

Minutes of Review Meeting held in the conference hall of HQ of TFDPC Ltd. on 26.02.2018

The Monthly Review meeting was held in the conference Hall of HQ of TFDPC Ltd. on 26.02.2018. The meeting was chaired by Dr. Ashok Kumar, MD, TFDPC Ltd and attended by the following officers:

1. Sri C.L.Das, IFS, Executive Director, TFDPC Ltd.
2. Sri Gautam Das, IFS, General Manager, TFDPC Ltd.
3. Sri Ajok Bikash Dewan, Divisional Manager, North
4. Sri Ratan Kr. Saha, Divisional Manager, South –II Division
5. Sri Sumit Deb, Divisional Manager, Sadar Division
6. Sri Hiranjoy Reang, TFS, Divisional Manager, South –I Division.
7. Sri Nisith Chakraborty, TFS, Divisional Manager, Factory Division.
8. Sri Khagendra Tripura, CFr, representative of DM, North

Agenda wise discussion as held is reproduced below:

- I. ATR on decisions taken in the monthly meeting held on 30.12.2017.

It was observed that instructions as furnished on 30.12.2017 had been mostly complied with by all concerned. Thereafter, agenda wise discussion was held and after detail discussion, following directions were furnished for compliance:

- i. Production of rubber was found to be less by 162.25 MT in comparison to last year. It was stated by all Divisional Manager that such less production was due to more number rainy days and also less number of blocks as replanting resulted removal of tapping blocks. However, all DMs were directed to take necessary action so that the loss can be recovered.
Action: All DM
- ii. It was directed that Divisional Manager, North should take necessary action to start the activities in Golokpur RPC as soon as the election process is over.
Action: DM North
- iii. General Manager, TFDPC IE confirmed that the work relating to extension of dedicated power line was under progress which would take another 2-3 months for completion.
Action: GM, TFDPC IE
- iv. Divisional Manager, Factory stated that work relating to sinking of Deep Tube well had been completed and the rest work for commissioning of the Deep Tube well would be completed within 15/03/2018. He was directed to ensure functioning of the Deep Tube well by 15/03/2018.
Action: DM Factory
- v. Divisional Manager, Sadar confirmed that extraction of rubber trees for replanting in Motinagar and Kalamchoura would be started shortly. Compliance should be reported.
Action: DM Sadar



- vi. It was informed to all Divisional Manager and General Manager that codal formalities should be observed for procurement of store articles and other activities whenever necessary.
Action: All DM & GM
- vii. It was pointed out by Audit that there is accumulation of rubber in different centers. It was directed that accumulation of rubber in the centre should not be entertained. Whenever, there is stock of rubber, the same should be shifted to Central Godown so that theft etc cannot take place.
Action: All DM
- viii. Plantation of Takmacherra RPC was supposed to be resurveyed by Sri Elvis Uchai, CR OC, Abhangcherra by first week of January, 2018 but the same was not completed. It was directed that the report of resurvey should be submitted by Sri Elvis Uchai, CR within 7 days time. DM South-I should submit compliance report.
Action: DM South-I
- ix. Required GPS machines has already been purchased by DM, South-I & South-II. Other DMs confirmed that they had required number of GPS.
Action: All DM
- x. It was directed that Mapping of plantation should be done at divisional level without depending on HQ. Concerned staff should be given training properly.
Action: All DM
- xi. It was directed that all DM should submit statement showing extraction of timber made against target fixed till 2017-18 as per following format:

Name of Division	Year Year	Name of Centre	Target		Volume of timber extracted	Volume of fire wood extracted	Volume of fire wood disposed of		
			Area in Ha	No. of trees			Sold	Used in smoke house	Total
1	2	3	4	5	6	7	8	9	10

Action: All DM

- xii. It was observed that quite a good number of new saw machine were purchased by TFDPC IE a couple of months back. But the same are yet to be commissioned. GM, TFDPC IE was directed to see that commissioning of the new saw machines are done in next 15 days time.

Action: GM, TFDPC IE

- xiii. DM South-I was directed to explore the possibility of construction of processing house at Sonaicharra RPC in the existing Rubber plantation, ~~Area~~ *Area.*

Action: DM, South-I

- xiv. It was directed that henceforth all Divisional Manager should submit statement showing fire wood extracted from plantation and their disposal made as per following format.

Division	Year of plantation	Area	Number of trees felled	Volume of timber extracted	Volume of fire wood extracted	Status of disposal of fire wood
----------	--------------------	------	------------------------	----------------------------	-------------------------------	---------------------------------

Action: All DM

- xv. It was directed that all Divisional Manager should submit report stating unserviceable aluminum trays available in different centres within 20.03.2018.

Action: All DM

- xvi. Although, it was directed that rubber production statement should be submitted within 18th of each month but the same was not complied by some the DM which had put difficulties in filing on line return within 20th of each month. It was further, directed that all DM should submit rubber production statement within 18th of each month positively.

Action: All DM

- xvii. It was decided that inspection of RPC are to be done once in a year. All Divisional Manager was directed to comply the above.

Action: All DM

- xviii. In order to enable the tappers to move freely while tapping, it was directed that terrace are to be maintained properly along with making of connecting paths. All Divisional Manger were directed to submit estimate after having physical inspection of the blocks.

Action: All DM

- xix. It was observed that resurvey map of 2017 plantation was not submitted by DM South-II, Factory and Sadar. They were directed to submit the map within 7 days time.

Action: DM, Sadar, South-II & Factory

- xx. General Manager, TFDPC IE was directed to effect delivery of furniture after realizing of 50% advance from the consignee.



Action: GM, TFDPC IE

- xxi. In order to ensure timely submission of March Accounts, it is necessary to reconcile the accounts of DM with RPCs. It was learnt that this exercise was not done for South-I and Sadar Division. They were directed to arrange reconciliation immediately.

Action: DM, Sadar, South-I

- xxii. It was also informed that all pending sanction proposal should be submitted within 25/03/2018 so that sanction can be issued within time. Delay in submission of estimate will not be entertained.

Action: All DM & GM

- xxiii. As informed by Rubber Board, it was directed that DM South-I will send 10 tappers and DM South-II will send 6 tappers to Amtali Tappers Training School on 06/03/2018 for undergoing 16 days training.

Action: DM South-I & II

- xxiv. It was observed that kiln no. TRWF-I was loaded on 25/05/2017 with 18.69 cum timber which is yet to be unloaded. GM was directed to confirm the reason for not unloading the kiln as yet.

Action: GM, TFDPC IE

- xxv. It was directed that template marking should be done in all the trees being operated in A,B,C or D panel.

Action: All DM

- xxvi. It was also directed that slaughter tapping blocks should contain 150 trees and the same should be operated in double channel with upward system.

Action: All DM

- xxvii. Data given by DM South-I in respect of seedling nursery of 2016-17 was found to be defective as per bed seeding was shown to be 440. He was directed to confirm the data.

Action: All DM

- xxviii. Target for raising of seeding and poly bag nursery in 2018-19 was fixed as under:

Division	Target for seedling nursery	Target for poly bag nursery (No. in lakhs)
North	550	0.8
Sadar	100	0.3

South-I	500	0.8
South-II	250	0.4
Factory	100	0.2
Total	1900	2.5

xxix. It was observed that success in 2016-17 poly bag nurseries in case of Factory Division was very poor which is about 67.6%. DM, Factory was directed to submit justification.

Action: DM, Factory

xxx. It was directed that block numbering and template marking in all eligible blocks should be completed within 31st March, 2018 so that blocks can be allocated amongst the tappers in the first week of April, 2018.

Action: All DM

xxxi. Data furnished by DM Factory on application of Ethopen was found to be defective. He was directed to confirm the data.

Action: DM, Factory

xxxii. Training on handling of GPS was given to all DMs/GM on 27.02.2018. They were directed to provide the said training to his staff so that survey can be conducted by them independently.

Action: All DM

Data furnished by Divisional Managers and General Manager on different agenda has been compiled and furnished as under:

2. : Rubber Production up to month of Jan, 2018 (in MT)

A. Corporation

Sl.No.	Name of the Division	No. of blocks	Total Production Target	Production in Jan, 2017	Production upto Jan, 2018	Production in Jan, 2018	Production upto Jan, 2018	Short / Excess		Target for Jan, 2018	Target for Feb, 2018	Target for Mar, 2018	Average production	No. of rainy days	
								During Jan, 2018	Upto Jan, 2018					Jan, 2017	Jan, 2018
1	South-I	1090	800	78.655	585.348	76.578	553.888	-2.080	-31.450	80	60	0	0.470	0	1