

**Minutes of the Co-DDC meeting held on 19/01/2026 in the conference hall of O/o the CDC, Titabor**

Subject	Co-District Development Committee meeting for the month of January, 2026 under Titabor Co-District
Date & Time	11 AM, 19/01/2026
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 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"> <li>The SDAO, Titabor, has been directed to expedite the Farmer Registry process and complete the assigned target within the stipulated timeframe and simultaneously focus on Digital Crop Survey.</li> <li>It was discussed in the house that in cases where the Farmer Registry could not be completed due to issues related to mutation, necessary initiatives should be taken through CSC operators in coordination with the concerned Gaon Pradhans to facilitate mutation.</li> <li>The Chairperson reviewed the paddy procurement status under Titabor Co-District. It was noted that 697.68 MT of paddy has been procured against the targeted quantity of 3,000 MT as of 17 January 2026.</li> </ol>	1. SDAO, Titabor.
2. PWRD	<ol style="list-style-type: none"> <li>The Chairperson 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 2.0.</li> <li>The Chairperson requested the AEE, PWRD, Titabor to take immediate necessary action for cleaning and desilting of the drains located near Gomati Devi School and MRS School. The Assistant Executive Engineer was further directed to ensure that the work is</li> </ol>	1. AEE, PWRD, Titabor.

	<p>completed at the earliest and to submit a compliance report after completion of the same.</p> <ol style="list-style-type: none"> <li>3. The Chairperson requested the concerned department to take necessary action for construction of a speed breaker near the Mouzadar Office on Na-Ali Road and to complete the same at the earliest as per norms.</li> <li>4. The Chairperson requested the department to issue necessary orders to concerned Contractor for early completion of pending works and to ensure compliance at the earliest.</li> <li>5. The Chairperson informed that the area near Kakodunga Bridge does not fall under the Titabor LAC. However, the Chairperson requested the concerned department to examine the matter and take necessary steps for construction/repair of the damaged portion of the said area in public interest, as feasible.</li> </ol>	
3. PWD (B)	<ol style="list-style-type: none"> <li>1. The Chairperson reviewed the current status of the establishment of the College of Sericulture, Titabor. It was noted that, as reported by the Department, the electrical works are currently in progress, and the Administrative Building was handed over in the month of February.</li> <li>2. The Chairperson reviewed the infrastructure development works of Titabor Town Higher Secondary School as reported by the Department the construction is targeted to be completed by February 2026 before start of HSLC examinations.</li> <li>3. The Chairperson requested the BEEO, Titabor, to take up the land-related issues concerning the ongoing construction of Madhavdev Seminary High School and to subsequently discuss and resolve the matter in coordination with the Circle Officer, Titabor. Also the BEEO was requested to seek clarification regarding the concerned authority for Handover of Tea Garden Model Schools after due inauguration.</li> </ol>	<ol style="list-style-type: none"> <li>1. AEE, PWD (B), Titabor.</li> <li>2. BEEO, Titabor.</li> </ol>

	<p>4. The Chairperson reviewed the infrastructure development works of Jaganath Community Hall and it was reported by the Department that four (04) halls are ready for handover and necessary formalities for the same may be initiated at the earliest.</p> <p>5. The Chairperson requested the Assistant Commissioner, Titabor, Shri Priyabrat Hazarika, to take up and examine the matter related to the ITI and to take necessary action in coordination with the concerned authorities.</p>	
4. Veterinary	<p>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.</p> <p>2. The SDVO, Titabor, presented a brief overview of the overall progress report for the year 2025 and apprised the meeting of the achievements made, ongoing initiatives, and key developmental activities undertaken during the period.</p>	1. SDVO, Titabor.
5. Titabor Municipal Board.	<p>1. The Chairperson reviewed the infrastructure development works of general public toilet.</p> <p>2. The Chairperson directed all concerned departments to make necessary preparations and ensure readiness for the MMMUA program to be held under Titabor LAC.</p> <p>3. The EO, Titabor, informed the Chairperson that the Detailed Project Report (DPR) for rainwater harvesting at Titabor Civil Hospital has been prepared as part of the beautification initiative. The EO further stated that the instruments/equipment proposed to be installed at Titabor Park are ready for installation.</p> <p>4. The EO, Titabor, informed the Chairperson and the House that, at present, a Municipal Board NOC is</p>	1. EO, Titabor MB.

	<p>required for land sale. The EO further apprised that the Municipal Board has already issued the relevant letter in this regard.</p> <p>5. The Chairperson requested the Titabor Municipal Board to take necessary action for connecting the drain of Bhagowatipara to the main town drain in order to ensure better drainage and improved cleanliness of the area and undertake weekly cleaning of Gaurab Path to maintain overall cleanliness of the area and to ensure regular monitoring of the same..</p>	
6. Health	<p>1. The Chairperson 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.</p> <p>2. A discussion was held on high-risk pregnant women. The Chairman requested the Department to take special care in such cases.</p> <p>3. The Health Department is requested to initiate a medical check-up activity in the Satras under Titabor Co-District and to submit the proposed schedule to the office of the undersigned.</p> <p>4. The Branch Officer, Health in coordination with BPM, Titabor has been directed to resolve the issues pertaining to opening of bank account of Pregnant women under Wage Compensation Scheme by taking up the matter with India Post Payment Bank.</p>	<p>1. SDM&amp;HO, Titabor</p> <p>2. Superintendent, Titabor SDCH.</p>
7. Education	<p>1. The Chairperson discussed the AMF of schools, particularly those designated as Polling Stations. In this regard, the PHED, Titabor, is requested to undertake necessary backwashing of the water supply systems in the schools.</p>	<p>1. BEEO, Titabor</p> <p>2. AEE, PHED, Titabor.</p>
8. Excise	<p>1. The Excise Department is requested to continue its enforcement drive against the manufacture and sale of illicit liquor.</p>	<p>1. DSE, Excise Dept., Titabor..</p>
9. PHED	<p>1. The Chairperson requested the AEE,</p>	<p>1. AEE, PHED,</p>

	<p>PHED, Titabor, to consult with the Health Department, Titabor, regarding the shifting of one CMSC from either Mohimabari MPHC or Mohimabari SC to another health centre wherever required based on feasibility.</p> <p>2. The Chairperson also requested the PHED department to implement EoDT schemes and select feasible locations in consultation with line departments.</p>	<p>Titabor.</p> <p>2. SDM&amp;HO, Titabor BPHC.</p>
10. APDCL	<p>1. The Chairperson requested the SDE, APDCL, Titabor, and the AEE, PWRD, Titabor, to coordinate during the utility shifting process to ensure smooth delivery of public services.</p>	<p>1. SDE, APDCL, Titabor.</p>
11. Fishery	<p>1. No specific discussion.</p>	
12. Handloom & Textile	<p>1. The Chairperson discussed the recent enforcement drive undertaken by the Department against power loom-woven gamuchas and requested the continuation of the enforcement drive against the sale and production of power loom-woven gamuchas and other traditional textiles.</p>	<p>1. Inspector, Handloom &amp; Textile, Titabor.</p>
13. PNRD	<p>1. The House reviewed the progress of House completion and Gap assessment of Sanction-instalment release and House completion under PMAY-G scheme.</p> <p>2. The House discussed the current status of various Model Anganwadi Centres within Titabor Co-District.</p> <p>3. The Chairperson discussed areas where the number of tea garden persondays is low and requested the department to provide area-wise reports on tea garden persondays.</p> <p>4. A discussion was held on the Amrit Sarovars that have not yet been handed over, as well as on the Amrit Sarovars at Melamati and Birinasayek where adequate water is not available. The BDO, Titabor was requested to take necessary measures to take up schemes for excavation if necessary wherever water levels are not adequate.</p>	<p>1. BDO, Titabor.</p>
14. Social Welfare	<p>1. No specific discussion.</p>	
15. ARCS	<p>1. The House discussed the registration of Co-operative Societies within Titabor Co-</p>	

16. Sericulture	1. <del>District.</del> No specific discussion.	
17. Irrigation	1. No specific discussion.	
18. Labour Welfare	1. No specific discussion.	
19. DICC	1. No specific discussion.	
20. Water Resource	1. No specific discussion.	
21. Soil Conservation	1. No specific discussion.	

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: 11-02-2026

1. The District Commissioner, Jorhat for favour of kind information.
2. The Circle Officer, Titabor for kind information and necessary action.
3. All Assistant Commissioners, Titabor for kind information and necessary action.
4. All Heads 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