

GOVERNMENT OF ASSAM  
OFFICE OF THE COMMISSIONER OF HILLS AND BARAK VALLEY DIVISION.  
ASSAM, DISPUR, GUWAHATI-6

N0.HGG.78/2012-13/28

Dated Dispur the 12<sup>th</sup> October /2012

From           The Special Officer to the Commissioner  
                  Hills & Barak Valley Division, Assam, Dispur

To           **The Deputy Commissioner-**  
                  Dima Hasao/Karbi Anglong/Cachar, Silchar / Karimganj / Hailakandi

**The Principal Secretary -**  
                  Karbi Anglong Autonomous Council Diphu /NC Hills Autonomous Council, Haflong.

**The Sub-Divisional Officer (Civil)**  
                  Lakhipur (Cachar)/ Bokajan & Hamren (Karbi Anglong)/ Maibong (Dima Hasao)

Sub            Direction to hold Sub-Divisional level Development Committee meetings by the  
                  SDOs (civil)-regd.

Ref: -           P&D Deptt. Notification No.PD(ME)75/2002/3 Dated 10<sup>th</sup> October 2002.  
                  Government of Assam HAD O.M.No. HAD.109/2006/33 dated 03-04-2012.  
                  DCHA Lr.NO.HPD.26/2008/192 Dated, Dispur the 31<sup>st</sup> May, 2012

Sir,

The Government of Assam has been endeavoring to provide Good Governance so as to improve the quality of life of the people. In this endeavor during the field visits the Commissioner, Hills and Barak Valley Division observed that there is much inadequacy of monitoring and supervision of schemes / programmes of various line departments at field level.

Presently the Deputy Commissioner of the District and the Principal Secretary of the Autonomous Council are monitoring the developmental schemes / programmes of all developmental departments of the district. Accordingly the Deputy Commissioners/ Principal Secretaries of the Autonomous Councils are holding the District Development Committee meetings monthly.

Over the period, there has been a multiplicity of schemes/programmes together with increased flow of funds. This necessitates the monitoring of schemes / programmes at Sub-Division level as well for closer supervision and guidance; and to provide better feedback at DDC meetings. The Government of Assam in Hill Areas Department further suggested monitoring of schemes / programmes being implemented by the Autonomous Councils vide its letter under reference.

Considering the importance of the monitoring and supervision at Sub-Division level, Dr.M.Ariz Ahammed IAS Commissioner, Hills and Barak Valley Division, Assam and the Chairman of the Division level Monitoring Committee constituted by the Planning and Development Department Assam desired that the Sub-Divisional Officers (Civil) should henceforth start holding Sub-divisional level Development Committee (SDDC) meetings on monthly basis on a fixed date of the month following the established procedure like that of the DDCs.

The mandate of SDDC will be as follows:

1. To review the physical and financial progress of the developmental schemes / progress.
2. To ensure that the schemes/programmes are implemented as per Govt.guidelines, transparency and ensure peoples participation.
3. To specially review the programmes being implemented in the areas of SCs, STs, Minorities, OBCs and Tea Tribe and that of Border Areas.
4. To ensure that all the Sub-Div.offices complies with Section 4(1) (b) of RTI Act, 2005.
5. To build electronic database of assets created and that of beneficiaries; and use it to identify the underdeveloped /marginalized villages/hamlets especially that of marginalized communities viz., SCs/STs/Minorities/ OBCs/ Tea Tribe/ Border Area people; and take necessary corrective course / action to facilitate the equity and regional balance with in the Sub-division.
6. To ensure better utilization of assets created.
7. To ensure convergence of schemes/programmes implemented by different departments.
8. To prevent/check duplicity of schemes/programmes.
9. To organize the need based capacity building programmes in house.
10. To take follow up action on the reports/complaints of irregularities.
11. Any other action as directed by the Government/Commissioner/DDC.

Accordingly, I am directed to request the Deputy Commissioners and the Principal Secretaries of the Autonomous Councils to extend all necessary assistance to the Sub-Divisional Officers (Civil) in holding the Sub-Division level Development Committee meetings regularly.

The Sub-Divisional Officers (Civil) will start holding the SDDC meetings from the month of November 2012 and circulate their proceedings to the Deputy Commissioner and Commissioner, Hills and Barak Valley Division.

Action taken may please be informed.

Yours truly,

(Kalyan Dutta ACS)  
The Special Officer to the Commissioner  
Hills & Barak Valley Division, Assam, Dispur

N0.HGG.78/2012-13/28-A

Dated Dispur the 12<sup>th</sup> October /2012

Copy to:

1. The Principal Secretary to the Government of Assam, Planning and Development Department, Dispur.
2. The Principal Secretary to the Government of Assam, Administrative Reforms and Training Department, Dispur.
3. The Principal Secretary to the Government of Assam, Personnel Department, Dispur.
4. All the Government of Assam Departments, Dispur.
5. The Divisional Commissioners-NAD-Jorhat/ LAD-Guwahati/ NAD-Tezpur.

The Special Officer to the Commissioner  
Hills & Barak Valley Division, Assam, Dispur