

Minutes of the Honourable Chief Minister's Review meeting held on 23.04.2012 in the Conference Hall of DM's Office, Khowai District.

List of participant are enclosed (Annexure-A)

With the permission of the chair, the D.M. & Collector, Khowai initiated the discussion. The following decisions were taken:-

1. District Profile:

The Profile of the district shall be prepared immediately as per the form circulated by the Planning Department. Such data shall be adequately represented in the form of large notice board in the office for public viewing. The information displayed shall have to be updated twice a year. All Sub-Divisions, Blocks and Nagar Panchayats shall also put up similar notice boards based on Sub-Divisional Profile and Block Profile. The Profile of the district shall be sent to the Planning department for record. **Action: DM, Khowai, all SDMs and all BDOs**

2. Inspection and Monitoring: Emphasis should be paid on close monitoring and supervision by all officers in the district. Accordingly targets were given for inspection to be done as follows:-

- a) District Magistrate & Collector shall visit at least 1 Sub-Divisional Head Quarter and 1 Block Head Quarter every month. **Action: DM, Khowai**
- b) Addl. District Magistrate & Collector shall also visit 1 Block HQ and 1 Sub-Divisional HQ every month. **Action: ADM, Khowai**
- c) Dy. Collectors attached to the DM office shall inspect 2 blocks each month. **Action: DCs attached to O/O DM Khowai**
- d) SDM s shall visit 2 Blocks and 1 Nagar Panchayat in every month. **Action: All SDMs**
- e) DCMs should visit 2 Block in every month. **Action: All DCMs.**
- f) BDOs shall ensure that every Panchayat is visited at least once in a month by himself or by his Extension Officer. **Action: All BDOs.**

During these inspections emphasis shall be paid on maintaining Cash Books, following Rules of Financial Propriety and records maintenance. No loose Cash shall be kept in any of the offices and weekly closing of Cash book shall have to be adhered to.

3. **Division of Responsibility:**The responsibilities of inspection work was distributed as follows:-

- DM shall look after Teliamura Sub-Divisional area.
- Addl. DM shall look after Khowai area.
- SDM, Khowai shall look after Tulashikar Block and Khowai Nagar Panchayat and divide responsibility of Padmabil and Khowai Blocks among his Deputy Collectors.
- SDM, Teliamura shall look after Mungiakami Block and Teliamura Nagar Panchayat and divide the responsibility of Kalyanpur and Teliamura Blocks between his 2 Deputy Collectors.

4. **Coordination with PRI:**BDOs shall ensure the regular conduct of monthly BAC and Panchayat Samiti meeting and ensure the attendance of Sub-Divisional level, Line department officers in standing committee meeting. Next date for the meetings shall be fixed well in advance so that attendance of Key officials is ensured.

5. **Public Grievance Redress:**All officers including DM, SDMs and BDOs shall keep second half of Monday for public hearing. Officers should also ensure that if they are not available on that day, another officer is automatically responsible for attending public meeting on that day.

Action: All SDMs. All BDOs

6. **A Town Beautification Committee** shall be formed with the following members:-

- i. District Magistrate & Collector - Convener
- ii. Superintendent of Police, Khowai - Member
- iii. Divisional Forests Officer, Teliamura - Member
- iv. Executive Engineer, PWD(R&B), Khowai- Member
- v. Executive Engineer, PWD(R&B) Teliamura - Member
- vi. Deputy General Manager, TSECL Division-X, Khowai - Member
- vii. Deputy General Manager, TSECL, Teliamura - Member
- viii. Executive Officer, Khowai - Member
- ix. Executive Officer, Teliamura - Member
- x. SDO, BSNL -Member

Action : All members of the Committee.

The above Committee have the following responsibilities:-

- Maintaining cleanliness of roads and pavements.
- Planning, Execution of plantation works along roadsides, public places etc.
- Coordinating the cleaning of Markets, Motorstands, Hospitals and Parks as well as all Schools premises.
- Ensuring development and maintenance of Eco-Parks/N.P. Parks.
- Making an Action Plan for Town Beautification
- Maintenance of Assets created.

The committee shall submit report within May 2012.

Action : All members of the Committee.

7. **Monthly Review Meetings:** District level meeting shall have to be conducted to coordinate all departmental aspects at the end of every month. Both Tribal Welfare as well as Fisheries Ministers shall be invited for these meeting.

Action: DM, Khowai

8. Drinking Water

Priority should be given to the non-covered habitations as per quantity. There are 80 such habitations in the district. Also Action Plan should be prepared to cover all habitations into fully covered quantity wise by the 10th May,2012.

Coordinated efforts of Forest Department, BDOs, DWSs shall be taken to ensure that **non-motorable habitations** can also be covered by some or the other safe drinking water source by taking up innovative sources or rain water harvesting projects.

Implementation of work by DWS Department shall be so coordinated that Schools, AnganWadi Centers and Health Sub-Centers are completely covered by December of this year. An **Action Plan** for the same shall be submitted also by 10th May,2012.

Action by EE DWS and BDOs

9. Sanitation:

It is to be ensured that Squatting Plates that have been given till date are brought into utilization. Social acceptability shall have to be achieved by means of IEC activities. A 20 minutes Film being prepared by office of the DM (West) shall be screened in weekly bazaar days for wide publicity. Replacement of old Squatting Plates which was distributed long back shall be taken up. Coverage of Schools and AWCs should be ensured by December,2012. It was also decided that Toilets construction shall be taken up even in AWCs functioning in private buildings.

Convergence of MGNREGA fund for construction of individual household toilet shall also be taken up.

Action by Member Secretary, DWSC, EE DWS, CMO(K), DPC SSA, SW&SE Deptt. and BDOs

10. Power

The coverage of habitations till date stands at 841 out of the 1178 habitations as projected by the department. 46 habitations are expected to be covered by **August, 2012** for which works are ongoing. The balance 291 habitations are to be covered under RGGVY Phase-II and of these 7 habitations shall have to be covered from non-conventional energy sources.

Action Plan for coverage of important offices and Government Institutions by Solar Power Electrification in these habitations shall have to be prepared by TSECL.

Action by TSECL

11. Irrigation:

It was reported that only 39 % of the land under cultivation is irrigable. Honourable Chief Minister desired that more numbers of sources and schemes shall be created so that more area can come under cultivation and can be irrigated. In pursuance of this target, a committee consisting of the following members was formed :-

- i. District Magistrate & Collector, Khowai
- ii. Zonal Development Officer, TTAADC, Khumulwng
- iii. Asstt. Director, Agriculture, (Sri ManojitBhattacharjee), Agartala
- iv. Executive Engineer (Water Resources) Division-I, Battala, Agartala,
- v. Executive Engineer, RD Division-III, Teliamura

The Committee shall prepare a 3 year Action Plan for bringing more area under irrigation in the district. Priority shall be given to Bordering area and Tribal areas. This report shall be submitted by **30th June, 2012**.

L.I. and D.T.W. schemes shall have to be maintained in functional condition all the time and wherever required, old schemes may be replaced completely.

Action by Water Resources and Agriculture Deptt.

12. Health Infrastructure:

Decision was taken to ensure that all 107 Villages/GPs have a functioning Sub-Center by the end of this year. Fund requirement for additional 4 Sub-Centers shall also be sent as proposal under BADP for the year 2012-2013.

Action: DM, Khowai

Decision was taken to convert Mungiakami new norm PHC to a full fledged PHC. Proposal in this regard shall be sent immediately.

Action: CMO, Khowai

Ratanpur PHC is nearing completion and steps shall be taken to ensure that the same is handed over by June end and communication shall have to be made with Health Department so that the PHC can start functioning from 15th August,2012.

Action: DM, Khowai and SDMO, Khowai

The works of Teliamura Sub-Divisional Hospital are required to be reviewed along with the implementing agency i.e. HSCL and PWD. A meeting has been fixed with the Chief Engineer, PWD(R&B) to review the status of construction works of bridges on the 03.05.2012. In the same meeting the execution of works for Teliamura SDH shall also be taken up. A report regarding this shall be submitted by DM, Khowai to Chief Secretary and Principal Secretary Health Department immediately.

Action by DM, CMO, Khowai, EE(PWD) Teliamura and HSCL.

13. Road Connectivity:

Review meeting shall have to be conducted with all Implementing Agencies that have taken up the works of various bridges in the district. The Chief Engineer, PWD(R&B) shall submit the action plan for time bound completion of all the works within 15 days.

Action: Chief Engineer, PWD

It was informed that as per MoRD approval, a DPR shall be submitted for all balance 250+ habitations in the district. 28 such roads have been identified that shall cover 17 numbers 250+ and 49 numbers 250- habitations. In addition 4 numbers of roads have been identified that shall cover 8 numbers 250- habitations exclusively.

District Administration has identified 23roads for covering 27 habitations (250+) which do not figure in the list that has been identified by PMGSY Cell. Reconciliation of the 2 lists shall be taken up and actual balance of 250+ as well as 250- habitations shall be identified so that these projects can find their names either in the PMGSY DPR or in the MGNREGA roads formation work for the year 2012-2013.

Action: by DM & PMGSY Cell

14. Infrastructure related to AnganWadi Centers:

(a) Honourable Chief Minister emphasized that Kitchen Shed should be taken up for all AWCs as soon as possible. BDOs shall have to play a crucial role in

sensitization the PRI bodies so that TFC and PDF fund at the disposal of Panchayat bodies can be utilized for the purpose.

- (b) Honourable C.M. also emphasized that steps should be taken to develop premises of the AWCs so that children attending these Institutions can have an enriching experiences. He also pressed upon the speedy completion of construction works of AWCs.

Action by all BDOs.

15. Distribution of Pension by Social Welfare & Social Education Deptt:

- (a) All pending applications for pension under various State/Central Government schemes shall have to be processed immediately. A meeting shall be conducted with all the CDPOs by the first week of May,2012 so that the pension can be disbursed from June itself.

Action: DM, Khowai

- (b) Delay disbursement of pension shall not be tolerated. A monthly compliance report shall have to be submitted by all CDPOs regarding the timely disbursement of pension. The achievement in this regard as well as ensuring 100% schoolenrollment of children passing out from ICDS Centers shall be taken as performance indicators for all CDPOs.

Action by DM, DISE

16. MGNREGA:

The achievement of Mandays generation shall have to be maintained and improved upon in the year 2012-2013. Job Cards who are not demanding works should be scrutinized very closely.

17. IAY:

Speedy implementation and completion was stressed upon so that subsequent installments are sanctioned in time. Sanction of houses for ROFR beneficiaries shall also depend on the present completion of works and therefore, it was necessary that all present construction are complete at an early date.

18. Miscellaneous Issues:


- (a) Adequate land is required to be located for composite office for DM & Collector, SP and CJM Court. Land identification details shall be sent to the Planning Department by 15th of May,2012.

(b) 25 acres of land is required to be identified for Police Line. Accordingly, it was decided that DGP, IG Law & Order, SP and DM may visit the location and finalize the land at an early date.

(c) Water and Electricity problem for Mungiakami Police Station is required to be redressed. ✓

(d) A New TSR Out Post is required between Kamalpur and Khowai Out Post at old Sukhiabari. Departmental officer of PWD, DWS and Power shall jointly visit the spot and submit report for covering the proposed Out Post with water source and electrification. ✓

Meeting ended with thanks to the chair.


26/04/12
(Tanusree Deb Barma, IAS)
District Magistrate & Collector
Khowai District: Tripura

Government of Tripura
Office of the District Magistrate & Collector
Khowai District: Tripura

NO. 6938-69/FXIII(5)./DM/KH/Tour/2012,

Dated, the 23rd April, 2012.

To

All concerned for kind information and necessary action please.


1. The District Coordinator, Tripura Bamboo Mission, Agartala
2. The State Quality Control, PMGSY, Agartala
3. The Superintendent of Police, Khowai
4. The Chief Medical Officer, Khowai Hospital
5. The SE, (Water Resources) Division-I, Kunjaban, Agartala
6. The SE, RD, Division - Agartala
7. The SE, PWD(R&B), Agartala
8. The Addl. General Manager, TSECL, Agartala
9. The Executive Engineer, PWD(R&B), Khowai / Teliamura Division
10. The DFO, Teliamura Forest Division
11. The SDM, Khowai / Teliamura Sub-Division
12. The Scientific Officer, ST&E, Tripura, Agartala.
13. The Executive Officer, Khowai / Teliamura Nagar Panchayat
14. The Dy. Director, Agriculture, West Tripura, Agartala
15. The Dy. Director, Horticulture & Soil Cons., West Tripura, Agartala
16. The Dy. Director, Fisheries Deptt. West Tripura, Agartala
17. The Dy. ~~ARD~~ ARDD Deptt. West Tripura, Agartala
18. The Member Secretary, DWSC Khowai

Copy to:-

1. The PS to Chief Secretary, Tripura,
2. The Commissioner & Secretary, Home Department, Govt. of Tripura
3. The Secretary, Planning Deptt. Govt. of Tripura
4. The Principal Secretary, Revenue Deptt. Govt. of Tripura, Agartala
5. The Commissioner & Secretary, RD Deptt. Govt. of Tripura, Agartala.

Copy for favour of information to:-

1. Secretary to Chief Minister, Tripura
2. PS to Hon'ble Minister for Agriculture Deptt. Govt. of Tripura
3. PA to Hon'ble Minister for Fisheries Deptt, Govt. of Tripura
4. Sabhadhipati, Paschim Tripura Zilla Parisad
5. Saha Sabhadhipati, Paschim Tripura Zilla Parisad


District Magistrate & Collector
Khowai District: Tripura

Annexure-A

List of participating in the Review Meeting held on 23-04-2012 at 11.00 A.M. in the Conference Hall of D.M. Office, Khowai.

1. Shri C.K. Das, IFS, DFO Teliamura
2. Shri A.K. Bhattacharya, Director, Planning Department, Agartala.
3. Shri B. Chakraborti, Superintending Engineer, DWS, Agartala.
4. Shri N.P. Chakraborty, Executive Engineer, DWS, Kalyanpur.
5. Shri P.K. Datta, Deputy Director, Horticulture, Paradise Chowmuhani, Agartala.
6. Shri Arindam Deb, Deputy Director, Agriculture, Gurkhabasti, Agartala.
7. Er. Swapan Kumar Das, Superintending Engineer, R.D. 1st Circle, Agartala
8. Shri Bhaswar Bhattachajya, BDO, Khowai.
9. Shri Surajit Bhattacharjya, Executive Engineer, R.D. Western Division No.II, Teliamura.
10. Shri Kanak Lal Das, DGM, TSECL, Khowai.
11. Shri Manik Lal Das, BDO, Kalyanpur.
12. Shri K.M. Jamatia, Deputy Director, District Education Officer, Khowai.
13. Shri M. Debbarma, AGM, TSECL, Agartala.
14. Shri N.L. Das, AGM, TSECL, Agartala.
15. Shri R. Debbarma, AGM, TSECL, Agartala.
16. Shri Amar Das, Superintending Engineer, PWD, Agartala.
17. Shri P. Paul, Superintend of Police, Khowai.
18. Shri Pankaj Sutradhar, Executive Engineer, PWD (R&B), Khowai.
19. Shri P.K. Bhuinya, Executive Engineer, PWD(R&B), Teliamura.
20. Shri Gopal Debnath, SDM, Teliamura.
21. Shri Amit Das, Executive Engineer, Water Resource Div.-I, Agartala.
22. Shri Animesh Das, ACE, PWD (WR), Agartala.
23. Er. Sankar Das, Superintending Engineer, Water Resource Circle-I, Agartala.
24. Shri Jyotirmay Debnath, DISE, West, Agartala.
25. Shri Subhash Ch. Saha, BDO, Teliamura.
26. Er. Swarj Debbarma, Scientific Officer, West, Agartala.
27. Shri Partha Das, BDO, ~~Padmabil~~. *Tuleshi KAV*
28. Shri Rakesh Debbarma, BDO, Padmabil.
29. Shri Lalringhmeta Darlong, BDO, Mungiakami.
30. Shri Plaban Ch. Das, DEO (W-II), THCM, Agartala.
31. Shri Samarendra Roy, DGM, Transmission Division, TSECL, Agartala.
32. Shri Jadab Das, DGM, ED, Teliamura.
33. Dr. Saktipada Singh, Deputy Director, ARDD, Agartala.
34. Shri Pranab Das, Asstt. Director, THAS, ARDD, Teliamura.
35. Shri Narayan Paul, ICA Officer, Khowai.
36. Shri Sanjay Chakraborti, SDM, ~~Agartala~~. *Khowai*