

# **SPECIAL RURAL WORKS PROGRAMME (SRWP)**

## **ORDERS BY THE GOVERNOR**

**No. CDD.81/91/39 Dated : Shillong, the 18<sup>th</sup> July 1991.**

### **COMPREHENSIVE GUIDELINES FOR THE FORMULATION, APPROVAL, SANCTION AND IMPLEMENTATION OF SCHEMES UNDER THE SPECIAL RURAL WORKS PROGRAMME.**

**1:0** Where as the Government of Meghalaya have introduced a new programme under the name and style of "Special Rural Works Programme" during the year 1990-91, for implementation of development 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 channelising a certain percentage of the rural component of the annual State Plan outlay of development 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 excluding Urban Assembly Constituencies;

Provided the partly rural and partly urban Assembly Constituencies are being allocated 50% of the amount allocated for purely rural Assembly Constituencies;

**1:4** Whereas the allocated funds 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 SCHEMES**

**2:1** The Deputy Commissioner of the concerned District will intimate the concerned Member(s) representing Assembly Constituencies which wholly and mostly falls within the District, of the amount allocated for each such Constituency for 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.

Provided that the scheme submitted clearly indicates -

(a) the material components and cost thereof;

(b) transportation cost, if any;

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

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 concerned Deputy Commissioner shall obtain schemes for such amount for the constituency of such MLA from the Chairman, District Planning and Development Council of the concerned District, within such further time as may be prescribed.

**2:2** Where an MLA requests 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 or his Subordinate Engineer.

**2:3** The Deputy Commissioner will collate the SRWP schemes of his District, as received from concerned MLA's and submit the same to the Director, Community & Rural Development Department, Government of Meghalaya, Shillong every year within such time as may be prescribed.

### **3:0 APPROVAL OF SRWP SCHEMES**

**3:1** The SRWP schemes received from the different districts shall be summarised by Director, C & R.D. Department and placed before the State Level Committee for SRWP. Such Committee has been constituted with the Chief Minister as Chairman, Minister incharge of Finance, Planning and Community & Rural Development, the Chairman of District Planning & Development Councils, the Deputy Commissioners and the Special Secretary, Community & Rural Development as Members', with Director, C & R.D. as Member Secretary.

**3:2** The State Level Committee: -

- (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 Director, Community & Rural Development Department shall communicate the SRWP schemes approved by the State Level Committee to the Deputy Commissioners concerned, for implementation through the Block Development Officers.

### **4:0 SANCTIONS OF SRWP SCHEMES**

**4:1** The SRWP schemes for each Assembly Constituency shall be sanctioned by the concerned Deputy Commissioner in exercise of authority under the Delegation of Financial Power Rules, 1981 as amended up to date.

**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, DT. 22.2.91, subject to the following conditions: -

- (i) Subject to Budget provision:

- (ii) Scheme should be in accordance with the approval accorded by a Special Committee set up at the State Level.
- (iii) Schemes should be in compliance with the general instructions of Planning and Finance Departments.

In case of any deviation, the matter should be referred to C & R.D. Department, who should consult the Planning and Finance Departments.

**4:3** Deputy Commissioners will sanction only those schemes under SRWP which have been approved by the Special State Level Committee. Further technical plans or estimates will not be required for sanctioning such schemes, except for those schemes which relate to 'Construction of Bridges' and 'Construction of Buildings' on which the financial outlay exceed Rupees One lakh on any one such schemes.

**4:4** Deputy Commissioners may sanction the scheme under SRWP for 'construction of Bridges' or for 'construction of Building', which have an outlay exceeding Rupees One lakh on any one such scheme, on the basis of technical plans and estimates prepared by the 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, dt. directed all Additional Chief Engineers, Superintending Engineers, Executive Engineer etc., to render such assistance as may be required for such purpose by the concerned Deputy Commissioner. The required technical assistance may therefore be obtained by BDOs with the assistance of the concerned Deputy Commissioner.

## **5:0 RELEASE OF FUND**

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

**5:2** The Block Development Officer shall release such amount as FIRST INSTALLMENT to the beneficiary - organisation of the sanctioned scheme 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 installment, certifying that the amount has been fully utilised for the purpose for which sanctioned.

**5:3** On the receipt of such Utilisation Certificate, it 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 countersigned the Utilisation Certificate and submit 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 installment, the BDO shall cause the Utilisation Certificate to be verified by himself or by his Subordinate Engineer. If satisfied that the Utilisation Certificate is correct and factual and that the sanctioned 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. If the BDO is not satisfied with the veracity of the Utilisation Certificate he will direct the beneficiary-organisation to complete implementation of the sanction SRWP scheme, according to the terms of the sanction and ensure compliance with such direction. Provided that a beneficiary-organisation which fails to complete the work in terms of the sanction will be debarred from consideration for future grants, besides other admissible penal action.

## **6:0 IMPLEMENTATION**

**6:1** The SRWP schemes shall be directly implemented by the beneficiary-organisation. No contractor(s) shall be engaged either by the Deputy Commissioner of the BDO or the beneficiary-organisation for implementation of SRWP schemes.

**6:2** The Deputy Commissioners shall ensure that technical guidance as may be required by the beneficiary-organisation 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 PROGRESS OF IMPLEMENTATION**

**7:1** The Block Development Officer shall submit a monthly "Progress Report" in the prescribed proforma, on the progress of implementation of each SRWP scheme within the Block to the concerned Deputy Commissioner within the 5th of the month.

**7:2** The Deputy Commissioner shall cause a "Consolidated Report" of the progress of implementation of SRWP schemes in each District to be submitted to the Director, C & R.D. Department, within the 7th of the month.

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

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

**7:5** These order takes immediate effect, superceding the earlier instructions or guidelines issued for the implementation of the SRWP and shall remain in force until further orders.

These orders issue with the concurrence of Planning Department vide their No.PLR.52/91/98, DT. 10.7.91 and the concurrence of Finance Department vide their U/O NO.FC.II.92/91, dt. 15.7.91.

*Sd/-  
P. J. Bazeley,  
Special Secretary to the Govt. of Meghalaya,  
Community & Rural Development Department.*

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**ORDER BY THE GOVERNOR**  
**NO.CDD.2/92/189, Dated Shillong, the 20th October, 1994 .**

The Comprehensive Guidelines for formulation, approval, and implementation of the Special Rural Works Programme vide this Department's Office Memorandum NO.CDD.81/91/39 Dt. 18.7.91 stands amended as follows :-

1. Insert the words "/local managing committee" after the word 'beneficiary - organisation' wherever appearing in paras 5:2, 5:5, 5:6 and 6:2.

2. Insert the word "/committee" after the word 'organisation' appearing in the fifth line of the para 5:2.

3. Insert the following as new sub-paras after the para 5:2 :-

**5:2:1** 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.

**5:2:2** 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 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.

**5:2:3** The Secretary shall produce all relevant books, records to audit party or any authority as and when asked for.

4. Delete the existing entries under para 6:1 and insert the following :-

The SRWP schemes shall be directly implemented by the beneficiary - organisation/local managing committee to be recommended by the MLA concerned and the Utilisation Certificate (s) 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 or 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 are in existence within a specified area, the MLA concerned should

recommend only one such Committee/Organisation for the purpose. No contractor(s) shall be engaged either by the Deputy Commissioner or the BDO or the beneficiary - organisation/local managing committee for implementation of the schemes.

5. Insert the following new paras 7:5 and 7:6 respectively after para 7:4:

**7:5** 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 Managing Committee / Beneficiary - Organisation, BDO including the Director of C & R.D. 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 of Community & Rural Development, C & R.D. Department, Finance Department, the concerned MLA, Deputy Commissioner, BDO and the designated Official of the Local Managing Committee/Beneficiary - Organisation.

**7:6** 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 Department under intimation to Community & Rural Development Department immediately the financial year is over.

6. Consequent upon the above amendment, the existing para 7:5 stands renumbered as para 7:7.

7. This order shall come into force with immediate effect.

*Sd/*  
**P. S. Thangkhiew,**  
**Secretary to the Govt. of Meghalaya,**  
**Community & Rural Development Department.**

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**ORDER BY THE GOVERNOR**  
**Dated: Shillong, the 4<sup>th</sup> March, 1996**

No.CDD.272/91/381 - The comprehensive guidelines for formulation, approval, sanction and implementation of the Special Rural Works Programme issued vide this Department's Office Memorandum No.CDD.81/91/89, dated 18<sup>th</sup> July, 1991 stands amended as follows :-

Delete the existing entries under Para 3:1 and insert the following.

The SRWP Schemes received from the different Districts shall be summarized by the Director of Community & Rural Development and placed before the State Level Committee for SRWP. Such Committee has been constituted with the Chief Minister as Chairman, the Minister In-Charge of Finance, Planning and C & R.D., Home, P.H.E., P.W.D., Forest & Environment, Education, Agriculture and Sports and Youth Affairs Department, the Chief Secretary and the Principal Secretaries/Commissioner & Secretaries/Secretaries In-Charge of Finance, Planning & Community & Rural Development Department as Members, with Director of C & R.D., as Member Secretary.

This order shall come into force with immediate effect.

*J. Tayeng,  
Principal Secretary to the Govt. of Meghalaya,  
Community & Rural Development Department.*

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**ORDER BY THE GOVERNOR**

**No.CDD.138/95/91,**

**Dated Shillong, the 9<sup>th</sup> August, 1999**

The comprehensive guidelines for formulation, approval, sanction and implementation of the Special Rural Works Programme issued vide this Department's Office Memorandum No.CDD.81/91/39, dated 18.7.91 stands amended as follows:-

1. Insert the following as a new para as para 5:7 after para 5:6.

Notwithstanding anything contained in para 5.1 or subsequent paras in the cases of schemes involving the amount of rupees then thousand 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 Certificate thereof shall be submitted within a period of four months from the date of receipt of the amounts by the.

“Provided that the Deputy Commissioners shall release amount (s) not exceeding one lakh a time per Assembly Constituency to the Block Development Officers.”

“Provided further that in these schemes where one time payment is involved, like purchase of Ambulance, Medical equipments etc. the State Level Committee while considering the schemes will specifically allow one time disbursement and in such cases the Utilisation Certificate supported by relevant documents shall in normal circumstances be submitted within six months from the date of receipt of such released amounts by the beneficiary organizations.”

2. This order shall come into force with immediate effect.

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

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