systematically monitoring and assessing the institutions against key parameters 	<ol style="list-style-type: none"> 1. BEEO, Titabor.

	relating to academic performance, administrative functioning, and infrastructural facilities.	
8. Veterinary	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.	
9. DICC	1. A discussion was held on various schemes, including PMEGP, PMFME, PM Vishwakarma, CMAAA 1.0, and CMAAA 2.0, along with a review of UDYAM registration data.	
10. Soil Conservation	1. The House held discussions regarding the conduct of <i>Bhumi Pujan</i> for the proposed schemes to be taken up under the Watershed Mahotsav-2025. 2. The Chair requested the department to ensure that prior intimation is provided to the undersigned regarding schemes undertaken and their tentative schedule of inauguration.	
11. Fishery	1. The SDFDO, Titabor is instructed to maintain close liaison with the PNRD, Titabor, and the PRI members during the implementation of schemes under the department, so as to ensure wide publicity of the schemes and to maximize the benefits accruing to fish farmers. 2. The Chair requested the SDFDO, Titabor to submit ATR to the office of the undersigned periodically, ensuring timely updates on the progress of the assigned works, schemes undertaken and selection of beneficiaries.	1. SDFDO, Titabor.
12. Titabor Municipal Board	1. The department is requested to initiate necessary activities, including beautification and allied improvement works, at the Titabor Civil Hospital and the Day Care Centre.	1. EO, Titabor MB.
13. Social Welfare	1. The Chair reviewed all the parameters under the department like report regarding beneficiaries (as per Poshan Tracker); Children growth monitoring, PMMVY target, supplementary nutrition. 2. The discussion was held regarding the current status of Model Anganwadi Centres	1. BDO, Titabor. 2. AEE, PHED, Titabor. 3. CDPO, Titabor.

	<p>whose construction work has been completed, including the procedures for their official handing over. It has been observed that the Model Anganwadi Centre at Kuhum Bagan lacks internal electrification. In this context, the BDO, Titabor, is directed to initiate the necessary action in close liaison with APDCL, Titabor, to address the issue at the earliest.</p> <p>3. The AEE, PHED, Titabor is requested to extend necessary technical assistance to the department in addressing all water-related issues of the said Model Anganwadi Centre.</p>	
14. Handloom & Textile	1. The Chair requested the Inspector, Handloom & Textiles, to continue the enforcement drive against the sale and production of power loom-woven <i>gamuchas</i> and other traditional textiles.	1. Inspector, Handloom & Textile
15. Excise	1. No specific discussion.	
16. ARCS	1. No specific discussion.	
17. Labour	1. No specific discussion.	
18. Water Resource	1. No specific discussion.	
19. Irrigation	1. No specific discussion.	
20. Sericulture	1. No specific discussion.	
21. APDCL	1. The SDE, APDCL, Titabor is requested to liaise with the BDO, Titabor, and take necessary action for providing internal electrification to the completed Model Anganwadi Centres as discussed in the meeting.	1. SDE, APDCL, Titabor.

The meeting ended with vote of thanks from the Chair.

Co-District Commissioner
Titabor Co-District
Dated: 12-01-2026

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, Titabor for kind information and necessary action.

3. All the Assistant Commissioner, Titabor for kind 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