

**Revised**  
**Guidelines**  
**On**  
**MLA Area Development Scheme**



**Planning and Development Department**

**Dispur, Assam.**

**Website : : <http://www.planassam.gov.in>**

**<http://www.planassam.info>**

**Year -- 2013**

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**Tanka Bahadur Rai**



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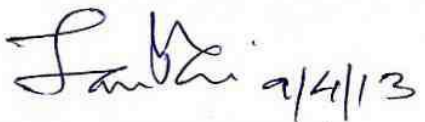
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## **MESSAGE**

It gives me immense pleasure that revised edition of Guidelines on Member of Legislative Assembly Area Development Scheme has been brought out by my Ministry. The scheme started in 1994 has been doing extremely well in creating community assets for betterment of the people at far flung areas also. Based on the performance, achievement and requirement of the scheme the Government has raised the annual allocation of Hon'ble Member of Legislative Assembly from Rs.40.00 lakh to Rs.100.00 lakh from the financial year of 2012-13.

To ensure the MLAADS fund can be spent timely, speedily, effectively and fruitfully throughout the state, the present guidelines have been made broad based enabling the District Administration for smooth implementation and monitoring of the schemes for full satisfaction of the society at large.

I am pleased to release the "Revised Guidelines of MLAADS" which I hope shall be useful for Hon'ble MLAs to take up development activities in much better and effective way.

  
(TANKA BAHADUR RAI)

## REVISED GUIDELINES OF MLAADS - 2013

### **1. Background**

1.1 With a view to intensify the degree of participation of local people and their representatives in the planning process, which is one of the main objectives of decentralized planning, the concept of Members of Legislative Assembly Area Development Fund (MLAAD Fund) was introduced in Assam in 1994-95. Under this scheme, Constituency wise fund will be provided from the State's Plan Budget every year which may be changed depending on the resource position and other commitments of the State. The "MLAAD Fund" is intended to be utilized for some essential projects/ works based on the felt needs of the local people. This fund is Non-Lapsable and not tied to any development sector and it shall be governed by certain guidelines as given below. All established administrative and financial procedures of the State Government for implementation of development programmes will apply to the utilization of fund under MLAAD Scheme.

In this context, the then Chief Minister of Assam announced in the Legislative Assembly on 22-03-1994 to implement the "MLA Area Development Scheme" in Assam. The Chief Minister addressed to all members of Assam Legislative Assembly vide his D.O. No. CMS .I (A) 94/15 dated 1<sup>st</sup> May, 1994 regarding implementation of MLAAD Scheme accordingly.

1.2 The scheme was introduced in the year 1994-95 initially the fund under the scheme was Rs.5.00 lakhs per LAC per year. From the financial year 1995-96, the limit of Rs.5.00 lakh was raised to Rs.10.00 lakhs per LAC and in 1997-98, the limit was further increased to Rs.20.00 lakhs, again in 2003-04 to Rs.30.00 lakhs and then in 2007-08 it was raised to Rs.40.00 lakhs. The Hon'ble Chief Minister while presenting the budget on 8<sup>th</sup> March, 2012 in the Assam Legislative Assembly announced that MLAADS fund would be enhanced upto Rs.100.00 lakh with effect from 2012-13. It was eventually raised to Rs.100.00 lakhs in 2012-2013. After gaining some experience the Planning & Development Department, revised the Guidelines in 2004 and thereafter in 2007. Again in 2013 the Planning and Development Department of the State Government decided to revise the guidelines to make the guidelines more specific, scientific and rational.

## **2. SALIENT FEATURES**

2.1 Under this scheme for “Strengthening and Augmentation of Infrastructure facilities in the Assembly Constituency”, each MLA can suggest works for creating durable assets to be done in their constituencies against one individual project costing Rs.0.25 lakh to Rs.10.00 lakh. The limit can be exceeded in special cases of bigger projects but not more than Rs.10.00 lakh per year can be utilized in such a project. Bigger projects can, however, spill over to next year and cost of the project should not exceed Rs.20.00 lakh. MLAAD Funds shall ordinarily be given on fresh proposals received from the grass-root level.

2.2 **The works recommended under this scheme should conform to -**

- i) developmental nature,
- ii) non-recurring expenditure,
- iii) creation of assets for future,
- iv) related to direct benefit to the public,
- v) community programme,
- vi) electrification programme,
- vii) in case of bank linkage schemes approved by concerned department and lead bank for agricultural machinery like shallow tube wells, power tillers etc.,
- viii) assets creation by infrastructure development for BPL/SC & ST/OBC/MOBC Community/SHG by way of providing fishery, rubber plantation, sericulture and handloom,
- ix) Self employment programme of BPL/SC & ST/OBC/MOBC SHGs,
- x) Schemes for drinking water supply, education, electricity facility, health & family welfare, irrigation facility, roads, pathways, culverts & bridges, sports and other public facilities including sanitation & public health.

2.3 The Planning and Development Department is responsible for policy formulation/guidelines, sanction & release of funds and prescribing monitoring mechanism for implementation of the scheme.

2.4 The Deputy Commissioner is designated as the Nodal Agency of the district for overall supervision, monitoring and co-ordination of the MLAADS implementation with the agencies/line departments.

2.5 The Planning and Development Department will release fund to the District Authorities and the District Authorities shall report the status of MLAADS implementation to the State Government.

- 2.6 Each MLA shall recommend works for his constituency up to the annual entitlement during the financial year. They can start recommendation from commencement of the financial year to the concerned Deputy Commissioner so that they can start preliminary works like preparation of plan & estimates, verification of project site if necessary, allotment of land for the projects etc. without waiting for fund.
- 2.7 Deputy Commissioner may verify the feasibility of the projects/schemes suggested by the MLA. If he finds it not to be feasible he may request the MLA concerned to suggest alternative schemes as per guidelines.
- 2.8 The Deputy Commissioner will accord administrative approval and sanction of the eligible works as per the guidelines under established procedure laid down by the State Government for implementation of the scheme, within a period of 30 days. ( A model format for this purpose is given at annexure-VI-A & VI-B)
- 2.9 The Deputy Commissioner may identify the executing/implementing agency through which a particular work(s) recommended by the MLA should be executed. The executing agency so identified by the Deputy Commissioner may be from Line Deptt. or DRDA depending on the nature of the scheme or PRI/reputed registered NGO/User Group/Construction Committee duly recommended by the MLA.
- 2.10 In case of Construction Committee such constituted members should not be less than 7 (seven) and not more than 11 (eleven) from local area of whose President may be from the User Group and the Member Secretary may be BDO/JE or any Government official upto Grade III level of the local area decided by Deputy Commissioner with a technical member may be a minimum JE from the local Development Block or from the Line Department.
- 2.11 Special attention should be given for infrastructure development of areas inhabited by Scheduled Caste (SC) and Scheduled Tribe (ST) population. The MLAs are to recommend works every year in proportion to the SC/ST population in his constituency. Deputy Commissioner should ensure this apportioning of fund for SC & ST is done without fail accordingly.

2.12 Works can also be considered in the areas affected by calamities like flood, cyclone, erosion, fire, earthquake, drought etc.

### **3. IMPLEMENTATION OF THE SCHEME**

3.1 Each MLA shall recommend eligible works either individually or collectively on his/her letter head duly signed by himself/herself. A letter format from the MLA to the Deputy Commissioner is enclosed at Annexure-I. In no way recommendation by representative (s) of MLAs are admissible.

3.2 The works that can be taken up under this scheme is mentioned under the following broad categories:

#### **3.2.1. Drinking Water Facility**

- (i) Construction of Ring wells, tube-wells, water tank/reservoir, small water supply systems and other related works for providing drinking water in villages, towns or cities etc.

#### **3.2.2 . Education**

- (i) Additional class rooms, library, furniture, books, desk top computers, auditorium, girls/boys common room, cycle stand, toilet facility, boundary wall etc. of educational institution(including venture institutions which are recognised or permission granted ).
- (ii) Electrification of educational institutions (provided cost of electricity bills are borne by the school authority)

#### **3.2.3. Electricity Facility**

- (i) Street lighting in the notified municipal areas provided the electricity bills and other maintenance costs are borne by the municipal authority. Electrification in rural areas and households to cover BPL families and installation of transformers.

#### **3.2.4. Health and Family Welfare**

- (i) Construction of attendant facilitation centre/ rest shed.
- (ii) Extension of Hospital Building for labour room, operation theatre, ward etc. wherever needed provided other facilities including doctors, nurse are available in the hospital.
- (iii) Purchase of ambulance, motor boat (river) ambulance/ dead body carrying van for Government Hospital

#### **3.2.5. Irrigation Facility**

- (i) Construction of dam, water harvesting structure for small /minor irrigation scheme, canal and its improvement and all kinds of irrigation facilities.

#### **3.2.6 Roads, Pathways, Culverts and Bridges**

- (i) Construction and Improvement of roads and drains including part roads, approach roads and link roads.
- (ii) Small works to provide missing links, viz., Box and H.P. culverts, foot bridges including hanging bridge and other crossed-drainage works.

#### **3.2.7. Sports**

- (i) Construction of stadiums/mini stadiums, sports building for sports activities, physical training institutions, multi-gym etc.,
- (ii) Fixed (immovable ) sports equipment,
- (iii) Development of play field.

#### **3.2.8. Other Public Facilities including Sanitation and Public Health**

- (i) Community halls/ rangamancha/welcome gate/ cultural centre/market shed and other durable assets for public use on public/government land,
- (iii) Public libraries,
- (iv) Public toilets at different locations,
- (v) Crematoriums or development of burial grounds,
- (vi) Development of parks and social forestry,
- (vii) Bus stop and bus shelter/waiting shed,
- (viii) Civic amenities in urban slum and rural villages,



**3.3 A project/work will be considered *INADMISSIBLE* for sanction of fund under MLAAD scheme, if**

- i) it is a programme of non-developmental nature,
- ii) it creates future liabilities,
- iii) it benefits an individual and not the public,
- iv) it is a construction work taken up on a land not owned by an Institution/Community,
- v) any kind of construction is proposed in reserve forest/PGR/VGR/ disputed land,
- vi) it is given in the form of a grant and is given for programmes of professional business or religious associations except provided in the guidelines,
- vii) it is proposed to be utilized for construction of buildings of commercial purposes/religious places/private schools/office and residential and institutions belonging to an individual or a group of persons and except venture institutions which are recognized or permission granted.
- viii) it is proposed to purchase furniture/vehicles/equipment/books/stationery/ expenditure on repairs and maintenance/ cultural entertainment activities, except the furniture and laboratory equipments of educational institutions,
- ix) it is proposed to purchase of inventory or stock of any type,
- x) it is proposed for repair and maintenance of any type,
- xi) it is grant and loan to any individual or institution except provision in the guidelines,
- xii) it is an asset to be named after any individual who is not a national/state figure,
- xiii) it is cost of land acquisition,
- xiv) it is proposed to purchase of any vehicle/ movable items except hospital ambulances/agricultural machineries like shallow tube wells power tillers and tractors/river ambulances/electrification,
- xv) it is proposed to complete an incomplete work/scheme,

3.4 No Objection Certificate (NOC) from the concerned authority is to be obtained before execution of the schemes, if the scheme(s) are to be implemented on land which belongs to trusts, tea garden areas, institutions and land belonging to any organisation whether Government or public/society/samity-co-operatives/samabai samities.

- 3.5 If any construction work is to be done in municipality areas, necessary permission from the authority concerned is to be obtained beforehand so that it does not affect the master plan of the areas.
- 3.6 The work and the site for work shall not be changed without the concurrence of the concerned MLA and Deputy Commissioner.
- 3.7 The Deputy Commissioner shall sanction the recommended works on the basis of technical sanction/approval from the appropriate technical authority as per order No.FEB.234/2007/1(U/O)dated 26<sup>th</sup> Feb2008 and subject to revision from time to time. However, the release of funds will be regulated as specified in the guidelines.
- 3.8. If the District Authority considers that the recommended works cannot be executed due to some reasons, the authority shall inform the reasons to the MLA concerned within 30 days from the receipt of the proposal.
- 3.9 If any scheme recommended by earlier MLA could not be sanctioned, such scheme may be implemented after due consent of sitting MLA.
- 3.10 If financial involvement has already been made for a particular scheme recommended by earlier MLA, such scheme cannot be changed at the recommendation of sitting MLA.
- 3.11 Works should be sanctioned and executed if the MLA recommends the full estimated cost of the work but if the recommended amount is less than the required estimates and there is no other source from which deficit can be made of, then the works should be sanctioned against identifiable estimate as Phase-I. The shortfall in the estimated cost should be made up from MLAADS in subsequent year as Phase-II.
- 3.12The sanction of schemes shall normally be completed within 30 days from the date of receipt of recommended schemes subject to availability of funds with the District Authority.

**4. Fund Release and Management:**

4.1 MLAAD fund under the budget of Planning and Development Department will be allocated among the districts on the basis of number of constituencies in the manner indicated below :-

- (i) if a constituency falls in a single district, the amount relating to that constituency will be provided to the district concerned,
- (ii) in case a constituency falls in more than one district, the concerned MLA may choose one nodal district for releasing the amount.

4.2 The annual entitlement of fund will be released in 2 (two) equal instalments to the Deputy Commissioners of the district for implementation.

4.3 Release of fund shall be regulated according to utilization. Release of funds will be made as per demand from Deputy Commissioner on the basis of the actual progress achieved and execution of works of previous instalments. The following criteria will be followed at the time of release of fund :

- (i) the 1<sup>st</sup> instalment of MLAADS shall be released by June/July and the 2<sup>nd</sup> Instalment by November/ December every year.
- (ii) utilization certificates for the previous financial years as per format given in Annexure-IV(B) have to be furnished by the Deputy Commissioner of the district.

4.4 Deputy Commissioner will have to make requisition of MLAAD fund as per format at annexure –III.

4.5 The Deputy Commissioner may release up to 75% of estimated cost of the work as 1<sup>st</sup> instalment to the implementing/executing agency and another 25% in 2<sup>nd</sup> instalment subject to submission of Utilisation Certificate along with photograph of the scheme of 1<sup>st</sup> Instalment. The completion certificate is to be furnished by the implementing/executing agency together with photograph within one month of release of the 2<sup>nd</sup> instalment.

4.6 Deputy Commissioner will fix time limit to complete a particular scheme depending upon its nature and cost involvement, but limit should not exceed more than two years from the date of sanction.

4.7 Contingency expenditure has been renamed as Administrative Expenses. A share of 0.3% of the total allocated amount of a particular LAC at a time may be deducted as Administrative Expenses for a district and keep in a separate **savings account**(Annexure-VII ).

4.8 The MLAADS Funds are Non-Lapsable and funds are expected to be utilised in the same financial year. However, if the instalment is released to the Deputy Commissioner in the fag end of the year, the same would be allowed to be utilised in subsequent financial years.

4.9 Sometimes funds of a large number of schemes are lying unutilised due to change of MLAs after General Election. If the Construction Committees/Executing Agencies fail to submit utilisation certificate even after repeated reminders, then in such cases, the Planning and Development Department may give direction to the Deputy Commissioners to close all such schemes and re-allot the available fund for new schemes as per recommendations of the Local MLA so that all pending MLAAD fund could be utilised for the purpose of the local needs.

However, if any Deputy Commissioner and local MLA are of the view that there are some schemes which are going satisfactorily and there will be inconvenience in closing the schemes the Deputy Commissioner may continue with such schemes and ensure that the schemes would be completed on or before the 31<sup>st</sup> March of the following year.

## **5. Accounting Procedure :**

5.1 The Deputy Commissioner shall keep the funds in any Nationalized Bank. Savings Account will be opened for each LAC for the purpose separately.

5.2 A cash book and other books of Accounts shall be maintained as per established rules and procedures of the Government of Assam.

5.3 The Bank Account shall be operated jointly by the Deputy Commissioner and the Finance and Account Officer of the District. There should not be any over draft on these accounts.

5.4. The Deputy Commissioner will inform the MLA about the interest amount accrued from this fund time to time and the fund will be utilized for the same purpose of MLAADS.

5.5 Each executing agency has to open a bank account in a Nationalised Bank to operate the sanctioned amount under MLAADS.

5.6 On completion of a work, the implementing/executing agency shall quickly finalize the accounts for that work and shall furnish a work completion report and utilization certificate within 30 days to the Deputy Commissioner concerned. The Deputy Commissioner and the implementing/executing agency would arrange transfer of assets to the user agency(s) without any delay. The user agency should take it on its book records for normal operation and maintenance.

## **6. Monitoring of the Scheme.**

### **6.1. Role of the Government of Assam :**

- (i) The Planning & Development Department shall monitor the overall position of fund released, cost of works sanctioned, fund spent etc.
- (ii) The Department will also monitor the physical and financial progress of works including utilization of fund of the scheme on quarterly basis.
- (iii) The Planning & Development Department being the Nodal Department will hold review meeting with the district authority to review the implementation of the MLAAD scheme including audit objection etc.
- (iv) Physical monitoring will also be done by the Planning & Development Department for speedy implementation of the scheme.

## **6.2 .Role of the Deputy Commissioner :**

- (i) The Deputy Commissioner would be responsible for overall co-ordination and supervision of works at the district level. He/she may inspect at least 10 percent of MLAAD works under implementation every year and may engage ADC/SPO and other officers, he/she considers to be fit enough for regular visit of the work site. At the time of inspection, concerned MLA should be involved to the extent possible.
- (ii) The Deputy Commissioner shall maintain the work register indicating the status of each work recommended by the MLAs. A separate asset register for creation of all assets with the scheme fund and subsequently transferring to the User Agencies shall also be maintained.
- (iii) The Deputy Commissioner will inspect all works executed by /for societies and the Trusts under MLAADS and ensure that terms and conditions are being complied with. In case of violation, action shall be taken by the Deputy Commissioner accordingly.
- (iv) The Deputy Commissioner shall review every month MLAADS works implementation with the concerned executing agencies.
- (v) The District Authority shall be responsible to settle Audit objections raised in the Audits.
- (vi) The Deputy Commissioner shall submit monthly progress report to the State Government for each LAC separately in the format available in Annexure-II & III on or before 10<sup>th</sup> of the every month.

## **6.3 Role of Implementing/Executing Agencies.**

- (i) The officers of the implementing/executing agency shall regularly visit the work spots so as to ensure the satisfactory progress of works as per the prescribed procedure, specifications and the time schedule etc.
- (ii) The implementing/executing agencies shall furnish physical and financial progress of its works to the district authority and also shall furnish completion report as per Annexure-V along with utilization certificate within one month of completion of the works.

**6.4** The implementing/executing agencies shall also refund the savings (balance amount) if any, to the district authority within one month of completion of works.

## **7. Maintenance Issue**

7.1 Since the works under MLAAD require maintenance, work should be allotted only after having a contract with either certain government agency or user group clearly indicating who will be responsible for the maintenance and subsequent expenditures. This will bring in more accountability in the system as a whole. As per guidelines, funds under the scheme cannot be used in maintenance areas.

## **8. Other Conditions**

8.1 With a view to ensure effective utilization of the fund, timely flow of benefits and uniform spread of programme, the following procedure shall be followed for sanction of fund and execution of schemes:-

(i) If no expenditure is incurred within 6 months from the date of sanction due to various reasons, the amount shall be withdrawn and diverted for some other scheme with due consent from MLA concerned.

(ii) Fresh fund cannot be sanctioned for a scheme if previous fund has not been fully utilized and utilization certificate is not submitted by any institution/agency.

8.2 As soon as a work under the scheme is completed, it should be put to public use. For greater public awareness/transparency, all works executed under MLAAD a **plaque (stone/metal) carrying the inscription 'MLA Area Development Scheme' indicating the name of executing agency, year of fund, cost involved and the date of commencement, completion and inauguration etc.** should be permanently erected.

8.3 The Deputy Commissioner may obtain photograph at different stage (before execution, during execution and after completion of the work) from the executing agency .

8.4 List of all completed and ongoing works with MLAAD funds should also be displayed in the District Authority Office/Circle Office/BDO office/Gaon Panchayat Office and posted in the website for information of the general public.

8.5 The District Authorities are responsible to provide any information on MLAADS to the public in the manner as required under the Right to Information Act, 2005.

**9. Application of the Guidelines**

9.1. These Guidelines will come into force from 2012-13. These Guidelines on MLAADS supersede the extant Guidelines and instructions issued earlier.

9.2 Clarification, if any, on the Guidelines on the MLAADS or interpretation of any provision of these Guidelines may be referred to the Planning & Development Department, Dispur and its decisions shall be the final.

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FORMAT FOR RECOMMENDING ELIGIBLE WORKS BY MLA.

(The recommendation may be given in the letter head of the MLA)

From : Name of the MLA:.....  
..... LAC,

To : The Deputy Commissioner  
.....District.

Sub : Recommendation of works under MLAAD Scheme

Sir,

I recommend that the following works may please be scrutinized and sanctioned, in the order of priority indicated below under the MLAAD Scheme. The works at sl..... to ..... are meant for development of areas inhabited by SC population and from sl. ....to ..... are meant for development of areas inhabited by ST population.

Priority No.	Name of the scheme	Location	Approximate cost (Rs. in lakh)
1.			

The above works may please be got scrutinized and Technical, Financial and Administrative sanction should be completed quickly as per the provisions of the MLAADS Guidelines. I may please be informed about the sanction and the progress of the works implementation. If any of the recommended work is found non eligible and if the sanction is delayed, reasons for the same may be intimated to the under signed.

Place :

Date :

Yours faithfully,

(Signature of MLA)

**ANNEXURE-II**

Format for submission of Monthly Progress Report under MLAADS up to 12th Assembly  
(Statement of Expenditure up to .....)

Name of the District.			
Name of the Constituency :			
Name of the MLA:			
9 <sup>th</sup> Assembly:			
10 <sup>th</sup> Assembly			
11 <sup>th</sup> Assembly:			
12 <sup>th</sup> Assembly:			
NAME OF THE NODAL DISTRICT:			
ADDRESS:			
PHONE NO. WITH STD CODE:			
FAX:	e-mail:		
1. a) Total funds received for the constituency:	Year	(a) Funds Received (Rs. In Lakhs)	(b) Amount of Interest accrued on the funds
	1994-1995		
	1995-1996		
	1996-1997		
	1997-1998		
	1998-1999		
	1999-2000		
	2000-2001		
	2001-2002		
	2002-2003		
	2003-2004		
	2004-2005		
	2005-2006		
	2006-2007		
	2007-2008		
	2008-2009		
2009-2010			
2010-2011			
	TOTAL		
(c) TOTAL (a+b)			

Year	Works recommended		Work Sanctioned		Work Completed	
	Number	Cost (Rs in lakh)	Number	Cost(Rs in lakh)	Number	Cost (Rs in lakh)
1	2	3	4	5	6	7
1994-95						
1995-96						
1996-97						
1997-98						
1998-99						
1999-'00						
2000-01						
2001-02						
2002-03						
2004-05						
2005-06						
2006-07						
2007-08						
2008-09						
2009-10						
2010-11						
		Total				
4.	Total unsanctioned balance available with the constituency					
	Total actual expenditure					

Date:

Name:

Signature of the Deputy Commissioner

Copy to:

1. Shri/Smt. \_\_\_\_\_ Member of  
Legislative Assembly Constituency \_\_\_\_\_ LAC

Signature of the Deputy Commissioner

**ANNEXURE III**

Format for submission of Monthly Progress Report and fund requisition under MLAADS from 13<sup>th</sup> Assembly (Statement of Expenditure Up to .....)

MLA Area Development Scheme ( MLAADS)							
Statement of Information Under MLAADS of 13 <sup>th</sup> Assembly							
I. Particulars :							
Name of the District:				Constituency :			
Name of MLA							
MLA 's Tenure			from		to		
II. Particulars :							
Year	works recommended		Work Sanctioned		Work Completed		Work not Completed
	No.	Cost (Rs in lakh)	Number	Cost (Rs in lakh)	Number	Cost (Rs in lakh)	Number
2011-12							
Remarks:-							
III. Fund received and Utilised							
Year	Fund Received from Govt.		Interest Accrued		Total Fund	Fund Utilised	
2011-12							
TOTAL							
(a) Funds received from the Government of Assam :							
(b) Amount of interest accrued on the funds :							
(c) TOTAL, (a+b) :							
(d) Total Cost of works sanctioned :							
(e) Total Unsanctioned Balance available with the Constituency (c-d)							
(f) Actual Expenditure incurred by the Implementing Agencies :							
(g) Total funds available with the Constituency (c-f) :							
(h) Funds required to completes the sanctioned works :							
Bank and Branch Name with Address :-							

Date .....

Note :

Signature of the Deputy Commissioner

- (i) The next due installment will be released only when the balance amount in respect of the LAC is reported as less than 50% of released amount.
- (ii) The Nodal Deputy Commissioner is required to furnish a consolidated report including the information pertaining to other Districts falling in the constituency where funds were transferred on recommendation of the MLA.

**ANNEXURE-IV(A)**

**FORMAT :: UTILISATION CERTIFICATE**

Name of the District :  
Name of Scheme :  
Amount Sanctioned (Rs. in lakh) :  
Amount Released in the following : (Rs. in lakh)

Sl. No.	Sanction Letter No & Date	Amount
1		
2		

(Rs. in lakh)

Sl. No	Ceiling Letter No.& Date	Amount released
1		
2		

Certified that out of Rs.....lakh made available as assistance under the ..... scheme sanctioned by Planning & Development Department during the financial year .....and a sum of Rs..... lakh has been utilized for the following schemes/ works

(Rs. in lakh)

Sl. No.	Name of item of works	Estimated approved cost	Amount utilized	
1.				
2.				

Total:

Certified that I have satisfied myself that the condition on which assistance from Planning & Development Department was sanctioned have been duly fulfilled / are being fulfilled and that I have exercised the following checks see that money was actually utilized for the purpose for which it was sanctioned .

Kinds of checks exercised

1. Vouchers and Books of Accounts .
2. Measurement Books .
3. Sanctioned Register .
4. Expenditure Register.

The Balance of Rs..... Lakh is remaining unutilized as on.....

Signature of Executing Agency

Signature of User Agency :  
Name :  
Date :  
Place :  
Office Seal :

Counter Signature of D.C.  
Name:  
Date:  
Place  
Office Seal:

Note: Executing Agency means the Agency which has actually carried out the work and user Agency means the agency for whom the work has been done e.g. for construction Hospital, user Agency is Superintendent of the Hospital and executing Agency will be PWD or the management committee

**ANNEXURE-IV(B)**

**FORMAT :: UTILISATION CERTIFICATE**

Name of the District :  
Name of Scheme :  
Amount Sanctioned (Rs. in lakh) :  
Amount Released in the following : (Rs. in lakh)

Sl. No.	Sanction Letter No & Date	Amount
1		
2		

(Rs. in lakh)

Sl. No	Ceiling Letter No.& Date	Amount released
1		
2		

Certified that out of Rs.....lakh made available as assistance under the ..... scheme sanctioned by Planning & Development Department during the financial year .....and a sum of Rs..... lakh has been utilized for the following schemes/ works

(Rs. in lakh)

Sl. No.	Name of item of works	Estimated approved cost	Amount utilized	
1.				
2.				

Total:

Certified that I have satisfied myself that the condition on which assistance from Planning & Development Department was sanctioned have been duly fulfilled / are being fulfilled and that I have exercised the following checks see that money was actually utilized for the purpose for which it was sanctioned .

**Kinds of checks exercised**

5. Vouchers and Books of Accounts .
6. Measurement Books .
7. Sanctioned Register .
8. Expenditure Register.

The Balance of Rs..... Lakh is remaining unutilized as on.....

Name :	Counter Signature of D.C. Name:
Date :	Date:
Place :	Place
Office Seal :	Office Seal:

Note: Executing Agency means the Agency which has actually carried out the work and user Agency means the agency for whom the work has been done e.g. for construction Hospital, user Agency is Superintendent of the Hospital and executing Agency will be PWD or the management committee.

**ANNEXURE-V**

MLA AREA DEVELOPMENT SCHEME WORK COMPLETION REPORT  
(To be furnished by the Implementing/Executing Agency to the District Authority)

It is certified that work No.....(description of work) sanctioned vide order No.....dated .....to be executed under MLAADS at a cost of Rs.....(in figures and words) at ..... (place) has been completed at a cost of Rs.....and has been handed over to the User Agency .....(name and address) under intimation to the District Authority for use on .....(date).

The amount of savings i.e. Rs.....(in figures and words) has been remitted to the District Authority vide Cheque No..... dated .....Drawn on .....(Bank with address )Details of the work are in the enclosed format.

Date :

Place :

Signature of the Implementing/Executing Agency

**ANNEXURE-VI-A**

**GOVERNMENT OF ASSAM**

Office of the Deputy Commissioner,..... District  
( Planning and  
Development Branch)

**O R D E R**

Administrative Approval is here by accorded for the scheme namely .....  
.....(name of the scheme)..... for an amount of Rs.  
..... ( Rupees .....lakh ) only under MLAADS -20...-.... in respect of (name of  
LAC)..... LAC .

Financial sanction is also accorded for an amount of Rs .....lakh (Rupees.....  
.....lakh ) only being the 1<sup>st</sup> instalment for smooth implementation of the  
scheme. The work is to be completed within ..... month from the date of sanction  
of the scheme . The .....(name of implementing agency) will implement the  
scheme under supervision of ..... As per approved Plan & Estimate.

Deputy Commissioner

..... District

Memo No .....

Dated.....

1. The Commissioner..... Division. For kind information.
2. Director Decentralized Planning, Planning and Development Department , Dispur for information.
3. The MLA..... LAC for kind information.
4. .... (name of executing agency). He/She is requested to receive the cheque from cashier/ accountant Planning & Development Branch, DC office, ..... .The next instalment will be released subject to submission of utilization certificate along with MB/Measurement Report, original cash memo, vouchers photograph etc duly countersigned by the concerned authority and on satisfactory physical progress of works.
5. Cashier / accountant Planning & Development branch , DC Office..... for necessary action.

Deputy Commissioner,  
..... District



**ANNEXURE– VI-B**

**GOVERNMENT OF ASSAM**

Office of the Deputy Commissioner,..... District  
( Planning & Development Branch)

**O R D E R**

In pursuance of the Administrative approval accorded vide order No. ....  
..... dated ....., Deputy Commissioner is pleased to sanction an amount of  
Rs ..... lakh (Rupees.....lakh ) for the scheme(name of the scheme)  
.....only being the 2<sup>nd</sup>/3<sup>rd</sup> (final) instalment of the allotted amount of  
Rs .....( Rupees.....lakh ) only for smooth implementation of the  
scheme.

Deputy Commissioner

..... District

Memo. No .....

Dated.....

1. The Commissioner..... Division. For kind information.
2. Director, Decentralized Planning, Planning and Development Department, Dispur for information.
3. The MLA..... LAC for kind information.
6. .... (name of executing agency). He/She is requested to receive the cheque from cashier/ accountant Planning & Development Branch, DC office, ..... .The next instalment will be released subject to submission of utilization certificate along with MB/Measurement Report, original cash memo, vouchers photograph etc duly countersigned by the concerned authority and on satisfactory physical progress of works.
4. Cashier / accountant Planning & Development Branch, DC Office..... for necessary action.

Deputy Commissioner

..... District

ANNEXURE– VII

**The Administrative Expenses will be utilized by the nodal district in the following way:**

1. Hiring of services for data entry/ uploading of data on website etc.
2. Purchase of Stationer (except furniture) .
3. Office equipment including computer hardware/software for MLAADS Planning /Monitoring (except laptop) .
4. Expenditure on holding of review meeting under MLAADS with the implementing /executing agency and with concerned MLA at District level with a maximum of Rs.20,000/- per year.
5. Monitoring of Schemes/ works under MLAADS .
6. Creating awareness among public about the scheme and dissemination of information of ongoing and completed scheme.
7. Telephone/ Fax / postal charges etc.

### TELEPHONE NO

Name and Designation	Telephone No.
	Office
Sri Tanka Bahadur Rai Minister, P & D. Deptt	0361-2237312
Sri Sarat Borkataki Vice Chairman, SPB	0361-2261496
Sri B.S. Engleng Parliamentary Secy., P & D Deptt.	0361-2237314
Kumar Sanjay Krishna, IAS Principal Secretary, P & D. Deptt	0361-2237273
Dr. Runu Dutta Director (DCP), P & D. Deptt.	0361-2237302 (FAX) 0361-2237399

