

June

**Note on decision taken in the State Level R.D. meeting held on
08-06-2012 in the New Secretariat, Conference Hall No.2, Agartala.**

The following actions are required by all concerned with respect to the various development works being taken up in the District in a time bound manner:-

Sl. No.	Subject related for action	Action required to be taken	Date & person responsibility
1.	Completion of SECC supervising round in Mungiakami.	The supervising round of SECC has been halted in Mungiakami due to non-reporting by BHEL. The matter is to be pursued with Statistic Department	D.M. & Collector, Khowai by 12 th June, 2012.
		Detailed Action Plan with respect to draft publication and admitting claim & objection is to be formulated for the District.	O/C, General by 20 th June, 2012.
2.	Publication of booklets of all RD works including MGNREGA taken up for 2011-12.	All BDOs shall submit photographs & 100 words success stories for 5 works or more each with respect to MGNREGA, IAY, BADP, CADP/ACA, SPA, SRE, NRHM/SSA etc.	All BDOs /Executive Engineer by 22 nd June, 2012.
		This report shall be completed for publication of booklets and shall be completed before 30 th June, 2012.	ADM, Khowai, & O/C, Development by 30 th June, 2012.
3.	Convergence with line department for fund utilization of MGNREGA .	All BDOs to ensure with fund is placed to the line department for taking up of plantation works within the planting season. BDOs shall requisition for additional fund if required immediately so that there is no bottleneck with respect to funding. BDOs shall ensure that all planting works are carried out as per schedule of plantation season and should personally monitor with respect to planting materials for identification of beneficiaries (especially documentation with respect to forest beneficiaries) etc.	All BDOs to confirm in prescribed format by 15 th June, 2012.
		Block Level Vanamahotsava shall be celebrated in the 1 st week of July. About 500 plant guards (Iron mesh type) shall have to be procured for the entire District. O/C, Development should write to DFO, Teliamura to start procurement process immediately.	Next course of action by DFO, Teliamura & O/C, Development by 25 th June, 2012.

4.	Use of IT Infrastructure placed at GP level .	All BDOs shall identify one staff for each Panchayat/ADC village who shall be trained or has already been trained for doing minimum basic MGREGA related task on the computer.	All BDOs by 30th June, 2012, & O/C, Development to circulate the format for submitting a list of trained/to be trained staff.
		3 (three) days training programme shall be organized for batches of 10 of GRS/VS/Panchayat Secretary in the District Headquarters from the 1 st week of July, 2012.	ADM, Khowai & O/C, Development by 30th June, 2012.
		BDOs shall ensure that all such IT Infrastructures has been entered into Asset Register of the Panchayat and handed over to the Panchayat Secretary. BDOs shall also ensure that all the computers are within AMC and if not proposal should be sent immediately to renew expired AMC.	Action Taken Report to be submitted by BDOs by 30th June, 2012.
5.	Monitoring/supervision of MGNREGA works	All BDOs shall ensure that work order copies are duly handed over to the Supervising Officers (Sector Engineers). The Supervising Officers (Sector Engineers) should ensure fortnightly monitoring of these works and ensure the signatures are put to measurement book after verification. Emphasis should be paid on output of works. BDOs shall ensure visiting of work site and submission of Inspection format weekly by their Supervising staff & selves. They shall also ensure that Technical Assistant, Junior Engineer and other Technical staff are given specific sectors & targets for inspection work. They should set up Inspection Cell in their office which will ensure that Inspection Reports are compiled and sent to the office of the D.M.& Collector, Khowai as well as brought to the notice of the BDOs for corrective action.	BDOs shall confirm set up of Inspection Cell in their office by 16th June, 2012, consisting of one Technical staff or Sr. most clerical staff related to Development Section so that weekly report are generated regarding outcome Inspection conducted .
		Sector delimited for the District Level/team of Inspecting Officers shall have to be recast so that they are in geographical continuity. Weekly report regarding	ADM, Khowai & O/C, Development by 16th June, 2012.

		inspection of works should be compiled at the District Level also. District Level Inspection Cell shall be set up by 16 th June, 2012.	
6.	BADP	All BADP works of 2010-11 & 2011-12 shall be completed by June end and confirmation of UC sent shall reach the office of D.M. & Collector, Khowai by July 1 st week.	All BDOs & Executive Engineer by July 1 st week.
7.	Construction of sub centre & handing over.	The calendar of handing over of all sub centre constructed in 2010-11 & 2011-12 shall be submitted by Executive Engineer & BDOs by June end positively to CMO with a copy this office.	BDOs & Executive Engineer by June end.

(Tanusree Deb Barma, IAS)
District Magistrate & Collector
Khowai Distrcet : Tripura.

Government of Tripura
Office of the District Magistrate & Collector
Khowa District : Tripura.

No. 9177-89 / F. NO. N(23)/DM/KH/DEV/12

14/11/June 13, 2012.

To

1. All concerned for necessary action Please.
2. Addl. District Magistrate & Collector, Khowai District for information and necessary action please.
3. The Chief Medical Officer, Khowai District for information and necessary action please.
4. The Divisional Forest Officer, Teliamura for information and necessary action please.
5. The Executive Engineer, Division No.III, Teliamura for information and necessary action please.
6. All BDOs, Khowai District for information and necessary action please.
7. The Officer-in-Charge, Development/General Section of this office for necessary action please.

Copy to :-

1. The Principal Secretary, Revenue Department, Govt. of Tripura for favour of kind information.

District Magistrate & Collector
Khowai Distrcet : Tripura.