

GOVERNMENT OF MEGHALAYA
COMMUNITY & RURAL DEVELOPMENT DEPARTMENT

ORDERS BY THE GOVERNOR

OFFICE MEMORANDUM

No.CDD.61/2018/72,

Dated Shillong, the 13th September, 2018.

The comprehensive guidelines for formulation, approval, sanction and Implementation of the Special Rural Works Programme issued vide Office Memorandum No.CDD.81/91/39 dated 18-07-1991, CDD.2/92/189 dated 20-10-1994, CDD.272/91/381 dated 04-03-1996, CDD.138/95/91 dated 09-08-1999, CDD.196/95/289 dated 27-02-2001 and No.CDD.53/2007/28 dated 21-06-2011 stands amended as follows:-

1.0 Whereas the Government of Meghalaya have introduced a new programme under the name and style of 'Special Rural Works Programme' during the year 1990-1991, for implementation of developmental schemes Assembly-Constituency wise with the active cooperation and participation of the people.

1.1 Whereas the aforesaid 'Special Rural Works Programme', i.e SRWP is being funded by allocating and channelizing a certain percentage of the rural component of the annual State Plan outlay of development sectors.

1.2 Whereas the aforesaid allocation of funds is being channelized through the Community and Rural Development Department.

1.3 Whereas such allocated funds are equally distributed amongst the Assembly Constituencies excluding urban Assembly Constituencies.

Provided that the partly rural and partly urban Assembly Constituencies are being allocated 50% of the amount allocated to purely rural Assembly Constituencies.

1.4 Whereas the allocated fund are being accordingly apportioned by the Community & Rural Development Department and placed at the disposal of the concerned Deputy Commissioners for implementation of the SRWP.

1.5 Now therefore, the under mentioned 'Comprehensive Guidelines' are hereby specified for implementation of the aforesaid Special Rural Works Programme.

2.0 IDENTIFICATION OF THE SCHEME

2.1 The Director, Community and Rural Development will intimate the concerned Member(s) representing Assembly Constituency(ies) which wholly or mostly falls within the District, of the amount allocated for each such constituency of the SRWP and request such MLA to identify, select and submit scheme(s) to be taken up in the constituency of such MLA, within the indicated amount.

Contd..2/-

Provided that the scheme submitted clearly indicates transportation cost if any.

Provided that all MLAs should submit the schemes within the financial year for which the fund is allocated, failing which the scheme for that particular year shall lapse and the fund for the purpose shall be deposited back into the Government Treasury. However once the scheme is sanctioned within a financial year, the implementation can continue beyond the financial year, but should complete within the next financial year, as far as practicable to avoid audit objection.

2.2 The MLAs should submit suitable schemes, which are meant for creation of community durable assets and cost effective under SRWP schemes, instead of sending small schemes where the impact could not be seen.

2.3 Where an MLA request the Deputy Commissioner for assistance in the matter of formulation of plan(s) and estimate(s) of SRWP scheme(s), such Deputy Commissioner will cause the necessary technical assistance to be extended to the MLA concerned by the Superintending Engineer/Executive Engineer/SDO, PWD concerned or by the BDO of his Subordinate Engineer.

3.0 APPROVAL OF SRWP SCHEMES

3.1 The SRWP schemes received from the different MLAs shall be summarized by the Director, C&RD and placed before the State Level Committee for scrutiny and approval. Such committees has been constituted with the Chief Minister as Chairman, the Deputy Chief Minister/Minister Finance, Planning, C&RD, Housing, Horticulture, Agriculture and District Council affairs Department, the Chief Secretary and the Principal Secretaries/Commissioner & Secretaries in-charge of Finance, Planning, C&RD, Housing, Horticulture, Agriculture and District Affairs Department as members with Director, C&RD as Member-Secretary.

3.2 The State Level Committee shall:-

(i) Consider approval of the SRWP schemes placed before it by the Member Secretary of the Committee.

(ii) Review the progress of implementation of SRWP schemes and evaluate performance under the programme.

3.3 The State Level Committee may from time to time recommend the type of schemes that may be included or omitted from the proposal.

3.3.1 The Director, C&RD Department shall communicate the SRWP schemes approved by the State Level Committee to the Deputy Commissioners concerned for implementation through the Block Development Officers.

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4.0

SANCTION OF SRWP SCHEMES

4.1 The SRWP schemes for each Assembly Constituency shall be sanctioned by the concerned Deputy Commissioners in exercise of authority under the delegation of Financial Power Rules, 2006 as amended up to date.

4.1.1 However it is necessary that the names of the schemes and the list of the beneficiaries should be clearly stated in the sanction. All MLAs will submit the list of beneficiaries to the Deputy Commissioner to enable him to sanction the scheme, and in case of any replacement of beneficiaries are required due to genuine reasons, the same can be informed to the BDOs who will take necessary action for revision and he should submit the same to the Deputy Commissioner for issue of a revised sanction. The Deputy Commissioner should ensure that the list of beneficiaries is available with them before issuing of sanction of the schemes for all type of activities.

4.2 As at present, the Deputy Commissioner have been delegated full power for sanction of SRWP schemes vide Notification NO.FEG.30/76/79 dated 22-02-1991, subject to the following conditions:-

- (i) Subject to availability of fund.
- (ii) Scheme should be in accordance with the approval accorded by a State Level Committee set up in the State Level.
- (iii) Schemes should be in compliance with the general instruction of Planning and Finance Departments.

4.3 Deputy Commissioners will sanction only those schemes under SRWP which have been approved by the State Level Committee. Further technical plans or estimates will not be required for sanctioning such schemes, except for those schemes which relate to the 'Construction of Bridges and construction of Building on which the financial outlay exceeds Rs.2.00 Lakh on any such scheme.

4.4 Deputy Commissioners may sanction the schemes under SRWP for 'Construction of Bridges and Construction of Building' which have an outlay exceeding Rs.2.00 Lakh, on any one such schemes, on the basis of technical plans and estimates prepared by a competent Engineer.

4.5 In case covered under para 4.4 above, the DC/BDO should cause the required technical plans and estimates to be drawn up by the competent Engineer in consultation with the MLA concerned.

4.6 The Secretary to the Government of Meghalaya, PWD Department, has vide his letter NO.PW/WR/122/90/174, dated 03-05-1991 directed all Additional Chief Engineers, Superintending Engineers, Executive Engineers, etc. to render such assistant as may be required for such purpose by the concerned Deputy Commissioners. The required technical assistant may therefore be obtained by the BDOs with the assistance of the concerned Deputy Commissioners.

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5.0

INDIVIDUAL SCHEMES

5.1 The amount for construction of low cost house is fixed at Rs.75,000/- (rupees seventy five thousand) only per house and for upgradation of low cost house is fixed at Rs.25,000/- (rupees twenty five thousand) only per beneficiary.

5.2 No kutch building can be constructed under SRWP scheme.

5.3 The minimum amount for various types of schemes/activities except distribution of sewing machines involving individual assistance should not be less than Rs.5,000/- (rupees five thousand) only and the brand name of the sewing machine is to be indicated.

(i) The proposed individual assistance of any scheme should go directly to the beneficiary and not through a committee.

(ii) The ceiling amount for assistance to individual beneficiaries should not be more than Rs.75,000/-.

In case the projects or schemes are beyond the amount, the beneficiary should be asked to contribute.

(iii) Assistance to individual beneficiaries is to be restricted to less than 80% of the total allocation.

(iv) Assistance should only be in the form of work and not cash.

(v) The type of economic activities where assistance is proposed to be provided is to be indicated.

(vi) Schemes for free distribution of blankets, sprayers, plastic pipes, etc are to be structured in such a way that the beneficiaries are organised into a group so as to maintain the project cost not below Rs.5,000/- (rupees five thousand) only.

5.4 The maximum limit for purchase and distribution of materials like CGI sheets, etc of the proposal should not be more than 60% of the total entitlement. Quality, size, thickness and number of sheets per bundle must be indicated and should be of the following specifications (thickness 0.28-0.45, weight 41.0 to 65 kg, breadth 800 to 900mm and length 8 feet/9 feet or total 72 running per bundle).

5.5 The word 'Repair' is not permissible under SRWP scheme, the proper nomenclature should be renovation, upgradation, extension, etc

6.0

COMMUNITY BASED SCHEMES.

6.1 The length of footpath and internal village roads from the starting point to the destination should be indicated in schemes relating to construction of footpath and internal village roads.

6.2 Construction of community hall should not be less than Rs.2,50,000/-

6.3 Purchase of vehicles under the schemes should confine only to ambulance, community water tanker, mortuary van and school bus. Vehicle sanctioned under the scheme is deemed to be a Government vehicle and as such either purchase of second hand vehicle or sharing the balance by the local beneficiaries organisation/local managing committee should not be allowed under the scheme.

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The organisation/local durbar etc. who are beneficiaries of the scheme should furnish an undertaking that the asset will be utilized for the community and that maintenance of the vehicle is to be met from their own resources. Proposal for purchase of old vehicle will not be permissible.

6.4 Notwithstanding anything contained in para 6.3 or subsequent para-

(i) Registration fee of vehicle purchase under SRWP should be borne by the association/society concerned.

(ii) They should be registered as private vehicle with a clear logo showing the name of the constituency and indicating purchase under SRWP.

(iii) In case where the scheme under which the vehicle is purchase is no longer operational, the vehicle will revert back to the Deputy Commissioner concerned.

(iv) Complaints of misuse of any vehicle purchased under SRWP should be registered with the respective Deputy Commissioners, who will be empowered to dispose the complaint.

6.5 Construction of Ringwell, drinking well, etc should be done with RCC only.

6.6 The name of the President/Secretary duly certified by the local MLA is to be mentioned in case of schemes to an Organisation/Dorbar/Club.

6.7 The type of fencing material used eg. barbed wire, net wall alongwith height and length is to be indicated.

6.8 Land reclamation projects is not allowed under SRWP scheme.

6.9 MLAs may converge SRWP scheme with other schemes implemented by other Departments like Agriculture, Horticulture, Fishery, etc.

6.10 With a view to meet the requirement of the AG regarding transparency and also to maintain of the quality of materials procured for the scheme, a Tender Committee for purchase of all item under the scheme should be constituted at the Block Level with BDO as Member Secretary under the chairmanship of the MLA of the constituencies or any number nominated by the MLA for implementation of SRWP schemes.

6.11 To allow the MLA to recast their proposals, which has already been approved by the State Level Committee when there is a duplicacy of such schemes or in time of natural calamity where immediate help is necessary. In such cases approval of the Deputy Commissioners concerned shall have to be obtained, but the Deputy Commissioner will also have to inform the Government of the change for records.

6.12 Assistance to Self Help Group will be permissible only for undertaking economic activities where specific activities should be identified.

6.13 Financial assistance for organizing College Week, religious ceremonies, sports event, cultural programme, song festival etc. will not be permissible.

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6.14 Schemes such as construction of Churches, Mandirs, Mosques etc. and purchase of video cameras and digital cameras are also not permissible under SRWP.

7.0 RELEASE OF FUND

7.1 While sanctioning SRWP schemes, the Deputy Commissioner shall place 50% of the sanctioned amount for each scheme at the disposal of the concerned Block Development Officer within those whose Block the scheme(s) are to be implemented.

7.2 The Block Development Officer shall release such amount as the First Installment to the beneficiary-organisation/local managing committee of the sanctioned scheme for implementation, subject to the condition that 'Utilisation Certificate' should be furnished by such organisation/committee within a period of four months from the date of release of such first installment, certifying that the amount has been fully utilised for the purpose for which sanctioned.

7.3 The President or the secretary or both, as the case may be duly authorised by the concerned local managing committee/beneficiary- organisation shall received the fund and the fund as received shall be entered in the Cash Book and then deposited in the Bank to be operated jointly by the President and the Secretary and the Treasurer authorised in their behalf by the concerned local managing committee/beneficiary- organisation.

7.4 The Secretary shall maintain a separate Cash Book/Subsidiary Cash Book for the amount received for the scheme and shall be responsible for proper maintenance of all Book of accounts and records such as, Plans and Estimates, Muster Rolls, materials/articles to receive and purchase and shall ensure submission of Utilisation Certificate at regular interval.

7.5 The Secretary shall produce all relevant books, records to audit party or any authority as and when asked for.

7.6 On the receipt of such Utilisation Certificate, it shall be verified by the BDO or his authorized Subordinate Engineer. Where the Utilisation of the amount is found to be correct and factual, the BDO concerned shall countersigned the Utilisation Certificate and submit the same to the concerned Deputy Commissioners.

7.7 On receipt of Utilisation Certificate duly countersigned by the BDO concerned, the Deputy Commissioner shall cause the remaining 50% of the sanctioned amount of each scheme to be released to the concerned BDO within one month.

7.8 On receipt of the release of the Second Installment, the BDO will release it to the beneficiary-organistaion/local managing committee subject to the condition that the beneficiary- organisation undertakes to submit a Utilisation Certificate for such amount within a further period of four months from the date of its release.

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7.9 The Utilisation Certificate must be countersigned by the concerned MLA or in the event of the death of an MLA/ ceased to be MLA to be countersigned by the Deputy Commissioner on receipt of reports from the concerned BDO. On receipt of 'Utilisation Certificate' for the Second Installment, the BDO shall cause the Utilisation Certificate to be verified by himself or his Subordinate Engineer. If satisfied that the Utilisation Certificate is correct and factual and that the sanction SRWP schemes has been implemented and completed, the BDO concerned shall certify accordingly on the body of the Utilisation Certificate and submit it to the Deputy Commissioner for record. The beneficiary-organisation/local managing committee is to complete implementation of the sanction SRWP scheme, according to the terms of the sanction and ensure compliance with such direction. Provided that the beneficiary-organisation/local managing committee which fails to complete the work in terms of the sanction will be debarred from consideration for further grants, besides other admissible penal action. Further, the final Utilisation Certificates for the amount sanctioned per Assembly Constituency-wise are to be countersigned by the MLA or the Deputy Commissioner concerned in the event of the death of an MLA/ ceased to be MLA.

8.0 Notwithstanding anything contained in para 5.1 or subsequent paras in the cases of schemes involving the amount of Rs.20,000/- or less the entire amount(s) shall be released by the Deputy Commissioner and all the Block Development Officers in one installment on the requisition of MLAs concerned and the Utilisation Certificates thereof shall be submitted within a period of four months from the date of receipt of the amount(s) by them.

9.0 IMPLEMENTATION

9.1 The SRWP schemes shall be directly implemented by the beneficiary-organisation/local managing committee to be recommended by the MLA concerned and the Utilisation Certificates must be countersigned by the concerned MLA before the same is/are submitted by the beneficiary-organisation/local managing committee to the BDO concerned. The Local Managing Committee of the Beneficiary-Organisation denotes an executive body of a Local Committee/Organisation/Village/Locality. In a situation where there are more than one such Committee/Organisation in existence within a specified area, the MLA concerned should recommend only one such Committee/Organisation for the purpose. No contractors shall be engaged either by the Deputy Commissioner or the Block Development Officer or the beneficiary-organisation/local managing committee for implementation of the schemes.

9.2 The Deputy Commissioner shall ensure that technical guidance as may be required by the beneficiary-organisation/local managing committee for implementation of the programme is extended by the concerned engineers or any other competent-technical authority of his District.

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10.0 MONITORING AND REPORTING PROGRESS OF IMPLEMENTATION

- 10.1 The Block Development Officers shall submit two times a year 'Progress Report' in the prescribed proforma, on the progress of implementation of each SRWP schemes within the Block to the concerned Deputy Commissioners within the 5th of the month.
- 10.2 The Deputy Commissioner shall cause 'Consolidated Report' in soft copy alongwith photographs of the progress of implementation of SRWP schemes in each District to be submitted to the Director, C&RD Department annually.
- 10.3 The Deputy Commissioner shall review the progress of implementation of SRWP schemes in their monthly meetings with the BDOs, as well as the monthly District Coordination Committee meetings.
- 10.4 The Director, C&RD Department shall review the progress of SRWP schemes at the Headquarters of each District two times a year and submit an 'Evaluation Report' to the Community and Rural Development Department with copies to Planning, Finance and Programme Implementation Departments, regularly.
- 10.5 The Examiner of Local Accounts shall carry out the audit of the accounts relating to the schemes. For the purpose, the concerned authorities, eg Local Managing Committee/Beneficiary-Organisation, BDO including the Director, C&RD shall cause to be produced the Book of Accounts and other relevant records as may be required by him for the purpose of audit by his Audit staff. The Examiner of Local Accounts shall submit his inspection/Audit Report to the Director, C&RD Department, Finance Department, the concerned MLA, Deputy Commissioner, BDO and the designated Official of the Local Managing Committee/Beneficiary-Organisation.
- 10.6 The Director, C&RD shall account for the progress of the programme made from year to year and such Annual Progress Report should be sent to Planning Department under intimation to Community and Rural Development Department immediately after the financial year is over.
- 10.7 These orders take immediate effect, superseding the earlier instructions or guidelines issued for the implementation of the SRWP and shall remain in force until further orders.

Sd/- Arunkumar Kembhavi,
Joint Secretary to the Govt. of Meghalaya,
Community and Rural Development Department.

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Memo No.CDD.61/2018/72-A,

Dated Shillong, the 13th September, 2018.

Copy :-

1. The P.S. to Chief Minister, Meghalaya for kind information of the Chief Minister.
2. The P.S. to Deputy Chief Minister(s), Meghalaya for kind information of the Deputy Chief Minister.
3. The P.S. to Minister, i/c C & RD for kind information of the Minister.
4. The P.S. to all Ministers.
5. The P.S. to Chief Secretary, Meghalaya for kind information of the Chief Secretary.
6. The P.S. to Additional Chief Secretary, i/c Home (CD & HG)/Home (Passport) etc/Food, CS&CA/Transport/Labour Department for kind information of the Additional Chief Secretary.
7. All Principal Secretaries/ Commissioner & Secretaries/Secretaries to the Govt. of Meghalaya.
8. The Finance (EC-II) Department.
9. The Planning Department.
10. All Departments.
11. The Director, Community & Rural Development, Meghalaya, Shillong.
12. All Heads of Departments.
13. The Chief Engineer, PWD (Road), Meghalaya, Shillong.
14. The Director, Printing & Stationery, Meghalaya, Shillong with a request to publish this Office Memorandum in the Gazette - Extra Ordinary of date and to furnish this Department with 250 copies thereof.
15. The Deputy Commissioner, East Khasi Hills District, Shillong / West Khasi Hills District, Nongstoin/South West Khasi Hills District, Mawkyrwat/East Jaintia Hills District, Khliehriat / West Jaintia Hills District, Jowai / Ri-Bhoi District, Nongpoh / East Garo Hills District, Williamnagar / West Garo Hills District, Tura / South West Garo Hills District, Ampati/ South Garo Hills District, Baghmara/ North Garo Hills District, Resubelpara.
16. The Examiner of Local Accounts, Meghalaya, Shillong.
17. The Sub-Divisional Commissioner (Civil) within Meghalaya.
18. The Assistant Development Commissioner, Shillong/Jowai/Tura.
19. The Sub-Divisional Planning Officer, Shillong/Jowai/Tura.
20. All MPs/MLAs (Meghalaya).
21. All Block Development Officer, _____ C & RD Block, P.O. _____
_____ District.

By orders etc.,

Under Secretary to the Govt. of Meghalaya,
Community and Rural Development Department.