

**MINUTES OF THE DDC MEETING HELD ON 04/08/2015 AT 10.00 A.M. IN THE CONFERENCE HALL OF THE OFFICE OF THE DEPUTY COMMISSIONER, CACHAR, SILCHAR**

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**Members Presents: Vide Annexure –A**

**CHAIRD BY :** SHRI VISWANATHAN. S, IAS, DEPUTY COMMISSIONER, CACHAR, SILCHAR.

**VENUE :** CONFERENCE HALL, O/O. THE DEPUTY COMMISSIONER, CACHAR, SILCHAR.

**DATE :** 04-08-2015

The Deputy Commissioner, Cachar, Silchar, presided over the meeting. As per Agenda Points of the meeting, the DDC Meeting is conducted.

**AGENDA ITEM NO. 1: Discussion on Actionable Points of Confirmation of last DDC Minutes.**

On a query from the Deputy Commissioner, Cachar, Silchar in respect of Action Taken Reports on Actionable Points of last DDC Minutes, all the District Heads informed the house that Action Taken Reports in this regard have been submitted. The Deputy Commissioner, Cachar, Silchar, then confirmed the last Minutes and requested all the District Heads to expedite their performances.

**(Action : All District Heads, Cachar, Silchar)**

**AGENDA ITEM NO. 2: A Power Point Presentation by PD, DRDA regarding activities on Sansad Adarsh Gram Yojana (SAGY).**

The Power Point Presentation was made by the PD, DRDA, Cachar, Silchar. The Deputy Commissioner, Cachar, Silchar requested the PD, DRDA, Cachar, Silchar to make Power Point Presentation in the coming DDC Meeting highlighting all the activities of all the departments in respect of SAGY Village, Lakhinagar G.P.

**(Action : PD, DRDA, Cachar, Silchar)**

**AGENDA ITEM NO. 3: Publication of Booklets on the eve of 69<sup>th</sup> Independence Day.**

The Deputy Commissioner, Cachar, Silchar requested all the District Heads to submit reports highlighting the achievements of 2014-15 showing target and achievements along with Success Stories, Photographs and if innovative schemes taken up for publication of Booklets within 2 (two) days.

**(Action : All District Heads, Cachar, Silchar)**

**AGENDA ITEM NO. 4: Cleanliness Drive.**

The Deputy Commissioner, Cachar, Silchar informed the house that first and third Sundays of every month should be observed for Cleanliness Drive at Silchar and Lakhipur areas. In this regard, all the District Heads were requested to give continuous efforts for making the city Green & Clean and direct their sub-ordinate Staff to maintain the cleanliness in their respective Office premises. The Sub-Divisional Officer (Civil), Lakhipur was also requested to follow the same.

**(Action : All District Heads, Cachar, Silchar and SDO (Civil), Lakhipur)**

**AGENDA ITEM NO. 5: CM's Budget Speech 2015.**

The Deputy Commissioner, Cachar, Silchar requested all the District Heads to go thoroughly through the CM's Budget Speech 2015 and subsequently take necessary actions and submit reports within 10<sup>th</sup> Aug' 2015 positively.

**(Action : All District Heads, Cachar, Silchar and SDO (Civil), Lakhipur)**

**AGENDA ITEM NO. 6: CM's Special Package and Programmes.**

The Deputy Commissioner, Cachar, Silchar requested all the District Heads to speed up the works of CM's Special Package and Programmes and submit reports within 10<sup>th</sup> Aug' 2015 without fail.

**AGENDA ITEM NO. 7: A Power Point Presentation by the District Social Welfare Officer, Cachar Silchar.**

The District Social Welfare Officer, Cachar, Silchar highlighted all the schemes under Social Welfare Department for last 3 (three) years with achievements through Power Point Presentation. The Deputy Commissioner, Cachar, Silchar expressed displeasure over the performance of District Social Welfare Officer, Cachar, Silchar in implementing the Schemes. The issues are listed below:

- (a) Un-utilized amount under SNP,
- (b) The funds are being disbursed through cheques instead of RTGS/e-transfer as per Finance Department Guidelines.
- (c) Delay in implementation of MMJBA.

The Deputy Commissioner, Cachar, Silchar requested the DSWO, Cachar, Silchar to take necessary steps for utilization of Un-utilized amount under SNP and all the fund are to be disbursed through RTGS and expedite the works in implementation of works of MMJBA. In this

regard, DDC, Cachar, Silchar was requested to pay special attention on implementation of the same.

On a query from the Deputy Commissioner, Cachar, Silchar on other different activities, the DSWO, Cachar, Silchar failed to state the information and informed that the Divisional Programme Officer, ICDS Cell, Cachar, Silchar is also entrusted to perform the task. The Deputy Commissioner, Cachar, Silchar viewed seriously on Divisional Programme Officer, ICDS Cell for leaving the Head Quarter without prior approval. In this regard, he directed to issue Show Cause with intimation to the Government.

**(Action : DDC, Cachar, Silchar and DSWO, Cachar, Silchar)**

#### **AGENDA ITEM NO. 8: Attention on Tea Garden Areas.**

The Deputy Commissioner, Cachar, Silchar requested all the District Heads to give special focus on Tea Garden and Tea Tribe Areas as the Govt. is pressing hard for upliftment of the people residing in such areas in regards to construction of IHHL, implementation of Plantation Act, Education and Health.

**(Action : Concerned District Heads, Cachar, Silchar)**

#### **AGENDA ITEM NO. 9: Action Taken Report on DC-SP Conference.**

The Deputy Commissioner, Cachar, Silchar informed the house that DC-SP Conference is likely to be held on 3<sup>rd</sup> Week of Aug' 2015 and requested all the District Heads to complete the tasks as per the last DC-SP Conference Minutes within 15<sup>th</sup> Aug' 2015. The last Minutes of the DC-SP Conference was thoroughly discussed and immediate actions are to be taken on following points:

- 1) The Addl. Commissioner (Rev.), Cachar, Silchar to finalize the land for Residential Schools. (Minutes of DC-SP, Point 2.19)
- 2) The Executive Engineer, PWD (Bldg.) to complete the remaining works under construction of School Buildings under RMSA by 31<sup>st</sup> Aug' 2015. (Minutes of DC-SP, Point 2.1.3.)
- 3) Inspector of Schools, CDC, to certify the holding of regular monthly meeting. (Minutes of DC-SP, Point 2.1.4.)
- 4) Process of Rationalization of teachers in schools to be completed within 13<sup>th</sup> Aug' 2015. (Minutes of DC-SP, Point 2.1.6.)
- 5) The Addl. Deputy Commissioner, Health to submit report on Drugs Stock Position. (Minutes of DC-SP, Point 4.3.12)

- 6) The Joint Director, Health Services, Cachar, Silchar to take steps to make the FRU functional, Kaia in by 10<sup>th</sup> Aug' 2015. (Minutes of DC-SP, Point 4.3.13.)
- 7) The Joint Director, Health Services, Cachar, Silchar to submit Inspection Report on Nursing Homes. (Minutes of DC-SP, Point 4.3.11.)
- 8) Remaining 13% to be covered and report to be submitted by the Joint Director, Health Services, Cachar, Silchar. (Minutes of DC-SP, Point 4.6)
- 9) Status of LLIN distribution covering all LACs to be submitted by the Joint Director, Health Services, Cachar, Silchar. (Minutes of DC-SP, Point 4.7)
- 10) Status Report on activities of Tea Garden Areas to be submitted by the Joint Director, Health Services, Cachar, Silchar. (Minutes of DC-SP, Point 4.11)
- 11) Steps/Suggestions for Improvement of Health Sectors to be submitted by the Joint Director, Health Services, Cachar, Silchar. (Minutes of DC-SP, Point 4.29)
- 12) The process of PMEGP to be completed by 13<sup>th</sup> Aug' 2015 by the GM, DICC, Cachar, Silchar. (Minutes of DC-SP, Point 5.1)
- 13) Distribution to be completed under MMKA by 15<sup>th</sup> Aug' 2015 by the GM, DICC, Cachar, Silchar. (Minutes of DC-SP, Point 5.3)
- 14) Distribution of Yarn to be completed by 3<sup>rd</sup> Week of Aug' 2015 by the Asstt. Director, Handloom & Textile, Cachar, Silchar. (Minutes of DC-SP, Point 6.1)
- 15) Special Drive to be undertaken by the Asstt. Director, Handloom & Textile, Cachar, Silchar. (Minutes of DC-SP, Point 6.5)
- 16) Computerization under NFSA to be completed by 10<sup>th</sup> Aug' 2015 Asstt. Director, Food & Civil Supply, Cachar, Silchar. (Minutes of DC-SP, Point 3.1.1)
- 17) Pending works of IAY and MGNREGS to be completed by PD, DRDA, Cachar, Silchar within 15<sup>th</sup> Aug' 2015. (Minutes of DC-SP, Point 7.1.12)
- 18) Meeting to be conducted within 10<sup>th</sup> Aug' 2015 as regards discussion on mentally ill people and also Review meeting with all Field Staff under the Chairmanship of the Deputy Commissioner, Cachar, Silchar by the DSWO, Cachar, Silchar. (Minutes of DC-SP, Point 8.2 & 8.12)
- 19) Project Proposal to be prepared regarding parking facilities by the E.E., PWD Roads within 10<sup>th</sup> Aug' 2015. (Minutes of DC-SP, Point 9.2)
- 20) Proposal for Sanitary Toilets to be submitted in Tourist Places like Khaspur, Bhuban Hills by PHE Department at the earliest. (Minutes of DC-SP, Point 12.0)

MISC:

- 1) *The Chairman Silchar Municipality Board, Silchar was requested to submit proposal under MANASA with consultation with the Executive Officer, SMB and Addl. Deputy Commissioner, SMB, Silchar.*
- 2) *FUND TRANSFER – The Deputy Commissioner, Cachar, Silchar requested all the District Heads to make payment directly credited to account of the payees through Electronic Clearing System (RTGS) as per Govt. direction henceforth.*
- 3) *Executive Engineer, PWD (Roads, NH & NEC) to show Power Point Presentation highlighting the present road scenarios and measures to be taken for improvement in the next DDC Meeting.*
- 4) *PM'S EXCELLENCE AWARD FOR EXCELLENCE IN PUBLIC ADMINISTRATION : The Deputy Commissioner, Cachar, Silchar informed the house that the Awards by the Govt. of India will be given in the following six areas (i) Implementation of Innovative Schemes/Projects, (ii) Bringing perceptible systematic changes and building up institutions, (iii) making Public Delivery System efficient and corruption free, (iv) Showing Innovation and Adaptation to meet State Holders' Requirements, (v) Extra Ordinary performance in emergent situations like flood, earthquake etc. and (vi) Setting high standard of services and continued improvement, showing high leadership qualities and improving employee motivation etc. In this regard, all District Heads were requested to pay attention and submit proposals at the earliest.*

The meeting ended with vote of thanks from the Chair.



(Viswanathan. S, IAS)  
Deputy Commissioner,  
Cachar, Silchar.