

GOVERNMENT OF ASSAM  
EVALUATION AND MONITORING DIVISION  
TRANSFORMATION AND DEVELOPMENT DEPARTMENT DISPUR.

No. PD (ME) 12/2021/4

Dated, Dispur the 29th December, 2021

ORDER

The Officers of Evaluation and Monitoring Division are entrusted with the responsibilities of

1. Attending monthly Development Committee meetings of Districts and that of Autonomous Councils, and critical examination of DDC/ Council meeting minutes, and
2. Physical inspection / Monitoring & Evaluation of Schemes/Projects/Services (State & Central-CS, CSS, NEC and other Schemes, EAPs and other Schemes/ Works/ Services) of all Administrative Departments implemented by State Administrative Departments, HODs, District Administration & Autonomous Councils in the Districts

as shown below:

**Expected Output:** Timely implementation of Developmental works and services with quality, and timely submission of Utilisation Certificates by Implementing agencies.

**Expected Outcomes:** Constitutional mandate of development of all areas and all sections of people of the State for improved quality of life and by making the invisible, the visible.

**1. Work Allotment- Districts**

	District / Council as the case may be	E&M Officer responsible	No of visiting days / Month	Works to be inspected target/ month & Annual Coverage of Departments
1.	Nagaon	Sri Pradip Kumar Talukder, ACS , Secretary, HQ	5 – 7 days:	<ul style="list-style-type: none"> <li>• One District in one month</li> <li>• 10 schemes/projects per month across all the Administrative Departments.</li> <li>• All Departments are to be covered in an annual cycle in every District.</li> </ul>
2.	Morigaon			
3.	Darrang			
4.	Barpeta			
5.	Bajali			
6.	Chirang	Ms.Maitreyee Daulagupu, Addl. Director. HQ	5 – 7 days	
7.	Kokrajhar			
8.	Bongaigaon			
9.	Kamrup ( Metro)	Smti. Marami Kakati RO, HQ	5 – 7 days	-Do-
10.	Kamrup.			
11.	Goalpara			
12.	Cachar	Shri Bina Babu Singha, A .R. O HQ	5 – 7 days	-Do-
13.	Karimganj			
14.	Hailakandi			
15.	Dhubri			



16.	South Salmara , Mankachar			
17.	Majuli	Smti. Pranita Devi Mahanta A R O HQ	5 – 7 days	-Do-
18.	Lakhimpur.			
19.	Sibsagar			
20.	Sonitpur	Smti. Bandana Dutta A R O. HQ	5 – 7 days	-Do-
21.	Dibrugrah			
22.	Bishwanath			
23.	Baksa.	Shri Raghavendra Das, COD Tezpur.	5 – 7 days	-Do-
24.	Nalbari			
25.	Udalguri			
26.	Jorhat.	Shri Sanjiv Thakur, COD Jorhat	5 – 7 days	-Do-
27.	Tinsukia.			
28.	Dima Hasao			
29.	Golaghat	Shri Sarbasi Timung COD i/c, Diphu ,	5 – 7 days	-Do-
30.	Dhemaji			
31.	Charaideo			
32.	West Karbi Anglong	Smti Ruli Daulagupu, COD i/c Silchar	5 – 7 days	-Do-
33.	Hojai			
34.	Karbi Anglong			

## 2. Work/Job Description

### 2.1. Roles & Responsibilities of E & M Officers of T & D Department.

#### 2.1.1. With Respect to Development Committee Meetings & Minutes

- They will attend DDC meeting/Council meetings in each District / Council as the case may be.
- Shall critically examine the District Development Committee / Council Development Committee -minutes and bring the issues of importance to the kind attention of DC/DDC & Principal Secretary of Autonomous Council.
- Shall help and facilitate the DCs, DDCs, and Principal Secretaries of all Autonomous Councils in effective monitoring and evaluation of all schemes.
- Shall extend all necessary help to DCs/DDCs/Principal Secretaries of Autonomous Councils for effective communication and coordination between Assam Secretariat and Districts so that Development reaches to all sections of the people and all areas of the state.

#### 2.1.2. With regards to Physical Inspection / Monitoring.

They will cover all the districts allotted to them in a cycle of 3 or 4 months such that they will cover at least one work/ service of at least one scheme of all Administrative Departments and District Administration in every District in every annual cycle.

  
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- A. Before Physical inspection
  - a) They shall collect details of all Schemes of Districts during their visit to DDC / CDC meetings, from DC and DDC/ Principal Secretary of Autonomous Council.
  - b) They will design a common Standard/model of format for physical inspection/ monitoring, which can be evolved over a period. (E&M Division)
  - c) They will prepare date wise schedule of their visit and inform the same to DC/ Principal Secretary of Autonomous Council/ DDC.
  - d) Shall collect all necessary information about specific work/ service from the DC/DDC / Principal Secretary of Autonomous Council/ District Head of concerned Department.
- B. During physical inspection
  - i. Capture the information through documentation, including photographic and video graphic evidence which are to be maintained by them.
  - ii. M&E Nodal Officers of respective line Departments shall join the E&M officers during inspection/monitoring.
- C. Post-physical inspection
  - i. On completion of each days' visit, they will prepare a scheme/ work /service wise report in triplicate (a) One copy of the report will be handed over to the Deputy Commissioner / Principal Secretary, DDC & concerned Line Department with a request to upload the same in the District / Council website and also to submit Action Taken Report within next 15 days; (b) The second copy will be handed over to the Nodal M&E Officer of the Administrative Departments of the E & M Division, T & D Deptt.HQ for necessary action. (c) One hard copy will be kept by the Monitoring & Evaluation Officers concerned of Transformation & Development Department and shall follow up action taken on each of their reports.
  - ii. Shall host the report in E & M page of T & D Department website within 7 (seven) days of return from the visit.

### 3. Roles & Responsibilities of DCs/DDCs/Principal Secretaries, Autonomous Council.

- A. With regards to DDC /CDC Meeting and Minutes
  - a) Deputy Commissioners/ District Development Commissioners (DDCs) of Districts shall hold District Development Committee (DDC) meetings regularly every month, preferably on a fixed date, as per extant government instructions vide -PDP80/80 21<sup>st</sup> June/1980; PDS27/82/7 28<sup>th</sup> Aug/82 and as modified from time to time by the Government. The districts falling under Autonomous Councils shall hold DDC meeting with Development Agencies implementing schemes under Deputy Commissioner's jurisdiction only.
  - b) In case of Districts with Autonomous Councils, the Principal Secretary of respective Autonomous Council must be holding the Council Development Committee (CDC) meetings regularly every month, preferably on a fixed date.
  - c) The Principal Secretaries of Autonomous Councils shall ensure that the agencies implementing schemes of the office of Deputy Commissioner viz., MPLAD, MLAAD, Untied, AAGY etc. are responsive and attend the DDC meeting of DC limited to schemes implementing by his/her office.

  
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- d) Both DC and Principal Secretary of Autonomous Council are responsible to host the DDC / CDC meeting minutes on their respective websites within 7 days of the said meetings.
- e) All DCs, DDCs and Principal Secretaries of Autonomous Councils shall also host their physical inspection reports, photographs and videos in the respective District/ Council Website.
- f) The DDC meeting will review all the Schemes (Central- CS, CSS, NEC, MPLAD and EAP and others and State Schemes) being implemented by Government of Assam either through District line Departments or by State Agencies directly, except that of Autonomous Councils.
- g) The DCs and DDCs of Districts outside the Autonomous Councils are collectively responsible to review / monitor all Developmental Schemes of Government of Assam.
- h) Transparency and Accountability are basic requirements for any monitoring.
- i) The DC/DDC & Principal Secretary of Autonomous Council shall extend all help in discharging duties by Director Audit (LF) and Director Financial Inspection and their teams.

**B. With regard to Physical Inspection of Schemes/ Projects/ Works etc.**

- a) They shall ensure that all the schematic information is shared and made available to E&M Officers of T&D Dept. much in advance of their visit.
- b) During the field visit, responsible officer of concerned line Department / District Administration shall accompany the E&M Officer.
- c) They shall extend all required support for the effective and timely monitoring by E&M officers as per the plan outlined in this communication.
- d) They shall host the E&M report of all schemes/works/ services in the respective website and will also host action taken report on the inspection report submitted by E&M Officer on the website and will be discussed in the DDC/ CDC meetings and shall be minuted.
- e) They will arrange transportation for the E&M Officers during their visit within the District/ Council. They will also arrange transportation of the Officers to their HQ.
- f) They will reserve suitable accommodation for the E&M Officers of T & D Department during their visits.

**4. Role of Evaluation & Monitoring Division, Transformation & Development Department.**

**A. With regards to DDC Meeting Minutes**

- a. Shall create a new webpage on DDC/ CDC meeting minutes with links to District / Council website.
- b. Shall critically examine the DDC / CDC meeting minutes and bring the issues of importance to the knowledge of Senior officers.

**B. With regards to Physical inspection / Monitoring & Evaluation of Schemes/ Projects / works/ Activities/ survey**

- a. Shall monitor the hosting of E&M reports and Action taken reports in District/ Council websites.
- b. Shall share E&M report of works/ services/ Projects to the concerned Administrative Department for needful action, for hosting in Department &

  
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concerned HOD website and also for hosting the action taken report in the Department and concerned HOD website.

- C. Quarterly meeting of DCs/ Principal Secretaries & DDCs- to help and empower them to improve the performance of DDCs / CDCs and accelerate the Monitoring and Evaluation.
- D. Will issue separate guidelines on Evaluation studies separately.

**5. Roles & Responsibilities of Administrative Departments and HoDs, Projects and Societies under all the Administrative Departments.**

- a. Shall designate one Nodal Officer for M&E both at Administrative Department level and at each of HOD / Project/ Society/ EAP level by an office order for liaison with E & M Division and shall host the Officers Names and contacts on the Website and share the same to E&M Division.
- b. Shall maintain online Database of:-
  - a. Year wise Schemes of Centre, State, EAP and all other schemes including their guidelines on the website.
  - b. Host Budget details of all schemes e- copies since 2015 year wise.
  - c. All the sanctioned/ approved works / beneficiaries.
  - d. Financial & Physical Progress of different schemes based on Template already prescribed by the Office of Chief Secretary Assam since 2018-19
- c. Shall ensure adequate budget for M&E activities and including for their capacity building.
- d. Shall strictly comply with M&E requirements of each of CS, CSS, EAP, NEC Other Central Schemes and all State Government Schemes.
- e. Regular capacity building of internal M&E Officers.
- f. Hold monthly meeting with Internal Programme Officers and M&E officers of Administrative Department- of HODs and Districts monthly.
- g. Holding Fixed day Quarterly review meeting of EAPs as per the Model template shared by the Office of Chief Secretary, Assam and host the minutes in the website of Department and EAP office with a copy of intimation to this office.
- h. Shall prepare Annual Monthly calendar of Activities for the current Year and for the upcoming years in advance and host the same in the Department website.
- i. Review of Aspirational Districts and Other indices developed and monitored / ranked by NITI Aayog including HDI, SDG, Innovation Index etc.
- j. Shall host all M&E reports on the websites of Administrative Department and concerned HODs at monthly intervals.
- k. Shall submit action taken report on the E&M Physical inspection reports to be shared by this office, in 15 days.
- l. Shall host all the Physical Inspection/ Monitoring reports generated by their internal M&E Officers and the action taken reports on their respective websites.
- m. Shall host all financial inspection and Audit reports along with Action taken reports in the Administrative Department and HOD website.
- n. Shall ensure that the Internal M&E Officers of HODs are on the job and their reports are hosted in the Administrative Department, HOD and District website.

  
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- o. Shall attend Quarterly meeting with E&M Division, by an officer not below the rank of Commissioner & Secretary/Secretary.
- p. Shall ensure attendance of HODs/Heads of EAPs/Societies Quarterly meeting to be organized by E&M Division, T&D department to follow up DDC / CDC meetings and Physical Monitoring/ Inspection and Evaluations.
- q. Shall formulate a protocol /SOP to resolve issues related to Land/Forest / Environment / Power supply/statutory clearance etc. for different works/ schemes where any work is not operationalized or delayed for necessary clearance expeditiously, strictly as per existing law.

**6. Role of Directorate of Financial Inspection and Director of Audit (LF).**

- a. The Director of FI shall conduct test checks for minimum 5% of the schemes implemented by the Heads of Department and shall host the reports monthly on his/her website and share the reports quarterly to this office and to all the Administrative Departments and DCs/ Autonomous Councils.
- b. The Director of Audit (LF) shall conduct test checks for minimum 5% of the schemes implemented by various authorities entrusted by the Government viz., Local Authorities- Urban & Local bodies, Educational Institutions, Autonomous Councils, Universities, Boards, Councils and shall host the reports monthly on his/her website and share the reports quarterly to this office and to all the concerned Administrative Departments and DCs/ Autonomous Councils.

**7. Role of Divisional Commissioners.**

- a. Shall host the minutes of Development review meetings in his/her website, at least quarterly.
- b. Shall host reports of physical inspection/ monitoring under each of the Schemes under each of the Districts of the Division in his/her website.

**8. Role of Development Commissioner Hill Areas**

- a. Shall host the minutes of Development review meetings in his/her website, at least quarterly.
- b. Shall host reports of physical inspection/ monitoring under each of the Schemes under each of the Autonomous Councils in his/her website.

**9. Logistics of E&M Officers during Physical Inspections/Monitoring.**

- a) Transportation from Head Quarter to District: Transportation of the E&M Officers from Head quarter to the entrusted Districts will be arranged by T & D Deptt. and to be charged to office expenses under the Department.
- b) Transportation during visit: The Deputy commissioner / Principal Secretary of Council shall arrange transportation to the Officers concerned as appropriate & feasible in coordination with the Line Departments whose schemes are being inspected/monitored.
- c) Transportation for return to Head quarter: The Deputy commissioner shall make necessary arrangement of transportation for return to Head Quarter.
- d) The concerned Officers of E & M Division shall claim the TA/DA as per eligibility & entitlement from the T & D Department.

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- e) For comfort and effectiveness, E&M Officers may go as a team as well to the districts, based on convenience and feasibility.

All shall strictly follow COVID-19 appropriate behaviour in discharge of duties, in compliance to Government of Assam guidelines.

This order comes into force with immediate effect.



(Dr.M.Ariz Ahammed IAS)  
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Memo No: PD (ME) 12/2021/4

Dated, Dispur, the 29<sup>th</sup> December,2021

Copy for kind information:

1. The Chief Secretary, Assam.
2. The Principal Secretary to Hon'ble Chief Minister, Assam.
3. The Secretary, Office of Monitoring Division, Office of CS, Assam.
4. All the Additional Chief Secretaries to the Government of Assam, Assam Secretariat, Dispur
5. All the Principal Secretaries to the Government of Assam, Assam Secretariat, Dispur.
6. All the Commissioners & Secretaries to the Government of Assam, Assam Secretariat, Dispur.
7. All Divisional Commissioners, Assam
8. The Development Commissioner Hill Areas, Assam.
9. All the Secretaries to the Government of Assam, Assam Secretariat, Dispur.
10. All Deputy Commissioners.
11. All Principal Secretaries of Autonomous Councils.
12. All Heads of Departments/ CEOs of EAPs/ Projects/Societies/ Boards/
13. The Director Financial Inspection and Director Audit (LF)
14. The Authorities concerned.
15. All the MDs of Assam PSEs
16. All the DDCs
17. All the CEO ZPs.
18. All the SDO (Civil).
19. The E&M, T&D Dept. website.

By order etc..



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