

GOVERNMENT OF ASSAM  
PANCHAYAT AND RURAL DEVELOPMENT DEPARTMENT  
DISPUR::GUWAHATI-6.

**ORDER BY THE GOVERNOR OF ASSAM**  
**NOTIFICATION.**

Dated Dispur the 29<sup>th</sup> November, 2017.

No PDA.89/2015/596

The Governor of Assam is pleased to Notify a Comprehensive guidelines for implementation of Fourteenth Finance Commission (FFC) Grant as follows:

**1. Introduction:**

The FFC was, inter-alia, mandated to recommend measures needed to augment the consolidated funds of the States to supplement the resources of the Panchayats and Municipalities based on the recommendations of the respective State Finance Commissions (SFCs). The FFC recommended grant is to be transferred to the Local bodies for planning and delivering of basic services smoothly and effectively within the functions assigned to them under relevant legislations.

The FFC Grant will be transferred to the duly constituted Gaon Panchayats in two parts namely-Basic Grant and Performance Grant. 90% of the Grant will be the Basic Grant and 10% will be the Performance Grant.

The **Basic Grant** transferred to the Gaon Panchayats will be for the purpose for providing unconditional support to the Gaon Panchayats for delivering basic services. The basic grant provided are should be used to support and strengthening the basic civics services including drinking water, sanitation including septic management, sewage and solid management, storm water drainage, maintenance of community assets, maintenance of roads, footpath, street lighting, burial and cremation ground and other basic services according to Assam Panchayati Raj Act.

The **Performance Grants** will be transferred to Gaon Panchayats for the purpose of ensuring reliable audited accounts and data of receipts & expenditure and improvement of own revenue.

**2. Selection, Implementation and Monitoring of the Scheme:**

- I. As per instructions from Ministry of Panchayati Raj, Govt. of India vide letter no. M-11015/249/2015-DPE dated 4<sup>th</sup> November 2015 in respect of FFC, it is necessary for Gaon Panchayat to have a cogent developmental plan in the form of GPDP (Amar Gaon Amar Achoni) for utilization of FFC award.
- II. The Scheme under the Fourteenth Finance Commission Grants will invariably should be selected by abiding the Gaon Panchayat Development Plan (Amar Gaon Amar Achoni) Guidelines and the schemes in the GPDP are as per approved schemes in the Gaon Sabhas.
- III. For effective monitoring and concurrent evaluation of the local bodies receiving the grants under Fourteenth Finance Commission (FFC) and to ensure that the funds are utilized for the purpose recommended by FFC, the two following advisory committees are formed as stated below. Further the committees are to provide



guidance and support on matters of FFC as and when required. The committees will also ensure that the schemes undertaken against FFC grant are to be invariably from Amar Gaon Amar Achoni (GPDP).

- **District level Advisory Cum Monitoring Committee**

1. Deputy Commissioner : Chairperson
  2. CEO, Zilla Parishad : Member Secy.
  3. Hon'ble MLAs of the districts : Members
  4. Social Activist : Members,
- (2 Nos, to be selected by Deputy Commissioner)

- **Block level Advisory Cum Monitoring Committee**

1. ADC (to be nominated by Deputy Commissioner) : Chairperson
  2. BDO : Member Secy.
  3. Hon'ble MLA : Member
  4. Social Activist : Members
- (2 Nos, to be selected by Deputy Commissioner)
5. Gaon Panchayat Presidents & GP Secretaries of the Anchalik Panchayat : Members

IV. The above Committees are to oversee that the funds under FFC award at the command of the GPs are only to be utilized after preparation of proper GPDP (Amar Gaon Amar Achoni) and are implemented as per the guidelines.

V. The Committees may also scrutinize the schemes selected for the annual plans in respect of the following

- o The schemes in the GPDP are as per approved schemes in the Gaon Sabhas. In case the schemes are not as approved by Gaon Sabha, the committees shall arrange inclusion of schemes approved in the Gaon Sabha.
- o The Committees may also scrutinize and set right the priorities of the selected schemes as and when necessary.

VI. The above advisory committees are to be constituted immediately and the committees are to convene four meetings in a calendar year.

### 3. Implementation of the Scheme:

I. Project/Scheme under FFC must be implemented through a construction committee to be constituted as stated below:

- Chairman of the Committee should be selected by the user group of the scheme by way of resolution or by Gaon Sabha; but the Chairman cannot be a PRI representative.
- Member Secretary : Gaon Panchayat Secretary
- Member : Concerned Junior Engineer
- Member : Concerned GP President
- Member : Concerned AP Member of the GP
- Member : Concerned Ward Member of the GP

I. The Construction Committee will be constituted by Chief Executive Officer, Zilla Parishad for schemes above Rs. 10 lakh and BDO will constitute the construction committee for schemes Rs.10 lakh or below.



- II. The Construction Committee will get the plan and estimate prepared through the concerned AE/JE and submit the proposal for Administrative approval and Technical sanction to the competent authority as per delegation of power. The Administrative approval will be accorded by BDO of the AP for the schemes of Rs. 10 lakh or less and by CEO, ZP for the schemes of more than Rs. 10 lakh.
- III. After receiving the Administrative Approval and Technical Sanction, the construction Committee will mobilize the men, material and machines.
- IV. The President/GP Secretary shall release 25% of the estimated fund as 1<sup>st</sup> installment to the construction committee. The Construction Committee shall immediately start the work. They shall engage Mason/labour etc. and purchase materials directly from the market as per procurement guideline issued from time to time. In case of purchase of materials from the markets, approved rate of PWD(Building) Division, PHE Deptt and other concerned Line Deptt may be consulted. 50% of the fund will be released as 2<sup>nd</sup> installment on satisfactory progress of the work. Remaining 25% will be released on the completion of work as per estimate on submission of completion report and utilization certificate to BDO/CEO, ZP.
- V. No contractor shall be engaged for implementation of works whatsoever.
- VI. The Member Secretary and the Chairman of the construction committee and Gaon Panchayat Coordinator (GPC) will be personally responsible for maintenance of all records relating to the scheme viz. maintenance of Cash Book, Transaction through Bank, MB/MR/Photographs/Bill & Voucher etc.
- VII. The Member of the construction Committee will regularly visit the work sites and monitor progress of the work as per prescribed procedures and specification.
- VIII. On completion of work, the construction Committee will quickly finalize the accounts for that work and shall furnish a work completion report and utilization certificate to the concerned authority within 30 days/45 days as may be fixed by the CEO, Zilla Parishad.
- IX. The Construction Committee shall be responsible for erection of signboard of the schemes.
- X. Photographs and contact nos. of non-officials members shall be kept.
- XI. Pre work and post work photographs of the schemes shall be maintained by the Construction Committee.
- XII. Fund shall be kept in the joint account of Chairman and Member Secretary of the Construction committee.
- XIII. All expenditure shall be made from this account by account pay cheque only.



XIV. Work should not be started without verifying the land document and in case land does not belong to PRI, NOC should invariably be obtained.

XV. No Govt. schemes shall be implemented on individual private land.

**4. Other relevant instructions for FFC:-**

- I. The Fourteenth Finance Commission guideline issued by Govt of India must strictly be adhered to.
- II. The entire FFC amount may be treated as Grant in Aid under award of Fourteenth Finance Commission
- III. The Gaon Panchayat Secretary will maintain separate account for the Fourteenth Finance Commission and which will be duly registered in PFMS. District Project Management Unit (DPMU), Zilla Parishad will ensure the registration of the bank accounts in PFMS.
- IV. Out of Basic Grant of FFC fund meant for the Gaon Panchayat, 10% is available for technical and administrative support at GP. Out of the 10%, 5% is retained at State level for meeting the remuneration of Gaon Panchayat Coordinator (GPC) engaged in GPs under FFC. So, GPs can spend 5% only for other administrative expenses at GP.
- V. The competent Authority must issue technical sanction of the plan and estimate for execution of the schemes/works.
- VI. Concerned BDO/GP Secretary should ensure that land is available and it is free from encumbrances and no expenditure towards cost of land will be borne by the Government.
- VII. GP Secretary must submit utilization certificate with counter signature of BDO/CEO, Zilla Parishad to Commissioner, P&RD
- VIII. GP Secretary must submit the physical and financial progress report to head of department from time to time. And submit certificate after completion of project works
- IX. The admissible GST shall be deducted at source as per Govt. procedure.
- X. In order to avoid duplicity and overlapping, it should be ensure that the same scheme/projects taken up earlier under other programmes should not be taken again under this fund
- XI. The work component of the schemes must be executed as per Govt. procedures and maintained proper acquaintances.
- XII. The Block Level Advisory Committee will accord the approval to the scheme and project within the purview of GPDP (Amar Gaon Amar Achoni).
- XIII. All such schemes and project should be notified prominently on notice board and public places.
- XIV. All schemes/projects are to be uploaded in PlanPlus and Action Soft.
- XV. The GP secretary must reconcile expenditure with PRIA Soft.



- XVI. DPMUs, Zilla Parishad will assist the CEOs of Zilla Parishads to monitor and collect UCs and physical progress report time to time from Gaon Panchayat Secretary.
- XVII. Director of Financial Inspection, Assam and SFC/CFC cell of Finance (Economic Affairs) Deptt. may conduct inspection of schemes, if necessary.
- XVIII. The BDOs/Gaon Panchayat Secretaries must coordinate with concerned **District Level Advisory Cum Monitoring Committee and Block Level Advisory Cum Monitoring Committee** for implementation of projects and schemes under the jurisdiction within stipulated time.

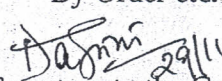
Sd/- Dr. J.B. Ekka, IAS  
Commissioner & Secretary to the Govt. of Assam  
Panchayat & Rural Dev. Department.

Memo No. PDA. 89/2015/Vol-I/596 -A Dated Dispur the 29<sup>th</sup> Nov, 2017

Copy to: -

1. The Accountant General(A & E), Assam, Beltola, Guwahati-29.
2. Commissioner, Panchayat & Rural Development, Panjabari, Juripar, Ghy-37. He is requested to take necessary action accordingly.
3. The Deputy Commissioner (All) for kind information and necessary action accordingly.
4. The Chief Executive Officer, Zilla Parishad (All) for kind information and necessary action accordingly.
5. The Project Director, DRDA (All). He is requested to take necessary action accordingly.
6. OSD to Hon'ble Chief Minister, Assam, Dispur, Guwahati-6
7. P.S to Hon'ble Minister of States (Independent), P&RD Department, Dispur for kind appraisal of Hon'ble Minister as approved.
8. S.O. to Chief Secretary, Assam, Dispur, Guwahati-6
9. P.S. to Additional Chief Secretary, to the Govt. of Assam, P&RD Department, Dispur for kind appraisal of Additional Chief Secretary as approved.
- ✓ 10. P.S to Commissioner & Secretary to the Govt. of Assam, P & RD Department, Dispur.
11. The Director, Assam Govt. Press, Bamunimaidam, Guwahati-21 for publication in the next issue of the Assam Gazette.
12. The Technical Director, NIC, Assam, Dispur-6 for information and necessary action.

By Order etc.

  
Joint Secretary to the Govt. of Assam.  
Panchayat & Rural Dev. Department.