

MINUTES OF THE MEETING OF DISTRICT LEVEL OFFICERS (DLOs) OF THOUBAL DISTRICT HELD ON 5TH AUGUST, 2013 AT 11.00 A.M. WITH SPECIAL REFERENCE TO OBSERVANCE OF INDEPENDENCE DAY CELEBRATION, 2013 IN THE CONFERENCE HALL OF DEPUTY COMMISSIONER, THOUBAL WITH SHRI T. RANJIT SINGH, IAS, DEPUTY COMMISSIONER, THOUBAL IN THE CHAIR:

List of Officers present – Enclosed as Annexure 'A'

Shri T. Ranjit Singh, IAS, Deputy Commissioner, Thoubal welcomed the District Level Officers (DLOs) present in the meeting. Before starting the meeting, he introduced Ms. Nongmaithem Bandana Devi, IAS (Prob) attached/posted as A.C. to DC/Thoubal before the Members present. He also introduced Shri Th. Charanjeet Singh, MCS, posted as SDO/Kakching. He informed that Shri A. Subhash Singh, MCS has been posted as Deputy Secretary (DP) to the Government of Manipur and he will be relieving the post of SDO/Kakching today itself by handing over his charge to Shri Th. Charanjeet Singh. In this connection, a farewell function was arranged by DC Office as a token of love and affection to Shri A. Subhash Singh, MCS, who has played a very important vital role in bringing up and streamlining the district administration in Kakching Sub-Division.

2. Thereafter, DC/Thoubal has initiated the discussion. He informed that the normal DLOs Meeting was held on 4th of every month thereby discussing various issues related to different Offices/Line Departments and necessary follow up actions were taken on the decisions taken in the last DLOs meeting. The 4th August, 2013, being Sunday, the meeting was held on 5th August, 2013. However, in view of the ensuing Independence Day Celebration-2013, he informed the Officers present that the DLOs meeting will focus exclusively for the ensuing Independence Day Celebration, 2013. He emphasized that the Independence Day Celebration, 2013 is a National function, which every District Level Officers are expected to participate at such functions without fail. Thereafter, he expressed his confidence that the Independence Day Celebration, 2013 will be a grand success in the District with the full co-operation from all concerned Officers serving in the District and the general public, social workers/leaders. He sought co-operation from all concerned so that Independence Day Celebration, 2013 could be observed in a more colourful and in a very befitting manner than that of the last year's celebration.

3. After a threadbare discussion and exchange of views and suggestions from amongst the Officers present and taking into consideration the likely allocation of funds to be received from the State Government, the tentative programme for the ensuing Independence Day Celebration, 2013 has been chalked out as per the programme given below. He requested the District Level Officers to give their maximum possible help, assistance and co-operation to make the Independence Day Celebration, 2013, a grand success. He made a sincere appeal to the Officers to ensure that the specific works assigned to them are executed properly in time in consultation with the ADM, Thoubal and SDC(HQ), DC's office, Thoubal.

PROGRAMME

Date :- 15/08/2013 **Venue:- Mini Secretariat Complex, DC's Office, Thoubal.**

Time :- 9:15 A.M. :

- : Parade forms up.
- : V.I.P. arrives and receives the General Salute.
- : V.I.P. inspects the Parade (in Gypsy).
- : Hoisting of National Flag accompanied by National Anthem.
- : Parade Marches Past the Saluting Dais.
- : Parade Advances in Review Order.
- : Address by the V.I.P.
- : Cultural Dance: Various Troops.
- : Band Display by 15th A.R.
- : Prize Distribution.
- : V.I.P. departs.



MORNING FUNCTION:

(A) Additional District Magistrate, Thoubal will be the over all in-charge of the arrangement of the function. He will liaise with various Departments/Offices to ensure that different tasks/assignments entrusted to different Departments are carried out properly in time.

Action:- ADM, Thoubal.

(B) The SP/Thoubal will provide adequate security for the day of function and rehearsals.

Action: SP/Thoubal.

4. Earmarking of the Site etc.:

(A) SP/Thoubal, SDO/Thoubal and EE(PWD)/Thoubal will earmark the sites for saluting base, erection of Pandals, contingents, approach road etc. on 08/08/2013 at 10:00 A.M.

Action:- SP/Thoubal, SDO/Thoubal and EE(PWD)/Thoubal.

(B) The AE(MI), Thoubal and EO(TMC)/Thoubal will carry out cleaning works of the place of function at **Mini Secretariat Complex, DC's Office, Thoubal** well in time ahead of the observance of the function.

Action:- AE(MI)/Thoubal and EO(TMC)/Thoubal.

5. Erection of Pandals:

EE(PWD)/Thoubal will arrange for erection of Pandals for a capacity of about 600 persons. He may request Principal Secretary (Works), Chief Engineer (PWD), Imphal to provide sufficient manpower as well as fund for the purpose/works assigned to him. Cleaning and improvement of approach road to **Mini Secretariat Complex, DC's Office, Thoubal** will also be done by EE (PWD), Thoubal. Considering the unpredictable climate, EE (PWD), Thoubal is advised to erect the Pandal by C.G.I. sheet.

Action:- E.E.(PWD), Thoubal.

6. Parade:

(A) Contingents of parade will be drawn from the uniform services like Civil Police, Home Guards (Male & Female) and VDF, 15th A.R., Commando Unit Thoubal, Schools, Colleges and General Public. DC/Thoubal requested CO, 3rd IRB, Khangabok, Thoubal to send at least one contingent for the function. DC/Thoubal also requested the NYC(NYK)/Thoubal and ZEO/Thoubal and ZEO/Kakching to send contingents for NGOs and Schools of the District respectively and their participation be confirmed on or before 08/08/2013 and the rehearsal to start from 11-08-2013 at 8:00 a.m. at **Mini Secretariat Complex, DC's Office, Thoubal**. The numbers of Contingents have been decided as follows: 5(five) Contingents each of Girls & Boys from the Schools under ZEO/TBL, 3 (three) Contingents each of Girls & Boys from the Schools under ZEO/KCG, 2(two) Contingents each of Girls & Boys from the Schools under DI/Lilong, 2 (two) Contingents of Anganwadi Workers (one from Thoubal and the other from Kakching to be arranged by DPO(ICDS)/TBL and CDPOs (TBL & KCG), one Contingent of ASHA by CMO, two Contingents of NYK Youth Volunteers and Cultural troupes by NYC/NYK, one Contingent from YAS by DYASO, NYK to mobilize 3(three) Meira Paibis (one each to be arranged by SDOs of TBL, KCG & LIL in consultation with NYC) & NGOs.

Action:- CO, 3rd IRB, Khangabok ,All SDOs, NYC(NYK), ZEO/TBL & KCG, DPO(ICDS)/TBL, CDPOs/KCG & TBL, CMO/TBL, DYASO & SO/TBL., DI/LIL .

(B) DC/Thoubal will convene a separate meeting for security forces of Thoubal District on 6th August, 2013 at 11.00 A.M. to ensure that the Independence Day Celebration-2013 is observed successfully in the District.

Action:- DC/Thoubal & C.O.15th A.R., Thoubal

(C) The SP/Thoubal will organize full dress rehearsal of the parade on 11th August, 2013 at 8:00 A.M. at **Mini Secretariat Complex, DC's Office, Thoubal**.

Action:- SP/Thoubal.



- (D) SDC(HQ), DC's Office, Thoubal will arrange refreshment for the contingents on both days of rehearsal and on the day of function.
Action:- SDC(HQ), DC's Office, Thoubal.
- (E) SP/Thoubal will provide a Parade Commander and Police Contingents for Guard of Honour.
Action:- SP/Thoubal.
- (F) The Principal (ACTC), Thoubal will provide for erection and demarcation of the Dais. The DSO(CAF& PD), Thoubal will spare a Truck along with a driver and fuel from 14/08/2013 onwards at DC's office for collection of Dais. Platforms, Flag, Poles, Chairs etc. till the function is over.
Action:- DSO (CAF & PD), Thoubal and Principal(ACTC), Thoubal
- (G) EE (Electricity), Thoubal will provide 600 nos. of Chairs and 7 (seven) Sofa Sets with Centre Tables and Carpets for the Celebration.
Action:- EE(Electricity), Thoubal
- (H) BDO, Thoubal will arrange for one jute carpet and two blankets for Dais and Centre Tables for V.I.P./Chief Guest etc.
Action:- BDO, Thoubal
- (I) The Erection of Welcome Gate will be done by BDO/Kakching and the same will be erected at the approach road to **Mini Secretariat Complex, DC's Office, Thoubal** by tying up with SP/Thoubal for security reasons.
Action:- SP/Thoubal, BDO/Kakching.
- (J) SP/Thoubal will provide security round the clock at the place of function w.e.f. 12/08/2013 till the function is over. He will provide security coverage during the rehearsal too.
Action:- SP/Thoubal.
- (K) E.E.(PHED), Thoubal will provide drinking water facilities and tankers near the place of function and mineral water with glasses for VIP/Chief Guest enclosures. Drinking water will also be provided for the days of rehearsal and function.
Action:- E.E.(PHED), Thoubal.
- (L) The Chief Medical Officer, Thoubal and Medical Superintendent, District Hospital, Thoubal will provide **First Aid Team** with adequate equipments, ambulance and medicines headed by one responsible Medical Officer and some Nurses at Mini Secretariat Complex, DC's Office, Thoubal on the day of rehearsal and function.
Action:- CMO/Thoubal and Medical Supdt., Dist. Hospital, Thoubal.
- (M) The DIO (Information), Thoubal will arrange a proper P.A. System for the day of rehearsal and the day of function. He may obtain prior briefing from SP/Thoubal.
Action:- DIO (Information), Thoubal.
- (N) Shri N. Beikul Singh of DC's Office, Thoubal will arrange a flag pole, and rope etc.
- (O) DPO/ICDS, Thoubal will make necessary arrangement for conduct of the function on the day of function.
Action:- SDC(HQ), DC's Office, TBL & DPO(ICDS), Thoubal.
- (P) SDC/HQ, SDC/NSA, DC's Office, Thoubal and DPO (ICDS), Thoubal will be the over all in-charge for the reception of VIP/Chief Guest/Invitees and sitting arrangement of the morning function. They will ensure arrangement of the seat as per protocol.
Action:- SDO/Thoubal , SDC/HQ, SDC/NSA and DPO(ICDS), Thoubal

- (Q) E.E.(IFCD-III), Thoubal will construct 2 (two) nos. of urinal sheds at suitable place around Mini Secretariat Complex, DC's Office, Thoubal well ahead of the rehearsal and day of function (latest by 11/08/2013).
Action: E.E.(IFCD-III), Thoubal.
- (R) S.P., Thoubal will provide 2(two) Pilots/Guards at the Saluting Base.
Action:- SP/Thoubal.
- (S) The marking of the ground will be done by the SP/Thoubal. He is requested to arrange one Flag in-Charge for the day of function, who will ensure that the Tricolour is arranged correctly as per Flag Code.
Action:- SP/Thoubal.
- (T) Proper arrangement for the Hoisting of National Flag will be made by the S.P., Thoubal.
Action:- SP/Thoubal.
- (U) The DIO(Information), Thoubal will contact AIR, Imphal, DDK, Imphal and ISTV Channels for telecasting the **INDEPENDENCE DAY CELEBRATION, 2013** in respect of Thoubal District. Photograph and Video recording of the function will be arranged by DIO(Info), Thoubal. Charges for hiring of the Videographer/ Photographer etc. will be borne by DIO(Info), Thoubal.
Action:- DIO(Info), Thoubal.
- (V) D.O.(Horti. & S.C.), Thoubal will provide 35 nos. of flower pots for decoration of the Saluting Base and adjoining area. He will instruct his staff in detail for proper placement of the pots.
Action:- D.O. (Horti. & S.C.), Thoubal.
- (W) C.O., 15 A.R., Thoubal will be requested to arrange a Band Party (**consisting of at least 12 persons**) and contingent for the purpose of rehearsal and the day of function as well as Band Display.
Action:- C.O., 15 A.R., Thoubal.
- (X) The decoration of the place of function will be done by the Thoubal Municipal Council, Thoubal by erecting Multi-Colour Flags in and around the place of function.
Action:- E.O. (TMC), Thoubal.
7. The E.Os, Thoubal Municipal Council/ Kakching Municipal Council/ Lilong Nagar Panchayat are requested to fly the National Flag in the Shopping Establishment of the Municipal Councils of Thoubal, Kakching and Lilong as well as in their respective offices.
Action:- E.Os., TMC/KMC/LNP
8. All Government Office buildings in Thoubal District shall unfurl the National Flag after holding a befitting function on 15th August, 2013 morning.
Action:- All DLOs, Thoubal.
9. E.E.(Electricity), Thoubal will arrange illumination of the DC's Office and Bungalow for 5(five) days from 12/08/2013 to 16/08/2013 with decoration bulbs.
Action:- E.E.(Electricity), Thoubal
10. The printing of Invitation Cards, Certificates and arrangement for distribution thereof will be done by SDC(HQ), DC's Office, Thoubal.
Action:- SC(HQ), DC's Office, Thoubal.
11. **Decoration of Gypsy:**
O.C. (Fire Service), Thoubal will depute one Driver for the decorated Gypsy to be used by the Chief Guest for inspection of the March Past Contingents etc. He should report to S.P./Thoubal for further direction.
Action:- O.C., Fire Service, Thoubal.

12. ZEOs/TBL & KCG and DYC (NYK), Thoubal will arrange to depute a group of students/cultural team numbering about 20(twenty) boys and girls each for community singing and a cultural item at the parade ground. They will send the teams for the rehearsal and should ensure proper co-ordination with all concerned.
Action:- ZEO, Thoubal and DYC(NYK), Thoubal.
13. It was decided in the meeting that earmarking for the proper parking of Vehicles will be arranged by O.C., Thoubal P.S.
Action:- O.C., Thoubal P.S.
14. List of the talented/meritorious/individuals/staff in various fields should be submitted to the DC Office, Thoubal for award of citation letter on or before 08/08/2013 in recognition of their talented/dedicated/meritorious service (restricting to the most deserving one staff only from each Department except that of SP/Thoubal, IRB & MR). Such recommended staff shall be readily available to receive the certificates on the day of function. The recommending authorities should brief them properly.
15. District Level Officers should furnish the up to date list of the Officers of their respective Offices up to the level of 2nd Class Gazetted Officers to DC office, Thoubal on or before 7th August, 2013 for sending of invitation cards for the function.
Action: All DLOs/Thoubal.
16. All District Level Officers are instructed to participate in the function without fail and they should also ensure that their respective Officers/Staff attend the National function without fail. Non attendance by any District Level Officer will be viewed very seriously and appropriate report for taking necessary action will be intimated to their respective controlling authorities at Imphal.
17. Lastly, DC, Thoubal made a sincere appeal to all District Level Officers to attend the National function in time and give their maximum support and help in observing the Celebration in a grand successful manner.

The meeting ended with thanks from the Chair.


(T. Ranjit Singh, IAS)
Deputy Commissioner, Thoubal.

Thoubal, the 5th August, 2013.

Memo No. 12/129/DC(TBL)/98(Pt)

Copy to:-

- i) Secretary to the Hon'ble Chief Minister, Manipur.
- ii) PPS to Deputy Chief Minister (Home), Manipur.
- iii) Chief Secretary, Govt. of Manipur.
- iv) Addl. Chief Secretary (Finance), Govt. of Manipur.
- v) Principal Secretaries (Works/Home/Edn.-S/PHED), Govt. of Manipur.
- vi) Commissioner (Revenue/YAS/IPR), Government of Manipur.
- vii) Addl. Secretary (Home), Government of Manipur.
- viii) Chief Engineer (PWD), Government of Manipur.
- ix) Chief Engineer (PHED), Government of Manipur.
- x) Chief Engineer (Power), Govt. of Manipur.
- xi) Director (Health Services), Manipur.
- xii) All District Level Officers.....
- xiii) Relevant file.

Copy also to:-

Commandant, 15 Assam Rifles, Thoubal.


(T. Ranjit Singh, IAS)
Deputy Commissioner, Thoubal.

LIST OF THE OFFICERS PRESENT IN THE MONTHLY DLOs MEETING WITH A SPECIAL REFERENCE TO INDEPENDENCE DAY CELEBRATION, 2013 HELD ON 05-08-2013 UNDER THE CHAIRMANSHIP OF DEPUTY COMMISSIONER, THOUBAL.

Sl. No.	Name of the Officer	Designation
1	L. Nabakishwar Singh, IAS	ADC/ADM, Thoubal
2	Ak. Jhalajit Singh, MPS	SP/Thoubal
3	Jogeshchandra Haobijam, MPS	CO, 3 rd IRB, Khangabok, Thoubal
4	N. Bandana Devi, IAS	AC to DC, Thoubal
5	A. Subhash Singh, MCS	SDO/Kakching
6	Y. Rajen Singh, MCS	SDO/Thoubal
7	Ng. Norenkumar Singh, MCS	SDO, Lilong
8	Th. Charanjeet Singh, MCS	SDO/Kakching (newly transfer)
9	S. Somorendro Singh, MFS	TO/Thoubal
10	Kh. Shyam Singh	DFO(Forest)/Thoubal
11	A. Kunjabihari Singh	DEO/Employment, Thoubal
12	Dr. Kh. Radheshyam Singh	CMO/Thoubal
13	Dr. Kh. Homeshwar Singh	District Leprosy Officer, Thoubal
14	M. Shyamkishore Singh	Dist. Co-Operative Officer, Thoubal
15	L. Selungba Singh	E.E./ RED, Kakching
16	Th. Gyaneshwor Singh	Dist. Agriculture Officer, Thoubal
17	Rk. Jayantakumar Singh	DTO (Transport), Thoubal
18	Kh. Amuba Singh	ZEO/Thoubal
19	T. Padmokhya Singh	ZEO/Kakching
20	L. Dilipkumar Singh	Jt. Director (Veterinary), Thoubal
21	Dr. K Nimaichand Singh	AD (Tasar), Thoubal
22	Th. Nilakumar Singh	DSWO/Thoubal
23	Ch. Ningthemjao Singh	DIO (Information), Thoubal
24	I. Bilasini Devi	DSO (Statistics)/ Thoubal
25	Abdul Kayam Khan	DIO (NIC), Thoubal
26	E. Sulochana Devi	District Fishery Officer, Thoubal
27	Bholanath Sharma	R.O. Planning
28	N. Devananda Singh	EE-TPD-IV, Thoubal
29	O. Ibomcha Singh	Rice Breeder, Wangbal
30	Y. Laksman Singh	DYC/NYK, Thoubal
31	N. Satyavama Devi	DPO/ICDS, Thoubal
32	Angam Karoung Kom	BDO/Kakching
33	O. Jugindro Singh	A.E. PWD, THoubal
34	L. Dilip Singh	DI/Lilong
35	S. Koireng Singh	A.E. / PHED, Thoubal
36	N. Brighumani Singh	E.O.(Dev) for BDO, Thoubal
37	R.K. Sanatombi Devi	Election Officer, Thoubal
38	L. Somorendro Singh	DSO/CAF&PD, Thoubal
39	A. Subol Singh	Sub-Registrar, Thoubal
40	Thawngkhenmang Samte	ADI/DIC, Thoubal
41	P. Tomba Singh	Horticulture Dev. Officer, Thoubal
42	T. Sanatomba Singh	DIA(NIC), Thoubal
43	H. Rishikesh Sharma	DPM(NRHM), Thoubal
44	N. Subadani Devi	Supdt. ACTC, Thoubal
45	B. Umeshwori Devi	Supdt. (P), DYASO, Thoubal
46	Ch. Basanta Singh	DPO/NYK/Thoubal
47	Y. Kumar Singh	P.O./DRDA, Thoubal
48	Md. Habibulla	O.C./Fire Service, Thoubal
49	L. Ananda Singh	S.O. for EE (Electricity), Thoubal
50	Y. Priyokumar Singh	i/c SIB, Thoubal
51	Md. Siraj Ahemad Khan	LDC, Khansari Sugar Factory
52	Laishram Dikkobabu Singh	ATO, Thoubal
53	Keisam Biju Singh	ATO, Thoubal