

**Minutes of the wrap-up meeting held on 30<sup>th</sup> June, 2012 at 11.00 a.m. under the  
Chairmanship of B.K.Ray Principal Secretary, Food & Civil Supplies in the  
Conference Hall of O/O D.M. & Collector, Khowai District.**

At the outset of the meeting the D.M & Collector, Khowai extended warm welcome to the Principal Secretary, Food & Civil Supplies and initiated the discussions:-

**1. Inspection by the officers:**

1.1 Monthly Inspection by officers: As per the decision of the C.M's Review Meeting, officers including D.M. & Collector, Addl. D.M. & Collector, Deputy Collectors, SDM, DCs under the SDM Office, BDOs etc are required to inspect the targeted number of Blocks, Sub Centres, Villages, in their jurisdiction. Accordingly, 18 officers have been assigned the job of inspection of 5 Health Sub-Centres, 5 Schools, 5 Anganwadi Centres and 5 RD works every month. An Inspection Cell has been formed at Block Headquarters consisting of 2-3 good staff. The same process has also been done at the District Level. Now, it is essential that the report of inspection done by all these officers is compiled and observations are highlighted. This is to be completed by the 10<sup>th</sup> of every month for the previous month. Six reports from the Blocks, 2 SDMs compilation and report of the Office of D.M.& Collector, Khowai shall be put up in next wrap-up meeting for the perusal of the Principal Secretary. The Principal Secretary also emphasized that the concerned department shall have to take corrective steps within 10 days of receipt of observations on the inspections and report to the inspecting officer.

**(DM/ADM/ Dy Collectors/ SDM/BDO/All inspecting Officers)**

1.2 Checking of Cash Books: The Principal Secretary emphasized the importance of checking of Cash Book by the Senior Officers. He also emphasized that the Bill Register as well as acquittance roll should be checked and matched with the Cash Book besides checking cash reconciliation. Officers should also check the other important registers during inspection and insist on ear-marked output during field visits. DM reported that the cash books for all blocks had been verified by herself or other district level officers and after the year closing and instructions have been issued to take corrective steps by each block.

**(DM/ADM/ Dy. Collectors/ SDM/BDO/All inspecting Officers)**

etc

*[Handwritten signature]*

2. **Timely conduct of Panchayat Samiti and BAC Meeting:** All BDOs confirmed that BAC and Panchayat Samiti meetings were being conducted regularly once in a two months. They confirmed that the Standing Committee Meeting were being conducted monthly as scheduled. DM also informed that she had attended 4 BAC/ Panchayat Samiti meetings in the last month.

**(All BDOs)**

3. **Profile of the District, Sub-Division and Block:** All block and sub divisional profiles have been compiled. All offices shall confirm putting up of their profiles on the information Board by July 15<sup>th</sup>.

**[ Action by DM/ O/C, Revenue]**

4. **Drinking Water**

4.1 **Coverage of NC Habitations under Drinking Water (Quantity wise):** Action Plan for covering 80 not covered habitations has already been formulated and work is on-going. However, it was highlighted that the approximately 20 habitations would need innovative projects for which neither the estimate nor the project proposal had been finalized. Executive Engineer, DWS informed that there is only one Assistant Engineer, Mr. Panna Lal Chakraborty whose services are essential for the said works. The Department would be requested to send Sri Chakraborty on deputation to do the job.

**[ Action by O/C GI and EE, DWS, Kalyanpur]**

4.2 **Non-Motorable Habitations:** The issue of ensuring availability of Drinking Water to non-motorable habitations, where tankers cannot supply drinking water, was discussed. Decision was taken that an Action Plan shall have to be prepared by CMO in consultation with Executive Engineer, DWS, for distribution of halogen tablets and to conduct IEC in these areas. The Action Plan may be submitted within 20th July, 2012.

**[ Action by O/C GI/ CMO and EE, DWS]**

4.3 **Institutional Coverage:** In the last C.M's Review Meeting it was decided that Drinking Water coverage for all schools, AWC, Health Sub Centre should be extended by December, 2012. Action Plan for the same is yet to be submitted by Executive Engineer, DWS. He was requested to submit it by 15th July, 2012. DM also informed that a database of coverage status of institutions was almost complete and the same shall be uploaded on the district website within July.

**[ Action by DM/ O/C GI and EE, DWS]**

4.4 Non Commissioning of DW sources due to lack of transformers or formation of user committees: Executive Engineer, DWS raised the issue of many sources that could not be commissioned only due to lack of transformers. D.M. & Collector, Khowai informed that she had already written to the C.M.D, TSECL, Agartala regarding the issue vide letter No.9402-06/F.IV(41)/DM/KH/NREGA/12 dated 18-06-2012. The matter shall be followed up by the DM. It was also informed that Users Committee in respect of 18 sources had not been formed and therefore could not be given electric connection. All BDOs were requested to complete the formation of Users' Committee by 15th July, 2012.

**[ Action by DM/ O/C G/BDO/AGM, TSECL ]**

**5. Sanitation:**

5.1 Individual: The achievement of BPL, IHH was found to be satisfactory. The status of APL families in case of Padmabil and Tulashikar has to improve. As per the new guidelines of Nirmal Bharat Abhijan, even APL family of SC/ST categories as well as marginal famer, woman headed families etc shall be covered as per the same norms of BPL. All BDOs shall complete house to house survey within 3rd week of July, 2012 and compile the data immediately. The fund for 2012-13 under N.B.A. shall be available within that time. Plan for utilization of fund placed for IEC is under preparation and shall be finalized within 10th July, 2012. It is expected that the film that was supposed to prepare by D.M. & Collector, West regarding the issue has already been made. The IEC activities shall be have to be immediately started for this District.

**[ Action by All BDOs ]**

5.2 Institutional Coverage: All Institution wise coverage under sanitation (as well as Drinking Water) has already been prepared. The same shall be handed over to the BDOs and Executive Engineer, DWS in order to prepare a plan for 100% institution coverage within December, 2012. In the C.M's Review Meeting it had already been decided to take up even those AWCs that are functioning in private/non-Government buildings.

**[ Action by EE, DWS/BDOs ]**

**6. Electrification:**

AGM, TSECL, Agartala could not confirm the status of 46 habitations that were covered by August, 2012. The Action Plan for coverage of important government institutions by solar

powered electricity in 7 habitations indicated by TSECL has not yet been submitted. The Principal Secretary emphasized the importance for coming prepared for the meeting. However, action on the issue would be taken up before 15<sup>th</sup> July, 2012 by AGM, TSECL. The list of habitations, as selected by PRI Institutions, that shall be taken up from State Plan on priority has already been communicated to the Power Department vide No.8744-72/F.IV(55)/DM/KH/DEV/2012 dated 24.05.2012. The matter may be followed up by DM.

**[ Action by DM/ O/C GI/AGM ,TSECL]**

**7. Irrigation:**

As decided in the C.M's Review Meeting, three- year Action Plan has already been finalized converging fund of MGNREGA as well as State Plan. The compiled Action Plan shall be sent to the Water Resources Department immediately. D.M. informed that a Standard Operating Procedure (SOP) for keeping maximum LI scheme functional had been formulated and an Irrigation Cell at the District Level consisting of Asstt. Director, Agriculture and Executive Engineer, Water Resources Division No.I has been formed. Similar cells had been formulated at the Block level also. The Principal Secretary, Food & Civil Supplies emphasized that not more than 10% of the scheme should be non-functional at any moment. Agriculture Department has been requested to ensure that available water should be fully utilized by the farmers.

**[ Action by DM/O/C GI/EE, DWS/Asst Dir. Agri/ All BDOs]**

**8. Health infrastructure:**

8.1 Health Sub Centres: The issue of non-availability of fund for three Sub Centre was discussed. D.M. mentioned that the issue had been taken up with the State Mission. D.M. was directed to pursue the matter again with the Health Directorate immediately. Executive Engineer, shall submit the calendar of handing over of all on-going Sub Centres to C.M.O. so that he may give requisition for the required staff from the Department immediately.

**[Action by DM/ O/C GI Section/EE, RD]**

8.2 New PHCs and SDH: The loose ends related to the following Health Institution shall have to be tied up. Accordingly, Principal Secretary directed D.M to hold a meeting immediately to ensure timely completion of the following work:



- 8.2.1. Converting Mungiakami PHC into a full fledged PHC.
- 8.2.2. Ensuring all works of Ratanpur PHC are completed by July end so that inauguration can take place on 15<sup>th</sup> August, 2012.
- 8.2.3. Ensuring Teliamura Sub Centre Hospital works are completed by end of this year.

**[Action by DM/ O/C GI Section]**

## **9. Road Connectivity:**

- 9.1 Schedule for completion of Bridges: Action Plan with respect to completion of bridges in the District has already been communicated to the Chief Secretary, Principal Secretary to the Hon'ble Chief Minister and Planning & Coordination Department vide No.7895-90/F.IV(21)/DM/KH/PMGSY/12 dated 9th May, 2012.
- 9.2 Road connectivity within the core network: S.E., PMGSY, Agartala informed that the D.P.R. for covering 17 250+ habitations, 49 250- habitations and 8 250- habitation exclusively had already been submitted to Government of India. The Principal Secretary advised the D.M. to pursue the matter for early placement of fund to the District.
- 9.3 Road connectivity beyond the core network: D.M. also informed that 27 roads had been identified covering 23 (250+) habitation beyond the core net work which shall be covered under MGNREGA fund this year. The progress of this work shall be reviewed in the next month's review meeting.

**[ Action by DM/O/C, Dev]**

## **10. Infrastructure of AWC:**

- 10.1 Kitchen Shed: The status of AWC kitchen sheds could not be reviewed in the meeting for absence of the concerned officer from the Social Welfare Department. Block wise and Nagar Panchayat wise status of kitchen shed shall be reviewed in the next meeting. BDOs were requested to identify and report works to be taken up in various Anganwadi Centres.

**[ Action by DM/ O/C, Dev/ BDOs]**

- 10.2 Conducive Environment in AWC: The issue of development of premises of AWC was discussed. The Principal Secretary suggested that a drive may be taken to collect old toys that may be donated by well off families. These would be distributed to the AWCs

where children will be able to play with these toys. CDPOs were requested to start the toy collection drive immediately and report regarding distribution to the AWC within 20th July, 2012.

**[ Action by DM/O/C GI/ DISE/All CDPO ]**

10.3 Other infrastructure for AWC: As per the C.M's decision, Action Plan for covering various AWC under kitchen garden and other infrastructure like approach road etc has already been made. The same shall be reviewed in the coming months development meeting to be held on 9th July, 2012.

**[ Action by DM/ O/C, Dev ]**

**11. Timely distribution of pension by Social Welfare & Social Education Department:**

11.1 Payments within 7<sup>th</sup> of each month: The status of payment of pension for the month of May, 2012 was reviewed. D.M informed that the compliance report regarding payment of pensions had already been sent to the Principal Secy, SWSE and Chief Secretary's Office vide No.9821-48/F.VII(11)/DM/KH/GI/2012 dated 22.06.2012. D.M. & Collector, Khowai also informed the fund availability for pension was confirmed till the month of June, 2012 but no similar intimation had been received for pensions for the month of July, 2012. The Principal Secretary directed D.M. to take up the matter with the Principal Secretary, Social Welfare & Social Education Department immediately.

**[ Action by DM/O/C, GI ]**

11.2 EID/ ROR details and phone nos for pension beneficiaries: CDPOs were requested to ensure that the collection may be completed by 15th August, 2012 and 70% of data may be collected within July, 2012 itself. The status of collection shall be reviewed in the next wrap-up meeting.

**[ Action by DM/ O/C GI/ DISE/ All CDPOs ]**

**12. Development related issues:**


12.1 Publication of achievement Booklet: It was directed that the final publication of the Booklet depicting achievements of the District shall be completed before the 16<sup>th</sup> July, 2012.

12.2 Observance of Vanmahotsava: All Blocks have already been directed to procure 500 Plant Guards and take up plantation along roadside and River/Charras within the month of July, 2012. Plantations shall also be taken up in Nagar Panchayat area and along National Highway and other important roads and Government buildings with the help of Executive

5. The Dy. General Manager , TSECL, Khowai .
6. The Divisional Forest Officer Telimura.
7. The Dy. Director, Agriculture, Agartala .
8. The Dy. Director, Education, Agartala.
9. The Dy. Director, Horticulture, Agartala.
10. The Dy. Director, ARDD, Agartala.
11. The Dy. Director, Fishery, Agartala.
12. The Chief Medical Officer, Khowai.
13. The District Inspector of Social Education and Social Welfare (DISE), west Tripura, Agt.
14. The Member Secretary, DWS, DM's Office Khowai.
15. The State Quality Controller, PMGSY Cell, Secretariat, Kunjaban, Agartala.
16. The District Panchayat Officer, Khowai.
17. The Zonal Development Officer, TTAADC, Khumlung .
18. The Sub Divisional Magistrate, Teliamura / Khowai , Khowai District.
19. The Block Development Officer TLM/ KLNP/KHW /MGK/TLS/ PDL R.D. Block.
20. The Supdt. of Handloom & Sericulture, Champaknagar,
21. The EE, RD, Division –III Teliamura .
22. The EE, Water Resource, Division – I Battala, Agartala.
23. The O/C, Revenue/Development/General.
24. The Child Development Officer TLM/ KLNP/KHW /MGK/TLS/ PDL R.D.  
Block./Khowai/Teliamura Nagar Panchayat.

Copy for kind information to:-

1. The Chief Secretary, Tripura, Agartala.
2. The Additional Chief Secretary, Tripura, Agartala.
3. The Principal Secretary to the Hon'ble Chief Minister, Tripura, Agartala.
4. The Principal Secretary, Food & Civil Supplies, Government of Tripura, Agartala.
5. The Principal Secretary, Social Education and Social Welfare, Govt. of Tripura, Agartala.
6. The Principal Secretary, Health, Government of Tripura, Agartala.
7. The Principal Secretary, Revenue Department & PWD, Government of Tripura, Agartala.
8. The Secretary, Power, Government of Tripura, Agartala.
9. The Secretary, R.D, Government of Tripura, Agartala.

  
District Magistrate & Collector  
Khowai District :: Tripura.

Officer, Nagar Panchayat, Executive Engineer, PWD/R.D. etc. Action Plan in this regard has already been finalized.

12.3 Convergence with line department for fund utilization of MGNREGA: The status of fund allocation and utilization by various line departments was reviewed and it was found that status of utilization of fund was not matching with the report of line department. The Principal Secretary emphasized that the plantation works shall be immediately started and completed within the plantation season. The statement of convergence shall have to be carefully reviewed by the D.M. The matter will be discussed again in details in the next wrap-up meeting.

[ Action by DM/O/C, DEV/All BDOs ]

**13. Standard list of habitations:**

D.M. informed the Chair that the standard list of habitation had already been compiled for the District and communicated to the Planning & Coordination Department vide No.F.IV(51)DM/KH/DEV/2012/9181-82 dated 7<sup>th</sup> June, 2012. The list had already been shared with the line department like TSECL, PWD & DWS in order to update the coverage status.


[ Action by DM/O/C, GI ]

**14. Revenue related matters:**

Identification of land for new D.M./S.P. Office. D.M. informed that three alternatives had been zeroed upon for the new D.M. Office. The Principal Secretary directed D.M. to inform the matter immediately to the Revenue Department. The Principal Secretary emphasized the wrap-up meeting shall have to be attended by all line departments on time and with prior preparation.

[ Action by DM/O/C, REV ]

Meeting ended with thanks to all.

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

No. 10394-436 F.IV(7)/DM/KH/MGNREGA/2012/

July , 2012.

Copy to :-

1. The Addl. District Magistrate & Collector, Khowai .
2. The Supdt. Engineer, PWD( R&B) Circle –II , Netaji Complex , Agartala.
3. The Supdt. Engineer DWS, Circle –I Pandit Nehru Bhavan , Gurkhabasti , Agartala,
4. The Addl. General Manager, TSECL, Circle –IV, Agartala,