

CONSTRUCTION OF RURAL ROADS PROGRAMME (CRRP)

ORDERS BY THE GOVERNOR
NO.CDD.35/92/112, Dated. Shillong, the 27th July 1992.

REVISED GUIDELINES FOR THE FORMULATION APPROVAL SANCTION AND OF SCHEMES UNDER THE CONSTRUCTION OF RURAL ROADS.

1:0 Whereas the Government of Meghalaya have decided to continue the programme under name and style of "Construction of Rural Roads Programme" as a part of the Minimum Need Programme for implementation of Rural Roads Schemes Assembly Constituency wise with the active cooperation and participation of the people;

1:1 Whereas the aforesaid "Construction of Rural Roads Programme" (CRRP) is being funded by allocating and channelising a certain percentage of the rural component of the Annual State Plan Outlay for the Roads and Bridges Sectors;

1:2 Whereas the aforesaid allocation of fund is being channelised through the Community & Rural Development Department;

1:3 Whereas such allocated funds are equally distributed amongst the Assembly Constituencies of Jaiaw, Laban, Mawprem and Mawkhar;

Provided that the partly - Rural and partly - Urban Constituencies of Laitumkrah, Malki - Nongthymmai and Tura are being allocated 50 % of the amount allocated for purely rural Assembly Constituencies;

1:4 Whereas the allocated funds are accordingly apportioned by the Community & Rural Development Department and placed at the disposal of the concerned Deputy Commissioners for implementation of Construction of Rural Roads Programme;

1:5 Now therefore, the Revised Guidelines for the formulation, approval, sanction and Implementation of Schemes under the Construction of Rural Roads Programme as contained hereunder are prescribed for the implementation of the aforesaid Construction of Rural Roads Programme

2:0 IDENTIFICATION OF THE SCHEMES

2:1 The Community & Rural Development Department through the Director of Community & Rural Development will cause the concerned member representing rural Assembly Constituencies, as well as those members representing partly rural and partly urban Assembly Constituencies to be intimated of the amount allocated for each such constituency for the CRRP 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, within such - time frame as may be prescribed;

Provided that the scheme submitted clearly indicates -

- a. The materials components and costs thereof;
- b. Transportation cost, if any;
- c. labour component in term of mandays and cost thereof;

Further, provided that where an MLA fails to identify or submits schemes for the indicated amount or part thereof, within such time as may be prescribed, the Community & Rural Development Department through the Director of Community & Rural Development shall obtain schemes for such amount for the Constituency of such MLA from the chairman, District Planning & Development Council of the concerned District, within such further time as may be prescribed;

2:2 The State Public Works (Roads) Department will provide necessary technical assistance to be extended to the MLA concerned by the Superintending Engineer/Executive Engineer or S.D.O., P.W.D. concerned for formulation of plans and estimates for CRRP schemes.

3:0 APPROVAL OF CRRP SCHEMES

3:1 The CRRP schemes received from the MLA's shall be summarised by the Director of Community & Rural Development and placed before the State Level Committee for CRRP. Such Ministerial Committee at State Level has been constituted with the Chief Minister as Chairman, the Deputy Chief Minister incharge of Planning, Ministers incharge of PWD, PHE, District Council Affairs and C & R.D. Departments as members. The Community & Rural Development Department will service the Committee.

3:2 The functions of the State Level Committee will be for policy decision, planning, direction, approval and review of the implementation of schemes under the construction of Rural Roads Programme as may be considered necessary from time to time.

3:3 The Director of Community & Rural Development will prepared Agenda Notes/papers etc. for the meeting and maintained all records and proceeding of the meeting when held and also notify the date(s) of the meeting(s) to all members concerned as and when the same is fixed by the Chairman of the Committee.

3:4 The Director of Community & Rural Development shall communicate the CRRP schemes approved by the State Level Committee to the Deputy Commissioners concerned for implementation through the Block Development Officer.

4:0 SANCTION OF CRRP SCHEMES

4:1 The CRRP schemes for each Assembly Constituency shall be sanctioned by the concerned Deputy Commissioner in exercised of authority under the Delegation of Financial Power Rules, 1981 as amended upto date.

4:2 As at present, the Deputy Commissioners have been delegated full power for sanction of CRRP schemes vide notification NO.FEG.30/76/90, dt. 14.6.91 subject to the following: -

- Subject to Budget Provision.
- Schemes should be of such nature as would serve the minimum need of the people in respect of roads or bridges.

- Schemes should be in accordance with the approval accorded by the Special Committee for construction of Rural Roads Schemes set up at the State Level.
- Schemes should be in compliance with the general instruction of Planning and Finance Departments.
- In case of any deviation, the matter should be referred to the C & R.D. Department, who should consult the P.W.D., Planning and Finance Department.

4:3 Deputy Commissioners will sanction only those schemes under CRRP have been approved by the Special State Level Committee. Technical plans or estimates will be required for sanctioning of such schemes from the competent technical authority. The DC/BDO should cause the required technical plans and estimates to be drawn up by the competent technical authority/Engineer/ in consultation with the MLA concerned.

4:4 The Secretary to the Govt. of Meghalaya, P.W.D. Department has vide his letter NO.PW/WR/122/90/174, dt.3.5.91 directed all additional Chief Engineers, Superintending Engineers, Executive Engineers, etc. to render such assistance as may be required for such purpose by the concerned Deputy Commissioner. BDOs may therefore obtain the required technical assistance with the assistance of the concerned Deputy Commissioner.

5:0 RELEASE OF FUND

5:1 While sanctioning CRRP schemes, the Deputy Commissioners shall place 50 % of the sanctioned amount for each scheme at the disposal of the concerned Blocks Development Officers within whose Block the scheme(s) are to be implemented.

5:2 The Block Development Officer shall release such amount as the FIRST INSTALLMENT to the Beneficiary - Organisation of the sanctioned schemes for implementation, subject to the condition that "UTILISATION CERTIFICATE" should be furnished by such Organisation within a period of four months from the date of release of such first installments, certifying that the amount has been fully utilised for the purpose for which sanctioned.

5:3 On received of such Utilisation Certificate, it shall be verified by the BDO or his authorised Subordinate Engineer. Where the Utilisation Certificate of the amount is found to be correct and factual, the BDO concerned shall countersigned the Utilisation Certificate and submits the same to the concerned Deputy Commissioner.

5:4 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.

5:5 On receipt of the release of the SECOND INSTALLMENT, the BDO will release it to the beneficiary - Organisation, 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.

5:6 On receipt of "Utilisation Certificate" for the Second Installments, the BDO shall cause the Utilisation Certificate to be verified by himself or by Subordinate Engineer. If satisfied that the Utilisation Certificate is correct and factual and that the sanctioned CRRP 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. If the BDO is not satisfied with the veracity of the UTILISATION CERTIFICATE he will direct the beneficiary - organisation to complete implementation of the sanctioned CRRP schemes, according to the terms of sanction and ensure compliance with such direction.

Provided that a beneficiary - organisation which fails to complete the work in terms of sanction will be debarred from consideration for future grants, besides other admissible penal action.

6:0 IMPLEMENTATION

6:1 The CRRP shall be directly implemented by the beneficiary - organisation. The Deputy Commissioner or the BDO or the beneficiary organisation shall engage either no contractor(s) for implementation of the CRRP schemes.

6:2 The Deputy Commissioners shall ensure that technical guidance as may be required by the beneficiary organization for implementation of the programme is extended by the concerned engineer(s) or any other competent technical authority of his District.

7:0 MONITORING AND REPORTING OF PROGRESS OF IMPLEMENTATION

7:1 The Block Development Offices shall submit monthly 'Progress Report' in the prescribed Performa, on the progress of implementation of each CRRP scheme within the Block to the concerned Deputy Commissioner within the 5th day of the month.

7:2 The Deputy Commissioner shall cause a 'consolidated report' of the progress of implementation of CRRP scheme in each District to be submitted to the Director of Community & Rural Development within the 7th day of the month.

7:3 The Deputy Commissioners shall review the progress of implementation of CRRP schemes in their monthly meetings with the BDOs, as well as at the monthly District Coordination Committee meetings.

7:4 The Director of Community & Rural Development shall review the progress of CRRP schemes at the Head quarter of each District every quarter and submit an "Evaluation Report" to the Community & Rural Development Department with copies to PWD (Roads), Planning, Finance and Programme Implementation Departments regularly.

7:5 These orders take immediate effect, superseding to earlier instructions or guidelines issued for the implementation of the CRRP and shall remain in force until further orders.

This orders issue with the concurrence of Planning Department vide their U/O NO.35/92 dt. 18.5.92 and the concurrence of Finance Department vide their U/O No.FEA.680/92 dt. 17.6.92 P.W.D. (Roads) consulted vide their letter No.PW/WR/122/90/340, dt. 7.7.92.

Sd/-
(H.W.T.Syiem),
Special Secretary to the Govt. of Meghalaya,
Community & Rural Development Department.

ORDERS BY THE GOVERNOR
NO.CDD.35/92/222, Dt. Shillong, the 20th October, 1994.

REVISED GUIDELINES FOR THE FORMULATION, APPROVAL, SANCTION AND OF SCHEMES UNDER CONSTRUCTION OF RURAL ROADS UNDER MINIMUM NEED PROGRAMME.

1:0 Whereas the Government of Meghalaya have decided to continue the programme under the name and style of "Construction of Rural Roads Programme" as a part of the Minimum Need Programme for Implementation of Rural Roads Schemes Assembly Constituency-wise covering all Community & Rural Development Blocks with the active cooperation and participation of the people;

1:1 Whereas such allocated funds are equally distributed amongst the Assembly Constituencies covering all Community & Rural Development Blocks excluding the Urban Assembly Constituencies of Jaiaw, Laban, Mawprem and Mawkhar.

Provided that the partly - Rural and Partly - Urban Constituencies of Laitumkhrah, Malki-Nongthymmai and Tura are being allocated 50 % of the amount allocated for purely rural Assembly Constituencies;

1:2 Whereas while distributing the CRRP and SRWP funds during a year Assembly Constituency-wise, the same are being practically clubbed together with a provision that the share of MNP funds for CRRP should be utilised strictly for Rural Roads (MNP) as per accepted MNP Norms;

1:3 Whereas the allocated funds are accordingly apportioned by the Community & Rural Development Department and placed at the disposal of the concerned Deputy Commissioners for implementation of construction of Rural Roads Programme;

1:4 Now therefore, the Revised Guidelines for the Formulation, Approval, Sanction and Implementation of schemes under the construction of Rural Roads Programme as contained hereunder are prescribed for the implementation of the aforesaid construction of Rural Roads Programme.

2:0 IDENTIFICATION/FORMULATION OF THE SCHEMES

2:1 The Community & Rural Development through the Director, Community & Rural Development will cause the concerned Members representing rural and partly rural Assembly Constituencies, to be intimated of the amount allocated for each such Assembly Constituency for CRRP and request such MLA to identify, select and submit scheme(s) to be taken up in the constituency of such MLA falling within the C & R.D. Block area within such time frame as may be prescribed;

Provided that the scheme submitted clearly indicates: -

- (a) The material component and cost thereof;
- (b) Transportation cost, if any;

(c) Labour component in terms of mandays and cost thereof;

Provided also the schemes should conform to the MNP norms for construction of Rural Roads.

Provided also that, in the identification and selection of the schemes, the MLA's will be assisted by the BDOs concerned and once the identification and selection is made it has become final.

Further, provided that where an MLA fails to identify or submit schemes for the indicated amount or part thereof, within such time as may be prescribed, the Community & Rural Development Department through the Director of Community & Rural Development shall obtain schemes for such amount for the constituency of such MLA from the Chairman, District Planning & Development Council of the concerned District, within such further time as may be prescribed.

2:2 There is no provision of land acquisition and as such no monetary compensation can be paid for land under the scheme.

2:3 As most of the villages are sparsely populated in the State a "Cluster of Villages" approach should be adopted for smooth and proper implementation of the schemes under CRRP. The villages or a cluster of villages with population of 1000 and above which do not have a link road should be provided with an all weather road which serve as a feeder road linking such villages or a cluster of villages with each other as well as with the nearest market centres, district roads State or National Highways.

2:4 Locally available road materials should be used in order to keep the construction cost within reasonable limits. The all weather roads should be graveled and provided with adequate cross-drainage in the form of minor bridges, culverts and causeways, wherever necessary.

2:5 The scheme should be of small nature so as to be able to be completed during the same year without creating any spill-over burden.

2:6 The State Public Works (Roads) Department will provide necessary technical assistance to be extended to the MLA/DC/BDO concerned by the Superintending Engineer/Executive Engineer or S.D.O., P.W.D. Concerned for formulation of plans and estimates for CRRP schemes. The Plans & Estimates as formulated and duly signed by the concerned P.W.D. Officer shall be submitted by the BDO to the MLA concerned for approval before these are placed at the State Level Committee. The Formulation of Plans & Estimates of CRRP schemes should not have the provision or departmental charges (i.e. 7 1/2 % charges) and only 3 % contingencies (Works) may be added.

3:0 APPROVAL OF CRRP SCHEMES

3:1 The CRRP schemes received from the MLA's shall be summarised by the Director of Community & Rural Development and placed before the State Level Committee for CRRP. Such ministerial Committee at State Level has been constituted with the Chief Minister as Chairman, the Minister incharge of Planning, PWD, PHE, District Council Affairs and C &

R.D. Department as members. The Community & Rural Development Department will service the Committee.

3:2 The functions of the State Level Committee will be for policy decision, planning, direction, approval and review of the implementation of schemes under Construction of Rural Roads Programme as may be considered necessary from time to time.

3:3 The Director of Community & Rural Development, will prepared Agenda Notes/papers etc., for the meeting and maintain all records and proceeding of the meeting when held and also notify the date(s) of the meeting(s) to all members concerned as and when the same is fixed by the Chairman of the Committee.

3:4 The Department of Community & Rural Development shall sanction CRRP schemes approved by the State Level Committee. The Director, C & R.D. who will communicate the same to the Deputy Commissioner for implementation through the BDOs.

3:5 Copies of sanctions should also be communicated to the Finance, Planning and Public Works Departments. A copy of such sanctions should also be endorsed to the Chief Engineer, P.W.D. (Roads).

3:6 The Secretary to the Govt. of Meghalaya, P.W.D. Department has vide his letter NO.PW/WR/122/90/174, dt.35.91 directed all Additional Chief Engineers, Superintending Engineers, Executive Engineers, etc., to render such assistance as may be required for such purpose by the concerned Deputy Commissioner. The required technical assistance may be therefore be obtained by the BDOs with the approval of the concerned Deputy Commissioner.

4:0 RELEASE OF FUNDS

4:1 while sanctioning CRRP schemes, the Deputy Commissioner shall place 25 % of the sanctioned amount for each scheme at the disposal of the concerned Block Development Officer within whose Block the scheme(s) is/are to be implemented.

4:2 The Block Development Officer shall release such amount as the FIRST INSTALLMENT to the Local Committee/beneficiary - Organisation of the sanctioned scheme for implementation, subject to the condition that the "Utilisation Certificate" should be furnished by such organisation 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.

4:3:1 The President or the Secretary or both, as the case may be, duly authorised by the concerned Local Committee/Organisation shall received the fund and and the fund so received shall be entered in the Cash Book and then deposit in the Bank to be operated jointly by the President and the Secretary or the Secretary and the treasurer authorised in their behalf by the concerned Local Committee/Organisation.

4:3:2 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 Books of accounts and records such as, Plans & Estimates, Muster Rolls materials/articles so

received and purchased and shall ensure submission of Utilisation Certificate at regular interval.

4:3:3 The Secretary shall produce all relevant books, records to audit Party or any authority as and when asked for.

4:4 On the receipt of such Utilisation Certificate, the same shall be verified by the BDO or his authorised Subordinate Engineer. Where the Utilisation of the amount is found to be correct and factual, the BDO concerned shall countersign the Utilisation Certificate and submits the same to the concerned Deputy Commissioner.

4:5 On receipt of Utilisation Certificate duly countersigned by the BDO concerned, the Deputy Commissioner shall cause 50 % of the sanctioned amount of each scheme to be released to the concerned BDO.

4:6 On receipt of the release of the SECOND INSTALLMENT, the BDO will release it to the Local Committee/Beneficiary Organisation, subject to the condition that the Local Committee/beneficiary - Organisation undertakes to submit a 'Utilisation Certificate' for such amount within a further period of four months from the date of its release.

4:7 On receipt of 'Utilisation Certificate' for the second installment, the BDO shall cause the Utilisation Certificate to be verified by himself or by the Subordinate Engineer and shown to the MLA concerned. If satisfied that the Utilisation Certificate is correct and factual, the BDO concerned shall certify accordingly on the body of the Utilisation Certificate and submit it to the Deputy Commissioner and the balance amount shall be released. If the BDO is not satisfied with the veracity of the Utilisation Certificate he will direct the Local Committee/beneficiary Organisation to complete implementation of the sanctioned CRRP Schemes, according to the terms of sanction and ensure compliance with such direction.

Provided that a Local Committee/beneficiary - Organisation which fails to complete the works in terms of the sanction will be debarred from consideration for future grants, besides other admissible penal action.

5:0 IMPLEMENTATION OF THE SCHEMES

5:1 The CRRP scheme shall be directly implemented by the Local Committee/Beneficiary - Organisation. No contractor(s) shall be engaged either by the Deputy Commissioner or the BDO or the Local Committee/Beneficiary - Organisation for implementation of CRRP schemes.

5:2 The Local Committee/Beneficiary - Organisation which will be constituted for implementing the scheme must be duly recommended by the MLA concerned.

5:3 Utilisation Certificates in respect of funds use for implementing the schemes shall be duly certified by the MLA concerned.

6:0 MONITORING AND REPORTING OF PROGRESS OF IMPLEMENTATION

6:1 The Block Development Officer shall submit a monthly 'Progress Report' in the prescribed Performa on the progress of implementation of each CRRP schemes within the Block to the concerned Deputy Commissioner within the 5th day of the month.

6:2 The Deputy Commissioner shall cause a 'consolidated report' of the progress of the implementation of CRRP scheme in each District to be submitted to the Director of Community & Rural Development, within the 7th day of the month.

6:3 The Deputy Commissioners shall review the progress of implementation of CRRP scheme in their monthly meetings with the BDOs, as well as the monthly District Coordination Committee meetings.

6:4 The Director of Community & Rural Development, shall review the progress of CRRP schemes at the Headquarter of each District every quarter and submit an Evaluation Report to the C & R.D. Department with copies to PWD (Roads), Planning, Finance and Programme Implementation Department regularly.

6:5 The Examiner of Local Accounts shall carry out the audit of the accounts relating to the schemes. For the purpose, the concerned authorities, e.g. Local Committee/Organisation, BDO including the Director of Community & Rural Development, shall cause to be produced the Books 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 of Community & Rural Development, Community & Rural Development Department, Finance Department, the concerned MLA, Deputy Commissioner, BDOs and the designated Official of the Local Committee/Organisation.

6:6 In case the Community & Rural Development Department cannot implement the scheme for one reason or others, it should be the duty and responsibility of the Director of Community & Rural Development, to inform the Planning Department through the Community & Rural Development Department of such inability in time for re-transfer of the fund to another appropriate MNP Sector.

6:7 The Director of Community & Rural Development shall account for the progress of the programme made from year to year and such Annual Progress Report should be sent to Planning Commission through the State Planning Department immediately the financial year is over.

6:8 These orders take immediate effect, superseding the earlier instructions or guidelines issued for the implementation of the CRRP and shall remain in force until further orders.

This orders issue with the concurrence of Planning Department vide their U.O. NO.499/94, dt. 12.9.94 and the concurrence of Finance Department vide their U.O.NO.FC.II.189/94 dt. 28.9.94.

Sd/-
P.S. Thankhiew,
Secretary to the Government of Meghalaya,
Community & Rural Development Department.

ORDERS BY THE GOVERNOR
Dated Shillong, the 17th January 1997.

No.CDD.198/95/27: - The revised guidelines for the formulation, , sanction and implementation of schemes under the of Rural Roads Programme under Minimum Need Programme vide this Deptt's Office Memorandum No.CDD.35/92/222, 20.10.94 stands amended as follows :-

Para 1.1 should read as follows: -

Whereas such allocated funds are equally distributed the Assembly Constituencies covering all Community and Development Blocks excluding the completely Urban Assembly of Jaiaw, Laban, Mawprem and Mawkhar.

Provision: - To be deleted.

These order issues with the concurrence of Planning vide I/D No.219/96, Dated 11.9.96 and the concurrence Finance Department vide their I/D No.FC.II.269/96, Dated .1.97.

Sd/-
H. M. Cairae,
Commissioner & Secretary to the Govt. of Meghalaya,
Community & Rural Development Department.

ORDERS OF THE GOVERNOR
NO.CDD.35/92/274, Dated Shillong, the 16th April, 1997.

Revised Guidelines for formulation approval, sanction implementation of Schemes under Construction of Rural Roads under Minimum Needs Programme issued vide this 's Office Memorandum No.CDD.35/92/222, Dt. 20th October stands amended as follows: -

1. Insert the following as a new proviso after Para 3:2.

Provided that the Chairman of the Committee will have full powers to modify and approve C.R.R.P. Schemes at any point of time.

2. Insert the following new Para 4:8 after the existing Para 4:7.

Notwithstanding anything contained in the fore-going provisions, in such a scheme involving the amount of Rupees Ten Thousand or less the entire amount(s) shall be released in one installment by the Deputy Commissioners to the Block Development Officers who will in turn release the amount(s) to the beneficiary Organisation in the same manner on receiving requisitions from the MLAs concerned and the Utilisation Certificate thereof will be submitted within a period of four months from the date of receipt of the amount(s) by the beneficiary Organisations.

Provided that the Deputy Commissioners shall release an amount not exceeding One lakh at a time per Assembly Constituency to the Block Development Officers.

This order shall come into force with immediate effect.

*Sd/-
S. Jarain,
Joint Secretary to the Govt. of Meghalaya,
Community & Rural Development Department.*
