

GOVERNMENT OF KERALA

Planning & Economic Affairs (CPMU 1) Department.

No. 7558/CPMU 1/01/Plg.,

Thiruvananthapuram,

Dated: 18.08.2003.

CIRCULAR

Sub:- MPLADS - Uniform procedure to be followed in the implementation of the scheme - instructions issued

Ref:- Circular No. 7558/CPMU 1/01/Plg., dated: 4.8.2001.

As per the circular cited above instructions were issued to follow a uniform pattern in the implementation of MPLAD Scheme. However it is seen that there is still a lot of variation in the implementation of MPLADS in the districts. Hence the following procedure is reiterated. All the District Collectors are requested to adhere to this procedure.

1. The District Collectors should obtain proposals for new works/projects from the MPs even before the start of the financial year.
2. The proposals received from the MPs would be scrutinised by the District Planning Officers in accordance with the criteria prescribed by the Government of India. The list of

- works/projects not admissible according to Government of India guidelines should be communicated to the MPs giving clear reasons for doing so in respect of each scheme.
3. For each of the admissible work/project a PERT chart should be prepared by the District Planning Officer indicating each stage of the work.
 4. Simultaneously the District Planning Officers should obtain the orders from the District Collector on the agency for execution of each work/project. In the case of works the project description should be furnished to the agency for preparation of detailed estimates.
 5. As soon as the estimates are received the District Planning Officer should process the file for issue of Administrative sanction by the District Collector. While issuing Administrative Sanction the instructions issued by Government of India as per letter No. C/11/16/97-MPLADS dated: 16.10.2002 should be followed. It should be ensured that the amount for which Administrative Sanction is issued should not exceed the entitlement of the MP for the current year plus backlog amount from the previous year(s) if any.

The order issuing Administrative sanction should contain the agency which would take over the work after construction for running/maintenance. A copy of the Administrative Sanction should be given to the Village, Block, and District Panchayats in the case of rural areas or Municipality or Corporation in the case of urban areas.

6. Immediately after issue of Administrative Sanction, the Technical Sanction should be issued by either the Agency concerned or the District Level Technical Committee as may be decided by the District Collector.
7. The District Collector is the custodian of funds and the Finance Officer of the Collectorate would be responsible for making payments. It should be ensured that Bills are passed without delay. DPOs should not scrutinise/pass Bills or handle funds in any manner.
8. Once the Bills whether part bills or final bills, are submitted to the Finance Officer, the satisfactory completion of works should be got verified through the District Planning Officer. For this the bill need not be sent to the District Planning

- Office. In case the Collector decides to get a second opinion on technical matters he can do so through any technical agency in the District.
9. The bills should be cleared on a first come first served basis .
The District Collector should ensure that there are no delays in preparation of bills after the works is completed and payment of bills after they are submitted. He should lay down a time limit for carrying out these activities in respect of each work and this may be indicated in the Administrative Sanction itself.
 10. The MP should be fully involved in the monitoring of works. Monitoring meetings should be held at the convenience of the MP in the presence of implementing officer as frequently as possible, at any rate at least once in a quarter.
 11. Monthly progress should be furnished to the District Planning Officer by the Finance Officer and the District Planning Officer should transmit it to the Government of India and the Central Plan Monitoring Unit of the Planning

and Economic Affairs Department, Government of Kerala,
with the approval of the District Collector.

12. As soon as a work/project is completed it should be formally handed over to the agency responsible for operating and maintaining it.

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Secretary (Plg. & E.A)