



GOVERNMENT OF ASSAM
OFFICE OF THE DEPUTY COMMISSIONER::: NALBARI
(TRANSFORMATION AND DEVELOPMENT BRANCH)
03624-220496(O): 220469/220371(F)
E-mail: dc-nalbari@nic.in

No. NDC-01/DDC/2018/65

Dated Nalbari the 25th July, 2019

✓ To,

All Heads of District Development Department, Nalbari

Sub: Regarding submission of Monthly Progress Report as per FORMAT for discussion in the DDC meeting.

Sir/Madam,

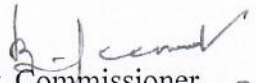
With reference to the subject cited above, I am directed to enclosed herewith 2 (Two) nos. of format for furnishing information relating to your Department for discussion in the monthly DDC meeting.

You are, therefore, requested to submit the monthly progress report as per format to the office of the Deputy Commissioner, Transformation & Development Branch, Nalbari within 3rd day of every month without fail.

Matter may be treated as URGENT

Encl: As above.

Yours faithfully,


Dist. Dev. Commissioner
Nalbari 25/7/2019

Memo No. NDC-01/DDC/2018/65-A

Dated Nalbari the 25th July, 2019

Copy to: C.A to Deputy Commissioner, for kind appraisal of D.C, Nalbari

Sd/
Dist. Dev. Commissioner
Nalbari

FORMAT FOR DDC MEETING
(For Beneficiary oriented Schemes)

Sl. No.	Name of the Programme/ Scheme	Year	Physical target	Achievement during the month	Cumulative Achievement	Item/amount disbursed (per beneficiary)	Selection procedure	Remarks
1	2	3	4	5	6	7	8	9

Signature of HOD

FORMAT FOR DDC MEETING
(For Construction Work)

Sl. No.	Name of the Programme	Number of Schemes/Projects undertaken	Year	Physical target (in unit km/mtrs./Hectre etc.)	Achievement during the month	Cumulative Achievement	Fund received	Fund utilized	Reason of short fall if any
1	2	3	4	5	6	7	8	9	10

Signature of HOD