

**MINUTES OF THE MEETING OF DISTRICT LEVEL OFFICERS (DLOs) OF THOUBAL DISTRICT HELD ON 4<sup>TH</sup> SEPTEMBER, 2013 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 – Enclosed as Annexure 'A'**

**List of Officers absent – Enclosed as Annexure- "B"**

At the outset, Shri T. Ranjit Singh, IAS, DC, Thoubal welcomed all the officers present and informed that the last DLOs meeting held on 5<sup>th</sup> August, 2013 focussed entirely on the important issues related to the observation of the Independence Day Celebration on 15<sup>th</sup> August, 2013 at the Mini Secretariat Complex of DC Office, Thoubal. He expressed his sincere thanks to all concerned DLOs for extending their help & co-operation for successful celebration of the Independence Day, 2013 within the Mini Secretariat Complex of DC Office for the first time.

2. DC/Thoubal informed the Members present that the Chairman, 3<sup>rd</sup> Manipur State Finance Commission will hold a meeting on 9<sup>th</sup> September, 2013 at 2.30 p.m. at Hotel Imphal with Adhyaksha, Up-Adhyaksha & Members of Thoubal Zilla Parishad to discuss issues pertaining to 3<sup>rd</sup> Manipur State Finance Commission. BDOs of Thoubal and Kakching Blocks were directed to inform all concerned. Representatives of CEO/ZP were also directed to depute some responsible Officer to attend the Meeting on behalf of CEO/Thoubal Zilla Parishad, as Shri L. Nabakishwar Singh, IAS, CEO/Thoubal Zilla Parishad will be on earned leave.

3. DC/Thoubal informed that the Chairman of the 3<sup>rd</sup> Manipur State Finance Commission, Manipur along with Member, Member Secretary & their support staff will hold one meeting on 10<sup>th</sup> Sept, 2013 at DC Office, Thoubal with Chairperson, Vice-Chairperson & Councillors of Thoubal/kakching Municipal Councils (10.00 a.m. to 11.00 a.m.) & Adhyaksha, Up-Adhyaksha & Members of Zilla Parishad, Pradhans & Up-Pradhans of Gram Pachayats (11.10 a.m. to 12.30 p.m.) to discuss issues pertaining to 3<sup>rd</sup> Manipur State Finance Commission.

4. The Members present were also informed that the 14<sup>th</sup> Finance Commission Team will visit Manipur on 7<sup>th</sup> & 8<sup>th</sup> October, 2013 and DC/Thoubal advised all Officers present to make all preparations, preliminary activities & to be alert and ready for any spot verification etc by the visiting Team. He also informed that the National Human Rights Commission is also likely to visit Manipur State including Thoubal District during the 3<sup>rd</sup> or 4<sup>th</sup> week of October, 2013.

5. DC/Thoubal informed that the Kendriya Vidyalaya Sangathan, New Delhi vide its D.O. letter dated 12-07-2013 conveyed its approval to open new Kendriya Vidyalaya (KVs) in Thoubal and Chandel Districts subject to fulfilment of necessary pre-conditions. A copy of the aforesaid D.O. letter dated 12-07-2013 has been shared with all the SDOs, Thoubal, Kakching & Lilong with a request to identify the required State Khas lands etc. All SDOs were also requested to submit the required information (even nil report) in connection with the implementation of Land Ceiling Laws (Distribution of Ceiling Surplus Land) for the Quarter ended December, 2012, as the State Government is pressing hard for submission of the required information. SDO/Kakching was informed that the Directorate of Adult Education, Govt. of Manipur has already sanctioned required funds for construction of Administrative Block of Adult Education Department at Kakching and the Department has requested to provide suitable land for construction of the Administrative Block of Adult Education Deptt at Kakching measuring an area of about 0.25 acres.

6. As the draft Photo Electoral Rolls in respect of 10 (ten) Assembly Constituencies falling within the jurisdiction of Thoubal District have already been published by the concerned SDOs/EROs, DC/DEO, Thoubal advised the EROs concerned to ensure that the revision of electoral works are conducted smoothly so as to enable them to publish a defect free Final Photo Electoral Rolls, 2014 on 6<sup>th</sup> January, 2014. DC/DEO, Thoubal informed that a meeting of the representatives of all recognised Political Parties will be held on 13<sup>th</sup> Sept, 2013 at 10.30 a.m. in the Conference Hall of DC Office, Thoubal. He advised all SDOs/EROs to give maximum publicity about the ongoing Special Summary Revision of Photo Electoral Rolls, 2014 w.r.t. 01-01-2014 as the qualifying date.

7. Thereafter, DC/Thoubal made a power point presentation and the following issues were discussed and deliberated upon:

- i) Confirmation of the proceedings of the last DLOs Meeting.
- ii) Status of the Computerisation of Land records and transfer of relevant land records of Thoubal District from the Directorate of Land Settlement & Land Records to DC office, Thoubal.



- iii) Status of the progress made in capturing of images in connection with implementation of Biometric Enrolment Exercise & NPR.
- iv) Review of the collection of Land Revenue and preventive and pre-activities taken up by the District Administration to combat any natural calamities such as floods etc.
- v) Status on ongoing Spl. Summary Revision of PER, 2014 and publication of list of Polling Stations by DC/DEO, Thoubal and submission of any pending UCs by the SDOs/EROs to CEO's office, Manipur at Lamphelpat.
- vi) Qualitative Progress Report (cumulative) on the implementation of Land Ceiling Laws (Distribution of Ceiling Surplus Land).
- vii) Identification of appropriate land for construction of Children Home for checking Child trafficking.
- viii) Issues related to relief assistance to the affected victims of recent floods in Thoubal District.
- ix) Opening of a New Kendriya Vidyalaya in Thoubal District on temporary basis initially and identification of permanent site for its construction and shifting of Govt. Offices located on the eastern side of the National Highways (especially between the District Congress Office & Police Station/Thoubal) inside the campus of Mini Secretariat Complex, DC Office, Thoubal.
- x) Construction of Administrative Block of Adult Education Department at Kakching.
- xi) Status of the eviction process of the encroachers on either sides of the National Highway No.-2 (Lilong Bridge to Pallel).
- xii) Installation of another Solar Power Plant at District Hospital, Thoubal, Khangabok (25 KW capacity)
- xiii) Status of the progress made so far in connection with E-District Governance.
- xiv) Preliminary & advance activities to implement the provisions contained in the National Food Security Ordinance, 2013 and identification of Priority Households and Digitization of Ration Cards (PDS items).
- xv) Status of the Survey of the three Water Bodies in Thoubal District taken up by IFC Department etc. etc.

8. After a threadbare discussion/deliberation on various issues with all the Officers present and exchange of views and suggestions amongst the officers present and after obtaining specific and convincing replies/clarifications from the DC/Thoubal and all concerned, the following decisions were taken unanimously:

- (i) DIO/NIC, Thoubal to complete the Computerisation of Land Records latest by 7<sup>th</sup> October, 2013
- (ii) Director (Settlement & Land Records) to be reminded to hand over the Land Records of the remaining villages.
- (iii) SDOs/Charge Officers were directed to complete the Biometric Enrolment Exercise latest by 7<sup>th</sup> October, 2013 in consultation with the In-Media personnel.
- (iv) SDOs to expedite land recovery by organising camps etc.
- (v) Holding of one meeting with representatives of all recognised Political Parties on 13<sup>th</sup> Sept, 2013 at 10.30 A.M. and publication of the list of rationalised list of Polling Stations by the DC/DEO, Thoubal.
- (vi) SDOs/EROs to submit any pending UCs to CEO's office immediately under intimation to DC/DEO, Thoubal.
- (vii) SDOs to submit the report on Quarterly Progress Report (Cumulative) on implementation of Land Ceiling Laws (Distribution of Ceiling Surplus Land) for the Quarter ended December, 2012 to DC/Thoubal latest by 13<sup>th</sup> Sept, 2013.
- (viii) SDOs to identify appropriate land for construction of Children Home for checking child trafficking to DC/Thoubal immediately.
- (ix) New Kendriya Vidyalaya to be set up immediately at some appropriate place temporarily pending final selection of permanent landite/ by the SDOs concerned.
- (x) SDO/Kakching to identify suitable land of State Khas Land etc measuring about 0.25 acres for construction of Administrative Block of Adult Education Department at Kakching.
- (xi) Eviction of encroachers on either side of National Highway No-2 (Lilong Bridge to Pallel) to be completed by the SDOs latest by 20<sup>th</sup> September, 2013 positively.
- (xii) SDC/HQ, DC office to identify one Room at Mini Secretariat Building for holding of interview for identification of PMEGP Schemes for the year, 2013-2014.

  
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- (xiii) Installation of another Solar Power Plant of 25 KW capacity at District Hospital, Thoubal, Khangabok to augment the existing Solar Power Plant of 25 KW capacity following the opening of two Operation Theatres at the District Hospital w.e.f. 30-08-2013.
- (xiv) MS, District Hospital, Thoubal to allot Quarters/rooms to the Medical Officers, Staff Nurses etc. and CMO/Thoubal to ensure compliance of the instruction/decision. ATR to be intimated to DC/Thoubal at the earliest.
- (xv) For implementation of the National Food Security Ordinance, 2013, all concerned were advised to identify the list of eligible Priority Households immediately as the schedule/time line fixed by the State Government is 30 Sept, 2013. DIO/NIC, Thoubal to complete the digitization of all Ration Cards in consultation with DSO/CAF & PD, Thoubal. DSO/CAF & PD to co-ordinate with all concerned in this regard.
- (xvi) MD, Manipur Development Society to be reminded once again to expedite construction of FCI Godown (2500 capacity) at Tangjeng Khunou.
- (xvii) EE (IFCD), Thoubal Division No-III to submit the Survey Report of the three Water Bodies to DC/Thoubal immediately preferably on or before 13<sup>th</sup> Sept, 2013.
- (xviii) CMO/Thoubal and Jt. Director (Vety)/Thoubal to arrange health camps and vaccination of Cattles in the villages recently affected by the floods.
- (xix) EE (PHED), Thoubal Division to ensure supply of drinking water to DC Office, Bungalow, other Govt. Offices located within the Mini Secretariat Complex on a regular basis.
- (xx) DPO/ICDS, Thoubal was directed to inquire into the complaint lodged jointly by Ms. M. Renubala Devi & 49 Others against the CDPO/ICDS, Kakching & ATR to be submitted to DC/Thoubal at the earliest.
- (xxi) DSWO/Thoubal to release the remaining pension funds to the beneficiaries of NSAP Scheme by D-EBT without any further delay.
- (xxii) ZEO, Zone-III/Thoubal/DPO, SSA, Thoubal to ensure that all flagship programmes under SSA such as Civil Works Constructions, various intervention schemes implemented by different Co-ordinators and others be implemented in a transparent manner.
- (xxiii) All DLOs to give maximum possible help and assistance to the visiting team of 14<sup>th</sup> Finance Commission, who are likely to visit Manipur on 7<sup>th</sup> & 8<sup>th</sup> October, 2013.
- (xxiv) CEO/Thoubal Zilla Parishad, all SDOs, BDOs of Thoubal & Kakching and other concerned Officers to extend their maximum co-operation to the visiting 3<sup>rd</sup> Manipur Finance Commission team, who are coming to Thoubal on 10<sup>th</sup> Sept, 2013.
- (xxv) To ensure un-interrupted power supply within the Mini Secretariat Complex of DC Office, Thoubal, it was also decided that Director (MANIREDA), Manipur will be requested to arrange for installation of one set each of Solar Power Plant of 25 KW capacity at the 2(two) Buildings located on the northern and southern side of the Building, where the office of SDO/Thoubal is currently functioning. DC/Thoubal will take up appropriate necessary action for early installation of these two sets of Solar Power Plants with the concerned authorities.
- (xxvi) AC to DC/Thoubal to give a detailed status report to DC/Thoubal regarding status of registration of un-organised workers u/s 10 of Un-organised Workers' Social Security Act, 2008.
- (xxvii) DSO (Statistics), Thoubal to complete the 6<sup>th</sup> Economic Census at the earliest.

9. Before concluding the meeting, DC/Thoubal informed the Officers present that the next DLOs Meeting will be held **on 4<sup>th</sup> October, 2013 (Friday) at 11.00 a.m.** as usual. He informed the officers present that the absence of some of the DLOs without any prior information has been taken very seriously and cautioned those defaulting Officers that the pay & allowances of those defaulting officers including their entire staff will not be passed by the Treasury Officer/Thoubal. Treasury Officer/Thoubal will comply with the direction/instruction issued in this regard by DC/Thoubal. Lastly, he requested all DLOs present to ensure that the decision taken in this DLOs Meeting are complied in letter and spirit and their ATR be brought in the next DLOs meeting.

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

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

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Memo No. 12/129/DC(TBL)/98(Pt): 1872

Thoubal, the 8<sup>th</sup> September, 2013

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 Secretaries (Finance/Planning), Govt. of Manipur.
5. Chief Electoral Officer, Manipur.
6. Principal Secretaries (Election/Works/Home/Education-S/RD & PR & SW/ PHED/IFCD/Health & FW/Relief & DM/IT), Govt. of Manipur.
7. Commissioner (Revenue/MAHUD/Hr & Tech Edn/CAF & PD/Sc & Tech), Govt. of Manipur.
8. Secretary (Law), Govt. of Manipur.
9. DIG Range-II, Wangbal.
10. Director (Hr & Tech Education), Manipur.
11. Director (Education-Schools), Manipur.
12. Director (CAF & PD), Manipur.
13. Director (Relief & Rehabilitation), Manipur.
14. Director (Commerce & Industries), Manipur.
15. Director (Health Services), Manipur.
16. Mission Director, NRHM, Manipur.
17. Director (Settlement & Land Records), Manipur.
18. Director (MANIREDA), Manipur.
19. Director (Institutional Finance), Manipur.
20. Director (Eco & Stats), Manipur.
21. Director (Social Welfare), Manipur.
22. Director (Health Services), Manipur.
23. Director (Eco & Stats), Manipur.
24. Director (Planning), Manipur & ex-officio Member Secretary, 3<sup>rd</sup> Manipur State Finance Commission.
25. Chief Engineer (PWD), Manipur.
26. Chief Engineer (MDS), Manipur.
27. State Informatics Officer, NIC, Manipur.
28. Superintendent of Police, Thoubal.
29. ADM/Thoubal.
30. Addl. Director (Adult Education), Manipur.
31. All SDOs/SDMs, Thoubal District.
32. Executive Engineer, National Highways Division No.-II, (PWD), Manipur.
33. Executive Engineer. RED, Electricity Divn No.-II, Kakching.
34. OSD (IT), Manipur.
35. DIO (NIC), Thoubal with a request to upload the Minutes of the DLOs Meeting in the official website of the District.
36. All other District Level Officers, Thoubal District for information and compliance of the decision taken in the meeting.
37. SDC (HQ), DC's Office, Thoubal.
38. Relevant File/Guard File.

Copy also to:-

Hon'ble Adhyaksha, Thoubal Zilla Parishad, Thoubal.



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

**ANNEXURE-A**

List of the Officers present in the monthly DLOs Meeting held on 04-09-2013 under the Chairmanship of DC/Thoubal

Sl. No.	Name of the Officer	Designation
1	L. Nabakishwar Singh, IAS	ADC/ADM, Thoubal
2	Y. Rajen Singh, MCS	SDO/Thoubal
3	Ng. Norenkumar Singh, MCS	SDO, Liiong
4	Th. Charanjeet Singh, MCS	SDO/Kakching
5	N. Bandana Devi, IAS	AC to DC, Thoubal
6	K. Meghachandra Singh, MPS	SDPO/Yairipok (representing SP/Thoubal)
7	T. Thangjapao	AC/ 3rd IRB
8	S. Somorendro Singh, MFS	TO/Thoubal
9	Kh. Shyam Singh	DFO(Forest)/Thoubal
10	L. Dilipkumar Singh	Jt. Director (Veterinary), 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	Dr. Ksh. Memcha Devi	DTO/Thoubal
15	M. Shyamkishore Singh	Dist. Co-Operative Officer, Thoubal
16	Bholanath Sharma	R.O. Planning
17	Th. Gyaneshwor Singh	Dist. Agri Officer, Thoubal
18	Rk. Jayantakumar Singh	DTO (Transport), Thoubal
19	Kh. Amuba Singh	ZEO/Thoubal
20	Laishram Dikkobabu Singh	ATO, Thoubal
21	Keisam Biju Singh	ATO, Thoubal
22	M. Nalindrakumar Singh	ATO/Kakching
23	Th. Nilakumar Singh	DSWO/Thoubal
24	Ch. Ningthemjao Singh	DIO (Information), Thoubal
25	I. Bilasini Devi	DSO (Statistics)/ Thoubal
26	Abdul Kayam Khan	DIO (NIC), Thoubal
27	T. Sanatomba Singh	Addl. DIO(NIC), Thoubal
28	M.A. Samad	EE (PHED), Thoubal
29	Y. Laksman Singh	DYC/NYK, Thoubal
30	Y. Dorendra Singh	D.O.(Horti & SC), Thoubal
31	M. Irabot Singh	AGM/Khansari
32	N. Satyavama Devi	DPO/ICDS, Thoubal
33	N. Brajamohon Singh	BDO, Thoubal
34	R.K. Sanatombi Devi	Election Officer, Thoubal
35	L. Somorendro Singh	DSO/CAF&PD, Thoubal
36	A.Subol Singh	Sub-Registrar, Thoubal
37	Thawngkhenmang Samte	ADI/DIC, Thoubal
38	Ch. Kishorjit Singh	R.O./ DFO (Fishery), Thoubal
39	W. Ingobi Singh	A.E./M.I.D/ Thoubal
40	H. Ibomcha Singh	for, DSO (Seri), Thoubal
41	M. Gambhir Singh	AS & SO, Thoubal-I
42	N. Iboi Singh	for, EE (RED-I), Kakching
43	W. Jibonkumar Singh, A.O.	for, Rice Breeder/Wangbal
44	B. Umeshwori Devi	Supdt (P), DYASO, Thoubal
45	Md. Habibulla	O.C/Fire Service, Thoubal

46	L. Ananda Singh	S.O. for EE (Electricity), Thoubal
47	Y. Priyokumar Singh	i/c SIB, Thoubal
48	Md. Quayamuddin	PM (H/L), Thoubal
49	Randhoni L.	Programme Manager, SHATHI
50	N. Ranjit Singh	GIPA Co-ordinator, MACS
51	Jibananda	M & E Asst. DACPU
52	Shitaljit	Prog. Asst., DACPU
53	Md. Alaudin	MNPr

**ANNEXURE –“B”**

**List of Officers found absent in the monthly DLOs Meeting held on 04-09-2013 under the Chairmanship of DC/Thoubal.**

Sl. No	Name of the Officers	Remarks
1	Block Development Officer, Kakching	On leave
2	EE (PWD), Thoubal	Took permission
3	Medical Supdt. District Hospital, Thoubal	All these absentees Officers should attend the next DLOs meeting being held on 4 <sup>th</sup> October, 2013 positively without fail.
4	ZEO/ <i>Kakching</i>	
5	EE/TPD-IV, Thoubal	
6	DI/Lilong	
7	ACTC, Thoubal	

*R. S. S.*