

GOVERNMENT OF MEGHALAYA
URBAN AFFAIRS DEPARTMENT

ORDERS BY THE GOVERNOR

OFFICE MEMORANDUM
THE 5th November, 2009

REVISED GUIDELINES FOR CHIEF MINISTER'S SPECIAL URBAN DEVELOPMENT FUND

No.UAU.50/99/Pt/115 I. Introduction:- Whereas the Government of Meghalaya has decided to create a fund under the caption of CHIEF MINISTER'S SPECIAL URBAN DEVELOPMENT FUND, as a component of the Special Urban Works Programme with an objective to generate wage employment and creation of socially and economically useful public assets conducive towards improvement of social, economic and environmental conditions of the people, by involving people's participation at the grass root level and whereas this fund has to be specially exempted from the purview of the general guidelines adopted for the Special Urban Works Programme, it is, therefore, decided that the following guidelines shall be followed for the administration of the said Chief Minister's Special Urban Development Fund.

II. NATURE OF WORKS TO BE TAKEN UP FROM THE CHIEF MINISTER'S SPECIAL URBAN DEVELOPMENT FUND:-

- (i) The nature of works to be taken up under the CHIEF MINISTER'S URBAN DEVELOPMENT FUND shall include construction of roads, footpaths, footbridges, drainages, improvement of water sources, community halls, provision/Improvement of Urban lightings, school buildings, playgrounds, procurement of equipments, vehicles etc.
- (ii) The works undertaken as specified above should have a large labour component so that community participation for construction of these assets will be maximized and the wages are to be based on approved rates of the Government.
- (iii) The schemes to be taken up under CHIEF MINISTER'S SPECIAL URBAN DEVELOPMENT FUND should be Community Oriented in nature.

III. AREA OF OPERATION:-

The CHIEF MINISTER'S URBAN FUND will be applicable only in purely urban areas of the State as ordinarily defined/notified by the Urban Affairs Department of the State. As such, the schemes to be taken up under CHIEF MINISTER'S SPECIAL URBAN DEVELOPMENT FUND should be in the purely urban areas only.

IV. NODAL DEPARTMENT AND BUDGETARY ARRANGEMENT FOR THE FUND:-

The Urban Affairs Department shall be the nodal Department of the CHIEF MINISTER'S SPECIAL URBAN DEVELOPMENT FUND. A specific provision for the Chief Minister's Special Urban Development Fund shall be made in the Plan Budget of the Urban Affairs Department as a Special Component of the Special Urban Works Programme. For this purpose, the Urban Affairs shall open a separate Sub-head under the major heads "2217-Urban Development-Special Urban Works Programme etc."

V. IDENTIFICATION AND SELECTION OF THE SHEMES:-

The schemes to be taken up under the CHIEF MINISTER'S SPECIAL URBAN DEVELOPMENT FUND shall be identified and selected by the Chief Minister who will also indicate the name of the scheme to be taken up and the amount he decides to sanction for each scheme. The Chief Minister's Secretariat will advise the Urban Affairs Department on the names of the schemes and the amount which the Chief Minister desires to sanction in favour of the same. While identifying and selecting the schemes, every care will be taken to avoid duplication and to ensure that accountability of public funds is not diluted.

VI. PREPARATION OF PLANS AND ESTIMATES AND SANCTION OF THE SCHEMES:-

On receipt of the advice from the Chief Minister's Secretariat, the Urban Affairs Department will utilize the services of their officers for the preparation of the required plans and estimates and the Department may ensure that the construction activities to be taken up from this Fund are technically sound and do not endanger life and property and then process for sanction of the schemes immediately by the Department.

With the approval of the Minister, Urban Affairs Department, the Department will communicate sanction within one month. It would not be necessary to obtain the approval of Finance and Planning Departments for each individual scheme after a bulk sanction for the whole year has been obtained, in view of the fact that the schemes under CHIEF MINISTER'S SPECIAL URBAN DEVELOPMENT FUND are small and need to be taken up and implemented quickly. The Files containing such proposals may be boldly flagged as "TOP PRIORITY- CHIEF MINISTER'S SPECIAL URBAN DEVELOPMENT FUND" Technical sanctions shall be accorded by the Urban Affairs Department for all works involving construction like school buildings, community halls, bridges etc.

VII. ROLE OF THE DEPARTMENTAL COMMITTEE IN THE ADMINISTRATION OF THE CHIEF MINISTER'S SPECIAL URBAN DEVELOPMENT FUND:-

With a view to ensuring quick sanction, the schemes as identified and selected by Chief Minister under the Fund shall be exempted from the purview of the Departmental Committee as constituted under Planning Department's circular No.PLR. 35/97/20 dated 21st May, 1998 but formal approval of Chief Minister through the Minister, Urban Affairs should be obtained in File.

VIII. MODALITIES OF IMPLEMENTATION OF THE SCHEME:-

- (i) The implementation of the schemes under the Chief Minister's Special Urban Development Fund shall be through direct participation of the people and not through the contractors. The main objective is to involve the people through their Beneficiary Organizations e.g. Local Dorbar, Local Committees etc., in the selection and implementation of employment oriented activities in Urban areas.
- (ii) On receipt of the sanction from the Urban Affairs Department, the Director of Urban Affairs shall implement the schemes through the Beneficiary Organization and issue cheques in their favour. The Director of Urban Affairs shall ensure that the funds as made available to the beneficiaries are properly utilized for the purpose for which they have been sanctioned.

IX. MODES OF PAYMENTS:-

- (i) The Director, Urban Affairs shall release the full amount in one installment to the beneficiary organization for schemes upto Rs. 1.00 lakhs. The full amount will also be released in one installment in case of purchase of equipments, vehicles etc.
- (ii) For schemes above Rs. 1.00 lakhs, 50% of the amount of every scheme shall be released as an advance to the beneficiary organization as first installment and upon submission of the utilization certificate and verification thereof, the balance 50% of the amount shall be released to the beneficiary organization, who shall upon utilization of the amount submit utilization certificate of the full amount.
- (iii) The Beneficiary Organization may be approved by Deputy Commissioner.
- (iv) The fund shall not be allowed to be utilized for land compensation or for payment of salaries and office expenses. The Director, Urban Affairs shall obtain written agreements/undertakings from the Beneficiary Organization asserting that there shall be no claim for land compensation and for payment of salaries in so far as the scheme is concerned. An undertaking will also be obtained from the beneficiary organization that salient features of the scheme are prominently displayed on site in order to maintain public accountability.

(v) Utilization Certificates with photographic evidence must invariably be submitted within six months of release of money failing which no further assistance will be extended to the beneficiary organization under CMSUDF or any other scheme of the State Government.

Sd/- V.S Oberoi
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Urban Affairs Department.