

# **Minutes of the monthly Development Meeting with the BDOs and Officers of Line Departments.**

**Date: 22.06.2010**

**Time: 10.30 AM**

**Venue: Conference Hall, DM's Office**

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:-

## **1. Labour Budget.**

- a) All the BDOs were requested to take up the MGNREGA works in accordance with the proposed labour budget. Any shortfall will be viewed seriously.

## **2. Accounts & Other Matters.**

- a) The Cash Books should be written daily and updated every day by the Block Development Officers and Executive Engineers, RD.
- b) The Cheque Receipt and Issue Registers should be properly maintained by the BDOs and Executive Engineers. A specific column should be made in the Cheque Receipt and Issue Registers showing reference in the Cash Book viz page number and date of entry in the Cash Book.
- c) The Banks should not charge any interest on any kind of transactions made on behalf of the state Government. The BDOs should bring it to the knowledge of the DM & Collector, West Tripura District if the Banks impose any service charge on transactions made by the Blocks such as deposits and withdrawals, etc.
- d) The services of the Assistant Accounts Officer posted in the Block should be utilized by the BDOs for scrutiny of the vouchers, and bills including proper maintenance of the procedures while making purchases.

## **3. Planning Matters.**

- a) The BDO, Bishalgarh and Boxanagar should submit the Block Plan for the year 2010-11 showing ADC & Non-ADC area separately in hard & soft copy to the District Planning Officer, West Tripura District within 29/06/2010.

- b) The BDO, Kathalia, Melagarh and Kalyanpur should re-submit the Block Plan for the year 2010-11 showing ADC & Non-ADC components separately (both in Bengali and English) to the Planning Department within next few days.

**4. MGNREGA and other matters.**

- a) The Deputy Secretary, RD Department informed that BPL data entry is going on in all the Blocks by an Agency. He requested the BDOs to extend all necessary assistance to the concerned Agency to complete the works within the allotted time of 45 days. On completion of the data entry by the Agency, a Certificate to this effect should be given by the Panchayat Officer of the Block.
- b) The BDOs & PD, DRDA (West) should give the audited figures of Opening Balance for the year 2010-11 of the concerned Block for MGNREGA, IAY and SGSY to the RD Department within next few days.
- c) The utilization of MGNREGA funds up to the month of June, 2010 in West Tripura District is not satisfactory. Rs. 117.00 lakhs only has been spent by the District against the labour budget target of Rs. 3000.00 lakhs by June, 2010. The BDOs should take immediate steps to improve the expenditure within next few days and upload the same in MIS.
- d) The Commissioner & Secretary, RD Department requested the DM & Collector, West Tripura District to call a meeting of Bank Branch Managers in the next few days to discuss and resolve the matter regarding opening of new Bank Accounts, issue of Pass Books and opening of new Bank Branches in Hezamara and Mohanpur Blocks.
- e) The BDOs should have separate Shelf of Projects for taking up works during the rainy season and non rainy season. The plantation works should be taken up only during the rainy and dry season. No Work Orders should be issued in favour of the GRS and Additional GRS by the BDOs. The GRS and Additional GRS should be utilized for supervision of works, collection of Muster Rolls and land particulars, taking attendance, Maintenance of MGNREGA records etc.
- f) The uploading of various data in MIS should be improved by the BDOs by taking required action. The uploading of expenditure incurred till 20<sup>th</sup> June, 2010 should be completed by 30<sup>th</sup> June, 2010 positively. The uploading in MIS should be done in SDM's Office in case of poor internet connectivity in the Block Office.
- g) The DIO, NIC (West) shall conduct training of GRS, Addl. GRS, Village Secretaries and Panchayat Secretaries in Jampuijala RD Block in the next few days on MIS.

- h) The Commissioner & Secretary, RD Department instructed the BDOs to achieve the target of employment generation as per the Labour Budget for the year 2010-11 and upload the same in MIS by 30<sup>th</sup> June, 2010. The DIO, NIC (West) shall regularly monitor the uploading in MIS by the BDOs and send daily status report to DM, West.
- i) The BDO, Dukli and Jirania shall submit the list of names of Panchayat Secretaries / Village Secretaries posted in the GPs / ADC Villages to the RD Department within next few days.
- j) The BDOs should fill up all the particulars in the Muster Rolls as per observation made by the National Level Monitor. The due amount and amount passed for making payment in the Muster Rolls should be filled in properly by the BDOs.
- k) Any extra Job Card issued should be weeded out / cancelled by the BDOs. The fake Job Cards should be deleted both in Job Card Issue Register and MIS. The work of weeding out should be completed by 31<sup>st</sup> July, 2010.
- l) The uploading of Accounts and Photographs should be completed by 30<sup>th</sup> June, 2010. The photographs in the Job Cards and Job Card issue Register should be affixed / pasted.
- m) The BDOs should inspect 15% of the works taken up under MGNREGA. The Panchayat Extension Officer, JEs and TAs should also inspect the MGNREGA works. The output and quality of works should be recorded by the IOs. The GRS, Addl. GRS and IOs shall be held responsible for poor quality and output works. Vehicle may also be provided to the PEOs, POs, JEs/TAs for inspection of works.
- n) The BDOs should regularly monitor and supervise the works taken up by the Panchayat Secretaries and Village Secretaries.
- o) The Project Director, DRDA (West) shall call for DCC meeting immediately to discuss the matter of opening of Bank Accounts. The BDOs may be invited in the DCC meeting as special invitees. The BDOs to send short but specific report on problems faced by them in opening of Bank Accounts, disbursement of MGNREGA wages, disbursement of credit to SHGs etc.
- p) The Commissioner & Secretary, RD Department instructed the BDOs to follow all required codal formalities during purchase of bricks for execution of various construction works. BDOs should issue supply order for bricks instead of IOs. A Training will be conducted in the Block HQ by the Executive Engineer, RD regarding maintenance of one sheet Measurement Book by the JEs/TAs/IOs etc.

- q) The Delegation of Financial Powers Rules and other purchase formalities should be strictly followed by the BDOs. The BDOs to follow the rates of items fixed by the Executive Engineer, RD for procuring RD materials. For other items proper tender procedure should be followed.
- r) The public representatives should not be involved by the BDOs in purchase items. They should only be informed about the items & quantity.
- s) The requirement of various planting materials from the Dy. Director, Horticulture should be submitted by the BDOs to the District Magistrate & Collector, West Tripura District within next 5 (five) days.

**5. AC Bill.**

- a) The BDOs should submit DCC Bills of all pending AC Bills of the year 2005-06 up to 2008-09 by 15<sup>th</sup> July, 2010 positively.
- b) The BDO, Jirania RD Block should complete the pending construction works of Anganwadi Centres by interest funds.
- c) The Junior Engineers who have been issued transfer orders should be released by the BDOs within 30<sup>th</sup> June, 2010.
- d) The BDOs and Executive Engineer, RD should extend all necessary assistance to the audit team of AG, Tripura during inspection of records for the period of 2005-06 to 2009-10.
- e) The Project Director, DRDA (West) should visit Tulasikhar RD Block and take appropriate action for submission of adjustments of all pending DCC Bills up to the year 2009-10 by 30<sup>th</sup> June, 2010.

**6. IAY.**

- a) The BDOs should complete all incomplete works of IAY of 2009-10 with the available funds of 2010-11 as per last year's rate. The construction of new IAY houses of brick wall, GCI sheet roofing with tubular truss should be started from 1<sup>st</sup> September, 2010 by the BDOs.
- b) The Executive Engineer, RD should prepare an estimate for construction of sulabh latrine and smokeless chulla which would be included in the model estimate of IAY. The fund for this purpose would be placed by the PWD (DWS).

**7. North Eastern Rural Livelihood Project (NERLP).**

- a) The PD, DRDA informed that all BPL families would be covered under NERLP. The SHGs would be given financial assistance by the World Bank @ Rs. 5.00 lakhs to 7.00 lakhs for taking up various economic activities. No subsidy would be provided to the SHGs under this scheme. The BDOs should make necessary arrangements for interaction with the elected representatives and SHGs during visit of NERLP officials to the Blocks on 5<sup>th</sup> July, 2010.

**8. Census matters.**

- a) The Census Officer requested the BDOs (Charge Officers) to complete the boxing of census materials and also sending the abstract of house listing and NPR to the Census Officers within next few days.

**9. Block Building.**

- a) The BDOs should submit the requirement of additional funds for ongoing works of Block building, staff quarter and boundary wall to the District Magistrate & Collector, West Tripura District.

**10. Line Departments.**

- a) The District Magistrate & Collector, West Tripura District informed that synergy and co-operation with line Departments is required for development. Any important issue and problem requiring immediate attention should be brought to his notice by the Officers concerned.
- b) The Line Departments should submit proposal to the BDOs for placement of MGNREGA funds. The material and labour components and names of Para & GP/ADC Village should be specified in the project proposal. The BDOs should release the funds in installments as per requirement of the concerned Department.
- c) The representative of ARDD reported that funds have been received from 2 (two) Blocks for taking up fodder cultivation. He also informed that fodder cultivation would be taken up by the individual beneficiaries on private & Panchayat land. Commissioner & Secretary, RD Department instructed that the list of beneficiaries should be submitted by the Department to the concerned BDOs.
- d) The Dy. Director, Sericulture Department informed that the Action Plan for 2010-11 has been already submitted to the BDOs and funds received by the Department. The work is in progress.

- e) The representative of Agriculture Department informed that funds have been received from the BDOs for weeding purpose. The Agriculture Department should not utilize MGNREGA funds for weeding purpose. The department should take up only permissible works such as construction of channel, land development, etc. under MGNREGA. Proposal should be submitted by him to the District Magistrate & Collector, West Tripura District for placement of funds for taking up jhum cultivation.
- f) The representative of ARDD was instructed to submit a proposal to the District Magistrate & Collector, West Tripura District for placement of funds for construction of Brooder House.
- g) The representative of Bamboo Mission was instructed to take up bamboo plantation works in other Blocks also. He should submit a proposal to the District Magistrate & Collector, West Tripura District within one week for placement of funds under MGNREGA for taking up bamboo plantation of kanak aich variety.
- h) The representative of Forest Department was instructed to submit a proposal to DM, West for raising central nursery of bamboo in the Re-grouped Villages.
- i) The Dy. Director, Horticulture Department informed that funds have been received from the BDOs for taking up banana etc. plantation. The availability of various planting materials in the District should be submitted by him to the District Magistrate & Collector, West Tripura District.
- j) The BDOs should submit report to the Chief Medical Officer, West Tripura District where there are no Health Sub-Centers in the Gram Panchayat / ADC Village. The CMO (West) shall send a report to the DM & Collector, West Tripura District showing the number of Health Sub-Centres to be constructed in each Block during the year 2010-11.
- k) The BDOs should submit Utilization Certificates to CMO (West) placed to them for De-worming programme.
- l) The Health Department and Education Department should submit the target for construction of PHCs, Health Sub-Centres, staff Quarters and school buildings etc. to the DM & Collector, West Tripura District so that the requirement of materials such as cement, rod, etc. can be worked out by the Executive Engineers for the year 2011-12.
- m) The BDOs should assist the DDRC and provide logistic support in conducting the camps for issuing certificates smoothly and properly.

- n) The BDOs should submit the Utilization Certificates to the Member-Secretary, DWSC against funds placed to them for drinking water etc. purpose.
- o) The BDOs should gear up the literacy activities under Special Adult Literacy Programme.

**11. DRDA matters.**

- a) The PD, DRDA (West) should call a meeting of Bank Branch Managers on 30.06.2010 to sort out various issues relating to DRDA (West).
- b) The BDO, Hezamara should submit a specific report to the DM & Collector, West Tripura District on irregularities committed by banks in disbursement and recovery of loan, deduction of interest by the Banks etc.
- c) The Assistant Project Directors (APDs) should increase field visits. They should visit at least twice in a week.
- d) The construction of Rural Haats should be taken up by the Executive Engineers within the project cost of Rs. 15.00 lakhs as per the guidelines.

The meeting ended with thanks to all.

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

**Annexure – A**

**List of Officers present in the Monthly Development Meeting held on 25.02.2010  
at 9.30 AM in the Conference Hall of DM's Office, West Tripura.**

Sl. No.	Name of Officer	Designation
1	Sri Santanu Das, IAS	DM & Collector, West Tripura
2	Sri Dilip Acharjee, IAS	Director, Census
3	Sri Pankaj Chakraborty	Addl. DM & Collector (I), West Tripura
4	Sri R. Reang	Addl. DM & Collector (II), West Tripura
5	Sri C. K. Jamatia	PD, DRDA (West)
6	Sri S. P. Biswas	DWO (West)
7	Sri C. R. Debbarma	O/C, Development
8	Er. Swapan Kr. Das	Executive Engineer, RDWD-I, Agartala
9	Sri Uttam Pal	Executive Engineer, RDWD-II, Bishramganj
10	Sri Upendra Jamatia	Executive Engineer, RDWD-III, Teliamura
11	Sri P.K. Debbarma	BDO, Mandwi
12	Sri Animesh Debbarma	BDO, Hezamara
13	Sri Panna Ahmed	BDO, Dukli
14	Sri Kamalesh Dhar	BDO, Padmabil
15	Sri Sri Asish Datta	BDO, Teliamura
16	Sri Parimal Das	BDO, Tulasikhar
17	Sri Pradip Sarkar	BDO, Khowai
18	Sri Samit Roy Choudhury	BDO, Kathalia
19	Sri Subhasis Das	BDO, Boxanagar
20	Sri Pradip Acharjee	BDO, Mohanpur
21	Sri Bimal Chakraborti	BDO, Melaghar
22	Sri Bhaskar Bhattacharjee	BDO, Kalyanpur
23	Sri Prasun De	BDO, Bishalgarh
24	Sri Sankar Debnath	O.S.D., AMC, Agartala.
25	Sri Prabal Kanti Deb	P.O, Jirania R.D. Block
26.	Smt. Maitrayee Deb	Member Secretary, DWSC
27	Sri Pradip Bhowmik	Assistant Engineer, DWS, Bishalgarh
28	Sri D. K. Bhowmik	Programme Co-ordinator, NREGA
29	Sri Bankim Ch. Datta	Accountant, Sonamura NP
30	Sri Manik Lal Chakraborty	JE, Ranirbazar NP
31	Sri Suohan Debbarma	P.O., Mandwi R.D. Block
32	Sri Somesh Debnath	PEO, Bishalgarh R.D. Block
33	Sri Prahlad Das	PEO, Hezamara R.D. Block
34	Sri Nepal Nath	PEO, Mohanpur R.D. Block
35	Sri Anil Ch. Das	Panchayat Supervisor, Jirania R.D. Block
36	Sri Amar Chand Biswas	Sap-(P), Kathalia
37	Sri Sankar Karmakar	Panchayat Secretary
38	Sri Shiba Shambhau Biswas	LDC, Padmabil RD Block
39	Sri Diraj Debbarma	CIC Operator, Padmabil RD Block
40	Sri Anshuman Majhumdar	Programme Asstt., NREGS, Kalyanpur R.D. Block
41	Sri Tapan Ch. Dey	LDC, Tulasikhar R.D. Block
42	Sri Jayanta Datta Majumdar	Y.O, Dukli R.D. Block
43	Sri Krishnojit Das	LDC, Melaghar R.D. Block
44	Sri Gopendra Biswas	LDC, Teliamura NP
45	Sri Nirmal Kr. Roy	Asstt. Supervisor
46.	Sri Bikash Chakraborti	Supervisor, Khowai NP
47	Sri Sukdeb Debbarma	S.A., O/o ZDO (W), Khumulwng
48	Sri Bikash Chakraborty	Accountant, Khowai NP

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

No.F.3 (29)/DWD/08/

/Dated, Agartala

March, 2010

**Copy forwarded to :-**

1. The Joint Secretary to the Govt. of Tripura, R. D. Deptt., Agartala.
2. The Addl. District Magistrate & Collector (I), DM's Office, Agartala.
3. The Addl. District Magistrate & collector (II), DM's Office, Agartala

**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, RDD, Division -II, Bishramganj
5. The Executive Engineer, RDD, Eastern Div-III, Teliamura
6. The Member Secretary, DWSC, D. M's Office, West, Agartala
- 7-22 The Block Development Officer, Melaghar/ Kathalia/ Boxanagar/ Bishalgarh/ Dukli/ Jampuijala/ Mohanpur/ Mandai/ Hezamara/ Jirania/ Teliamura/ Khowai/ Tulashikhar/ Padmabil / Kalyanpur. /Mungiakami Block, West Tripura

(Brijesh Pandey)  
District Magistrate & Collector  
West Tripura.