

Minutes of the monthly Development Meeting with the BDOs and Officers of line Departments.

Date: 02.08.2010

Time: 9.30 AM

Venue: Conference Hall, DM's Office, West Tripura

The list of Officers present in the meeting is given at **Annexure- 'A'**.

The meeting was chaired by the Commissioner & Secretary, RD Department.

At the outset, the District Magistrate & Collector, West Tripura District welcomed all the Officers present in the meeting. After detailed discussions, the following decisions were taken in the meeting:-

1. Health Matters.

a) All the BDOs were requested to keep a close watch regarding any out break of malaria and other diseases in the Block area and take timely action on receipt of information. Health Camps should be conducted regularly by the BDOs. The DDT spray should be done on regular basis.

2. MGNREGA.

a) The expenditure of MGNREGA funds in all the Blocks upto the month of July, 2010 is not satisfactory. The BDOs should improve the expenditure and uploading in the MIS.

b) The BDOs should submit the actual expenditure on MGNREGA and reflect it in the Monthly Progress Report.

- c) The BDOs should take up big projects under MGNREGA. They should give more importance on creation of Community Assets rather than taking up small individual projects in large numbers.
- d) Formation and brick soling of a particular road under MGNREGA should be done in the same year.
- e) The BDOs should not take up those type of works under PDF which can be taken up under MGNREGA. PDF fund may also be utilized for mechanical carrying of earth.
- f) The uploading of Photographs of the registered Job Card Holders should be completed in all the Blocks by 31st August, 2010.
- g) All the particulars in the Muster Rolls should be filled up properly by the BDOs.
- h) The BDOs/EEs/IOs should henceforth engage the registered Job Card Holders from the locality as unskilled labourers in case of construction works under MGNREGA.
- i) The Executive Engineers, RD should identify Roads and Irrigation Projects during their tours for taking up under MGNREGA. Benefits under MGNREGA should only be given to ST, SC & BPL beneficiaries and no APL family should be given benefits under MGNREGA.
- j) The BDOs should prepare projects for rain water harvesting in areas having drinking water scarcity.
- k) The BDOs should take appropriate action for weeding out/cancellation of any extra Job Card. The fake Job Cards and un-used Job Cards should be cancelled and deleted both in Job

Card Issue Register and MIS. Show Cause Notices should be issued by the BDOs before cancellation of extra / fake Job Cards.

1. The Job Cards of those MGNREGA labourers who have not demanded work during the year 2009-10 and 2010-11 upto July, 2010 should be cancelled by the BDOs.
- m. MGNREGA funds should be properly managed and utilized for creation of assets and generation of mandays. Proper planning should be done by the BDOs for taking up plantation in the Block areas. Advance preparation should be made by the BDOs for raising saplings and procurement of planting materials for taking up plantation activities.
- n. The BDO, Boxanagar RD Block may take up small check dams under MGNREGA at Rukhia.

3. DRDA Matters.

- a) The monthly meeting on SGSY at the Block Level should be held regularly every month by the BDOs by fixing a suitable date.
- b) The target for formation of new SHGs, 1st Gradation, 2nd Gradation and sponsoring of cases for bank loans for the year 2010-11 should be achieved by the BDOs. The services of RDOs posted in the Blocks should be properly utilized.
- c) There were some complaints against the bank branches of non-disbursement of loans etc. The BDOs to send specific reports in this regard.
- d) The DRDA and BDOs should identify good SHGs for raising nurseries. The planting materials / saplings can be procured by

the BDOs from the SHGs for taking up plantation activities in the Block areas.

5. RD MATTERS:-

- a. The Commissioner & Secretary, R. D. Department instructed the BDOs to ensure the opening of Accounts in the Banks and Post Offices of all the registered Job Card Holders. The BDOs should report to the DM & Collector, West in case of non-cooperation by banks. He also requested to follow the B.C. Model in opening of Bank Accounts.
- b. The BDOs may engage outside Agency for making data entry in MIS in absence of Data Entry Operator in the Block. The CICs should be strengthened and requirement of ICT infrastructure for each Block should also be worked out.
- c. The BDOs should implement only permissible works such as water harvesting structure, irrigation, roads and plantation etc. under MGNREGA. **No works should be taken up which are not permissible under MGNREGA.**
- d. 'Ruralsoft' prepared by NIC for online preparation and approval of estimates should be made functional and operationalised by **20th August, 2010**. The DIO, NIC shall conduct training in all the Blocks for this purpose.
- e. There is shortage of skilled and semi-skilled workers in the Blocks. To overcome the shortage of skilled and semi-skilled workers, sufficient number of masons should be trained up in all the Blocks. The BDOs should identify the masons for training.

- f. The rates of various items for construction should be finalized immediately by the Executive Engineer, RD. Only petty materials shall be purchased locally by the Implementing Officers. The Store materials received by the Implementing Officers should be entered in the Stock Book.
- g. Monitoring and supervision of works should be improved/increased by the BDOs, Executive Engineers and JEs/TAs. The BDOs should inspect all big projects taken up under MGNREGA and other different schemes.
- h. The estimates should be prepared after making spot visit. Layout should be given by the Executive Engineers and Assistant Engineers before starting the works. Regular Orientation Training for the BDOs, EEs, AEs, JEs and TAs should be arranged by the D.M. & Collector, West to upgrade the skill and knowledge of the officers.
- i. New formats devised by AG, Tripura for Cash Books should be strictly followed by the Panchayats. The Cash Books should be regularly written and updated by the BDOs/Panchayat Samities. Bank reconciliation should also be done monthly by the BDOs.

6. DWS.

- a) The BDOs should utilize the funds placed to them under 12th Finance Commission for maintenance of existing drinking water sources. One day workshop at the Block HQ involving the elected members of Panchayat Samities and Gram Panchayats/Village Committees shall be organized for sensitization of the members.

The Executive Engineer, RD and Member Secretary, DWS shall remain present in the workshops.

- b) The BDOs may use fund placed under 13th Finance Commission for construction of new Anganwadi Centres.

7. IAY.

- a) Money may be directly given to the IAY beneficiaries for construction of IAY houses. In this regard BDOs may look into the matter and give feedback in the next meeting.
- b) The progress of IAY was slow. The BDOs to complete works of 2009-10 within 30th September, 2010.
- c) The beneficiary selection for 2010-11 should be completed within 30th August, 2010 & Work Orders will be issued by 1st September, 2010 in all the Blocks.

8. AC Bill.

- a) The BDOs should submit DCC Bills of all pending AC Bills (from 2005-06 to 2008-09) by **15th September, 2010** positively.

9. Tour Diary.

- a) The BDOs and EEs should submit all pending Tour Diary by **10th August, 2010** positively.

10. Line Departments.

- a) Dr. N. Confade explained in detail the activities that can be taken up in JICA for poverty alleviation and increasing the forest cover through Joint Forest Management Committees. He requested to utilize the services of field facilitators engaged in the JFMC areas.

He requested for placement of funds under MGNREGA to JICA for construction of check dams, water harvesting structure and raising nurseries.

- b) The ZDO, (West), Khumlung should prepare and submit Shelf of Projects to the BDOs for placement of funds under MGNREGA. He should submit the pending Utilization Certificates and Adjustments to the BDOs of the funds placed to him during 2009-10 by 30th August, 2010.

11. Miscellaneous.

- a) The BDO, Tulasikhar R.D. Block should send a report against the malpractices committed by the Cashier of the Block to the DM & Collector, West within next 10 (ten) days.
- b) Contingency Funds and Training Funds should be placed by PD, DRDA, West to the BDOs immediately.
- c) The Executive Engineer, R.D. Division – III, Teliamura may utilize Rs. 25.00 lakhs out of Rs. 41.99 lakhs from Suspense Head booked for supply of RD materials to complete the pending SDM Office Building, Teliamura.
- d) The Executive Engineer, RD should train some new Mistries by organizing Training Programmes in all the Blocks so that the problem of Mistries can be minimized / resolved.
- e) There is shortage of Storekeepers and Work Assistants in the Blocks. A request letter will be sent to the RD Department for filling up the vacant post of Storekeepers and Work Assistants immediately.

- f) The Executive Engineer, RD Division No. III, Teliamura should submit Plan and Estimate to the Office of DM & Collector, West Tripura for construction of new Store Godown. The interest funds lying with the Executive Engineer, RD may be utilized for construction of new Store Godown.
- g. The BDOs should not issue Work Orders as per model estimates. The JEs/TAs should prepare estimates after spot visit and field verification of the site. The JEs/TAs should visit the work site at least 3 (three) times i.e. before commencement of the work, during execution of the work and after completion of work. After completion of the works, JEs/TAs will submit Completion Certificate and record it in the Measurement Book after taking proper measurement.

The meeting ended with thanks to all. In the next meeting, BDOs should come with the action taken report on the minutes of the meeting.



(Brijesh Pandey, IAS)
District Magistrate & Collector
West Tripura District

Annexure – A

List of Officers present in the Monthly Development Meeting held on 02.08.2010 at 9.30 AM in the Conference Hall of DM's Office, West Tripura.

Sl. No.	Name of Officer	Designation
01	Sri Kumar Alok, IAS	Commissioner & Secretary, RD Deptt.
02	Sri Brijesh Pandey, IAS	DM & Collector, West Tripura
03	Sri R. Reang	Addl. DM & Collector (II), West Tripura
04	Sri Ranjit Kar	PD, DRDA (West)
05	Sri C. R. Debbarma	O/C, Development, DM's Office, West
06	Smt. Rita Debnath	Member Secretary, DWSC
07	Er. Swapan Kr. Das	Executive Engineer, RDWD-I, Agential
08	Sri Subrata kr. Malakar	Executive Engineer, RD WD-II, Bishramganj
09	Sri Upendra Jamatia	Executive Engineer, RD WD-III, Teliamura
10	Sri P.K. Debbarma	BDO, Mandwi
11	Sri Animesh Debbarma	BDO, Hezamara
12	Sri Ranjit Das	BDO, Dukli
13	Sri Kamalesh Dhar	BDO, Padmabil
14	Sri Asish Datta	BDO, Teliamura
15	Sri Parimal Das	BDO, Tulasikhar
16	Sri Pradip Sarkar	BDO, Khowai
17	Sri Samit Roy Choudhury	BDO, Kathalia
18	Sri Subhasis Das	BDO, Boxanagar
19	Sri Manik lal Das	BDO, Mohanpur
20	Sri Bimal Chakraborti	BDO, Melaghar
21	Sri Bhaswar Bhattacharjee	BDO, Kalyanpur
22	Sri Prasun De	BDO, Bishalgarh
23	Md. H. Uddin	BDO, Mungiakami
24	Sri Jayanta Dey	BDO, Jirania
25	Sri Dilip Kr. Debbarma	BDO, Jampuijala
26	Sri Benulal Barman	Addl. DFO, Teliamura
27	Sri Ajit Debbarma	Addl. ZDO, Khumulwng
28	Sri Amit Shukla	DFO, Sadar

Government of Tripura
Office of the District Magistrate & Collector
West Tripura District
(Development Section)

No.F.3 (29)/DWD/2009-10/ 3529-59


Dated, 19th August, 2010

Copy forwarded to :-

1. The Commissioner-cum-Secretary, R.D Department, Govt. of Tripura, Agartala for kind information.
2. The Sabhadhipati, PTZP, Agartala for kind information.
3. The Joint Secretary, R. D. Deptt., Govt. of Tripura, Agartala for information.
4. The Deputy Secretary, R.D Department, Govt. of Tripura, Agartala for information.
5. The Addl. District Magistrate & Collector (I & II), DM's West Office, Agartala for information.
6. The Secretary, PTZP, Agartala for information.
7. The DFO, Sadar for information.
8. The ZDO (West), Khumulwng, TTAADC for information.
9. The O/C, Development, DM's Office, West Tripura, Agartala for information.

Copy to:-

1. The Chief Engineer, RD Department, Agartala.
2. The Project Director, DRDA, West, Agartala.
3. The Executive Engineer, RDD, Western Div-I, Agartala.
4. The Executive Engineer, RD Division - II, Bishramganj.
5. The Executive Engineer, RD Division - III, Teliamura.
6. The Member Secretary, DWSC, DM's Office, West Tripura, Agartala.
- 7-22. The Block Development Officer, Melaghar / Kathalia / Boxanagar/ Bishalgarh / Dukli / Jampuijala / Mohanpur / Mandai / Hezamara / Jirania / Teliamura / Khowai / Tulashikhar / Padmabil / Kalyanpur / Mungiakami R.D. Block, West Tripura.


(Brijesh Pandey, IAS)
District Magistrate & Collector
West Tripura