

Minutes of the meeting held on 04-05-2013 at 12.30 p.m. in the Conference Hall of DM's Office, Khowai in connection with inspection of AWC, School, Health Sub-Centre, F.P. Shop etc.

List of participants is shown at Annexure-A.

District Magistrate & Collector, Khowai presided over the meeting.

1. **General Issue:-**

Welcoming all the participants, the DM & Collector, Khowai initiated discussion about inspection done by the respective inspecting officers for last 10(ten) months. The importance of inspections done by all officers was emphasized. If all 23 officers had conducted the targeted inspection then $5 \times 10 \times 23 = 1150$ of each category i.e. NREGA works, AWCs, Schools, HSCs could have been covered.

It was reported that only 10(ten) nos. Health Sub-Centre were inspected by the inspecting officer during last 10(ten) months. The inspection of Health Sub-Centre is very poor and not at all satisfactory.

The AWCs were inspected in relatively larger number but was still not satisfactory. A copy of **modified inspection schedule for AWCs was circulated** to all the Inspecting Officers.

It was decided that all officers must target to meet the monthly targets hence forth. It was decided that 3 Asst. engineers shall be dropped from the list and other 3 officers shall be involved for inspections. The following officers will be engaged in their place.

1. Superintendent of Fishery, Teliamura.
2. Asstt. Director, ARDD, Teliamura.
3. Asstt. Director, Khowai. (ARDD)

It has been also observed that the inspecting officers have inspected the AW Centers, Schools, Health Sub-Centre but there is no process for remedial action. Therefore the following standard operating procedure shall be followed.

- a) The inspection shall mandatorily be conducted in the prescribed format, though all columns may not be required to be filled up. However, the synopsis of the inspection should be clearly written in the compilation report that is to be sent every month. The inspections should be sent by the inspecting officers immediately to the departmental officer concerned so that action is taken up from their end. All such officers should report back regarding action taken from their end by the end of the month suo motu.
- b) The O/C Inspection Cell of the office of DM and Collector, Khowai shall ensure that inspections are compiled by the 5th working day of each month. Those officers who have not conducted the required number of inspections shall have to be given a reminder by the 6th working day of the month.
- c) All inspections done by each officer and major issue to be addressed should be compiled to be discussed in the monthly wrap up meeting. A process of sending a reminder to those officers who have not reported regarding corrective measures should be reported. These reports should be compiled within 6 working days of the

Wrap up meeting. The district level officers shall be responsible for sending action taken reports as and when then received reports from various officers.


2. Mentorship of AWC for improving the quality of services delivered

24 AWCs have are presently being mentored by different officers of the district to help in bringing up the quality of services being delivered at the AWC. Accordingly the following interventions were suggested to the officers to make the necessary changes required

Sl. No.	Quality Improvement	Intervention
1	Pre school Education	24 AWWs are being trained from 12 to 18 th at agartala by DISE
2	Infrastructure	Ensuring availability of DW and Sanitation, Kitchen Shed, Kitchen Garden, Boundary, teacher learning material, medicines, toys etc. The Officer may engage the the PRI bodies or the guardians to contribute.
3	Attendance of students	Ensuring the attendance of students rises. This can be ensured by better community participation. The officer may facilitate a meeting (preferably before the 8 th may) with the PRI bodies and encourage the guardians to send children to the AWC regularly.
4	SNP	Ensuring the AWW knows the norms and so do the PRI and villagers. The officer can facilitate a inspection by the villagers of the maintenance of stock registers and checking the same with physical stock. Also officers may set up a institutional system for ensuring contribution of villagers in SNP or formation of kitchen garden
5	Health and immunization	The Officer may like to involve the Panchayat in taking interest in the state of the children's health by measuring weight and plotting on the growth charts. The guardians should understand the importance of the process. The officer should also ensure the process of routine immunizations is carried out properly.

The status report of 22 inspecting officers during the month of April, 2013 is enclosed in separate sheet.

The meeting ended with thanks to all.


14/05/13
(T. Deb Barma, IAS)
District Magistrate & Collector,
Khowai District Tripura.

GOVERNMENT OF TRIPURA
OFFICE OF THE DISTRICT MAGISTRATE & COLLECTOR
KHOWAI DISTRICT: TRIPURA
(INSPECTION CELL)

No. 4436-96 /F.IV (1)/DM/KH/ INS-CELL /2012

Dated, 14 / 05 /2013.

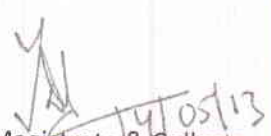
To
All concerned for information and necessary action.

Copy to:-

1. Sri S.Karmakar,ADM,Khowai.
2. The SDM,Khowai/Teliamura.
3. The DISE,(West) Tripura,Agartala.
4. The DEO, Khowai.
5. The CMO,Khowai.
6. Sri D.B.Reang,DC,DM's Office,Khowai.
7. Sri A.Chakma, DC, DM's Office,Khowai.
8. Sri Amitabha Chakma, DC, SDM's Office,Khowai.
9. Sri T.Sarkar,SDWO, Khowai.
10. Sri A.Baidya, DCM,Khowai.
11. Sri Mahendra Kambe,DC,SDM's Office,Khowai.
12. Sri S.N.Das,DCM,Teliamura.
13. Sri Takhirai Debbarma,SDWO,Teliamura.
14. Sri Ashis Biswas,DC,SDM's Office, Khowai.
15. Sri Abhiram Debbarma, DC, SDM's Office,Teliamura.
16. Sri Ajoy Dhar, SA,Tulasikhar.
17. Sri Jibanlal Saha,SA,Khowai.
18. Sri A.R.Chowdhury,SA,Teliamura.
19. The Block Development Officer,
Khowai/Teliamura/Kalyanpur/Padmabil/Tulasikhar/Mungiakami R.D.Block.
20. The Inspector of Schools,Teliamura/Tulasikhar/Khowai/Harepkuwar.
21. The CDPO, Khowai/Teliamura/Kalyanpur/Padmabil/Tulasikhar/Mungiakami.

Copy also forwarded to:-

1. PS to Chief Secretary, Tripura, for kind information of C.S.
2. The Principal Secretary, School Education Deptt. Govt. of Tripura, Agartala.
3. The Principal Secretary, Social Welfare & Social Edn. Deptt. Govt. of Tripura, Agartala.
4. The Principal Secretary, Food Deptt. Govt. of Tripura, Agartala
5. The Principal Secretary, RD Department, Govt. of Tripura, Agartala.
6. The Secretary, Health Department, Govt. of Tripura, Agartala.


District Magistrate & Collector,
Khowai District Tripura.

Following inspection done during the month July, Aug, Sept, Oct, Nov & Dec, Jan, Feb, Mar & April 2012-13.

Sl. No.	Name of Inspection Officer	Month	No. of Inspection done during July, 2012										Total
			SDM's office	BDO's office	Health Sub-Center	GP	VC	REGA	AWC	School	F.P. Shop	others	
1	S.Karmakar, ADM, Khowai	July, 12	-	-	-	1	-	-	2	4	13	8	28
		Nov'12	-	-	-	-	-	15	9	-	-	-	24
		Dec'12	1	-	-	-	-	26	8	-	-	-	35
		Jan' & Feb'13	-	-	-	-	-	22	5	-	-	-	27
		Mar' & Apr'13	-	-	4	-	-	5	42	8	-	-	59
2	S.Chakraborty, SDM, Khowai	July, 12	-	1	-	-	2	-	4	3	-	2	12
		August, 12	-	1	-	-	-	-	-	-	-	-	1
		Sept'12	-	1	-	-	1	-	3	1	-	-	6
		Oct, 12	-	1	-	-	-	-	-	-	-	-	1
		Nov'12	-	1	-	-	-	-	5	6	-	-	12
		Dec'12	-	1	-	-	-	3	-	-	-	-	4
		March & April, 13	-	1	1	-	-	-	4	2	-	-	8
3	Gopal Debnath, SDM, Teliamura	July, 12	-	-	-	-	2	5	1	-	-	-	8
		Aug'12	-	-	-	-	-	-	-	2	1	-	3
		Sept'12	-	-	-	-	-	3	-	-	-	-	3
		Mar' & Apr'13	-	-	-	-	-	-	4	-	-	-	4
4	A.Dhar, SA, TLS	July, 12	-	-	-	-	-	4	1	3	-	-	8
5	A.K.Roy, DC, DM's Office, KHW	July, 12	-	-	-	-	-	2	3	2	-	-	7
		Nov'12	-	-	-	-	-	1	4	1	-	-	6
6	Ashok Rn. Chowdhury, SA, TLM	July, 2012	-	-	-	-	-	-	3	1	-	-	4
		Sept'12	-	-	-	-	-	-	5	4	-	-	9
		Jan' & Feb'13	-	-	-	-	-	-	2	-	-	-	2
		Mar' & Apr'13	-	-	-	-	-	-	7	-	-	-	7
7	D.B.Reang, DC, DM's Office, KHW	July, 12	-	-	-	-	-	7	-	-	-	-	7
		Sept'12	-	-	-	-	-	10	-	-	-	-	10
		Oct'12	-	-	-	-	-	2	-	4	-	-	6
		Jan' & Feb'13	-	-	6	-	-	13	65	32	-	-	116
		Mar' & Apr'13	-	-	-	-	-	37	-	-	-	-	37
8	S. Bhattacharya, EE, RD, TLM.	July, 12	-	-	-	-	-	2	-	-	-	-	2
9	L.Darlong, BDO, Mungiakami	Aug'12	-	-	-	-	-	-	5	-	-	-	5
		Oct'12	-	-	-	-	-	2	3	2	-	-	7

		Nov'12	-	-	-	-	-	5	-	-	-	5
		Mar' & Apr'13	-	-	-	-	-	6	-	-	-	6
10.	A. Baidya, DCM, Khowai.	Aug'12	-	-	1	-	1	1	-	1	-	4
		Sept'12	-	-	1	-	6	6	8	-	-	21
		Nov'12	-	-	-	-	5	5	8	-	-	18
		Mar' & Apr'13	-	-	2	-	-	17	6	-	-	25
11.	T. Sarkar, SDWO, Khowai	Aug'12	-	-	-	-	-	-	1	-	-	1
		Sept'12	-	-	1	-	1	1	1	-	1	4
		Nov'12	-	-	1	-	3	1	-	-	-	5
12.	U. Chakma, DC, Khowai	Aug'12	-	-	-	-	1	2	1	-	-	4
13.	S.N.Das,DCM, Teliamura.	Aug'12	-	-	-	-	-	1	1	-	-	2
		Nov'12	-	-	-	-	-	-	2	-	-	2
		Mar' & Apr'13	-	-	-	-	5	4	1	-	-	10
14.	Jibanlal Saha, SA, Khowai.	Aug'12	-	-	1	-	2	1	1	-	-	5
		Nov'12	-	-	-	-	2	2	2	-	-	6
		Jan' & Feb'13	-	-	-	-	-	5	3	-	-	8
		Mar' & Apr'13	-	-	-	-	-	5	3	-	-	8
15.	S. Choudhury, AE, RD, TLM.	Oct'12	-	-	-	-	6	-	2	-	-	8
16.	S. Mallik, AE, RD, TLM	Oct'12	-	-	-	-	5	-	-	-	-	5
		Nov'12	-	-	-	-	2	-	2	-	-	4
17.	A. Chakma, DC, DM's Office, KHW	Nov'12	-	-	-	-	-	3	4	-	-	7
		Jan' & Feb'13	-	-	-	-	-	3	-	-	-	3
		Mar' & Apr'13	-	-	1	-	-	9	-	-	-	10
18.	Amitabha Chakma, DC, DM's Office, KHW	Nov'12	-	-	-	-	-	-	3	-	-	3
		March, 13	-	-	-	-	-	6	-	-	-	6
19.	M.L.Das, BDO, Kalyanpur	Nov'12	-	-	-	-	-	-	3	-	-	3
		Dec'12	-	-	-	-	-	-	2	-	-	2
		Jan' & Feb'13	-	-	1	-	-	14	9	-	-	24
		Mar' & Apr'13	-	-	-	-	-	2	-	-	-	2
20.	S.K.Dash, BDO, Tulasikhar	Nov'12	-	-	-	-	-	6	-	-	-	6
		Dec'12	-	-	-	-	-	6	-	-	-	6
21.	B.Bhattacharjee, BDO, Khowai	Dec'12	-	-	-	5	5	4	2	-	-	16
22.	T.Debbarma, SDWO, TLM	Dec'12	-	-	-	-	-	-	4	-	-	4
23.	Shibjyoti Datta, BDO, Tulasikhar	Jan' & Feb'13	-	-	-	-	-	2	-	-	-	2
24.	Paritosh	Jan' &	-	-	-	-	-	10	-	-	-	10

	Biswas,BDO,TLM	Feb'13												
	Ashis Biswas, DC,Teliamura	Mar' & Apr'13	-	-	-	-	-	5	5	-	-	-	-	
26.	M.Debnath, DCM,Teliamura	Dec'12	-	-	-	-	-	-	-	2	-	-	-	10
27.	K.M.Jamatia, DEO,I/C.	Sept'12	-	-	-	-	-	-	-	1	-	-	-	2
28.	Er.S.K.Das,SE, Gurkhabasti	Oct'12	-	-	-	-	-	-	-	-	-	-	10	1
29.	M.Kambe,DC,SD M's Office,Khowai	Feb'13	-	-	-	-	-	-	3	1	-	-	-	4
	Total:		1	7	20	6	5	141	363	171	15	21	750	