

Sampoorna Grameen Rozgar Yojana

(S G R Y)

Guidelines

[Effective from 01.04.2002]



***Government of India
Ministry of Rural Development
(Department of Rural Development)
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**Sampoorna Grameen Rozgar Yojana
(SGRY)**

C O N T E N T S

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Preamble

Creation of employment opportunities with food security has been an important objective of developmental planning in India. The relatively higher growth of population and labour force has led to an increase in the volume of unemployment and under-employment from the one Plan period to another. The Government of India aim at bringing employment through wage and self employment into a larger focus with the goal of reducing unemployment and under-employment to a negligible level and of providing food security against hunger. Such an approach is necessary, because it is realized that larger and efficient use of available human and other resources is the most effective way of alleviating poverty, reducing inequalities, improving nutritional levels and sustaining a reasonably high pace of economic growth.

To make a dent on the prevailing poverty, unemployment and slow growth in the rural economy and to provide food security, it is necessary to provide a demand driven infrastructure at the village level to facilitate faster growth in the rural areas and to increase opportunities of employment through access to the market oriented economy.

To provide a greater thrust to additional wage employment, infrastructural development and food security in the rural areas, the Hon'ble Prime Minister of India announced on 15th August 2001, launching of an ambitious New Scheme with an annual outlay of Rs.10,000 crores. Accordingly the Ministry of Rural Development reviewed the hitherto on-going Schemes of the Employment Assurance Scheme (EAS), (the only additional wage employment Scheme for rural areas), the Jawahar Gram Samridhi Yojana (JGSY) (a rural infrastructure development Scheme) and by merging them into one Scheme, launched the New Scheme of the Sampoorna Gramin Rozgar Yojana (SGRY) w.e.f 25th September, 2001.

CHAPTER-I

BROAD OUTLINE AND OBJECTIVES

1. OBJECTIVES

1.1 The Sampoorna Grameen Rozgar Yojana (SGRY) will have the following objectives:

(a) Primary Objective

The primary objective of the Scheme is to provide additional wage employment in all rural areas and thereby provide food security and improve nutritional levels.

(b) Secondary Objective

The secondary objective is the creation of durable community, social and economic assets and infrastructural development in rural areas.

1.2 STATUS

The programme will be implemented as a centrally sponsored scheme on cost sharing basis between the Centre and the States in the ratio of 75:25 of the cash component of the Programme. In the case of UTs the Centre would provide entire (100%) funds under the Scheme. Foodgrains will be provided to the States/UTs free of cost.

1.3 TARGET GROUP

The SGRY will be open to all rural poor who are in need of wage employment and desire to do manual and unskilled work in and around his village/habitat. The Programme is self-targeting in nature.

While providing wage employment, preference shall be given to agricultural wage earners, non-agricultural unskilled wage earners, marginal farmers, women, members of Schedule Castes/Schedule Tribes and parents of child labour withdrawn from hazardous occupations, parents of handicapped children or adult children of handicapped parents who are desirous of working for wage employment.

1.4 PROGRAMME STRATEGY

- (i)** 5% of the funds and foodgrains under the Sampoorna Gramin Rozgar Yojana will be retained in the Ministry for utilisation in the areas of acute distress arising out of natural calamities or for taking up preventive measures in the chronically drought or flood affected rural areas. Savings from 5% could be allotted by the Ministry to better performing Districts.
- (ii)** A certain percentage of the allotted foodgrains under the SGRY will be reserved for the Special Component to be used in any Central or State Government Scheme with wage employment potential to meet exigencies arising out of any natural calamity.
- (iii)** The remaining funds and foodgrains under the SGRY will be available in two streams from the Department of Rural Development:
 - (a) First Stream** – The First Stream will be implemented at the District and Intermediate Panchayat levels. 50% of the funds and foodgrains will be available under the First Stream and will be distributed between the Zilla Parishad and the Intermediate Panchayats in the ratio of 40-60.
 - (b) Second Stream** – The Second Stream will be implemented at the Village Panchayat level, and 50 % of the funds and foodgrains will be earmarked for the Village Panchayats and distributed among them through DRDAs/Zilla Parishads.
- (iv)** The Programme will be implemented through the Panchayati Raj Institutions (PRIs).

1.5 Special Safeguards for the Weaker Sections and Women of the Community

- (i) 22.5% of the annual allocation (inclusive of foodgrains) under the First Stream of the SGRY both at the District and the Block levels shall be earmarked for individual beneficiary schemes of SC/ST families living below the Poverty Line (BPL).
- (ii) Minimum 50% of the allocation to the Village Panchayat (inclusive of foodgrains) shall be earmarked for the creation of need based village infrastructure in SC/ST habitations/wards under the second stream of the SGRY.
- (iii) 30% of employment opportunities should be reserved for women.

1.6 Definition of Panchayats

- (i) Village Panchayat in these Guidelines means the lowest elected body and includes Gram Panchayats, Mandals, Nagar Panchayats or traditional village institutions like village Councils and Village Development Boards having statutory character.
- (ii) Where the duly elected Village Panchayat is not in existence, its share of funds will be passed on to the Administrator/Administrative Committee which will be responsible for implementing the second stream of the SGRY in such Panchayat. The works to be taken up would, however, be decided at the village level itself by the Gram Sabha (Village Assembly) of the concerned Panchayat.
- (iii) District & Intermediate Panchayats mean elected bodies at the District & the Block levels respectively and include similar traditional institutions having statutory characters where the Panchayat Act is not applicable.
- (iv) Where the duly elected District or Intermediate Panchayat is not in existence, DRDA at the District level and the Administrator/ Administrative Committee at the Block level will be responsible for implementing the first stream of the SGRY.
- (v) Where the Panchayat Act is not applicable and traditional institutions also do not exist at the District and Block levels, DRDA at the District level and a committee consisting of the heads of the Village Councils etc. and chaired by the BDO at the Block level will be responsible for implementing the first stream of the SGRY.

1.7 Forest Villages

The forest villages, which are not part of any existing Village Panchayat will be treated as Village Panchayats.

CHAPTER – II

FOODGRAINS UNDER SGRY

2. FOODGRAINS SHOULD BE GIVEN AS PART OF WAGES UNDER THE SGRY

2.1 Distribution of foodgrains as part of wages under the SGRY (First & Second Streams) is based on the principle of protecting the real wages of the workers besides improving the nutritional standards of the families of the rural poor.

2.2 Foodgrains should be given as part of wages under the SGRY to the rural poor at the rate of 5 Kg per manday. Should a State Government wish to give more than 5 Kg of foodgrains per manday, it may do so within the existing State allocation (subject to a minimum of 25% of the wages to be paid in cash). The State Governments and UT Administrations will be free to calculate the cost of foodgrains paid as part of wages, at a uniform rate which may be either BPL rate, or APL rate or anywhere between the two rates. The workers will be paid the balance of wages in cash, such that they are assured of the notified Minimum Wages. Higher utilization per manday and higher price fixation of foodgrains will result in saving of cash component which may be utilized to meet the material cost for creation of durable community assets.

2.3 The Central Government will provide foodgrains and cash component to the States and UT Administrations as per the criteria in order to generate additional wage employment. If there is a balance of foodgrains from the SGRY the same can be utilized for dovetailing with other Central/State Sector Schemes as per para 8.3.1 provided 100% cash requirement is available from such schemes.

2.4 Distribution of foodgrains to the workers under the Programme will be either through PDS or by the Gram Panchayat or any other Agency appointed by the State Government. Distribution of foodgrains will be made to the workers, most preferably, at the work site. In the event of the workers belonging to one Habitation and should they choose to receive foodgrains in their Habitation, the same could be organized. While the State Government would have the option of utilizing the PDS, it will have to be ensured that effective safeguards are in place to avoid leakages. DRDAs/ZPs will make necessary arrangements for distribution of foodgrains among the concerned Agencies.

2.5 Distribution & Release of Foodgrains under the SGRY

(i) The Department of Rural Development will intimate to the Department of Food & Public Distribution the quantity of foodgrains to be released to the State, with the District-wise details. The Department of Food and Public Distribution will thereafter send an appropriate advice to the FCI under intimation to the Department of Rural Development and the Secretary (RD) of the State, to release foodgrains from its designated depots to the authorised agencies of the State Governments/ZPs/DRDAs.

(ii) The Department of Rural Development will release funds for the foodgrains directly to the FCI at the economic cost. The FCI will be required to send bills duly verified by the DRDA/ZP to the Department of Rural Development on the basis of statements of quantities of foodgrains allocated, lifted District-wise, signed jointly by the PD (DRDA)/CEO Zilla Parishad and District Manager, FCI.

(iii) At the District level the PD, DRDA/CEO, ZP will coordinate the release and lifting of stocks under the programme. No payment will be required to be made to the FCI at the depots by the DRDA or Authorized Agency for lifting the Foodgrains within the District-wise allocation communicated by the Ministry of Rural Development/Department of Food and Public Distribution.

2.6 Procedure for lifting of foodgrains from FCI Depots

2.6.1 DRDA/ZP will identify the nearest depot of the FCI from which they are proposing to lift the foodgrains so that there is economy in the transportation charges for lifting of foodgrains. The District office of the FCI will issue release authorization against the District allocation for the SGRY programme. It will be desirable if the ZP/DRDA informs the concerned District office of the FCI about the quantities of foodgrains likely to be lifted by them on a monthly or a quarterly basis. The FCI is obliged to issue foodgrains against the release even without such intimation if stocks of foodgrains are available with them. However, advance intimation is likely to help in ensuring adequate stocks in the concerned depots at the time they are needed. In the interest of administrative convenience, lifting of SGRY foodgrains for all the implementing agencies including the Intermediate Level Panchayats and the Gram Panchayats will have to be made either by the ZPs/DRDAs themselves or through their authorized agencies only.

2.6.2 Stocks once issued will not be taken back by the FCI. It would, therefore, be the responsibility of the ZP/DRDAs to ensure that the quality of wheat/common rice supplied to them conforms to 'Fair Average Quality' (FAQ). The concerned officers of the DRDAs/ZP should conduct inspection of the stocks before taking delivery of the same to ensure that foodgrains below FAQ are not accepted.

2.6.3 The normal procedure by way of joint sampling, as is done for the PDS, will operate. In case of any complaint, the sample from the field will be compared with the sample packet retained at the FCI Depot and action will be initiated against all responsible in this behalf, if any discrepancy is established.

2.7 Provision of Transportation Cost/Handling Charges

The State Governments/Union Territories will bear the transportation cost and other handling charges from their own resources. Any taxes/charges like sales tax, octroi etc. will be borne by the concerned States/UTs. Cash component can not be used for transportation, payment of local taxes etc.

2.8 Disposal of Empty Gunny Bags

The gunny bags in which the foodgrains are received for distribution under the Programme will be disposed of in accordance with the prescribed procedure in the State and the sale proceeds of the same can be used for making payment towards the transportation cost/handling charges.

CHAPTER – III
WAGES UNDER SGRY

3 WAGES UNDER THE PROGRAMME

3.1 The wages under the programme shall be paid partly in foodgrains and partly in cash.

3.2 Minimum Wages

Minimum Wages fixed by the State authorities shall be paid under the SGRY both for skilled and unskilled labour.

3.3 Equal wages shall be paid under the programme to both men and women workers.

3.4 Payment of wages shall be made on a fixed day in a week preferably a day before the local market day, in the presence of the Village Pradhan/Sarpanch or Panchas.

3.5 In case the executing Agencies do not pay the wages for a category of employment at the rate notified for the relevant schedule of employment under the Minimum Wages Act, the Zilla Parishad/Panchayat Samiti shall withhold further release of funds to that implementing agency and inform the fact to the concerned authority for suitable action against the erring official under the Minimum Wages Act and also inform the Central Government.

3.6 Where the Central Government finds that the above provisions are not being followed, it may withhold further release of funds under the programme to the concerned District.

CHAPTER – IV

CRITERIA, ALLOCATION AND UTILISATION OF RESOURCES

FIRST STREAM

4.1 Allocation of funds/foodgrains from Centre to State/UTs and the Districts

- (i) Under the Scheme, funds and foodgrains would be allocated to the States/UTs on the basis of proportion of the rural poor in a State to the total rural poor in the country or such other criteria as decided by the Central Government from time to time.
- (ii) At the District level, the allocation of funds and foodgrains will be made on the index of backwardness formulated on the basis of the proportion of rural SC/ST population in a District to the total SC/ST population in the State and inverse of per capita production of the agricultural workers in that District. Equal weightage will be given to these two criteria, while allocating funds & foodgrains to the district.

4.2 Distribution of funds among Zilla Parishads/DRDAs and Panchayat Samitis

- (i) **Zilla Parishads/DRDAs** – 40% of the funds & foodgrains earmarked under the First Stream will be reserved at the District level and shall be utilized by the Zilla Parishads/DRDAs preferably in the areas suffering from endemic labour exodus/areas of distress, as per the Annual Action Plan approved by the Zilla Parishads/DRDAs.
- (ii) **Panchayat Samitis** – 60% of the funds and foodgrains earmarked under the First Stream would be allocated among the Panchayat Samitis (Intermediate Panchayats). While allocating the funds and foodgrains, equal weightage will be given to the proportion of SC/ST population and of rural population of the respective Panchayat Samiti areas to those of the Districts. The works will be taken as per their own Annual Action Plan approved by the Panchayat Samitis. However, while selecting the work, to be taken up, preference will be given to the Areas which are backward, Calamity Prone or face migration of labour.

4.3 Earmarking and Utilization of Resources

4.3.1 Earmarking of resources

There will be no sectoral earmarking of resources under the First Stream of the SGRY except that the 22.5% of the annual allocation of the Zilla Parishad/DRDA and of the Intermediate Level Panchayat must be spent on individual beneficiary schemes for SCs/Sts below the poverty line. Diversion of funds meant for SCs/STs to other works is not permitted.

4.4 Beneficiary Oriented Individual Programmes for SCs/STs

As indicated in the above Para, 22.5 % of the resources released to the Zilla Parishad and Intermediate Level Panchayat shall be used for individual works for

SCs/STs. The illustrative list of such Economic Assets/Works which can be taken up for the benefit of identified individuals belonging to SCs/STs are as under:

- (i) Development of allotted land in the case of allottees of ceiling surplus land, Bhoodan land, Government. land.
- (ii) Social forestry works, such as fuelwood and fodder plantations on the private lands belonging to SCs/STs.
- (iii) Agri-horticulture, floriculture, horticulture plantation on the private lands belonging to SCs/STs below poverty line.
- (iv) Work sheds or infrastructure for any self-employment programme.
- (v) Open Irrigation Wells/Bore-wells for irrigation.
- (vi) Pond excavation/re-excavation with primary support for pisciculture and
- (vii) Other sustainable income generating assets.

Assets for Improving the Quality of Life

- (viii) Dwelling units.
- (ix) Sanitary Latrine and smokeless chullahs.

Priority should be given to provide economic assets to individual beneficiaries for sustainable employment. Assets such as dwelling units, sanitary latrines, smokeless chullha etc. may be given lesser priority and should be considered under exceptional circumstances.

While providing assets to the individual poor, his/her participation in the work may be ensured.

4.5 Provision for Maintenance of Assets

The Zilla Parishads/DRDAs and Intermediate Level Panchayats are permitted to spend upto a maximum of 15% of the funds on maintenance of the public assets created under the wage-employment programme sponsored by the Ministry of Rural Development from time to time within its geographical boundary.

4.6 Provision for Contingency

Upto 2% of the funds released during the year under the First Stream can be spent by the Zilla Parishads on contingency for strengthening monitoring & coordination. In case the expenditure on contingency exceeds the prescribed limit, Central Share of the excess amount will be deducted from the Second Instalment.

4.7 Unspent Resources of Administrative/Contingent and Maintenance expenditure

Effort should be made by the Zilla Parishad and Intermediate Level Panchayats to incur only such expenditure on maintenance of assets, which are absolutely necessary. Strict economy should be observed in incurring such expenditure. Unspent balances under these heads will form part of the programme resources of the First Stream of the SGRY.

SECOND STREAM

4.8 The Second Stream of the SGRY will be implemented at the Village Panchayat level for generation of supplementary wage employment and creation of demand driven community village infrastructure which includes also durable assets to enable the rural poor to increase opportunities for sustained employment.

4.9 Criteria and Procedure for Allocation/Release of Resources

4.9.1 Out of the total resources earmarked under the SGRY, 50% of the funds are earmarked for the Second Stream of the SGRY. The entire resources released under the Second Stream would be distributed among the Gram Panchayats directly by the DRDA/Zilla Parishad.

4.9.2 While, during the current year (2001-02) the allocation and release of resources will continue as per the existing criteria for the JGSY, from the second financial year (2002-03) onwards, the allocation of funds would be made in a manner that each Panchayat receives at least a certain minimum of resources as to be decided from year to year.

4.9.3 The State and District-wise allocations will be made by the Ministry of Rural Development at the Central level. At the Panchayat level, the DRDA/Zilla Parishad will make the allocation to each Panchayat, as per the criteria given in Para 4.9.4 below.

4.9.4 The base year allocation will not get affected if there is subsequent increase or decrease in the number of Panchayats in each District. If there is increase in the number of Panchayats in any given year, the share of each Panchayat will be reduced proportionately. If there is decrease in the number of Panchayats, the share of each Panchayat will be increased proportionately. The proposed allocation criteria will be taken into account for working out State-wise allocation in the subsequent years subject to the following conditions:

- (i) The year 2001-2002 would be treated as base year for taking into account the number of Panchayats per District. Henceforth, the number of District-wise Panchayats as on 1.4.2001 would form the base for working out allocation in the subsequent years. The Government of India would allocate funds to the State/UTs based on the number of Panchayats in a District as on 1.4.2001.
- (ii) The State Government would have no claim for additional allocation of resources if the number of Panchayats in a particular District is increased after 1.4.2001
- (iii) In no case, the State Government/DRDAs/ZPs would be authorized to make any alteration or change in the above criteria for working out District-wise allocation or any diversion from one District to another District or from one Panchayat to another.

4.10 Earmarking of resources

Minimum 50% of the allocation to the Village Panchayat inclusive of foodgrains) shall be earmarked for the creation of need based Village infrastructure in SC/ST habitations/wards under the second stream of the SGRY.

4.11 Provision for Maintenance of Assets

Village Panchayats are permitted to spend upto a maximum of 15% of the funds on maintenance of the public assets created under the wage-employment programme sponsored by the Ministry of Rural Development from time to time within its geographical boundary.

4.12 Provision for Administrative/Contingent expenditure at the Gram Panchayat level.

Under the Second Stream of SGRY, Village Panchayats may spend upto a maximum of 7.5% of the annual allocation of funds or Rs. 7500/- whichever is less during a year on the Administration/Contingencies and for technical consultancy.

4.13 Unspent Resources of Administrative/Contingent and Maintenance expenditure

Effort should be made by the Village Panchayats to incur only such expenditure on maintenance of assets, which are absolutely necessary. Strict economy should be observed in incurring such expenditure. Unspent balances under these heads will form part of the programme resources of the Second Stream of the SGRY.

4.14 Release of funds to Village Panchayats

The resources to the Village Panchayats will be distributed by the DRDAs/ZPs within fifteen days of the receipt of the funds by the DRDAs/ZPs from the Central or the State Governments, as the case may be. The distribution of Central Share will not wait for the matching State share.² In so far as forest villages are concerned DRDAs/ZPs will place the allocated funds and foodgrains at the disposal of the respective District level forest officials for taking up works under the programme in these villages. The forest authority at the District level will utilise these funds and foodgrains to take up works in the forest village through a committee of five members, consisting of at least one SC/ST and a women, as per felt need of the village community.

CHAPTER – V

RELEASE OF CENTRAL ASSISTANCE

5. Release of Central Assistance from the Department of Rural Development

5.1 Central Assistance (inclusive of foodgrains) will be released every year directly to the DRDAs/ZPs in two instalments, subject to the fulfillment of the following conditions:

5.2 First Instalment: The Districts, which obtained the second instalment of funds & foodgrains in the preceding financial year without any condition shall automatically receive the first installment under both the streams. Others shall have to submit the proposal for the 1st instalment with necessary documents as mentioned under Para 5.4 or after fulfilling the conditions imposed while releasing the Second Instalment for the previous year.

5.3 In case of snow bound Districts viz. Kinnaur, Lahul and Spiti, Leh, Kargil and those Districts of North-Eastern States to be decided mutually between the Central Government and the State Government concerned, which have a limited working season, the entire Central assistance shall be released in one instalment, after fulfilling the condition prescribed under Sub-para 5.4 below.

5.4 Second Instalment: The second instalment of Central assistance (inclusive of foodgrains) will be released on request from the DRDA/ZP separately under both the streams in the prescribed proforma as per **Annexure-I** and mutatis mutandis and on fulfillment of the following conditions:

- (i) 60% of the total available funds, that is opening balance of the year (in case of proposal for the first instalment, opening balance of the previous year) plus the amount received including the State share and other receipts should have been utilized at the time of submitting the proposal for the second instalment.
- (ii) 75% of the foodgrains allocated as first instalment has been lifted and 60% of the lifted foodgrains (including the balance) has been utilized along with a reconciled statement of the quantity lifted to be signed by the PD/DRDA/CEO, Zilla Parishads & FCI District Manager.
- (iii) The opening balance of the District i.e. the aggregate balances with the Zila Parishad and Panchayat Samitis in case of Stream I and of the Gram Panchayats in case of Stream II should not exceed 15% of the funds available during the previous year. In case, the opening balance exceeds this limit, the Central share of the excess will be deducted proportionately at the time of release of the second instalment.
- (iv) The allocation of foodgrains in the second instalment will be reduced by the quantity which remained unlifted in the previous year. The cash component of Central share accordingly will be reduced proportionately.
- (v) The State Government has made sufficient provision in their Budget to match the Central financial assistance.
- (vi) The State Government should have released all its contribution (including that of the previous years) due, up to the date of the application. In the event of shortfall in State share, corresponding amount of Central share

will be deducted from the amount of Central share of the second instalment of the current year.

- (vii) Submission of Audit reports for the SGRY for the last year and submission of Action Taken Report on the comments made in the audit report of the previous year.
- (viii) Submission of Utilization Certificates(Cash & foodgrains) from DRDAs/Zilla Parishads based on reports received from Intermediate Level Panchayats (Stream – I) and Gram Panchayat (Stream – II) for the previous year should be submitted in the prescribed Proforma as per **Annexure-II (a) & II (b)**.
- (ix) Submission of non-diversion and non-embezzlement certificate.
- (x) Certificate that the Zila Parishads, the Intermediate Level Panchayats & Village Panchayats have prepared the Annual Action Plan. In the case of Village Panchayats the certificate should show that the plan has been got approved by the Gram Sabhas.
- (xi) Certificate by the DRDA/Zilla Parishad to the effect that Intermediate Level Panchayats & Village Panchayats have been disbursed the funds as per their entitlement according to these guidelines within 15 days of their receipt in the DRDA/ZP from the Central/State Govt.
- (xii) All pending progress/monitoring reports should have been sent.
- (xiii) Details of expenditure incurred in respect of SC/ST sector i.e. 22.5 % funds & foodgrains earmarked at the Zilla Parishad and Intermediate Level Panchayats and 50% of annual allocation of Village Panchayats for SC/ST habitations respectively during the previous year should be furnished. In case of shortfall in expenditure on SC/ST sector in either of the stream, proportionate deduction (i.e. 75% of shortfall) will be made from the II instalment of Central Share.
- (xiv) Certificates to the effect that :
 - (a) No work started more than two years ago remains unfinished.
 - (b) All conditions laid-down in the guidelines are being fulfilled.
- (xv) Certificate regarding maintenance of muster rolls.

Any other condition imposed from time to time will also have to be complied with.

5.5 In case of the districts, to which funds are released in one instalment, they will be released on fulfillment of the conditions laid down in Para 5.4 .

5.6 For the sake of convenience, a check list to be furnished alongwith the proposal is given in **Annexure-III**.

5.7 Release of State share to DRDAs/ZPs

State Government shall release its matching share to the DRDAs/ZPs within a fortnight after the release of Central assistance (cash component)

5.8 Release of funds to the Intermediate Level and to Village Panchayats

5.8.1 The funds & foodgrains to Intermediate Level Panchayats (under stream – I) and resources to the village panchayats (under stream –II) will be distributed by the DRDAs/ZPs within fifteen days of the receipt of the funds by the DRDAs/ZPs from the Central or the State Government, as the case may be. Distribution of Central Share should not wait for matching State share.

5.8.2 In so far as forest villages are concerned DRDAs/ZPs will place the allocated funds at the disposal of the respective District level forest officials. The forest authority at the District level will utilize these funds /take up works in the forest village through a committee of five members consisting of at least one SC/ST, woman and as per felt need of village community in respect of works taken up by the Village Panchayats.

5.9 Diversion of Resources

Diversion of resources from one District to another will not be permitted. Similarly, diversion of resources from a Intermediate Level Panchayat to another Intermediate Level Panchayat will also not be permissible except as provided under Para 5.11.

5.10 Carryover funds not to exceed 15%

The District/Intermediate Level Panchayats and village panchayats should spend the funds and foodgrains made available to them during the year in which they are made available. If the carryover funds is more than 15% of the funds and foodgrains available during the previous year, a cut will be imposed for this District. The Zilla Parishads/DRDAs should ensure that such of the Gram Panchayats and Intermediate Panchayats which did not have an excess carry over are not affected by the cut and are given full allocation. The Opening Balance of the EAS and JGSY for the year 2001-2002 will be carried forward in the account of First & Second Stream of the SGRY respectively for being utilized as per the Guidelines for the Ist & IInd Stream of SGRY.

5.11 Cuts to be imposed on late receipt of proposals

5.11.1 The proposal for release of second instalment by the DRDA/ZP complete in all respects should be submitted latest by 31st December every year.

5.11.2 To maintain financial discipline, a mandatory deduction (s) on account of late submission of proposal by the State Government shall be imposed depending upon the date of receipt of proposal for release of second instalment under the SGRY (First Stream). Under the system, there will be progressive deductions for proposals(s) received in the month of January and February @ 10% and 20% respectively on the total Central allocation (inclusive of foodgrains) for the year. Incomplete proposals will not be accepted. The date on which last information is received from the State shall be treated as date of receipt of the proposal.

5.11.3 Notwithstanding the above provision (Para 5.11.1), State should submit the proposal for the second instalment latest by 15th February every year. Acceptance of proposals(s) after 15th February upto 28th February will be considered only in exceptional circumstances. Proposals will not be accepted after February under any circumstances. However, if the proposal received in the month of March are accepted under special circumstances, 30% cut in the allocation will be imposed.

5.12 Opening of Bank Accounts

The SGRY funds (Central share as well as State share) shall be kept in a nationalized bank or a Post Office in an exclusive and separate savings bank account by the Zilla Parishads/DRDAs/Intermediate Level/Village Panchayat.

5.13 Utilization of Interest Earned on Deposits

The interest amount accrued on the deposits of each streams shall be treated as additional resources for that stream and should be utilized as per these Guidelines.

5.14 Drawal of funds

5.14.1 Drawal of funds by the DRDAs/Zilla Parishads from the SGRY (First Stream) accounts shall only be made either for distribution of funds among the Intermediate Level Panchayat or for utilisation under their share of funds and drawal for **IIInd stream** for distribution of funds among the village panchayats.

5.14.2 Stream-I The amounts for payment from the account of the village/ Intermediate Level Panchayat should be drawn through a cheque. The cheque shall be signed by the BDO or an officer of equivalent rank. Release of every amount should be authorized in the meeting of the Intermediate Level Panchayat.

5.14.3 Stream -II However, in case of village panchayats the cheque shall be signed by the Head of Panchayat alongwith another person who has been specially authorized by the village panchayat by a Resolution. The other person must be a member of the village panchayat or Secretary of the panchayat. Payment of every amount should be authorized in the meeting of village panchayat and the Gram Sabha should be informed about it in the following meeting .

Drawals for any other purpose shall not be authorized.

5.15 Utilization of Savings

Savings under the first & Second stream of the SGRY at the Central level of funds/foodgrains from the allocation of a State/UT can be reallocated by the Ministry to better performing Districts. Such savings which cannot be absorbed within the State can be reallocated by the Ministry to better performing Districts according to the guidelines of the Ministry of Rural Development.

5.16 Miscellaneous points

5.16.1 Ban on Contractors

The programme will be implemented departmentally only. Contractors are not permitted to be engaged for execution of any of the works under the programme. No middleman or any other intermediate agency should be employed for executing works under the programme. The full benefit of wages to be paid should reach the workers and the cost of the works should not involve any commission charges payable to such contractors, middlemen, or intermediate agency.

5.16.2 Muster Rolls

Muster rolls shall be maintained for every work separately, showing the details of wages paid to workers and foodgrains distributed. The muster rolls for all works should have entries showing the number and details of scheduled Castes/Scheduled Tribes/Women and others who have been provided employment. Those responsible for

the preparation of muster rolls should be responsible for these entries also. To prevent non-payment or under payment of wages or any manipulation, muster rolls should be maintained in stitched forms and all its pages must be numbered.

Muster rolls shall be made available for public on demand. However, for works taken up by the Village Panchayats under SGRY, muster rolls' copies duly certified by the Panchayat Sarpanch shall be placed before every Gram Sabha.

5.16.3 Records of the Assets Created

Each District, Block and Village Panchayat shall maintain complete inventory of the assets created under the programme giving details of the date of the start and the date of completion of the project, cost involved, benefits obtained, employment generated and other relevant particulars. Signboards should be displayed near the works giving these details. Photographic record of the work may also be kept of the various stage of implementation before start, during implementation and after completion.

5.16.4 Audit of Works

Both physical and financial audit of the works under the scheme are compulsory. This must be carried out at the end of the financial year by each district. The audit will be done either by Local Fund Auditors or by the Chartered Accountants listed in the panel of the State Government or AGs of the State or C&AG. The audit report together with action taken on the auditor's observations shall be furnished at the time second instalment of funds for the next financial year.

5.16.5 Social Audit

Immediately on finalization of works of the programme Zilla Parishad/DRDAs shall publicise and inform Gram Panchayats details of works to ensure transparency, accountability and social control. Gram Panchayats should place these details before the respective Gram Sabhas.

As regards Village Panchayats meetings of the Gram Sabha shall be held every quarter at a fixed date, time and place to consider the issues regarding the planning, execution, monitoring and supervision. These meetings shall be open to all members of the village community, who shall be free to raise any issue regarding implementation of the Yojana. The Gram Sabha should also be kept informed about the progress of the implementation of the scheme and all other related issues.

CHAPTER VI

PLANNING, WORKS AND EXECUTION

6.1 Annual Action Plan

6.1.1 Each Zilla Parishad/DRDA, Intermediate Level and Village Panchayat shall independently prepare and approve, before the beginning of each financial year, an Annual Action Plan equivalent in value of about 125 per cent of its share of funds allocated in the preceding year. No work can be taken up unless it forms part of the Annual Action Plan. The exercise of approval of Annual Action Plan should be completed by the end of February of the preceding financial year.

6.1.2 To ensure meaningful utilization of resources under the S.G.R.Y, routine division of resources among the wards of the Gram Panchayat and among the Constituencies of the Panchayat Samiti and of the Zilla Parishad is prohibited. Works included in the Annual Action Plan should be need based and properly prioritized. Looking to the priorities of works and the availability of resources only that many works should be taken up which can be completed within a year and in exceptional circumstances in a maximum period of two years.

6.1.3 While preparing the Annual Action Plan, completion of the incomplete works including those of the EAS/JGSY should be given priority over the taking up of new works. No work shall be taken up which cannot be completed in one year or at the most within two financial years.

6.1.4 As soon as the Annual Plan is finalized, the Zilla Parishads/DRDA and Intermediate Level Panchayats shall inform the concerned Gram Panchayats about the works selected for their areas.

6.1.5 Works to be taken up by ZPs/DRDA and Intermediate Panchayats should be labour intensive. Works requiring larger component of materials like cement, steel etc. should not be sanctioned unless the excess cost on material component is provided from other sectoral programme funds.

6.1.6 The Annual Action Plan prepared by the Village Panchayat should be thoroughly discussed in the meeting of the Gram Sabha. Similarly, the Annual Action Plan prepared by the ZPz/DRDAs and Intermediate Level Panchayats should be thoroughly discussed in their respective General Bodies. The Gram Sabha in respect of Village Panchayats and the Generaly Bodies in respect of ZPs/DRDA and Intermediate Level Panchayats shall approve the Annual Action Plan. The approved Annual Action Plan should be intimated to the Panchayat Samiti and ZP/DRDA.

6.1.7 All works proposed to be dovetailed with State and/or other schemes should be included in the Annual Action Plan. In that case the cash component shall be met fully from those schemes and the corresponding foodgrain component from SGRY.

6.2 Administrative Sanction

The administrative sanction for the works under the Annual Action Plan will be given by the competent authority as decided by the State/UT.

6.3 Technical Sanction

The technical sanction would be accorded as per rules of the State Government/Union Territories.

6.4 Coordination and Supervision of Works

The Zilla Parishad/DRDA would be responsible for the overall coordination and supervision of the works. Subject to overall control of the ZP/DRDA, the Panchayat Samities shall exercise supervision of the works taken up with the Panchayat Samiti component.

6.5 Works to be taken up under the First Stream of SGRY

6.5.1 In formulating the Annual Action Plan and while taking up the works, Zilla Parishads/DRDAs & Panchayat Samitis shall give priority to the works of soil and moisture conservation, minor irrigation, rejuvenation of drinking water sources and augmentation of ground water, traditional water harvesting structures, desiltation of village tanks/ponds etc. and such other schemes of individual nature which are necessary for Watershed development. However, since the nature of works is required to be such that they could be completed in one or two years, watershed development projects requiring commitment for a large period shall not be taken up. Other priority works may be construction of rural link roads, farm roads linking agricultural fields, drainage works and afforestation. Other than these, they should essentially take up works that result in creation of durable socio-economic assets such as schools, kitchen sheds for schools, dispensaries, community centers, Panchayat Ghars, development of hats (markets) etc.

However, while taking up these works, the Implementing Agencies may take into consideration the facilities being created under basic Minimum Services and other Centrally Sponsored Schemes or State Government's schemes.

6.5.2 While there is no ceiling on the cost of works to be taken up, their size and cost and nature should be such that they may be completed within a period of one year and in exceptional situations within a period of maximum two years. The works taken up must be kept within the overall Annual Action Plan (As per Para 6.4). The following works shall not be taken under the programme:

- (a) Building for religious purposes such as temple, mosque, gurudwara, church etc.
- (b) Monuments, Memorials, Statue, Idols, Arch Gate/Welcome Gate.
- (c) Bridges.
- (d) Building for higher secondary schools.
- (e) Building for colleges.
- (f) Black topping of roads.

6.5.3 Works taken up under the programme should be of a durable nature and should meet technical standards and specifications, if any, for the concerned work/area.

6.5.4 Efforts should be made to utilise local materials and cost effective technology developed by various institutions.

6.5.5 The items of work approved by the Intermediate Level Panchayat for their share of funds in the manner prescribed above shall not be changed at the Zilla Parishad /DRDA.

6.5.6 In order to facilitate the technical scrutiny of the works, authorities at the Zilla Parishad/DRDA level may prepare and approve standard designs and cost estimates of those items of works which are common in nature.

6.6 Execution under First Stream

Implementing Authority

6.6.1 The Zilla Parishad/DRDA shall be the "Implementing Authority" for its share of resources released to the Zilla Parishad (ZPs)/DRDA and the Intermediate Level Panchayats (IPS) shall be the Implementing Authority for its share of resources released by the Zilla Parishad/DRDA. The ZPs/DRDAs and Intermediate Level Panchayats would be responsible for approval of Annual Action Plan for their respective share of resources and entrusting works to executing agencies.

6.6.2 The Zilla Parishad/DRDA shall be responsible for overall supervision and coordination of works and furnishing of necessary reports to the State and Central Governments.

6.7 Executing Agencies

6.7.1 The Executing agencies of the First Stream of SGRY within a District can be any line department, corporation of the State Government, Panchayati Raj Institutions (PRIs) at all three levels or well reputed NGOs as approved by the Zilla Parishad/DRDA.

6.7.2 It shall be the duty of the head of each executing agency in the District to scrupulously ensure the implementation of the works allotted by the Zilla Paishads/DRDA and Intermediate Level Panchayats. All executing agencies shall be responsible to the Zilla Parishad/DRDA/Panchayat Samiti for the proper maintenance of accounts of the expenditure incurred, measurement of physical work done, payment of wages to labour, submission of periodical statements of attendance, details of work and accounts for all works entrusted to them under the first stream of the SGRY.

6.7.3 The executing agencies may utilize one person from among the beneficiaries group as animator/leader/facilitator in maintenance of muster rolls, payment of wages, monitoring of quality of works etc. Such animator/leader/facilitator can be paid wages applicable to the skilled workers. If the animator/leader/facilitator is not from among the beneficiaries (one of the labour working on the scheme) then the executing agencies would be responsible for supervision, maintenance of muster rolls, payment of wages etc.

6.8 Maintenance of Employment Register Under First Stream

6.8.1 Each Panchayat Samiti for its Samiti area shall maintain an Employment register for the works under the Panchayat Samiti component which would contain the details of number of persons employed including the number of SC/ST, gender of the workers and number of mandays generated for each work under the First Stream of the SGRY. This information should be based on the Muster Rolls which is maintained work-wise. This register would be open to the public for scrutiny. Copies of this register shall be made available to public on demand, after charging a small fee if necessary. The State/UT shall fix the fee. Display board should be put on the work site giving details of the work. Photographs of the works at various stages may also be kept.

6.8.2 The Zilla Parishad/DRDA shall similarly maintain the Employment register for the entire district for its own component.

6.9 Works to be taken up under second stream of SGRY

6.9.1 All works that result in the creation of durable productive community assets can be taken up under the programme as per the felt needs of the area/people by the Village Panchayat.

6.9.2 Priority shall be given in the following order:

- (a) Infrastructure support for Swarnjayanti Gram Swarozgar Yojana (SGSY).
- (b) Infrastructure required for supporting agricultural activities in the Village Panchayat.
- (c) Community infrastructure for education(including kitchen sheds), health and internal as well as link roads (roads linking the village to the main road, even if it falls outside the Panchayat area is allowed to be constructed.
- (d) Other socio -economic community assets.
- (e) Desiltation, renovation of traditional village tanks/ponds.

6.9.3 While creating rural infrastructure, emphasis should be given on labour intensive works. Purely material oriented works are not to be taken up. It should be seen to it that works are sustainable and cost effective.

6.9.4 While there is no ceiling on the cost of works to be taken up under the programme, only such works should generally be taken up whose size and cost and nature are such that they are capable of being implemented at the local level and do not involve high level of technical inputs, etc. The works taken up must be kept within the overall Annual Action Plan. The following works shall not be taken up under the programme.

- (i) Buildings for religious purposes such as temple, mosque, gurudwara, church etc.
- (ii) Monuments, Memorials, Statue, Idols, Arch Gate/Welcome Gate.
- (iii) Bridges. (except culverts, small bridges on local "nalas" small streams).
- (iv) Building for higher secondary schools.
- (v) Building for colleges.

6.9.5 Works taken up under the programme should be of durable nature and should meet technical standards and specifications, if any, for the concerned work/area. The village Panchayats may also take technical advice from the block officials or from reputed NGOs in the area, if needed.

6.9.6 Use of low cost technology and local materials shall be encouraged.

6.9.7 While fixing technical specifications, efforts should be made to utilize, to the maximum extent, local materials and low cost technology development by various institutions.

6.9.8 The items of works approved by the Village Panchayat/Gram Sabha in the manner prescribed above shall not be allowed to be changed either at the block or the district level.

6.9.9 In order to facilitate the technical scrutiny of the Plan of Action of the Village Panchayat, the authorities at the DRDA/ZP may prepare and approve standard designs and cost estimates of those items of works which are generally taken up by the Village Panchayats. It will help in quicker preparation of the Plan of Action by the Village Panchayats and also quicker approval by the Gram Sabha.

6.10 Execution under Second Stream

Implementing Agencies of Second Stream

6.10.1 The programme will be implemented through the Village Panchayats, who will be responsible for planning and execution of the Yojana. The technical supervision will be the responsibility of the DRDAs/ZPs. Execution of works can be entrusted to well established Self Help Groups under the Swaranajayanti Gramin Swarozgar Yojana (SGSY)

6.10.2 Forest Departments in the district will implemented the programmes in forest villages in consultation with the people of the concerned forest villages keeping in view of the SGRY guidelines and Forest (Conservation) Act, 1980, as amended from time to time.

6.10.3 At the village level, the entire work relating to co-ordination, review, supervision and monitoring of the programme will be the responsibility of the Village Panchayat.

6.10.4 At the district level, the DRDAs/Zilla Parishads and at the intermediate level the Panchayat Samities will have overall responsibility for guidance, co-ordination, supervision, periodical reporting and monitoring the implementation of the programme. The DRDAs/Zilla Parishads will also be accountable to the State Government to ensure that the returns/reports in respect of the works taken up for execution in the district are furnished in time.

6.10.5 The Panchayats will execute the work. The Panchayats will have the power to execute works/schemes upto Rs.1,00,000/- with the approval of Gram Sabha. No other administrative or technical approval will be necessary. Preparation of cost-estimates for work/schemes up to Rs.1,00,000/- will be the sole responsibility of the Gram Panchayats. But the Gram Panchayat should get the estimates of works prepared by technically qualified people and check measurement of work done with reference to estimates prior to payment. However, for works/schemes costing more than Rs.1,00,000/- after taking approval of the Gram Sabha, the Gram Panchayat shall seek the technical/ administrative approval of appropriate authorities.

6.10.6 In case of shortage of technical staff or otherwise, it shall be permissible for the Village Panchayat to have the projects technically appraised by even private technically qualified people. State Government should lay down norms for employment of such private technical qualified staff.

CHAPTER –VII

MONITORING AND EVALUATION

7. Monitoring and Evaluation of the Programme

7.1 Monitoring

7.1.1 Vigilance & Monitoring Committees at the State, District & Panchayat Samiti level constituted for overseeing the various programmes of the Ministry of Rural Development will also be responsible to monitor the implementation of the works under the first & second streams of the SGRY.

7.1.2 Schedule For Inspection of Works – For effective implementation of the programme, the officers at the District, Sub-Division and Panchayat Samiti levels must closely monitor all aspects of the programme through visits to work sites in the interior areas. A schedule of inspection, which prescribes the minimum number of field visits for each supervisory level functionaries from District to Panchayat Samiti level, should be drawn up by the Zilla Parishads/DRDAs, and strictly adhered to. A copy of the inspection schedule drawn should be sent to State and Central Governments for information.

7.1.3 The officers dealing with the SGRY at the State headquarters shall visit Districts regularly and ascertain through field visits that the programme is being implemented satisfactorily and that execution of works is in accordance with the prescribed procedures and specifications.

7.1.4 During the course of inspection, if any official comes across any irregularities, he/she should immediately bring it to the notice of the CEO, Zilla Parishad and the Project Director, DRDA so that appropriate action is taken.

7.2 REPORTS AND RETURNS

7.2.1 It shall be open to the Central Government to prescribe reporting formats for Monthly and Annual Reports. The State may, if it so desires, call for such additional information in such formats, as it may deem fit. The DRDAs/ZPs will also be accountable to the State Government to ensure that the returns/reports in respect of the works taken up for execution under both the streams of the SGRY in the Districts are furnished in time.

7.2.2 The following reports and returns will be submitted to the State/UTs by the Zilla Parishads/DRDAs:-

- (i) **A Monthly Progress Report** to be furnished in **Proforma –I** for both the streams separately by the 10th of every succeeding month as per **Annexure-IV**.
- (ii) A detailed **Annual Report** to be submitted for both the streams separately by 25th April of the succeeding year. **Proforma –II** will be used for this purpose as per **Annexure-V**.

7.2.3 The State Government will consolidate these reports and returns received from the Districts and furnish the same to the Central Government, by the 25th of every succeeding month.

7.2.4 The reports would enable the authorities both at the Centre and the State/UT level to monitor the progress of the programme and to keep a close watch on the wage

employment generated and quality of infrastructure created. It will also help the Government to take mid -course corrections.

7.2.5 The Central Government may develop a computerized information system for reporting under the SGRY. All implementing agencies, Zilla Parishads/DRDAs shall follow the prescribed system.

7.3 Evaluation

7.3.1 The States/UTs should conduct periodical evaluation studies on the implementation of the programme.

7.3.2 Evaluation studies may be given to the reputed institutions and organizations, on issues meriting detailed studies. These studies may be initiated by the Centre as well as the States/UTs. Copies of the evaluation studies conducted by the State should be furnished to the Central Government.

7.3.3 Remedial action shall be taken by the States/UTs on the basis of the observations made in these evaluation studies.

7.3.4 The Zilla Parishad/DRDA may also conduct studies from time to time. The Zilla Parishad/DRDA shall report the outcome of the studies to the State Government and the Central Government from time to time.

CHAPTER-VIII

CONVERGENCE WITH THE OTHER PROGRAMMES

8. Contributions by the Village Community

8.1 The village Community may be encouraged to contribute either physically or financially for the development of rural infrastructure. The PRIs may, subject to relevant laws, even raise additional resources through appropriate cess/tax to ensure people's participation by inculcating in them the feeling of community ownership.

8.2 Acceptance of Donations

8.2.1 The Panchayati Raj Institutions may accept donations from charitable institutions, NGOs, NRIs and individuals either to expand the programme or to ensure the durability of the assets requiring funds. These funds should be treated as additional and dovetailed with the SGRY funds to complete the works.

8.3 Convergence/Dovetailing with other programmes

8.3.1 Funds available from other sources like market committees, co-operatives, NGOs, NRIs and other institutions could also be dovetailed with the SGRY funds for similar purposes. The funds available with the PRIs from other sources such as National Finance Commission, State Finance Commission, State Departments, other Central and Centrally Sponsored Schemes, etc. can also be dovetailed for construction of durable community assets/works. However, SGRY funds should not be used as a substitute for Departmental Plan funds of different Departments and agencies. Funds from other programmes for the works permissible under the SGRY can be dovetailed with SGRY funds and not vice versa. Such works are required to be part of the Annual Action Plan.

8.3.2 If the State Governments are unable to utilize entire foodgrains with the cash component available under the SGRY, the balance of foodgrains can be utilized by dovetailing the cash component from their State Sector Schemes. However, the mandays generated under such circumstances will be the part of the SGRY Scheme and the same should be reflected in their Annual and Monthly Progress Reports and Annual Action Plans should be prepared keeping in view the above factors.

CHAPTER – IX
MISCELLANEOUS

9. Provision of facilities at the Work-Sites

9.1 Wherever required, arrangement for providing facilities like drinking water, rest sheds for the workers and crèches for the children coming with working mothers should be made. Expenditure involved for providing these facilities should be met out of the non-wage component under the programme.

9.2 Rural Standard Schedule of Rates

9.2.1 The State Secretaries should evolve and publish “Rural Standard Schedule of Rates” to eliminate the role of contractors.

9.3 Redressal of Grievances

9.3.1 If there are any grievances with regard to the implementation of the SGRY by the implementing agencies including proper payment of wages, representation can be made to the CEO, ZP, DRDA or the Block Development Officer. It will be the responsibility of these functionaries to enquire into the representation and redress the grievances in an appropriate manner.

CHAPTER - X

SPECIAL COMPONENT

10.1 There will be a Special Component of the SGRY for augmenting food security through additional wage employment in the calamity affected rural areas after due notification by the State Government and its acceptance by the Ministry of Agriculture. A certain percentage of the allotted foodgrains under the SGRY will be reserved for this purpose.

10.2 Foodgrains under the Special Component can be used in any Scheme of the Central or State Government being implemented for generation of wage employment in the District affected by a natural calamity and duly notified as such. The cash component of the wages and the material cost will be met from the Scheme under which the sub-component will be used.

10.3 For foodgrains to be provided to the State free of cost under the Special Component, Ministry of Agriculture, after obtaining district-wise proposals from the State Government concerned, will scrutinize a proposal and recommend the quantity to be authorized for release to the Department of Rural Development. Accordingly the Department of Rural Development will authorize the Department of Food and Public Distribution for releasing foodgrains district-wise. Any additional demand will have to be accompanied by the certificate that the 75% of the released foodgrains has been lifted and that 60% of the lifted foodgrains has been utilised. The Department of Food and Public Distribution will duly send an appropriate advice to Food Corporation of India (FCI) to release foodgrains at the District Headquarters from its existing depots under intimation to the Ministry of Rural Development as well as the Ministry of Agriculture and to the State Government.

10.4 FCI will release foodgrains without insisting on prepayment from the Collector/DRDA for lifting the required quantity of foodgrains within the district-wise release by the Department of Food and Public Distribution.

10.5 MORD will make payment to FCI directly against the lifting of foodgrains by the State on submission of bills by FCI to the Ministry duly verified by the Collector/Relief Commissioner and the SRM/DM indicating the quantity of foodgrains allotted and lifted.

10.6 Keeping in view the need to immediately respond to the exigencies of the situation, all the works to be taken up under this Programme will however be decided by the District Committee formed for this purpose under the Chairmanship of the District Collector.

10.7 The works for the Special Component will be executed in accordance with the Guidelines of that Scheme under which they are taken up. In other words, there will be no relaxation in the product output.

10.8 Signboards should be displayed at the work site giving the details of the cost of the work, date of completion, funds and foodgrains actually utilized, name of the Implementing Agency etc.

10.9 The assets created under the Programme would be maintained by the State Governments or any agency to be designated by them. No funds will be provided by the Union Government for their maintenance.

10.10 The provision under each respective scheme relating to Supervision and monitoring will continue to be applicable. The State Government shall issue necessary

Guidelines designating appropriate authorities and detailing procedures to oversee the receipt, storage, transport and distribution of foodgrains under the Special Component.

10.11 The Relief Commissioner/Collector/DRDA of the State will submit the utilisation certificate to MORD and to Department of Agriculture & Cooperation (DOAC) . They will also submit the monthly progress report indicating the foodgrains allocated and utilized, works completed/uncompleted, mandays generated (district-wise/scheme-wise) under the Special Component by the 10th of every month. The **proforma - III** will be used for this purpose as per **Annexure - VI** .

10.12 The Schemes in which the Special Component is used will continue to be monitored by the respective agencies which will also indicate the additionality of assets created on account of the additionality in terms of foodgrains.

10.13 The District Collector being the Chairperson of the District Relief Committee will be in over all charge for the purpose of supply of foodgrains and the need for additional employment generation under different Schemes in the calamity affected areas of the district.

10.14 For fixing price of foodgrains for distribution, transportation of foodgrains, wage payment, quality of foodgrains, the SGRY Guidelines are to be followed.