MINUTES OF THE MEETING OF DISTRICT LEVEL OFFICERS (DLOs) OF THOUBAL DISTRICT HELD ON 4TH JUNE, 2015 AT 11.00 A.M. IN THE CONFERENCE HALL OF DEPUTY COMMISSIONER, THOUBAL WITH SHRI T. RANJIT SINGH, IAS, DEPUTY COMMISSIONER, THOUBAL IN THE CHAIR:

List of Officers present –**Annexure "A"**
List of Officers absent –**Annexure "B"**

Deputy Commissioner/Thoubal welcomed all the officers present and recalled the decisions/resolutions taken in the last DLOs meeting held on 4th May, 2015. Thereafter, he reviewed the ATR by different Officers on the decisions taken in the last meeting. As there were no further comments/suggestions from the Officers present, the minutes of the last meeting was confirmed.

2. Further, he informed that he made a surprise/random checking/inspection of many Govt. Offices located at District HQ on 27th May, 2015 and expressed his displeasure for the absence of many Govt. Officials (including the DLO himself/herself) and warned them that strict disciplinary action as deem fit under the existing rules will be initiated against those defaulting Officers, if they fail to control their subordinate Staff while conducting the next surprise visit/inspection. He informed further that one Office Memorandum dated 27-05-2015 related to the time attendance of offices etc have already been issued and copy was also endorsed to all DLOs for strict compliance by all concerned.

3. Regarding the preparation of Village Development Plan (VDP) for the newly selected/identified Model Village (Hayel Hangoon) under Saansad Adarsh Gram Yojana (SAGY) for Rajya Sabha MP, Manipur, he expressed his special thanks to all those concerned Officers who had accompanied the DC/Thoubal during the joint visit/inspection of Hayel Hangoon GP on 9th May, 2015 for their co-operation with District Administration and concerned Pradhan for preparation of VDP (implementation of SAGY).

4. The absence of some of the DLOs at such an important DLOs meeting without prior permission from DC/Thoubal has been viewed very seriously by the District Administration and necessary appropriate disciplinary action as deem fit under the rules will be taken up promptly against those defaulting Officers, if they are found absent in the next DLOs meeting, being held on 4th July, 2015 (Saturday) at 11.00 a.m.

5. Thereafter, DC/Thoubal initiated the discussion on various issues and after a threadbare discussion and deliberation amongst the Officers present, the following decisions/resolutions were taken unanimously by the officers present:-

i) As per direction of the Directorate of Census Operations, Manipur, Ministry of Home Affairs, Govt. of India regarding Biometric enrolment of villages selected under Saansad Adarsh Gram Yojana (SAGY) under NPR, DC/Thoubal has requested the representatives of In-Media to take up all necessary steps to ensure 100% enrolment of those eligible persons on priority basis by sending special biometric capturing teams to the identified Model Village (Hayel Hangoon Village) in consultation with SDOs/Charge Officers of Kakching and Lilong, ***.[Action: SDOs/Charge Officers, Thoubal District & BO(Census)/Thoubal],***

ii) SDOs/Charge Officers of Thoubal/Kakching/Lilong were reminded once again to expedite capturing of biometric data of the left out eligible persons in consultation with the concerned IN-MEDIA Personnel and also to link the AADHAR Cards with the existing electoral roll Data Base in connection with the ongoing National Electoral Rolls Purification and Authentication Programme (NERPAP) exercise, being conducted currently in the District as per direction of the ECI and CEO, Manipur. ***[Action: SDOs/EROs, Thoubal District]; .[Action: SDOs/Charge Officers, Thoubal District & BO(Census)/Thoubal],***

iii) As directed by Chief Secretary, Govt. of Manipur, DIO (Info)/Thoubal was directed make due publicity of the contents of the Order dated 10-04-2015 of Hon'ble Supreme Court of India as passed in W.P. (Cril) No.129 of 2006 (Laxmi -vrs- Union of India & Others) regarding matters related to proper treatment, aftercare and rehabilitation of the victims of the acid attack. ***(Action: DIO(Info)/Thoubal).***

iv) DC/Thoubal, being a Member of a newly constituted Committed headed by Chief Secretary for monitoring the implementation of the works and benefits given to BPL & weaker section of the Society under the NEC funded Private Hospitals/Institutions in the State vide Govt. Order No.3/19/Health (NEC)/2008/Plg dated 28-05-2015, requested the DLOs concerned more particularly CMO, DSWO, DPO (ICDS), BO (NGO), ZEOs etc to furnish relevant information to DC/Thoubal on a regular basis. ***(Action Concerned DLOs)***

v) Reports regarding Inter District Boundary Disputes have been received from SDOs/Kakching and Thoubal as desired by State Revenue Deptt. SDO/Lilong was directed to submit his report at the earliest.***[Action: SDO/Lilong & BO(Rev)]***

vi) SDO/Lilong was directed to share the details of land schedules likely to be affected for expansion of the NH-2 from Lilong Bridge to Ushoipokpi with all concerned including EE, NH Div No.II in the first phase. ***(Action: SDO/LIL & EE, NH Div No.II, PWD, Manipur).***

vii) Regarding the collection of land revenues, SDOs were directed to expedite/gear up their collection drive and the consolidated collection figures month wise along with the supporting Challan copies and the same be submitted to DC/Thoubal on a regular basis preferably on or before 4th of every month. ***[Action: 3 SDOs/EROs & BO(Rev)].***

viii) To expedite all pending cases related to recommendation of the District Relief, Rehabilitation & Redressal Committee and recommend those deserving & eligible cases to Social Welfare Department for sanction of funds, the newly joined DPO/ICDS, Thoubal was directed to put up all such pending cases along with all relevant papers at the earliest preferably on or before 16th June, 2015 positively.***(Action: DPO(ICDS)/Thoubal)***

ix) DSO (CAF & PD)/Thoubal was directed to take up immediate necessary action regarding matters related to the progress of digitization and printing of ration cards for implementation of NFSA, 2013. Further, he was also directed to make all necessary arrangement for conduct of the Consumers Rights Day as per direction of the State Government at an earlier convenient date in consultation with DC/Thoubal. He was also directed to dispose of Audit Note for DSO (CAF & PD) for the periods from (i) 01-02-2002 to 31-01-2004 & (ii) 01-02-2004 to 31-01-2007 at the earliest. ***(Action: DSO (CAF & PD), Thoubal).***

x) Regarding construction of Separate Girls Toilets (SGT) sanctioned under SSA, SMA in the year 2010-2011, ZEO, Zone-III/DPO, SSA, Thoubal was directed to ensure that construction of Separate Girls Toilets for Khelakhong Amanbi Primary School & Irong Salam Achouba Primary School be completed at the earliest. ***(Action: ZEO/DPO, SSA, Thoubal).***

xi) DSWO and DPO(ICDS)/Thoubal were directed to take up necessary advance action for the proposed establishment of Nirbhaya Centre (One Stop Crisis Centre for Women) in Thoubal District as the first such Centre in the State. ***[Action: DSWO and DPO(ICDS)/Thoubal.]***

xii) All concerned Officers i.e. District Social Welfare Officer, Thoubal, Chief Medical Officer, Thoubal and District Labour and Employment Officer, Thoubal have been directed to nominate their representatives for setting up Anti Human Trafficking Unit (AHTU) in Thoubal District as each AHTU has been treated as a full fledged Police Station & submit the same to SP/Thoubal. ***(Action: SP, Thoubal and concerned DLOs)***

xiii) BO(Arms)/Thoubal was directed to complete data entry of all relevant particulars of arms licences on National Database for Arms Licenses (NDAL Portal) and complete the exercise by the end of this month (June), 2015. ***(Action: BO(Arms), DC Office, Thoubal)***

xiv) As requested by DIO(Info)/Thoubal, all DLOs were requested to submit article highlighting the activities & achievements with 4/5 photographs on or before 10 July 2015 positively for publication of Article (THOUBAL TODAY) for the ensuing Independence Day 2015. ***[Action: DIO(Info)/Thoubal & all DLOs]***

xv) BDO/Thoubal CD Block was directed to dispose of the complaints dated 03-06-2015 lodged by some Members of Uchiwa G.P. and counter-complaint lodged by Pradhan of Uchiwa G.P. by enquiry into the matter. ***(Action: BDO/Kakching CD Block).***

xvi) MS/District Hospital, Thoubal, Khangabok was directed to lodge one FIR with the concerned Police Station regarding verification report of the signatures of Dr. L. Biren Singh & Dr. Ranjan Singh, MOs in c/w claim of one LIC Policy bearing No.49251966 on the life of Mrs. Piyari Bibi, r/o Sangaiyumpham Pt-I Puleipokpi who died on 07-10-2014, which was pointed out by Investigation Officer, LICI, Kakching Branch. ***(Action: MS, District Hospital, Thoubal, Khangabok).***

xvii) All concerned DLOs were reminded once again to furnish the required data/information/resource inventory available in their respective offices to DC/Thoubal under intimation to DIO (NIC), Thoubal so as to enable to expedite necessary Date Entry in the India Disaster Resources Network (IDRN) Portal, as directed by the Relief & DM Department, Govt. of Manipur at the earliest. ***(Action: All DLOs & DIO/NIC, Thoubal).***

xviii) As Social Audit is being started from the current F.Y., 2015-2016 & representatives from the CAG & AG will be present at such audit. As a Pilot Project, Kakching Block has been identified for the First Social Audit in the State. BDO/Kakching has already identified one GP for this Social Audit. BDO/Kakching was directed to take up necessary action in this regard. As no MPR for IAY is required from the F.Y., 2015-2016 and only the Awaassoft will be the criteria for release of funds, DC/ED, DRDA, Thoubal advised the two BDOs to do all necessary action. ***(Action: All BDOs).***

xix) DIO(NIC), Thoubal was advised to examine the representation dated nil of Smt. Kh. Kanchana Devi, VLE of CSC Wangbal to change the VLE to Shri Soibam Budha Meetei , her husband and directed to submit a detailed report to DC/Thoubal early. ***(Action :DIO(NIC)/Thoubal)***

xx) As directions have been given from the Manipur State AIDS Control Society, Imphal to DC/Thoubal to give priority to PLHIV patients in Social Protection Schemes & Schemes related to poverty alleviation and to organise IEC Campaign in the District, DSWO, CMO, District AIDS Control Society were directed to take up necessary follow up action. ***(Action: Concerned DLOs).***

xxi) DIO(NIC), Thoubal was directed to consider the request from Secretary, Common Service Centre Forum, Thoubal submitted to DC/Thoubal for flagging off Programmes from Forum Office in c/w one month long Common Service Centre Awareness Campaign on a convenient date. ***(Action: DIO(NIC), Thoubal).***

xxii) Next DCC/DLRC Meeting has been fixed on 11 June 2015 at 1.00 p.m. at the Conference Hall of DC/Thoubal and the concerned DLOs are to attend the meeting without fail (Concerned DLOs)

6. Before concluding, DC/Thoubal informed all Officers present that the next DLOs Meeting will be held ***on 4th July, 2015 at 11.00 A.M.*** in the Conference Hall of DC/Thoubal.

7. The meeting ended with vote of thanks from the Chair.

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

Memo No. 12/129/DC(TBL)/98(Pt): Thoubal, the 6th June, 2015.

Copy to:-

1. Secretary to the Hon'ble Chief Minister, Manipur.
2. Staff Officer to Chief Secretary, Govt. of Manipur.
3. Director General of Police, Manipur.
4. Addl. Chief Secretary (Election/Works), Govt. of Manipur.
5. Chief Electoral Officer, Manipur.
6. Principal Secretaries (Home/RD & PR/Health & FW/ Relief & DM), Govt. of Manipur.
7. Commissioners (Finance/Planning/Power), Govt. of Manipur.
8. Secretaries (Revenue/CAF & PD/Education-S), Govt. of Manipur.
9. Special Secretaries (Social Welfare/IT), Govt. of Manipur.
10. DIG Range-II, Chandel & Thoubal stationed at Wangbal.
11. Superintendent of Police, Thoubal.

12. Director (Census Operation), Manipur.
13. Director (Education-Schools), Manipur.
14. Director (CAF & PD), Manipur.
15. Director (Social Welfare), Manipur.
16. State Project Director, SSA, SMA, Manipur.
17. ADM/PD, DRDA, Thoubal for information and necessary follow-up action on the decisions taken.
18. All SDOs/SDMs, Thoubal District.
19. Assistant Commissioner to DC/Thoubal District.
20. Chief Engineer (PWD), Manipur.
21. State Informatics Officer (NIC), Manipur, Imphal.
22. General Manager, BSNL, Manipur, Imphal.
23. All BDOs, Thoubal District.
24. DIO (NIC), Thoubal with a request to upload the Minutes of the DLOs Meeting in the official website of the District.
25. DIO (Info), Thoubal.
26. SDE (Telephone), BSNL, Thoubal.
27. All Project Officers, DRDA, Thoubal.
28. All other District Level Officers, Thoubal District for information and compliance

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29. SDC (HQ), DC's Office, Thoubal.
30. Relevant File/Guard File.

Copy also to:-

i) Hon'ble Adhyaksha, Thoubal Zilla Parishad, Thoubal.
ii) Md. Sikandar Ali, Pradhan, Hayel Hangoon G.P.

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

ANNEXURE - A

List of the Officers present in the in District Level Officers Meeting held on 04-06-2015 under the Chairmanship of DC/Thoubal:-

Sl. No.	Name of the Officer	Designation
1	Ksh. Lemba Singh, MCS	ADC/ADM, Thoubal
2	N. Madhunimai Singh, MPS	Addl. SP/Thoubal
3	Hopson Sapam, MPS	Deputy Comdt. 3rd IRB, Khangabok, Thoubal
4	Shamim Ahmad Shah, MCS	SDO/Lilong
5	Th. Charanjeet Singh, MCS	SDO/BDO, Kakching
6	Ksh. Umananda Singh, MCS	SDO, Thoubal
7	Sanajaoba Khuraijam, IFS	DFO (Forest), Thoubal
8	L. Bobi Singh, MCS	BO/DC Office, Thoubal
9	H. Sukumar Singh, Jr. MCS	BO/DC Office, Thoubal
10	M. Ingocha Singh, Jr. MCS	BO/DC Office, Thoubal
11	Bholanath Sharma, MFS	RO/Planning
12	K. Biju Singh, MFS	Treasury Officer, Thoubal
13	Dr. N. Jayantakumar Singh	Chief Medical Officer, Thoubal
14	Dr. L. Arke Singh	M.S, District Hospital, Thoubal
15	M. A. Samad	EE/PHED, Thoubal
16	L. Selungba Singh	DGM, MSPDCL, Kakching
17	I.Joibi Singh	DGM, MSPDCL, Thoubal
18	Dr. P. Gojendra Singh	Jt. Director (Veterinary), Thoubal
19	Th. Gyaneshwor Singh	Dist. Agri. Officer, Thoubal
20	Y. Shanti Singh	DFO (Fisheries)/Thoubal
21	M. Manihal Singh	ZEO/Thoubal
22	Md. Abdul Kayam Khan	DIO/NIC, Thoubal
23	Y. Laksman Singh	DYC/NYK, Thoubal
24	N. Subadani Devi	Principal, ACTC, Thoubal
25	Ch. Noyon Singh	DIO (Info)/Thoubal
26	Th. Nilakumar Singh	DSWO/Thoubal
27	I.Purnimashi Devi	DYASO/Thoubal
28	L. Sumila Devi	DPO/ICDS, Thoubal
29	Th. Subhash Kumar Singh	DEO/Exchange, Thoubal
30	P. Virdhwaja Singh	DSO (CAF & PD), Thoubal
31	S. Ranjitkumar Singh	D.O. (Horti & SC), Thoubal
32	R.K. Jayantakumar Singh	DTO (Transport), Thoubal
33	Md. Siraj Ahmad Khan	AGM, Khansari Sugar Factory
34	K. Sanaton Singh	Rice Breeder, Wangbal
35	R.K. Sanatobmi Devi	E.O. (Election), Thoubal
36	T. Bikomdas Meitei	DI/DDO, ZEO/Thoubal
37	A.Subol Singh	Sub-Registrar, Thoubal
38	M. Gambhir Singh	AS & SO, Thoubal
39	Md. Tafsir Alam	A.E./IFCD-III, Thoubal
40	T. Anita Devi	CDPO/ICDS, Thoubal
41	M. Memcha Devi	CDPO/ICDS, Kakching

42	Th. Surendra Singh	A.E. MI/Thoubal
43	N. Brighumani Singh	E.O (Dev), BDO/Thoubal
44	Syed Tahir Ali	Inspector (Statistics), Thoubal
45	Y. Bijayenti Devi	Inspector (Sericulture), Thoubal
46	Md. Habibullah	OC/Fire Service, Thoubal
47	Md. Manouwar Ali	ARCS for DCO/Thoubal
48	W. Sanakhomba Singh	DIC/Thoubal
49	N. Manihar Singh	DIC/Thoubal
50	Th. Chandra Singh	P.O.(AE), Thoubal
51	Y. Kumar Singh	P.O., DRDA, Thoubal
52	Kh. Muhindro Singh	P.O. DRDA, Thoubal
53	P. Sukumar Singh	DPM/SSA, Thoubal
54	L. Bijeta Devi	ADPO/RMSA, Thoubal
55	Ch. Basanta Singh	WDI/DRDA, Thoubal
56	Reena Chanu Moirangthem	LPO, DCPU, Thoubal
57	K. Anita	DCPO, Thoubal
58	Kh. Babulu Singh	Secretary, ICSC Forum, Thoubal

ANNEXURE – B

List of Officers found absent in District Level Officers Meeting held on 04-06-2015 under the Chairmanship of DC/Thoubal:-

Sl. No	Name of the Officers	Remarks
1	Dy. SP. (Excise), Thoubal	All these absentees Officers should attend the next DLOs meeting being held on **4th July, 2015** positively without fail.
2	District Wight & Measures Officer, Thoubal	
3	E.E./TPD-IV, IFCD, Thoubal	
4	EE/PWD, Thoubal	
5	ZEO/Kakching	
6	D.I., Lilong.	
7	SDE, BSNL, Thoubal	