

MINUTES OF THE MEETING HELD ON 02-09-2013 AT 10:00 A.M. WITH SDOs AND SDCs AND OTHERS IN THE CONFERENCE HALL OF DEPUTY COMMISSIONER OFFICE, THOUBAL WITH SHRI T. RANJIT SINGH, IAS, DEPUTY COMMISSIONER, THOUBAL IN THE CHAIR.

List of the members present:

1	L. Nabakishwar Singh, IAS	ADC/ADM, Thoubal
2.	Y. Rajen Singh, MCS	SDO/Thoubal
3.	Ng. Norenkumar Singh, MCS	SDO/Lilong
4	Th. Charanjeet Singh, MCS	SDO/Kakching
5	N. Bandana Devi, IAS	AC to DC/Thoubal
6.	K. Meghachandra Singh, MPS	SDPO, Yairipok
7	M.A. Samad	EE/PHED, Thoubal
8	S. Iboyaima Singh	EE/IFCED-III, Thoubal
9	L. Somorendro Singh	DSO (CAF & PD), Thoubal
10	T. Sanatomba Singh	Addl. DIO/NIC, Thoubal
11	Md. Abdul Helim	SDC(HQ), Lilong
12	Md. Ajijur Rahaman	SDC/Lilong
13	H. Kesho Singh	SDC/Irong Chesaba
14	Th. Manoranjan Singh	SDC/Kakching
15	Syed Amjad Ali	SDC/Waikhong
16	K. Uma Devi	SDC(HQ)/Kakching
17	Th. Shyamkishor Singh	SDC/Thoubal
18	Kh. Ibopishak Singh	SDC/Heirok
19	L. Ashakumar Singh	SDC/Khongjom
20	A.Subol Singh	Sub-Registrar, Thoubal
21.	Md. Minajuddin	SK/SDC, Yairipok

At the outset of the meeting, Shri T. Ranjit Singh, Deputy Commissioner, Thoubal welcomed all the officers. He informed the Officers that there is urgent need to interact and hold exclusive meetings with the ADM, SDOs, SDCs, some important/relevant line Departments etc. at regular interval preferably once in a fortnight to streamline the District Administration in the interest of the general public. Thereafter, he discussed the following agenda and after a threadbare discussion and deliberations amongst the officers and after obtaining the specific clarifications on the issues raised by some of the officers present, the following decisions were taken unanimously:

1. In view of the Computerisation of Land Records, Addl. DIO (NIC) has placed the status of Land Records Computerisation and explained that Officer/Officials of SDC/Lilong Circle and Irong Chesaba have not turn up for validation of data entry. On account of this, the computerisation has been delayed for quite some time. With a view to complete the computrisation of land records at the earliest, DC/Thoubal instructed all the SDOs specially the SDO/Lilong to look into the matter personally and take immediate necessary action against those defaulting officers/officials. Other SDC circles like SDC/Yairipok and SDC/Waikhong have also delayed considerably due to slow pace of validation. All other circle SDCs have assured that they will complete the remaining portion of the computerisation very soon. SDC/Lilong and SDC/Irong Chesaba have assured to complete by **10-09-2013**, SDC/Yaripok by **25-09-2013** and SDC/Waikhong by **20-09-2013**. In the meantime, SDO/Kakching was also instructed to expedite copying of land records for SDC/Kakching circle. In this connection, SDC/Kakching has assured that it will be completed by **20-09-2013**. All



SDOs should ensure that the collection of land revenue should be expedited to the maximum possible level and the amount/revenue collected be deposited to the State Government Account immediately through the concerned Treasury Linked Bank and the collection statement along with challan copies should be furnished to DC/TBL at the earliest.

2. To streamline issue of any kind of certificates such as income, SC, ST, OBC, Domicile, Residential etc. by the DC, ADC, SDOs, SDCs, DC/Thoubal has instructed all concerned Officers to maintain a separate register, wherein all the relevant information pertaining to enquiry report, the particulars of the applicant etc are recorded properly and the SDOs concerned should send the forwarding letter along with a format containing all these information duly signed by the enquiry authorities such as Mandol, SK, etc and the same should be duly signed by the concerned Circle SDC and countersigned by the SDO concerned. The SDOs have been advised to submit a draft format to the office of DC/Thoubal at the earliest. A copy of the format duly countersigned by the SDO may be kept at his/her office for office records. Any other constructive suggestion may be furnished by the SDOs, SDCs concerned.
3. As per letter from Social Welfare Department for identification of land for construction of Children Home to check child trafficking in Thoubal District, DC/Thoubal has advised all SDOs and AS&SO, Thoubal-I & II to indentify suitable land immediately and the same should be submitted to the office of DC/Thoubal at the earliest for onward submission to the State Government.
4. The meeting also reviewed the status of the Survey of the three Water Bodies, being taken up in Thoubal district. DC/Thoubal has advised EE-IFCD, Division No.- III and AS & SOs concerned to expedite the matter and submit the detailed report to DC/Thoubal at the earliest as the joint spot verification had already been conducted.
5. The meeting also discussed the National Food Security Ordinance, 2013, which has recently been passed by the Parliament. In this connection, DC/Thoubal has advised the DSO (CAF & PD), Thoubal and NIC people to expedite the ongoing digitisation of Ration Cards and complete the exercise at the earliest preferably on or before 20th Sept, 2013.
6. As per direction of CAF & PD Department, all SDOs were also advised to conduct search and seizure of stocks of PDS items to prevent diversion & substituting PDS items under the provisions of the Public Distribution System Order, 2001, as amended from time to time. They are advised to furnish their ATR in this regard to DC/Thoubal on or before the 2nd of every month.
7. Regarding LPG Home Delivery Service, the Members present were also informed that one meeting was earlier held on 5th August, 2013 at 1.00 p.m. in the office chamber of DC/Thoubal along with the concerned Proprietors & authorised representatives of LPG Distributors functioning in the District and it was agreed in principle that M/S Athokpam Indane Service, Thoubal Athokpam, which has started Home Delivery of LPG w.e.f. 1st Sept, 2012, which was inaugurated by Shri K.I. Singh, Sr. Divisional Manager, II.O.C., Imphal in presence of S.P., Thoubal and ADM/Thoubal be allowed to charge an additional/minimum charge of Rs.55/- per cylinder to be paid by the customer for the areas falling within a radius of 15 K.M. from the Godown of M/S Athokpam Indane Service, Thoubal Athokpam subject to the conditions that the customers do not have any objection/complaint. This issue was discussed and re-affirmed by the Members present and the Members present directed that other LPG Distributors functioning in the District should also try their level best to start the



Home Delivery Service at the earliest. DSO (CAF & PD) was advised to process for issue of necessary orders in this regard. It was also agreed that if there is any complaint/objection from the general public, the aforesaid Firm M/S Athokpam Indane Service, Thoubal Athokpam will not be allowed to charge the aforesaid additional charge.

8. Regarding submission of pending UCs to CEO's Office, all SDOs were advised to expedite submission of any pending UC at the earliest under intimation to DC/DEO, Thoubal. Regarding the proposed rationalisation of Polling Stations, DC/DEO informed the Members present that approval in this regard has already been obtained from ECI and the same has been conveyed to DC/DEO, Thoubal. EO/Thoubal District was advised to put up for issue of notification in this regard to DC/DEO, Thoubal at the earliest.
9. After threadbare discussion, the following misc items were also discussed:
 - i) Linguistic survey will start very soon by Census Department. In this connection, all SDOs were advised to do necessary advance action.
 - ii) Regarding the pending cases of Land Acquisition process in Thoubal District, all the SDOs and SDCs were advised to expedite the matter whenever required.
 - iii) DC/Thoubal has also advised all SDOs to proceed further with the eviction process against the encroachers lying on either side of NH-2 at the earliest.
10. The meeting ended with vote of Thanks from the chair.



(T. Ranjit Singh)

Deputy Commissioner, Thoubal.

Memo No. 12/129/DC(TBL)/98/Pt./879
Copy to :

Thoubal, the 4th September, 2013

1. Secretary to Hon'ble Chief Minister, Manipur.
2. Staff Officer to Chief Secretary, Govt of Manipur.
3. Addl. Chief Secretary (Finance/Planning), Govt. of Manipur.
4. Principal Secretary (Works/PHED/IFCD/IT/Power), Govt. of Manipur.
5. Commissioner (Revenue), Govt of Manipur.
6. Commissioner (CAF & PD), Govt of Manipur.
7. Superintendent of Police, Thoubal
8. ADM/ADC, Thoubal
9. All SDOs/SDMs, Thoubal District.
10. DSO/CAF & PD, Thoubal.
11. DIO (NIC), Thoubal with a request to upload the minutes of the Special meeting in the official website of the District.
12. All other members present.....
13. Guard file.



(T. Ranjit Singh)

Deputy Commissioner, Thoubal.
