

***Sampoorna Grameen  
Rozgar Yojana  
(S G R Y)***

***Guidelines***

***[Effective from 01.04.2004]***



***Government of India  
Ministry of Rural Development  
(Department of Rural Development)  
Krishi Bhawan  
New Delhi-110001***

# **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 to bring 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, an ambitious New Scheme with an annual outlay of Rs.10,000 crores (*in terms of cash and foodgrains*) was launched. 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 Grameen Rozgar Yojana (SGRY) w.e.f 25<sup>th</sup> 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 and supplementary wage employment and thereby provide food security and improve nutritional levels in all rural areas.

##### **(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, the persons affected due to calamities, women, members of Scheduled Castes/Scheduled 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) The Programme will be implemented through the Panchayati Raj Institutions (PRIs).

- (ii) The funds and foodgrains under the SGRY will be available for all the three tiers of Panchayati Raj Institutions (PRIs) i.e. District Panchayats, Intermediate Panchayats and Village Panchayats.
- (iii) The resources among the Village Panchayats, Intermediate Panchayats and District Panchayat in a district will be distributed in the ratio of 50:30:20.
- (iv) 5% of the funds and foodgrains under the Scheme 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.
- (v) The foodgrains allocated to the natural calamity affected States under the Special Component can be used in any Central or State Government Scheme with wage employment potential to meet exigencies arising out of any natural calamity.

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

- (i) 22.5% of the annual allocation (inclusive of foodgrains) allocated both at the level of District and Intermediate Panchayats shall be earmarked for individual/group beneficiary schemes of SC/ST families living below the Poverty Line (BPL).
- (ii) Minimum 50% of the Village Panchayat allocation (inclusive of foodgrains) shall be earmarked for the creation of need based village infrastructure in SC/ST habitations/wards.
- (iii) Efforts would be made to provide 30% of employment opportunities for women under the Programme.

### **1.6 Definition of Panchayats**

- (i) Village Panchayat in these Guidelines means the lowest elected body and includes Village 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 or has not been given functional authority, its share of funds will be passed on to the Administrator/Administrative Committee (*appointed as per provisions of law/Guidelines*), which will be responsible for implementing 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 character where the Panchayat Act is not applicable.
- (iv) Where the duly elected District or Intermediate Panchayat is not in existence or not given functional authority, DRDA at the District level, the Administrator/ Administrative Committee at the Block level (*as per provisions of law/Guidelines*) will be responsible for implementing 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 SGRY. In such a situation at the Village Panchayat level, a Committee of village people including at least one woman and one SC/ST Member shall be responsible for implementing 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 TO BE GIVEN AS PART OF WAGES**

**2.1** Distribution of foodgrains as part of wages under the SGRY 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 utilisation per manday and higher price fixation of foodgrains will result in saving of cash component which may be utilised to meet the material cost for creation of durable community assets.

In the event of non-availability/inadequate availability of foodgrains, wages in kind may be less than 5kg of foodgrains per manday and the remaining portion may be given in cash. In the reverse case of less availability of cash, the wages in cash may be less than 25% and the remaining portion may be given in kind as foodgrains. However, the norm of minimum 5 kg. of foodgrains and minimum of 25% wages in cash should be maintained as far as possible. No additional allocation of cash in lieu of foodgrains will be made by the Central Government.

**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 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 Village 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. DPs/DRDAs will make



necessary arrangements for distribution of foodgrains among the concerned Agencies.

## **2.5 Distribution & Release of Foodgrains**

**(i)** The Ministry of Rural Development (MoRD) will release foodgrains in two instalments to the District Panchayat (DP)/DRDA under intimation to Food Corporation of India (FCI) and the Department of Food & Public Distribution, Government of India. The FCI will send an appropriate advice to the Regional and Designated Depots of FCI for further release of foodgrains to the District Panchayats/DRDAs or to the authorized agencies of the State Government under intimation to the Ministry of Rural Development and the Secretary (RD) of the State Government.

**(ii)** The Ministry 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 DP/DRDA to the Ministry of Rural Development on the basis of statements of quantities of foodgrains allocated, lifted District-wise, signed jointly by the CEO District Panchayat/PD (DRDA) and District Manager, FCI.

**(iii)** At the District level the CEO, DP/PD, DRDA 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.

## **2.6 Procedure for lifting of foodgrains from FCI Depots**

**2.6.1** The DP/DRDA 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. It will be desirable if the DP/DRDA informs the FCI's District office concerned 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 Panchayats and the Village Panchayats will have to be made either by the DPs/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 DPs/DRDAs to ensure that the quality of wheat/common rice supplied to them conforms to 'Fair Average Quality' (FAQ). The concerned officers of the DPs/DRDAs 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 States/UTs concerned. Cash component cannot 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 SGRY shall be paid partly in foodgrains and partly in cash.

**3.2** The wages to be paid under SGRY both for skilled and unskilled labour shall not be less than the minimum Wages fixed by the State authorities.

**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 District Panchayat/Intermediate Panchayat 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 District concerned.

## **CHAPTER – IV**

# **CRITERIA, ALLOCATION AND UTILISATION OF RESOURCES**

### **4. ALLOCATION OF RESOURCES**

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

- (i) Under the Scheme, funds 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 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 to the district.
- (iii) Within the district, while distributing the funds among the Village Panchayat, 60% weightage will be given to the SC/ST population and 40% to the total population of the Village Panchayat.
- (iv) Notwithstanding the above provisions, the allocation to the States/Districts will be subject to the minimum allocation of Rs. 25,000/- to each of those Village Panchayats, which were receiving less than Rs. 25,000/- as on 1.4.2001. If there is any change in the number of Panchayats after 1.4.2001, the allocation of the parent panchayat will be distributed among the bifurcated Panchayats as per the criteria given in **para 4.1 (iii)** above. No additional allocation will be made in such cases.
- (v) Total foodgrains available at the Central level in a given year will be allocated to the States/Districts/Village Panchayats in proportion to their cash component.

#### **4.2 Distribution of funds among District Panchayats/DRDAs, Panchayat Samitis and Village Panchayats**

- (i) **District Panchayats/DRDAs** – 20% of the funds will be reserved at the District level and shall be utilized by the District Panchayats/DRDAs preferably in the areas suffering from endemic labour exodus/areas of

distress, as per the Annual Action Plan approved by the District Panchayats/DRDAs.

- (ii) **Intermediate Panchayats** – 30% of the funds would be allocated among the Intermediate Panchayats. While allocating the funds, equal weightage will be given to the proportion of SC/ST population and of rural population of the respective Intermediate Panchayat areas to those of the Districts. Detailed calculation method is at Annexure-II. The works will be taken as per their own Annual Action Plan approved by the Intermediate Panchayat concerned. However, while selecting the works for inclusion in the Action Plan, preference will be given to the Areas, which are backward, Calamity Prone or face migration of labour.
- (iii) **Village Panchayats** – 50% of funds would be allocated among the Village Panchayats for generation of supplementary wage employment and creation of demand driven community village infrastructure, which includes durable assets to enable the rural poor to increase opportunities for sustained employment. However, it will be ensured that each Village Panchayat receiving less than Rs. 25,000/- will get minimum Rs. 25,000/-, keeping in view, adjusted base level allocation as on 31.3.2002. Thereafter, each year, the allocation to the Village Panchayats will be made in proportion to their previous year allocations. Detailed calculation method is at **Annexure – I**.

#### **4.3 Earmarking and Utilization of Resources at District and Intermediate Panchayats level**

There will be no sectoral earmarking of resources under the SGRY except that the 22.5% of the annual allocation of the District Panchayat and of the Intermediate Panchayats must be spent on individual beneficiary/group schemes for SCs/STs below the poverty line. Diversion of funds meant for SCs/STs to other works is not permitted. If some of the assets required to be provided to SC/ST beneficiaries which do not require utilization of foodgrains, only cash component may be used and foodgrains can be utilized for other general works. However, efforts should be made to utilize both cash and foodgrains.

#### **4.4 Beneficiary Oriented Individual/Group Programmes for SCs/STs**

As indicated in the above Para, 22.5 % of the resources released to the District Panchayat and Intermediate Panchayats shall be used for individual/group works for SCs/STs of BPL category. The illustrative list of such Economic Assets/Works which can be taken up for the benefit of identified individuals/groups 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 including Sanitary Latrines and smokeless chullahs.

Priority should be given to provide economic assets to individual beneficiaries for sustainable livelihood. Assets such as dwelling units with sanitary latrines and smokeless chullahs 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 Earmarking of resources at Village Panchayat Level**

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

### **4.6 Provision for Maintenance of Assets**

The District Panchayats/DRDAs, Intermediate Panchayats and 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 programmes sponsored by the Ministry of Rural Development from time to time within their geographical boundaries.

### **4.7 Provision for Administrative Contingency**

Upto 2% of the respective share of funds released during the year can be spent by the District Panchayats and Intermediate Panchayats on contingency for strengthening of monitoring and coordination. Under the 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. In case the expenditure on contingency exceeds the prescribed limit, Central Share of the excess amount will be deducted from the Second Instalment.

#### **4.8 Provision for training/capacity building under SGRY**

Upto Rupees one lakh can be utilized by the District Panchayats from their annual share of funds for training/ capacity building of officials/non-officials of the PRIs involved in the implementation of the SGRY.

#### **4.9 Unspent Resources of Administrative/Contingent and Maintenance expenditure**

Efforts should be made by the District Panchayats, Intermediate Panchayats and 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 SGRY.

#### **4.10 Criteria and Procedure for Allocation/Release of Resources**

The State and District-wise allocations will be made by the Ministry of Rural Development at the Central level. At the Panchayat level, the District Panchayat/DRDA will make the allocation to each Village Panchayat and Intermediate Panchayat, as per the given criteria. Details of the criteria adopted for allocation of funds amongst the Village Panchayats and the Intermediate Panchayats are given at **Annexure - I & II**.

#### **4.11 Release of Share of Intermediate Panchayats and Village Panchayats by the District Panchayat/DRDA**

The resources to the Intermediate Panchayats and Village Panchayats will be distributed by the DPs/DRDAs within fifteen days of the receipt of the funds 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. In so far as forest villages are concerned, DPs/DRDAs 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 authorities at the District level will utilize these funds and foodgrains to take up works as per felt need of the village community in the forest village through a committee of five members, including at least one member from SC/ST community and a woman.

## CHAPTER – V

### RELEASE OF CENTRAL ASSISTANCE

#### 5. Release of Central Assistance from the Ministry of Rural Development

**5.1** Subject to the fulfillment of the conditions as given below, the Cash Component and Foodgrains Component under the Scheme will be released every year directly to the District Panchayats/DRDAs as follows: -

**5.2 First Instalment of cash component:** The Districts, which obtained the second instalment of funds in the preceding financial year without any condition shall automatically receive the first installment of funds under the SGRY. Other Districts shall have to submit the proposal for the 1<sup>st</sup> instalment with necessary documents as mentioned under Para 5.4 after fulfilling the conditions imposed while releasing the Second Instalment of the previous year.

**5.3** In case of snow bound Districts viz. Kinnaur, Lahaul 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 conditions prescribed under Sub-para 5.4 below.

**5.4 Second Instalment of cash component:** The second instalment of Central assistance will be released on request from the DP/DRDA in the prescribed proforma as per **Annexure-III** 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 (*if the State share has not been released against the first instalment, notional State share will be taken into account for the purpose of calculation of total availability*) and other receipts during the year should have been utilized at the time of submitting the proposal for the second instalment.
- (ii) The opening balance of the District i.e. the aggregate balances with the District Panchayat, Intermediate Panchayats and of the Village Panchayats 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.



- (iii) The State Governments have made sufficient provision in their Budget to match the Central financial assistance.
- (iv) 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 (*i.e. three times the shortfall of State share*) will be deducted from the amount of Central share of the second instalment of the current year.
- (v) 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. The Audit Report should contain a Certificate from the Chartered Accountant that while auditing the district account of the SGRY, he has taken into account the Bank Reconciliation Statement and the accounts of all Implementing Agencies such as block-wise expenditure and that advances have not been treated as actual expenditure etc.
- (vi) Submission of Utilization Certificates of cash component and foodgrains from District Panchayats/DRDAs based on reports received from Intermediate Panchayats and Village Panchayats for the previous year should be submitted in the prescribed Proforma as per **Annexure-IV & V**.
- (vii) Submission of non-diversion and non-embezzlement certificate.
- (viii) Certificate that the District Panchayats, the Intermediate Panchayats and Village Panchayats have duly approved the Annual Action Plan.
- (ix) Certificate by the District Panchayat/DRDA to the effect that Intermediate Panchayats and Village Panchayats have been disbursed the funds as per their entitlement according to these guidelines within 15 days of their receipt in the DP/DRDA from the Central/State Govt.
- (x) All pending progress/monitoring reports should have been sent.
- (xi) Details of expenditure incurred in respect of SC/ST sector i.e. 22.5% resources earmarked at the level of District Panchayat and Intermediate 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 level of Panchayats, proportionate deduction (i.e. 75% of shortfall) will be made from the 2<sup>nd</sup> instalment of Central Share.

(xii) Submission of a statement about the number of inspections conducted by officers at Block, Sub-Divisional, District, Divisional and State-level on the proforma as per **Annexure-VI**.

(xiii) 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, the allocation of next year will be released on fulfillment of the conditions laid down in Para 5.4.

**5.6** Any savings in the annual allocation of funds will be distributed to better performing districts.

**5.7** For the sake of convenience, a checklist for the documents to be furnished alongwith the proposal is given in **Annexure-VII**.

### **5.8 Release of State share to DPs/DRDAs**

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

### **5.9 Release of funds to the Intermediate and Village Panchayats**

**5.9.1** The funds to Intermediate Panchayats and Village Panchayats will be distributed by the DPs/DRDAs within fifteen days of the receipt of the funds from the Central or the State Government, as the case may be. Distribution of Central Share should not wait for matching State share.

**5.9.2** In so far as forest villages are concerned, DPs/DRDAs 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 as per felt need of village community in the forest village through a committee of five members including at least one SC/ST and a woman member.

### **5.10 Diversion of Resources**

Diversion of resources (including foodgrains) from one District to another is not permitted. Similarly, diversion of resources from an Intermediate Panchayat to another Intermediate Panchayat and from one Village Panchayat to another Village Panchayat is not permissible.

### **5.11 Carryover funds not to exceed 15%**

The District, Intermediate Panchayats and Village Panchayats should spend the funds made available to them during the year in which they are made available. If the carryover funds are more than 15% of the funds available during the previous year, a cut will be imposed. The District

Panchayats/DRDAs should ensure that such of the Village Panchayats and Intermediate Panchayats which did not have any excess carryover are not affected by the cut and are given full allocation. The Closing Balance for the year 2003-2004 will be carried forward in the account of the SGRY during 2004-2005 and to be utilized as per the (*revised*) Guidelines for the SGRY.

### **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 District Panchayats/DRDAs/Intermediate Panchayats/Village Panchayats.

### **5.13 Utilization of Interest Earned on Deposits**

The interest amount accrued on the deposits shall be treated as additional resources under the SGRY and should be utilized as per the Guidelines of the Scheme.

### **5.14 Drawal of funds**

**5.14.1** Drawal of funds by the District Panchayats/DRDAs from the SGRY accounts shall only be made either for distribution of funds among the Intermediate Panchayats and the Village Panchayats or for utilization under their share of funds.

**5.14.2 For District and Intermediate Panchayat** – Withdrawal of funds for making payments towards the works undertaken by the Implementing Agencies from the account of the Districts/ Intermediate Panchayats for their share of funds should be drawn through a cheque. In the case of District Panchayat, the cheque shall be signed by CEO/an officer of equivalent rank or jointly by the Chairperson of District Panchayat and CEO/an officer of equivalent rank. In the case of Intermediate Panchayat, the cheque shall be signed by BDO/an officer of equivalent rank or jointly by the Chairperson of Intermediate Panchayat and BDO/an officer of equivalent rank. Necessary orders for cheque signing authority/authorities shall be issued by the State Governments in accordance with the procedure being followed by the State Government concerned or in conformity with the State Panchayati Raj Act. Release of every amount should be authorized in a meeting of the District Panchayat or of the Intermediate Panchayat as the case may be.

**5.14.3 For Village Panchayat** - In case of Village Panchayats, the cheque shall be signed by the Chairperson of Panchayat along with 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.

Drawal of funds for any other purpose shall not be authorized.

### **5.15 Utilization of Savings**

Savings under the SGRY can be reallocated by the Ministry to better performing Districts within the State concerned. However, if such savings cannot be absorbed within the State then the same can be reallocated by the Ministry to better performing Districts of other States.

### **5.16 Release of foodgrains under the SGRY**

#### **5.16.1 Release of First & Second Instalment of foodgrains:**

The Districts, which obtained the second instalment of funds and foodgrains in the preceding financial year without any condition shall automatically receive the first installment of foodgrains under the SGRY. Others shall have to submit the proposal for the 1<sup>st</sup> instalment with necessary documents as mentioned under **Para 5.4** after fulfilling the conditions imposed while releasing the Second Instalment of the previous year. The release of foodgrains will be further subject to the following conditions: -

- (a) The release order for foodgrains will be valid for a period of two financial years including the financial year in which it is issued.
- (b) The districts will be allowed to carry forward the unlifted portion of foodgrains out of the release of the previous year to the next financial year.
- (c) Foodgrains will be released only to those districts which qualify for first instalment of cash component. The cash and foodgrain component will be released together.
- (d) The first instalment of foodgrains will be equal to 75% of the total annual allocation of the district.
- (e) The second instalment will be released after 50% of the foodgrains allocated as first instalment has been lifted and 60% of the lifted foodgrains (including carry-over balance) has been utilised. A reconciled statement of the quantity lifted duly signed by the CEO, District Panchayat/Project Director, DRDA and FCI District Manager should accompany the proposal. Any district which does not become eligible for release of second instalment due to non-lifting of foodgrains for reasons beyond the control of the District Panchayat/DRDA concerned like non-availability of stock in the FCI etc., a certificate to this effect should be obtained from FCI or the Collector of the District or the Secretary, Rural Development of the

State concerned regarding inadequate availability/non-availability of foodgrains and such DRDAs can be considered for release of second instalment of cash and foodgrains together or separately.

- (f) The foodgrains against a release order will be lifted only after the quantity authorized in the earlier orders has been fully lifted.

**5.16.2** 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 prescribed conditions.

## **5.17 Cuts to be imposed on late receipt of proposals**

**5.17.1** The proposal for release of second instalment by the DP/DRDA complete in all respects should be submitted latest by 31<sup>st</sup> December every year.

**5.17.2** 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 complete proposal for release of second instalment under the SGRY. 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.

**5.17.3** Notwithstanding the above provision (*Para 5.17.1*), State should submit the proposal for the second instalment before 15<sup>th</sup> February every year. Acceptance of proposals(*s*) after 15<sup>th</sup> February upto 28<sup>th</sup> 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 is accepted under special circumstances, 30% cut in the allocation will be imposed.

## **5.18 Miscellaneous points**

### **5.18.1 Ban on Contractors and Labour Displacing Machines**

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. The Implementing Agencies are also not allowed to engage Labour Displacing Machines.

### **5.18.2 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 to public on demand. For works taken up by the Village Panchayats, copies of muster rolls duly certified by the Panchayat Sarpanch shall be placed before the Gram Sabha.

### **5.18.3 Records of the Assets Created**

Each District, Intermediate 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.

### **5.18.4 Provision of facilities at the Work-Sites**

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.

### **5.18.5 Rural Standard Schedule of Rates**

The State Secretaries may evolve and publish "Rural Standard Schedule of Rates" to eliminate the role of contractors.

### **5.18.6 Redressal of Grievances**

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, DP/PD, 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.

#### **5.18.7 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. **The audit report together with action taken on the Auditor's observations is required to be submitted alongwith the proposal for release of second instalment of funds. Such Action Taken Note should be authenticated by Auditor.**

#### **5.18.8 Social Audit and Vigilance at grass root level**

- i For every work sanctioned by District Panchayat/Intermediate Panchayat/Village Panchayat, there will be a monitoring committee of the villagers of the area belonging to the locality/village where the work is undertaken to closely monitor the progress and quality while the work is in progress. Every such committee shall have five to nine members who would be nominated from amongst the social workers, retired civil, defence or private sector officers, other retired employees like teachers, well-educated persons and will include an SC/ST and a women's representative. To select the members of the committee and the convenor of the committee from amongst the members, a meeting of the local beneficiaries will be convened by the local representative of the Work Sanctioning Panchayat. The convenor of the committee so selected will conduct its future meetings. The work cannot be started unless the monitoring committee has been formed. This committee would be apprised by the implementing agency about the estimate of the work, time-frame and quality parameters. The final report of the committee would be attached along with the completion certificate of the work and would also be placed in the next meeting of the Gram Sabha of the Panchayat where work has been executed and also before the general assembly of the Intermediate/District Panchayat if the work has been sanctioned by it. The Chief Executive of District Panchayat/Intermediate Panchayat/Secretary of Village Panchayat shall ensure the constitution of such monitoring committees for the works sanctioned by their respective panchayats and to obtain their report before the release of final payment.
- ii Immediately on completion of works under the programme District Panchayat/DRDA and Intermediate Panchayat shall publicise and inform the Village Panchayats concerned details of such works to ensure transparency, accountability and social control. Village

Panchayats should place these details before the respective Gram Sabhas.

- iii As regards Village Panchayats, meetings of the Gram Sabha shall be held every quarter on 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 works under the scheme and all other related issues.



## **CHAPTER VI**

### **PLANNING, WORKS AND EXECUTION**

#### **6.1 Annual Action Plan**

**6.1.1** Each District Panchayat/DRDA, Intermediate 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 utilisation of resources under the SGRY, routine division of resources among the wards of the Village Panchayat and among the Constituencies of the Intermediate Panchayat and of the District Panchayat is prohibited. Works included in the Annual Action Plan should be need based and properly prioritised. **However, it will be ensured that all deserving areas are given a fair treatment in the matter of allocation of resources.** Looking to the priorities of works and the availability of resources, only those works should be taken up which can be completed within a year in exceptional circumstances in a maximum period of two years.

**6.1.3** While preparing the Annual Action Plan, completion of the incomplete works 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** Works to be taken up by DPs/DRDAs 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.

**6.1.5** 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 DPs/DRDAs and Intermediate Panchayats should be thoroughly discussed in their respective General Bodies. The Gram Sabha in respect of Village Panchayats and the General Bodies in respect of DPs/DRDAs and Intermediate Panchayats shall approve the Annual Action Plan.

**6.1.6** As soon as the Annual Plan is finalized, the District Panchayats/DRDAs, Intermediate Panchayats and Village Panchayats should inform the other two levels of Panchayats concerned about the works likely to be taken up from their share of funds as per their Annual Action Plan.

**6.1.7** The consolidated Annual Action Plan consisting of Annual Action Plans of all three levels of Panchayats should be prepared at the level of District Panchayat/DRDA and made available to each of the Intermediate Panchayats.

**6.1.8** 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 District Panchayat/DRDA would be responsible for the overall coordination and supervision of the works. Subject to overall control of the DP/DRDA, the Intermediate Panchayats and Village Panchayats shall exercise supervision of the works taken up with their share of funds or foodgrains.

## **6.5 Works to be taken up under the SGRY by District Panchayat and Intermediate Panchayats**

**6.5.1** In formulating the Annual Action Plan and while taking up the works, District Panchayats/DRDAs and Intermediate Panchayats shall give priority to the works of soil and moisture conservation, minor irrigation, rejuvenation of drinking water sources, 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 haats (*markets*) etc.

However, while taking up these works, the Implementing Agencies may take into consideration the facilities being created under Pradhan Mantri Gramodaya Yojana (PMGY) and other Centrally Sponsored Schemes or State Government's schemes.

**6.5.2** 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.

**6.5.3** Efforts should be made to utilize local materials and cost effective and disaster resistant technology developed by various institutions and as applicable to the area.

**6.5.4** The items of work approved by the Intermediate Panchayat for their share of funds in the manner prescribed above shall not be changed at the level of District Panchayat /DRDA.

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

## **6.6 Works to be taken up at the Village Panchayat Level**

**6.6.1** 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. However, priority shall be given in the following order:

- (a) Infrastructure support for the Swarnjayanti Gram Swarozgar Yojana (SGSY).
- (b) Infrastructure required for supporting agricultural activities in the Village Panchayat area.
- (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*).
- (d) Other socio-economic community assets.
- (e) Desiltation, renovation of traditional village tanks/ponds.

**6.6.2** 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 ensured that sustainable and cost effective works are taken up under the Programme.

## **6.7 Prohibited Works under the SGRY**

**6.7.1** 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 could be completed within a period of one year and in exceptional situations within a maximum period of two years. At the Village Panchayat level, the nature of the work should be

such that they do not involve high-level technical inputs etc. The works taken up must be kept within the overall Annual Action Plan of the Panchayat concerned. The following works shall not be taken up under the programme:

- (a) Buildings for religious purposes such as temples, mosques, gurudwaras, churches etc.
- (b) Monuments, Memorials, Statues, Idols, Arch Gates/Welcome Gates.
- (c) Bridges.
- (d) Buildings for higher secondary/senior secondary schools.
- (e) Buildings for colleges.
- (f) Black topping of roads.

**6.7.2** 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 of the Panchayat concerned.

## **6.8 Implementing Authority**

**6.8.1** The District Panchayat/DRDA shall be the "Implementing Authority" for its share of resources released to the District Panchayat/DRDA. The Intermediate Panchayat concerned shall be the Implementing Authority for its share of resources released by the District Panchayat/DRDA. The DPs/DRDAs and Intermediate Panchayats would be responsible for approval of Annual Action Plan for their respective share of resources and for entrusting works to executing agencies.

**6.8.2** The Village Panchayat concerned will be Implementing Authority for its share of resources and responsible for planning and execution of the Yojana. The technical supervision will be the responsibility of the DPs/DRDAs. Execution of works can also be entrusted to well established Self Help Groups under the Swaranajayanti Gram Swarozgar Yojana (SGSY) by a Village Panchayat.

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

**6.8.4** 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.

**6.8.5** At the district level, the District Panchayats/DRDAs and at the intermediate level, the Intermediate Panchayats will have overall responsibility for guidance, co-ordination, supervision, periodical reporting and monitoring the implementation of the programme. The District Panchayats/DRDAs 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.

**6.8.6** The Village Panchayats will execute the work. The Village 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 in such cases. Preparation of cost-estimates for work/schemes up to Rs.1,00,000/- will be the sole responsibility of the Village Panchayats. But the Village 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 Village Panchayat shall seek the technical/ administrative approval of appropriate authorities.

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

**6.8.8** The District Panchayat/DRDA shall be responsible for overall supervision and coordination of works and furnishing of necessary reports to the State and Central Governments.

## **6.9 Executing Agencies at District Panchayat and Intermediate Panchayat**

**6.9.1** The Executing agencies at the level of District Panchayat and Intermediate Panchayat can be any line department, corporation of the State Government, Panchayati Raj Institutions (PRIs) at all three levels or well-reputed NGOs and well established Self Help Groups as approved by the District Panchayat/DRDA.

**6.9.2** 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 District Panchayat/DRDA and Intermediate Panchayats. All executing agencies shall be responsible to the District Panchayat/DRDA/Intermediate Panchayat concerned, as the case may be, 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 SGRY.

**6.9.3** 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.

## **6.10 Maintenance of Employment Register**

**6.10.1** Each Intermediate Panchayat shall maintain an Employment register for the works being implemented within its jurisdiction under its own component which would contain the details of number of persons employed including the number of SCs/STs, gender of the workers and number of mandays generated for each work under the SGRY. This information should be based on the Muster Rolls to be 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.

**6.10.2** The District Panchayat/DRDA shall similarly maintain the Employment register for the entire district for its own component.

**6.10.3** 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.

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

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

**6.10.6** 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.

**6.10.7** In order to facilitate the technical scrutiny of the Plan of Action of the Village Panchayat, the authorities at the DP/DRDA 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.

# **CHAPTER –VII**

## **MONITORING AND EVALUATION**

### **7. Monitoring and Evaluation of the Programme**

#### **7.1 Monitoring**

**7.1.1** The Rural Development Department of the State Government and the Ministry of Rural Development at the Central level shall monitor the Programme through Monthly and Annual Progress Reports. In addition, the Monitoring and Vigilance Committees at the State and District levels shall also oversee the Programme as per the Guidelines issued by the Ministry of Rural Development.

#### **7.1.2 Schedule For Inspection of Works**

For effective implementation of the Programme, the State Government will ensure that the officers at the State, District, Sub-Divisional and Block levels 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 functionary, shall be drawn up by the State Government and strictly adhered to. The schedule so drawn shall ensure that SGRY works in at least 10% Panchayats are inspected by district-level officers and in 2% Panchayats by the State-level officers. A copy of the inspection schedule so drawn will be sent by the State Government to the Ministry of Rural Development for information. In addition, the State Government should advise the Divisional Commissioners, Collectors, Additional Collectors and Sub-Divisional officers to inspect some works during their field tours.

**7.1.3** The officers dealing with Rural Development/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. The State Government will designate Area Officers for each district of the State and ensure that they undertake regular field visits to the area assigned to them.

**7.1.4** During the course of inspection, if any official comes across any irregularity, he/she should immediately bring it to the notice of the CEO, District Panchayat and the Project Director, DRDA who would then take further appropriate action in the matter.

**7.1.5.** A summary of the number of inspections conducted by District and State-level officers shall be attached with the proposal for release of second instalment of cash component of Central assistance.(Proforma at Annexure-V)



## **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 Government may, if it so desires, call for such additional information in such formats, as it may deem fit. The District Panchayats/DRDAs will also be accountable to the State Government to ensure that the returns/reports in respect of the works taken up for execution under the SGRY in the Districts are furnished in time.

**7.2.2** The following reports and returns will be submitted to the States/UTs by the District Panchayats/DRDAs:-

- (i) **A Monthly Progress Report** to be furnished in **Proforma –I** by the 10<sup>th</sup> of every succeeding month as per **Annexure-VIII**. It will be the responsibility of Intermediate Panchayat to submit consolidated report in respect of Village Panchayats and Intermediate Panchayat of that Panchayat area, by 7<sup>th</sup> of every month.
- (ii) A detailed **Annual Progress Report** to be submitted by 25<sup>th</sup> April of the succeeding year. **Proforma –II** will be used for this purpose as per **Annexure-IX**.

**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 25<sup>th</sup> 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 Governments 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, District Panchayats/DRDAs shall follow the prescribed system.

## **7.3 Evaluation**

**7.3.1** Periodic Evaluation Studies on the implementation of the Programme should be conducted from time to time.

**7.3.2** Evaluation studies may be entrusted 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 any 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 District Panchayat/DRDA may also conduct studies from time to time. The District Panchayat/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 in cash or kind 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 of public assets.

### **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 taken up under the Programme.

### **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 such as Swarnjayanti Gram Swarozgar Yojana (SGSY) 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 SGRY 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**

### **SPECIAL COMPONENT**

**9.1** There will be a Special Component of the SGRY for augmenting food security through additional wage employment in the natural calamity affected rural areas after due notification by the State Government and its acceptance by the Ministry of Agriculture/Home Affairs. A separate allocation of foodgrains will be made to the affected States on the recommendation of the Ministry of Agriculture/Home Affairs.

**9.2** 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.

**9.3** For foodgrains to be provided to the State free of cost under the Special Component, the Ministry of Agriculture/Home Affairs, after obtaining district-wise proposals from the State Government concerned, will scrutinize the proposal and recommend the quantity to be authorised for release to the Department of Rural Development. Accordingly the Department of Rural Development will authorize the Food Corporation of India (FCI) to release the 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 Rural Development 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 Department of Food & Public Distribution as well as the Ministry of Agriculture/Home Affairs and to the State Government.

**9.4** 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 Ministry of Rural Development.

**9.5** The 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 (FCI) indicating the quantity of foodgrains allotted and lifted.

**9.6** 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.

**9.7** 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.

**9.8** 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.

**9.9** 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.

**9.10** 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.

**9.11** The Relief Commissioner/Collector/DRDA of the State will submit the utilisation certificate to the MORD and to Department of Agriculture & Cooperation (DOAC)/Home Affairs. 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 10<sup>th</sup> of every month. The **proforma-III** will be used for this purpose as per **Annexure -X**.

**9.12** 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 under the Special Component of the SGRY.

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

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

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# ***Annexures***