

অসম বিধান সভা
তৰা বিহীন প্ৰশ্ন নং : ৪৩০
উত্তৰ দানৰ তাৰিখ : ২২/০৭/২০২৬

বিষয় : Tied আৰু Untied Fund ৰ সন্দৰ্ভত

বিধায়ক : শ্ৰীপৃথ্বীৰাজ ৰাভা

মাননীয় পঞ্চায়ত আৰু গ্ৰামোন্নয়ন বিভাগৰ মন্ত্ৰী মহোদয়ে অনুগ্ৰহ কৰি জনাবনে :

- (ক) গাওঁ পঞ্চায়ত আৰু গ্ৰামোন্নয়ন বিভাগে Tied আৰু Untied Fundত আমন্ত্ৰন দিয়াৰ ক্ষেত্ৰত বিশেষকৈ Tied শিতানত দিয়া ধন খৰচ কৰাত জনস্বাস্থ্য কাৰিকৰী বিভাগৰ লগত যি সম্পৰ্ক ৰক্ষা কৰি কাম কৰা হয় সেই কামবোৰ কৰাৰ ক্ষেত্ৰত যথেষ্ট অসুবিধাৰ সন্মুখীন হোৱা দেখা যায়। সেই অসুবিধা দূৰ কৰিবলৈ পঞ্চায়ত সমূহক বিশেষ সুবিধা প্ৰদান কৰাৰ ব্যৱস্থা গ্ৰহণ কৰা হ'ব নে ?
- (খ) জনস্বাস্থ্য কাৰিকৰী বিভাগৰ অবিহনে কৰিব নোৱাৰা কামসমূহ কৰিব পৰাৰ কিবা ব্যৱস্থা লোৱা হ'ব নে ?
- (গ) আগতে Vendor সকলৰ পঞ্জীয়ন ব্যৱস্থা আছিল গতানুগতিক। বৰ্তমান জেম প্ৰ'টেলৰ জৰিয়তে পঞ্জীয়ন কৰাৰ ব্যৱস্থা কৰা হৈছে। যিহেতু এই ব্যৱস্থাৰ দ্বাৰা স্থানীয় লোকে সুবিধা পোৱাৰ পৰিবৰ্তে অন্য ৰাজ্যৰ লোকেও সুবিধা ল'ব পাৰিব। তেনে ক্ষেত্ৰত স্থানীয় লোকক এই সুবিধা লাভৰ বাবে বিভাগে সহজলভ্য ব্যৱস্থা গ্ৰহণ কৰিবনে ?

উত্তৰ

মাননীয় পঞ্চায়ত আৰু গ্ৰামোন্নয়ন বিভাগৰ মন্ত্ৰী শ্ৰীযুত অতুল বৰা দেৱে উত্তৰ দিব:

- (ক) খোৱাপানী যোগান আৰু স্বচ্ছতাৰ ক্ষেত্ৰত টাইড গ্ৰাণ্টৰ অধীনস্থ পুঁজিৰ ব্যৱহাৰ চৰকাৰী পৰামৰ্শৱলী নং PDA.193/2021/7 Dated 9th February,2022 অনুসৰি কৰা হয়। পৰামৰ্শৱলীৰ প্ৰতিলিপি পৰিশিষ্ট 'ক' ত সংলগ্ন কৰা হ'ল।

অসমত জল জীৱন মিছন (JJM)ৰ অধীনত খোৱাপানী যোগান আঁচনিসমূহ আৰু স্বচ্ছ ভাৰত মিছন (গ্ৰামীণ) [SBM-G]ৰ অধীনত সৃষ্টি কৰা সামূহিক অনাময় সম্পদসমূহৰ মেৰামতি আৰু ৰক্ষণাবেক্ষণৰ বাবে 15th Finance Commission ৰ পুঁজিৰ ব্যৱহাৰ সম্পৰ্কীয় কাৰ্যপদ্ধতি (Standard Operating Procedure-SOP) ৰ প্ৰতিলিপি পৰিশিষ্ট 'খ' ত সংলগ্ন কৰা হ'ল।

Field Level ত কোনো ধৰণৰ সমস্যাৰ উদ্ভৱ হ'লে বা অসুবিধাৰ সন্মুখীন হ'লে, সংশ্লিষ্ট কৰ্মচাৰী/কাৰ্যবাহী বিষয়াসকলে বিষয়টো সংশ্লিষ্ট ৰূপায়ণকাৰী বিভাগক পত্ৰ বা ই-মেইলৰ জৰিয়তে অৱগত কৰিব পাৰে। তেনে ক্ষেত্ৰত সংশ্লিষ্ট বিভাগে প্ৰচলিত নিৰ্দেশনা আৰু পদ্ধতি অনুসৰি বিষয়টো পৰ্যালোচনা কৰি, ইয়াৰ দ্ৰুত নিষ্পত্তিৰ বাবে প্ৰয়োজনীয় ব্যৱস্থা গ্ৰহণ কৰিব।

আনহাতে Untied Grant পঞ্চায়তীৰাজ প্ৰতিষ্ঠান সমূহে (PRIs) সংবিধানৰ একাদশ অনুসূচীত সন্নিৱিষ্ট ২৯টা বিষয়ৰ অধীনত স্থানীয় প্ৰয়োজনীয়তা পূৰণৰ বাবে ব্যৱহাৰ কৰে। কিন্তু এই ধনৰাশি দৰমহা বা আন কোনো প্ৰতিষ্ঠানিক ব্যয়ৰ কামত ব্যৱহাৰ কৰিব পৰা নাযায়। Comprehensive Guideline ৰ প্ৰতিলিপি পৰিশিষ্ট 'গ' ত সংলগ্ন কৰা হ'ল।

- (খ) এই বিষয়ত প্ৰয়োজন অনুসৰি চৰকাৰে যথা সময়ত যথাবিহিত ব্যৱস্থা গ্ৰহণ কৰিব।
- (গ) গ্ৰামোন্নয়ন মন্ত্ৰালয়, ভাৰত চৰকাৰৰ পত্ৰ নং K-11033/21/2025-RE-V (392749), তাৰিখ 12.09.2025 (পৰিশিষ্ট- 'ঘ') অনুসৰি, মহাত্মা গান্ধী ৰাষ্ট্ৰীয় গ্ৰাম্য নিয়োগ নিশ্চিতকৰণ আইন (MGNREGA) আঁচনিৰ অধীনত সামগ্ৰী আৰু প্ৰশাসনিক উপাদানসমূহৰ ক্ৰয়-বিক্ৰয় অধিক স্বচ্ছ, জবাবদিহিমূলক আৰু দক্ষ কৰাৰ উদ্দেশ্যে চৰকাৰৰ অনলাইন বজাৰ Government e-Marketplace (GeM) ব্যৱহাৰৰ এক পৰীক্ষামূলক (Pilot) ব্যৱস্থা আৰম্ভ কৰা হৈছে। উক্ত পত্ৰত অসম, ৰাজস্থান আৰু অন্ধ্ৰপ্ৰদেশ ৰাজ্যত একো খনকৈ জিলাত GeM-ভিত্তিক ক্ৰয় ব্যৱস্থা পাইলটভাৱে ৰূপায়ণ কৰাৰ নিৰ্দেশনা দিয়া হৈছে। সেই মৰ্মে, অসমৰ দৰং জিলাত এই ব্যৱস্থা পৰীক্ষামূলকভাৱে ৰূপায়ণৰ ব্যৱস্থা কৰা হৈছে। স্থানীয় Vendor সকলো যাতে ৰাষ্ট্ৰীয় পৰ্যায়ৰ vendor সকলৰ সম পৰ্যায়ত VB-G RAM G ৰ সামগ্ৰী যোগানৰ ক্ষেত্ৰত GeM ৰ জৰিয়তে অংশগ্ৰহণ কৰিব পাৰে তাৰ প্ৰতি লক্ষ্য ৰাখি যথোচিত সজাগতা তথা প্ৰশিক্ষণৰ ব্যৱস্থা কৰা হ'ব।

(Replies and Enclosures have been uploaded in the website "www. cms.neva.gov.in")



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

**ORDERS BY THE GOVERNMENT OF ASSAM
NOTIFICATION**

No. PDA.193/2021/7

Dated: Dispur the 9th February, 2022.

In pursuance of the Cabinet decision held on 10th December, 2021, the Governor of Assam is pleased to notify the following advisory for prioritizing activities to be undertaken by the Gaon Panchayats, Anchalik Panchayats and Zilla Parishads under Tied Grant of 15th Finance Commission.

Advisory for prioritizing activities to be undertaken by the Gaon Panchayats, Anchalik Panchayat and Zilla Parishad under Tied Grant of 15th Finance Commission.

Of the two components recommended under 15th Finance Commission Grant, the Tied Grants can be utilized for the following basic services equally:

- A. Supply of drinking water, rainwater harvesting and water recycling.
- B. Sanitation and maintenance of open defecation free status and this should include management and treatment of household waste, and human excreta and faecal sludge management.

However, if any PRI has fully saturated the need of one category, it can use the fund in the other category. Such saturation shall be certified by the respective Gaon Sabha and duly confirmed by supervising authority of the panchayats.

The total allocation of tied grants for the rural local bodies is distributed among the three tiers of panchayats in the following ratio:

- 70% for Gaon Panchayats
- 15% for Anchalik Panchayats
- 15% for Zilla Parishads.

The main purpose of the 15th FC tied grant for water Supply and sanitation is to enable Gram Panchayats/RLBs to shoulder the full responsibility for potable water supply to every household, Schools, Anganwadi centres, PHCs/ CHCs, community Centres, wellness centres, etc. on longterm and regular basis, greywater management, solid waste management, maintenance of open-defecation free status and improved sanitation in the villages. It is to be ensured that the 15th FC tied grant is used to achieve tangible outputs with intended outcomes

viz. reduced water-borne diseases and improved health, reduced dropout from Schools, reduction of drudgery etc.

For smooth implementation of the above-mentioned Basic Services viz. supply of drinking water and sanitation, the following works are to be taken up by GP/AP/ZP on priority under tied grant of 15th Finance Commission, as enumerated below.

A. Supply of drinking water, rainwater harvesting and water recycling.

- i. Operational and Maintenance (O&M) of functional Water Supply Schemes which are handed over by PHE Deptt. to the PRIs. The recurring O&M expenses of such schemes may be:

- *Electricity charges*
- *Cost of chemicals*
- *Replacement /nominal up-gradation cost*
- *Remuneration for Scheme operators (part time basis) etc.*
- *Any necessary up-gradation works to cater to the need for newly grown up households within the command area of the Scheme*
- *Taking care of any emergency breakdown etc. with necessary redress.*

The electricity charges for the PWSS will be paid centrally by the district. All the GPs/APs/ZPs will transfer their electricity charges amount to a ZPs' dedicated bank account for electricity charges and ZP will pay the consolidated electricity charges of all PWSS to APDCL

- ii. O&M expenses of the above-mentioned activities, water audit and petty expenditure may vary from Rs.13, 000/- to 40,000 per month depending upon the type of scheme. ***(For details O&M Methodology at Annexure-A may be referred).***
- iii. For operation of water supply scheme, Volunteers may be engaged at the rate of as mentioned in the O&M Methodology. The numbers of volunteers to be engaged would depend on the size of the Piped Water supply Scheme (PWSS). ***(For details O&M Methodology at Annexure-A may be referred).***
- iv. The formation of Water Users Committee (WUC) will be taken up in a general meeting involving all users within the command area of the scheme. The quorum of the meeting will be at least 30% of the users of the command area of the scheme.
- v. The services of the existing volunteers taking care of O&M activities, should be continued considering their expertise from their service rendered so far and in case of new engagement of any volunteers (if necessary), the volunteers may be engaged by

Water Users' Committee (WUC) with the approval of Village Water and Sanitation Committees (VWSC)/GPWSC.

- vi. The volunteers may be engaged by Water Users' Committee (WUC) with the approval of Village Water and Sanitation Committees (VWSC)/GP Water and Sanitation Committees (GPWSC).
- vii. Criteria for forming Water Users' Committee (WUC) will be as per guidelines enclosed at **(For details O&M Methodology at Annexure-A may be referred).**
- viii. A separate savings account shall also be opened by the Water Users' Committee, (WUC), where charges collected from users shall be deposited. Further, the shortfall, if any, the maintenance cost may be met from 15th Finance Commission Tied Grant allowed for Drinking water supply.
- ix. The WUC will raised demand of the shortfall fund to the GPWSC. The GPWSC will recommend the GP to transfer to shortfall to WUC. The shortfall fund shall be transferred from GP's 15th FC Grant bank account to the WUC account. This transfer has to be done through PFMS-e-gramswaraj integrated system.
- x. All schemes which have been retrofitted under JJM as well as new schemes being implemented under JJM shall be handed over to GPs/APs/ZPs on ongoing basis by JJM. The schedule for handing over Rural PWSS to GPs will be finalized by the DWSM in consultation with respective PRI.
- xi. The existing volunteers, as well as the new volunteers appointed to run PWSS schemes implemented under JJM shall be trained by PHE Department on an ongoing basis, cost of which will be borne by JJM.
- xii. Large Multi-Village Schemes (MVS) in rural areas, which require technical expertise to operate & maintain shall continue to be run and operated by PHE Department and the O&M cost for those schemes shall be paid out of 15th FC funds placed with Anchalik Panchayat and Zilla Parishad. The O&M cost for MVS Schemes shall include salary of contractual employees, consumables, O&M Contracts with third parties for O&M of MVS Scheme/equipment, electricity charges, repair and maintenance of equipment etc. The DWSM shall be authorized to notify such large Multi-Village Schemes to AP or ZP.
- xiii. Provision for solar energisation and pump for Schools/ Anganwadi Centres for operationalization of drinking water schemes in remote areas where grid based power connection is not available. In such situation, fund is to be utilized as per estimate provided by PHED. Other infrastructures for making running water available shall be facilitated under Jal Jeevan Mission (JJM).

- xiv. Other activities of drinking water supply, rain water harvesting, water recycling and retrofitting which are not covered under JJM may be taken by the PRIs depending upon the availability of fund after provisioning of tied grant for O&M requirement of fund of PWSS.

B. Activities under Sanitation and maintenance of open defecation free status:

- i. Operation and maintenance of Community Managed Sanitary Complex (CMSC) and Solid Liquid Waste Management (SLWM) systems at village level will be done by GPs, while SLWM systems at block level will be done by APs/ZPs.
- ii. Construction of Community Managed Sanitary Complex (CMSC). Funding provision will be in the ratio of 70:30 from PHED (i.e., 2.1 lakhs) and P&RD (90 thousand) respectively. The site selection for CMSC assets will be done by Panchayats and details will be shared with the PHED. Additional fund requirement for CMSCs will be borne by P&RD from 15th FC tied grants.
- iii. Solid Liquid Waste Management (SLWM) at Village level: Funding provision will be in the ratio of 70:30 from PHED and P&RD respectively. The site selection for SLWM assets will be done by Panchayats and details will be shared with the PHED. Waste collection vehicles will be provided by PHED from their 70% share.
- iv. Retrofitting of Individual Household Latrines (IHHL) from 15th FC tied grants by P&RD
- v. Provision of dustbins for waste disposal, external electrification for CMSC and SLWM assets by P&RD from 15th FC tied grants.
- vi. Provision of Material Collection Facility (MCF) at every village of Gaon Panchayat (GP) for collection and segregation of Plastic Waste generated in the GP with an aim to eliminate single use plastic will be done by P&RD.

For effective monitoring and concurrent evaluation, a district level Supervisory Committee will be constituted with the following members:

- | | |
|--|-----------------|
| 1. Guardian Minister of the district | : Chairperson |
| 2. Deputy Commissioner of the district | : Vice Chairman |
| 3. CEO, Zilla Parishad | : Member Secy. |
| 4. Chairperson, Zilla Parishad | : Member |
| 5. ADC (Education) | : Member |
| 6. ADC (i/c JJM)/SDO (i/c JJM) | : Member |
| 7. Inspector of Schools | : Member |
| 8. DEEO | : Member |
| 9. District Social Welfare Officer | : Member |

10. Executive Engineer, PHED

: Member

11. Executive Engineer, ZP

: Member

12. Two Social Activists

: Member (to be nominated by Deputy

Commissioner with the approval of the Hon'ble Guardian Minister of the district).

Other instructions as detailed in guideline issued by PDA.149/2020/33 dated 23rd Nov 2020 will remain same.

(Akash Deep, IAS)

Commissioner & Secretary to the Govt. of Assam
Public Health Engineering Department

(Dr. J B Ekka, IAS)

Principal Secretary to the Govt. of Assam
Panchayat and Rural Development Department

Memo No. PDA.193/2021/7
Copy to:

Dated: Dispur the 9th February, 2022

1. The Commissioner, Panchayat & Rural Development, Assam, Panjabari, Juripar, Guwahati-37 for information & necessary action.
2. All Deputy Commissioners.
3. All Principal Secretaries, 6th Scheduled Areas.
4. The Director, State Institution of Panchayat & Rural Development, Assam, Khanapara, Guwahati-22 for information & necessary action.
5. All Chief Executive Officers of Zilla Parishads.
6. All Project Directors, DRDA for 6th Scheduled Areas.
7. P.S. to Hon'ble Minister, Panchayat & Rural Development/ Public Health Engineering Department, Dispur, Ghy-6 for kind appraisal of Hon'ble Minister.
8. P.S. to Additional Chief Secretary, Public Health Engineering Department, Dispur, Ghy-6 for kind appraisal of Additional Chief Secretary.
9. P.S. to Principal Secretary, Panchayat & Rural Development Department, Dispur, Ghy-6 for kind appraisal of Principal Secretary.
10. Office Copy.

By order etc.

Secretary to the Govt. of Assam
Panchayat & Rural Development Department

পৰিশিষ্ট: 'খ' 'Kha'



GOVERNMENT OF ASSAM
COMMISSIONERATE OF PANCHAYAT AND RURAL DEVELOPMENT
PANJABARI, GUWAHATI-37.

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No.E-742017/I/1425840/2026

06-02-2026

SOP on utilisation of 15th FC Funds for Repair & Maintenance of Rural Piped Water Supply Schemes developed under Jal Jeevan Mission in & Community Sanitation Assets under SBM-G, Assam

In pursuance of the Operational Guidelines for the implementation of the recommendations of the Fifteenth Finance Commission (FC-XV) on Rural Local Bodies, and the Ministry of Jal Shakti letter dated 25.08.2021 (File No. W- 11042/52/2020-JJM.II-DDWS), SBM-G guideline (File No. S-11011/2/2020/SBM-DDWS Dated 14.07.2020) sharing the Manual for Utilisation of 15th Finance Commission tied grants to Rural Local Bodies/PRIs for water and sanitation via Ministry of Finance letter dated 14.07.2021 (File No. 15(2) FC- XV/FCD/2020-25), and with a view to ensuring long-term sustainability of Jal Jeevan Mission and Swachh Bharat Abhiyan-Grameen assets in Assam, using Finance Commission (FC) funds, the following Standard Operating Procedure (SOP) is laid out enumerating the procedures for fund requisition (claims), utilisation, and verification of expenditure for Operations and Maintenance (O&M) prospects of handed over JJM and SBM-G Community assets.

1. Process for Fund Requisition (Claims)

1.1 Repair and maintenance needs shall be identified by any Water User Committee (WUC)/Swajal Mitra/GP during routine operations, inspections, or in response to service disruptions at the scheme level. Once identified, Sectional Officer of Public Health Engineering Department (SO(PHED)) shall be intimated and requested to examine the scheme/assets.

1.2 The identified repair or maintenance needs shall be technically examined by the concerned SO(PHED), who shall certify the requirement and mandatorily prepare and sign the cost estimates in accordance with the available Manuals on Repairs and Replacements under PWSS etc., clearly specifying the nature of defects and the scope of works proposed. In case there is a cost overrun during execution, cost escalation up to 10% is permitted provided necessary funds are present and the appropriate sanctioning authorities approval is taken. However, where if the costs exceed more than 10% of the estimate, SO shall be held liable for such cost overruns.

A. For Assets under JJM

1.3.1 A meeting of WUC shall be called and all members shall be briefed on the nature of defects, the scope of works proposed and cost estimate prepared by SO(PHED) to take resolution on:

1.3.2 If sufficient funds available in WUC Bank Account: The WUC shall first utilise its own funds after passing a resolution with a minimum 50% quorum of WUC members.

1.3.3 If sufficient funds not available in WUC Bank Account: The signed resolution of the WUC must clearly mention need for fund requisition from the Gram Panchayat (GP), supported by following CPRD-FC/1/2026-FC-CP&RD-Commissionerate Of Panchayat & Rural Development Department I/1404482/2026 documents:

- a . Cost estimate prepared and certified by the concerned SO (PHED), as outlined under Section 1.2.
- b. Signed Copy of WUC bank account statement (by WUC President/ Secretary) evidencing insufficiency of available balance along with the past records of resolution, through which earlier expenditure from the WUC bank account have been made in the last 3 years.
- c. Utilization and Verification Certificate (UVC) signed by concerned Executive Engineer & BDO for works executed through FC funds in the last 3 years as per the **Annexure 1**, if applicable.

1.4 All the documents as listed under section 1.3, along with signed resolution of WUC for fund requisition shall be submitted to the GP Secretary and GP President for processing in accordance with the prescribed financial slabs described under subsequent sections from 1.5 to 1.7 and summarized at Table 1.

1.5 Requisitions up to ₹1 lakh per instance, within an annual cap of ₹5lakh per PWSS, may be approved jointly by the GP Secretary and GP President, if the fund requisition request is submitted in accordance with section 1.3.

1.6 Prior approval of the District Water & Sanitation Mission (DWSM), chaired by the District Commissioner (DC), shall be mandatory in either of the following cases:

- a) any single requisition exceeding ₹1 lakh and up to ₹5 lakh per PWSS; or
- b) any requisition that causes the cumulative annual requirement to that PWSS to exceed ₹5 lakh, so long as FC fund at GP level are available.

1.7 Any of the following shall require DWSM approval, along with the DC determining the funding source:

- a) any single requisition exceeding ₹5 lakh; or
- b) any subsequent requisition where FC funds at GP level are exhausted, irrespective of amount.

Table 1: Summarised Fund Slabs and Approval Chain

Sl. No	Approval Level	Expenditure through	One-time Requisition Limit (per PWSS)	Cumulative Annual Limit (per PWSS)
1	GP	FC fund at GP level	Up to ₹1 lakh	Up to ₹5 lakh
2	GP + DWSM	FC fund at GP level	Above ₹1 lakh and up to ₹5 lakh	Beyond ₹5 lakh (till FC fund at GP level exhausted)
3	DWSM	FC fund at AP/ZP level, based on discretion of DC	Above ₹5 lakh	If FC fund at GP level exhausted

1.8 In cases as mentioned at section 1.7, DC shall preferably approve expenditure from FC funds at Anchalik Panchayat (AP) level first, and thereafter from FC funds at Zilla Parishad (ZP) level , as applicable.

B. For Community Assets under SBM-G :

Various community assets, viz., MCFs, waste collection vehicles, community compost units, PWMUs, Community Sanitary Complexes, and end-of-drainage treatment systems/soak pits will require routine and preventive work, minor repairs, and major repairs. These repair and maintenance activities shall be carried out by GPs for GP-level assets and APs for Block level assets to ensure the regular functioning of the assets. Finance Commission grants available at the GP level will be used for these GP-owned assets. In the case of Plastic Waste Management Units (PWMUs), repair and maintenance shall be supported through Finance Commission grants available at the Anchalik Panchayat level.

In case the repair estimate is above 1 Lakh, DC shall preferably approve expenditure from FC funds at Anchalik Panchayat (AP) level first, and thereafter from FC funds at Zilla Parishad (ZP) level, as applicable.

Detailed list of Repair and Maintenance framework of SBM-G assets in Annexure 4.

2. Process for Expenditure and Execution

2.1 All GPs must constitute one standing **Repairing Construction Committee for Water & Sanitation Assets** at the GP level where GP fund will be utilized which shall comprise the following members and composition:

- Chairperson: Any person of the GP/VCDC/MAC nominated by the GP
- President/VCDC Chairperson/MAC Chairperson having a minimum educational qualification of HSLC
- Member: SO(PHED) concerned
- Member Secretary: GP Secretary

In addition, the following members, based on the PWSS for which the expenditure is being planned, will be co-opted as members of the Construction Committee

- e. Member: Ward Member concerned/Any other person from the VCDC/MAC
- f. Member: WUC President/Secretary of the concerned PWSS
- g. Member: Accredited Engineer of GP/Block
- h. Member: Swajal Mitra of the PWSS
- i. Member: Any other member of the WUC

Additionally, the following members, based on the type of SBM G assets for which the expenditure is being planned, will be co-opted as members of the construction committee:

- j. Member: Ward Member concerned/Any other person from the VCDC/MAC
- k. Member: President/Secretary of the party handling the asset
- l. Member: Accredited Engineer of GP/Block
- m. Member: Any Swajal Mitra in the GP
- n. Member: Any other member of the party handling the asset

2.2 All AP must constitute one standing **Repairing Construction Committee for Water & Sanitation Assets** at the AP level where AP fund will be utilized which shall comprise the following members and composition:

- a. Chairperson: Any person of the AP nominated by the AP President having a minimum educational qualification of HSLC
- b. Member: Assistant Executive Engineer (PHED) concerned Division
- c. Member Secretary: BDO

In addition, the following members, based on the PWSS for which the expenditure is being planned, will be co-opted as members of the Construction Committee

- d. Member: AP Member of concerned AP
- e. Member: WUC President/Secretary of the concerned PWSS
- f. Member: Assistant Executive Engineer/ Assistant Engineer of the Block
- g. Member: Swajal Mitra of the PWSS
- h. Member: Any other member of the WUC

Additionally, the following members, based on the type of SBM G assets for which the expenditure is being planned, will be co-opted as members of the construction committee:

- i. Member: AP member of concerned AP
- j. Member: President/Secretary of the party handling the asset
- k. Member: Assistant Executive Engineer/ Assistant Engineer of the Block

l. Member: Any Swajal Mitra in the GP

m. Member: Any other member of the party handling the asset.

2.3 All ZP must constitute one standing **Repairing Construction Committee for Water & Sanitation Assets** at the ZP level where ZP fund will be utilized which shall comprise the following members and composition:

- a. Chairperson: Any person of the ZP nominated by the ZP President having a minimum educational qualification of HSLC
- b. Member: Executive Engineer (PHED) concerned Division
- c. Member Secretary: CEO,ZP

In addition, the following members, based on the PWSS for which the expenditure is being planned, will be co-opted as members of the Construction Committee

- e. Member: ZPC Member of concerned
- f. Member: WUC President/Secretary of the concerned PWSS
- g. Member: Executive Engineer of ZP/ Assistant Executive Engineer
- h. Member: Swajal Mitra of the Scheme
- i. Member: Any other member of the WUC

Additionally, the following members, based on the type of SBM G assets for which the expenditure is being planned, will be co-opted as members of the construction committee:

- j. Member: ZPC Member of concerned
- k. Member: President/Secretary of the party handling the asset
- l. Member: Executive Engineer of ZP/Assistant Executive Engineer
- m. Member: Any Swajal Mitra in the GP
- n. Member: Any other member of the party handling the asset.

2.4 The Construction Committees as mentioned at *section 2.1, 2.2, & 2.3* shall function as construction committees for all expenditure made from FC funds of the PRIs for the purpose of O&M of PWSS constructed under JJM and community sanitation assets under SBM-G.

2.5 Upon approval of the GP/DWSM or both, as outlined under *section 1*, the concerned GP/AP/ZP shall direct the Construction Committee to undertake necessary activities, in writing.

2.6 The committees must ensure that all the utilisation of approved funds happen in alignment with the expenditure guideline outlined in the Manual on Repairs and Replacements in coherence with the procurement rules laid down in the Assam Public Procurement Rules

2.7 The Construction Committees shall execute the approved works within 30 days of sanction. However, if the execution encounters delay, then the following procedure may be followed:

2.7.1 If execution is delayed beyond 30 days , prior approval of the GP President shall be obtained to continue the work up to 45 days from the date of approval.

2.7.2 If the delay continues beyond 45 days , further continuation of the work up to 60 days from date of approval shall require prior approval of the DWSM.

2. 7.3 If the work remains incomplete beyond 60 days , GP Secretary, Accredited Engineer (P&RD),BDO, Assistant Engineer (in case AP funds are utliized), CEO,ZP and Executive Engineer of ZP/ Assistant Executive Engineer (in case ZP funds are utliized) shall be held accountable and shall submit a written explanation along with a corrective action plan to the DWSM. The work shall be completed within the next 30 days, failing which the DWSM may initiate appropriate disciplinary action.

2.8 Disbursement of funds for approved works shall be made through the Construction Committees on a milestone basis, as mentioned below-

- a. 30% of the approved amount shall be released at the onset of
- b. work,
- c. Next 30% of the approved amount during implementation of work upon achievement of 50% physical progress. Half (50%) of physical progress to be ascertained by concerned SO (PHED) per the format in Annexure-1
- d. Further 30% of the approved amount on completion of work, upon production of Work Completion Certificate as per the format in Annexure-2 and
- e. Remaining 10% of the approved amount after one month of successful completion of the work executed and upon production of Utilisation and Verification certificate duly signed by AEE/EE (PHED) and Block Development Officer (BDO) as per the format in

Annexure-3

3. Process for Verification and Subsequent Claims

3.1 A Utilisation and Verification Report shall be prepared by the AEE/Executive Engineer (PHED) and BDO within 30 days of final completion of the approved work and copy shall be mandatorily shared with the GP and the DWSM for procedural compliance and for release of the final payment tranche, as outlined under section 2.4(d).

3.2 The Utilisation and Verification Report shall mandatorily include:

- a. Technical certification of work quality, signed by the AEE/EE (PHED)
- b. Work Completion Certificate as per Annexure -2, supported by bills; and

c. Photographic evidence of the completed work

3.3 The Utilisation and Verification Report shall be a necessary enclosure for any future fund requisition submitted by the WUC / Jal Mitra from the concerned PWSS.

3.4 Record keeping including all original documents shall be maintained at the Gram Panchayat level, with copies shared with the WUC and the EE (PHED).

3.5 The Jal Mitra shall ensure that the Utilisation and Verification Report and supporting documents are uploaded on the designated digital portal, with facilitation support from the SO (PHED), for audit, monitoring, and inspection purposes.

4. Others

4.1 If the funds are exhausted at the GP, AP, and ZP levels. Required fund may be pursued through allocation from SOPD funds by PHED for execution of Repairing & Maintenance works, with appropriate approvals, so that critical water supply services are not disrupted.

4.2 In case of 6th scheduled areas where financial autonomy over the FC fund lies with the councils. The Councils will be responsible the execution of Repairing & Maintenance works of the PWSS in those areas.

Digitally signed by
BALLEPU KALYAN CHAKRAVARTHY
Date: 09-02-2026 13:48:16

Additional Chief Secretary to GoA
Panchayat & Rural Development Deptt.
Assam

Digitally signed by
SYEDAIN ABBASI

Date: 06-02-2026

16:51:55

Special Chief Secretary to GoA

Public Health Engineering Deptt
Assam

Memo No.E-742017/I/1425840/2026-A

06-02-2026

Copy to:

1. The Commissioner, Panchayat & Rural Development, Assam, Panjabari, Juripar. Guwahati-37 for information & necessary action.
2. The Mission Director, JJM for kind information.
3. All Principal Secretaries, 6" Scheduled Areas, for information and necessary action.
4. All District Commissioners. For information and necessary action.
5. The Director, Golap Borbara State Institution of Panchayat & Rural Development. Assam. Khanapara, Guwahati-22 for information & necessary action.
6. All Chief Executive Officers of Zilla Parishads for information and

necessary action.

7. All Project Directors, DRDA for 6" Scheduled Areas for information and necessary action.
8. P.S. of Hon'ble Minister, Panchayat & Rural Development, Dispur, Ghy- 6 for kind appraisal of Hon'ble Minister, Panchayat & Rural Development, Dispur.
9. P.S. of Hon'ble Minister, Public Health Engineering Deptt, Dispur, Ghy-6 for kind appraisal of Hon'ble Minister, Public Health Engineering Deptt., Dispur.

Digitally signed by
MUNINDRA SHARMA
Secretary to the Govt. of
Assam
Date: 09-02-2026
14:45:41
Panchayat & Rural
Development Deptt., Assam

Annexure - 1: Half (50%) Work Completion Certificate

Name of Asset: _____
Village / GP / Block / District: _____
PHED Division: _____
Sectional Officer (PHED): _____
Construction Committee: _____
Type of Work: _____
Approval Reference No. & Date: _____
Work & Cost Details
Brief Description of Work Executed:
Materials & Labor Used (As per Actual Bills)

Sl. No.	Material	Unit	Quantity	Unit Price	Total Price
1					
2					
3					
4					
Total Sum					

Approved Cost (₹): _____

Expenditure Incurred till Date (₹): _____

Verification Checklist

- ☐ Bills / vouchers attached (as applicable)
☐ Photographs of work executed attached

Certification

Certified that the above work has achieved 50% physical completion and subsequent payments can be issued.

Sectional Officer (PHED)

Name:

Signature:

Date:

Annexure - 2: Work Completion Certificate

Name of PWSS: _____
 Village / GP / Block / District: _____
 PHED Division: _____
 Construction Committee: _____
 Type of Work: _____
 Approval Reference No. & Date: _____
 Work & Cost Details
 Description of Work Executed:
 Materials & Labor Used (As per Actual Bills)

Sl. No.	Material	Unit	Quantity	Unit Price	Total Price
1					
2					
3					
4					
Total Sum					

Approved Cost (₹): _____
 Total Expenditure Incurred (₹): _____
 Completion Verification Checklist
☐ All approved works completed
☐ Bills / vouchers attached
☐ Photographs of completed work attached
☐ Work conforms to approved estimates and standards

Completion Certification

Certified that the above work has been completed in full and is fit for operation.

Signatures

Sectional Officer (PHED)

Name: _____ Signature: _____ Date: _____

Assistant Engineer (P&RD)

Name: _____ Signature: _____ Date: _____

Chairperson, Construction Committee

Name: _____ Signature: _____ Date: _____

GP Secretary

Name: _____ Signature: _____ Date: _____

Annexure -3: Utilisation and Verification Certificate

Name of Scheme (PWSS): _____

Village / GP: _____

Block: _____

District: _____

This is to certify that an amount of ₹ _____ (*Rupees* _____ *only*) was utilised for repair / maintenance works under the above-mentioned Piped Water Supply Scheme (PWSS) confirming to approved sum outlined below.

The administrative approval for the said works was accorded vide Approval Order / Work Order No. _____ dated _____ , sanctioning an amount of ₹ _____ for the proposed works.

The repair / maintenance works commenced on _____ (date) and were completed on _____ (date), as per the Work Completion Certificate duly signed by the members of the Construction Committee constituted for the said works.

It is hereby further certified that:

The stipulated repair / maintenance works have been completed satisfactorily. The PWSS has remained operational for a continuous period of one month following completion of the works. The quality of work executed has been verified and found to be in order.

Certification

Certified that the utilisation of funds is in accordance with the approved provisions and that the repair/maintenance works have been completed and verified as stated above.

Signature: _____

Name: _____

Designation: AEE/ Executive Engineer (PHED)

BDO

Division: _____

Date: _____

Signature: _____

Name: _____

Designation: _____

Block: _____

Date: _____

Annexure 4 : Repair and Maintenance framework of SBM-G assets

Asset	Routine Maintenance (Daily/Weekly)	Preventive Maintenance (Monthly/Quarterly)	Minor Repairs	Major Repairs
Material Collection Facility (MCF) (Both Centralised and Mini)	Cleaning of shed, sorting platforms and bins; proper stacking of recyclables	Inspection of roofing, flooring, and drainage of the composting area	Repair of door, fencing, and sorting tools/accessories	Structural repairs; replacement of doors/
Waste Collection Vehicles	Daily cleaning; tire pressure and brake checks; battery charging (for e-vehicles)	Scheduled servicing; rust prevention; battery health check	Tire puncture repair; brake cable, lights, and container repairs.	Engine overhaul; battery replacement; chassis
Community Compost Pits	Waste loading, turning, and moisture control; cleaning of the surrounding area and addition of earthworms for vermicomposting.	Structural inspection; leachate and drainage checks	Repair of pit walls and covers; replacement of tools and sieves	Structural repairs; replacement of doors/
Plastic Waste Management Units (PWMUs)	Segregation, baling, and safe storage of plastics; cleaning of the work area	Inspection of baler, shredder, and electrical fittings	Repair of baler belts; shredder; replacement of storage cages.	Replacement of baler; machinery structural repairs; replacement of doors/
Community Sanitary Complex (CSC)	Daily cleaning and disinfection; water and electricity checks	Plumbing, flushing system, and soak pit inspection, working of twin pit	Repair of taps, flush valves, doors, and tiles; replacement of lights and fittings	Repair of pits; plumbing line replacement; structural repairs;
End-of-Drainage Treatment (End of Drainage Treatment Systems/Soak Pits)	Removal of debris and floating waste; cleaning of screens and inlets; vegetation upkeep	Inspection of chambers, baffles, filters, and flow paths; pre-monsoon checks	Crack filling; replacement of screens, pipes, and filter media	Desilting tanks; reconstruction of chambers; capacity enhancement

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

ORDER BY THE GOVERNOR OF ASSAM
NOTIFICATION.

Dated: Dispur the 23rd November, 2020.

No PDA.149/2020/33 : The Governor of Assam is pleased to Notify a Comprehensive guidelines for implementation of Fifteenth Finance Commission (15th FC) Grant in respect of Gaon Panchayat, Anchalik Panchayat and Zilla Parishad as follows:

Introduction:

The XV Finance Commission 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 during 2020-25. Accordingly, in its interim report for 2020-21, the XV FC recommended Grant-in-Aid to all tiers of the Panchayati Raj Institutions, including the Traditional Bodies of Sixth Scheduled Areas. The recommended grants are of two components *namely*, **Basic Grant** and **Tied Grant** in the ratio of **50:50**.

The **Basic Grants** are untied and can be used by the Rural Local Bodies for location specific felt need, except for salary or other establishment expenditure.

The **Tied Grants** are to be used for basic services of

- a) Sanitation and maintenance of open defecation free status
- b) Supply of drinking water, rainwater harvesting and water recycling.

The allocation of both the basic and tied grants to the respective tiers of panchayats bodies for 2020-21 is

- 70% for Gaon Panchayat
- 15% for Anchalik Panchayat
- 15% for Zilla Parishad

After 73rd Amendment of the constitution, responsibilities of the PRIs have extensively been enhanced with considerable enhancement of fund allocation. Keeping the guideline/instructions of Govt. of India and corresponding enhanced assignment of funds to match additional responsibilities, with an aim for proper and effective implementation of priority-based schemes, this guideline pertaining to the fund of XV FC to be utilized by the Gaon Panchayats, Anchalik Panchayats and Zilla Parishads.

A. Gaon Panchayat:

Selection of Schemes:

It is necessary for Gaon Panchayat to have a cogent developmental plan in the form of GPDP (*Amar Gaon Amar Achoni*) for utilization of XV FC grant. The schemes under the Fifteenth Finance Commission Grant should invariably be selected by abiding the Gaon Panchayat Development Plan (*Amar Gaon Amar Achoni*) Guidelines and the schemes in the GPDP are to be approved in the Gaon Sabhas. The Annual Plans of the GP should be ready well ahead of receipt of the 1st instalment of the grant. Under no circumstances, the GPs Annual Plan finalization can be delayed beyond 15 days from receipt of the fund.

1. **Untied Grant:** The Untied Grants are to be used for the location specific felt need, except for salary or other establishment expenditure. The suggestive permissible works under untied grants are:

1. Maintenance and repair of Govt. school buildings.
2. Maintenance of Community Assets
3. Installation of standalone solar streetlight.
4. Installation of solar power generation plant in GP office buildings which have no or little access to grid-based electricity.

5. Maintenance of Road, Footpath, Street Lighting
6. Child & Women Development related issues
7. Burial and cremation ground
8. Other basic services according to Assam Panchayati Raj Act. 1994, such as,
 - Parks and play field
 - Market sheds
 - Irrigation Canal
 - Other income generating activities
 - Agriculture, Fishery, Animal Husbandry & Veterinary

The **Untied Grant** of 2020-21, may also be utilized for construction of specific community assets like GP Bhawan (*where no own GP building exists*) apart from undertaking repair and maintenance works of other public building/Assets located in the GP by engaging and utilizing the services of the skilled/unskilled workers for the same.

The maximum approved unit cost for the GP Bhawan by MoPR is Rs.20 Lakh. 50% cost of the GP building may be met from the untied grant of XV FC/State FC Grant/OSR, and 50% from MGNREGS fund.

- 2. Tied Grant:** 15th FC in its interim report for FY 2020-21, has identified drinking water supply and sanitation as priority areas for rural local bodies and accordingly 50% of grant is allocated as tied grant for

- I. Sanitation and maintenance of open defecation free status
- II. Supply of drinking water, Rainwater harvesting and water recycling.

However, if any Gaon Panchayat has fully saturated the needs of one category, the particular GP can utilize the fund for the other category. The suggestive list of activities that can be taken up under the tied grant component are:

2.1. Sanitation and maintenance of open defecation free status

- a) Providing toilet facilities by the GP in the Lower Primary Govt. or provincialized schools located within the GP.
- b) Operation and maintenance of all community assets created for the purpose of sanitation and solid and liquid waste management viz. grey water management system, GOBARDHAN project, faecal sludge Management projects soak pits, compost pits which are not covered by APs and ZP.
- c) Collection and transportation of waste from households to village level treatment site and management of compost centre
- d) Construction of community managed sanitary complex as per funding norms of SBM(G) phase-II guidelines
- e) Construction of community compost pits, community soak pits/grey water management system as per funding norms of SBM(G) phase II guidelines
- f) Transportation of plastic waste from village storage to plastic waste management unit at block level, for which SBM(G) guideline may be referred to.
- g) Retrofitting of toilets at community level for group toilets
- h) Construction of drainage channels
- i) Equipment for cleaning the waste management premises and safety gears for workers which may include masks/gumboots etc.
- j) Provision of community level segregation bins at public places (two bins system)
- k) Menstrual Waste Management at appropriate place preferable at collection centre which may include incinerator model approved by CPCB/SPCB
- l) Scaling up of GOBARDHAN projects (minimum 10 per block) as per norms under New National Biogas and Organic Manure Programme (NNBOMP) of Ministry of New Renewable Energy.

2.2. Supply of Drinking water, rainwater harvesting and water recycling

1. Providing drinking water in institution like schools, anganwadi centres, health centres etc.
Preference is to be given to those schools first where there are no drinking water supply systems in the schools.
PHE Deptt. will provide model design and estimate for the stand-alone water supply systems for the schools (solar & non solar).
2. Retrofitting existing water supply schemes/system to improve service delivery for whole design period
3. Bringing water from nearby surface source, bore well, in village distribution network, overhead tank (ESR), sump, washing & bathing place for people having small houses, cattle trough etc.
4. Grey water treatment and its reuse viz. stabilization pond and associated infrastructure
5. Operation and maintenance of drinking water supply and grey water management systems.
6. Rainwater harvesting and water recycling
Augmentation of existing water sources of drinking water viz. bore well recharge, rainwater harvesting viz. check dams, rehabilitation of water bodies, watershed and springshed management etc.

While utilizing the 15th FC Tied Grants for water and sanitation, priority may be given to cover all the activities identified under Jal Jeevan Mission (JJM) and Swachh Bharat Mission Grameen (SBM (G)) phase-II.

2.3. Activities to be taken up by the Gaon Panchayats under tied grant in convergence with PHE Department (PHED) and modalities for implementation of such activities.

2.3.1. Community Managed Sanitary Complex (CMSC)

- Ministry of Jal Shakti launched the Samudayik Shauchalaya Abhiyan. As per mandate of the Abhiyan, the Community Managed Sanitary Complexes (CMSC) have to be constructed all over the State. Community Managed Sanitary Complex (CMSC) is to be constructed by the GPs in convergence with the PHE Department under SBM-G. The estimated cost of Community Managed Sanitary Complex (CMSC) is 3 Lakh per unit. PHE Department will bear the 70% (Rs.2,10,000/-) of the estimated cost and 30% (Rs. 90,000/-) will be borne by the GPs from the tied grant of the 15th FC.
- The PHE Department has already completed approximately 212 such units. PHE Department will share the GP wise list of these units. Accordingly, 30% of estimated cost of each unit will be transferred to the District Water and Sanitation Committee (DWSC) from the fund available under the Tied Component of the Grant of 15th FC allotted to each Gaon Panchayat in which the construction of Community Managed Sanitary Complex (CMSC) has already been completed as soon as the completion certificate and UC is submitted by the PHED subject to the satisfaction of the GP authority on the quality of construction work.
- Further, there are 2303 nos such units of CMSCs where construction work has already been started by PHED. GPs will provide their share of fund (30%) of these units once the construction is completed and UC is submitted by the PHED subject to the satisfaction of the GP authority on the quality of construction work.
- All such payments will be made by GPs through e-Gramswaraj portal.



- All new CMSCs shall be constructed by the GP from now onwards. 30% of estimated cost will be borne by the GPs from 15th FC grants and remaining 70% shall be provided from PHE Department. PHE Department will share the GP wise target of CMSCs with GPs.
PHE Department will release its share of 70% (*Rs.2,10,000/-*) of the estimated amount of *Rs. 3,00,000/-* in two equal instalments (*35% of the total estimated cost of Rs.3,00,000/- i.e. Rs. 1,05,000/-*) on the basis of progress of construction works. 1st instalment will be released on completion of all civil works, for which GP will have to submit progress report. 2nd instalment will be release by PHE Department after completion of all items of works as per approved plan and estimate which include Plumbing/Sanitary Fitting/Tiles/Paintings/IEC Message etc., subject to the condition that GP authority furnishes the UC and competent technical officer of the PHE Department is satisfied with the quality of work.
- SBM-G will provide the model and estimate of CMSCs and will be the technical support agency to monitor the construction of CMSC. All the CMSCs will have the same colour scheme as approved in the Model and estimate, as provided by SBM-G.
- All physical and financial progress shall also be immediately updated in both the designated software viz., e-Gramswaraj and SBM-G IMIS.
- The continuous running water facility is to be ensured for every CMSC by the GPs.
- The GP will decide upon a suitable location for construction of CMSC that is easily accessible to all, having adequate water availability and where long term O&M is ensured. Priority shall be given to the locations with predominant SC/ST habitations, poorest of poor in the village and/or those visited by migrant labourers/ floating population etc.
- The GPs will act as the custodian of the CMSCs.
- The GPs will be responsible for the operation & maintenance (O&M) of the CMSC.

2.3.2. Solid Waste Management (SWM) at village level

- The construction of Gram Panchayat Level central Material Collection Facility (MFC). SBM-G will share the GP wise target of SWM projects with the GP Secretaries, BDOs and CEO, ZPs. The construction shall be done by GP.
- The share of cost for the SWM at village level is in the ratio of 70:30 for SBM-G and P&RD, respectively. SBM-G will provide the model and estimate of SWM infrastructure, also known as Material Collection Facility (MCF). In addition, SBM-G will remain the technical support agency to monitor the construction of the infrastructures.
- The cost of the GP level central MCF infrastructure will be borne by the GP out of 15th FC tied grant, which will account for 30% of the total cost of GP level SWM infrastructure (as explained in the table below).
- Once construction of MCF is completed the completion certificate will be submitted to SBM-G/DWSC for providing all related SWM infrastructure.
- All the GP level central MCFs will have a uniform structure based on the approved model and estimate provided by SBM-G. In addition, a uniform colour scheme will be maintained for all MCFs.
- Other than GP level MCFs, mini MCFs will also be set up in rest of the villages of the GP. These mini MCFs will have storage for biodegradable and non-biodegradable waste. These mini MCFs will be constructed by GP and payment will be made from SBM-G funds.

- The GP through its officials will ensure that any change in plan is immediately reflected in their respective MIS. Similar changes will also be incorporated by SBM-G in its IMIS.
- All physical and financial progress shall also be immediately updated in both designated software i.e. e-GramSwaraj and SBM-G IMIS. It is also to be ensured that the expenditure in financial terms in the ratio of 70:30 for every SWM infrastructure in each village, while uploading in the designated software is maintained.
- The GPs will ensure selection of suitable site for construction of SWM infrastructures.
- The GPs will act as the custodian of the SWM assets viz., MCF, vehicles for waste transportation etc.
- The GPs will be responsible in the sustainability and operation & maintenance (O&M) of the SWM infrastructure.

MODEL ESTIMATE FOR SOLID WASTE MANAGEMENT FOR A GAON PANCHAYAT		
1	Average population per GP	10000
2	Average no of Village per GP	10
3	Average Population per Village	1000
1	SWM Fund Available per Capita in Rs.	60
2	SWM fund available per village in Rs.	60000
3	SWM fund available per GP in Rs.	600000
NB	30% of the fund is to be spent from 15 th finance commission grant, hence	
	SWM fund from SBM in Rs.	420000
	SWM fund from 15 th Finance in Rs.	180000
	Total for a GP in Rs.	600000
	Tentative GP SWM plan for Community Asset	
1	GP level MCF including provision of water & power connection, fire extinguisher, medical kit, weighing machine, land development, bins for inert waste, vermin composting bed etc. (15 th FC Grant)	180000
2	Mini MCF at Village Level 9 Nos. @ 20000 (SBMG)	180000
3	Tricycle-2 @ 30000 each (SBMG)	60000
4	Battery Rickshaw for garbage collection (SBMG)	180000
	Grand Total (Rs)	600000

NB: the GPs should also provide household waste bins for non-biodegradable waste to every households/or wherever necessary. As household biodegradable wastes are managed at household level, therefore collection and transportation of biodegradable wastes will mainly be concentrated for the wastes generated at community level viz., daily and weekly market, shops, temples, schools and offices etc.

2.3.3. Grey Water Management (GWM) at village level

- The share of cost of the Grey Water management at village level is in the ratio of 70:30 for SBM-G and GP respectively.
- SBM-G will provide the model and estimate of Grey water management infrastructure; in addition, SBM-G will remain the technical support agency to monitor the construction of the infrastructures.
- Community Soak Pits (CSP), improvement of community ponds and drainage channels for grey water management fall under this category. Individual Soak Pits (ISP), if any requirement exists, also fall under this category.



- The construction of Community Soak Pits (CSP), construction of Individual Soak Pits (ISP), improvement of community ponds along with construction of drainage channels will be executed by the GP. The cost of construction of CSPs will be paid from SBMG funds while the cost of ISPs and drainage channels will be solely borne by the GP.
- The GPs will ensure the proper site selection for the construction of CSP for linking the, drainage channels to the CSPs, in addition to other grey water management measures.
- The GPs will act as the custodian of the GWM assets.
- All physical and financial progress shall also be immediately updated in both the designated software viz., e-Gramswaraj and SBM-G IMIS. It is also to be ensured that the expenditure in financial terms remains in the ratio of 70:30 for every community ponds, while uploading in the designated softwares.
- The GPs will be responsible for the sustainability and operation & maintenance (O&M) of the LWM infrastructure.

MODEL ESTIMATE FOR LIQUID WASTE MANAGEMENT PLAN AT GP LEVEL		
1	Average population per GP	10000
2	Average no of Village per GP	10
3	Average Population per Village	1000
4	Average household per village (% person per household)	200
1	LWM Fund Available per Capita in Rs.	280
2	LWM fund available per village in Rs.	280000
3	SWM fund available per GP in Rs.	
	30% of the fund is to be spent from 15 th finance commission grant,hence	
	LWM fund from SBM-G in Rs.	19,60,000
	LWM fund from 15 th Finance in Rs.	8,40,000
	Total for a GP in Rs.	28,00000
	Tentative GP LWM plan for Community Asset	
1	Construction of Community Soak Pits (SBMG)	1960000
	Construction of drainage channels, improvement of Community Pond through grey water management and construction of individual soak pits at institution etc. if any	8,40,000
	Grand Total	28,00,000

NB: Construction of drainage channels and improvement of community compounds may also be taken up by P&RD/GP from the MGNREGS and additional 15th FC funds

Responsibility Matrix of the activities to be taken up under convergence

Sl No.	Responsibility of SBM-G	Responsibility of P&RD/GP	Modalities of Fund Transfer
Community Managed Sanitary Complex			
1	SBM-G will provide uniform design and estimate for construction of CMSC	Construction of CMSC will be the responsibility of P&RD through the GPs	1. For ongoing CMSC GP will release 30% of their share from 15th FC grant to DWSC 2. For new CMSC 70% of the cost incurred in construction of CMSC will be borne by SBM-G 3. PHE Department will release its share of 70% (Rs.2,10,000/-) of the estimated amount of Rs. 3,00,000/- in two equal instalments (35% of the total estimated cost of Rs.3,00,000/- i.e. Rs. 1,05,000/-) on the basis of progress of construction works. 1st instalment will be release on completion of all civil works, for which GP will have to submit progress report. 2nd instalment will be release by PHE Department after completion of all items of works as per approved plan and estimate.
Solid Waste Management			
2	1. Provide design & Estimate of MCF 2. Supply Tricycle 3. Supply battery rickshaw 4. Technical support agency to monitor the construction of the infrastructures	1. Construction of central material Collection Centre at the GP level 2. Including Supply of fire extinguisher, sand bucket, Medical kit, Weighing machine, washable gloves, boots, uniform etc. Power and water supply at MCF vermin composting bed etc. 3. O&M of the created assets under SWM facility	• GP will construct the central MCF facility and mini MCF at the GP and village level, respectively. • SBM-G will procure vehicles for waste collection from 70% of fund available for Solid waste management at village level • Remaining fund will be provided to GP for construction of village level mini MCFs after GP provides UC of the completed central MCF to SBM-G in two instalments. • 1st instalment will be provided after UC is submitted by GP for the central MCF • 2nd instalment will be provided based on the UC submitted by GP after completion of mini MCFs from the 1st instalment.
Liquid Waste Management			

3	1. Provide design & Estimate of Community soak pits (CSP) 2. Technical support agency to monitor the construction of the infrastructure	1. Construction of Community soak pits, Individual Soak Pits, drainage channels 2. Improvement of community ponds through Grey water management 3. O&M of the created assets under LWM facility 4. Construction of drainage channels in low lying areas.	GP will construct the Individual Soak pits/Drainage channels with 15 th FC grant. CSPs will be constructed by GPs and payment will be made by the DWSC out of SBMG funds.
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1. Implementation and Monitoring of the Scheme

For effective monitoring and concurrent evaluation of the local bodies receiving the grants under XV Finance Commission (FFC) and to ensure that the funds are utilized for the purpose recommended by XV FC, two Advisory Committees are to be formed as stated below. Further the Committees are to provide guidance and support in the matters of XV FC as and when required. The Committees will also ensure that the schemes undertaken against XV FC grant are invariably drawn from Amar Gaon Amar Achoni (GPDP).

• District level Advisory Cum Monitoring Committee

1. In Charge Hon'ble Minister of the district : Chairperson
2. Deputy Commissioner : Vice Chairperson
3. CEO, Zilla Parishad : Member Secy.
4. Hon'ble MLAs of the districts : Members
5. ZP President : Member
6. ZP Member : Member
7. Social Activist : Members

(2 Social Activist, to be nominated by Deputy Commissioner in consultation with In-Charge Minister)

• Block level Advisory Cum Monitoring Committee

1. Chief Executive Officer, Zilla Parishad : Chairperson
2. Executive Officer, AP/BDO : Member Secy.
3. Hon'ble MLA : Member
4. Social Activist : Members

(2 Social Activist, to be nominated by CEO, ZP in consultation with In-Charge Minister)

5. ZP Members of the concerned AP : Member
6. Anchalik Panchayat President : Member
7. Gaon Panchayat Presidents & Secretaries under: Members the Anchalik Panchayat

The Committees are to oversee and ensure that the funds under XV FC award at the command of the GPs are utilized after preparation of proper GPDP (Amar Gaon Amar Achoni).

1. The Block level Advisory Cum Monitoring Committee shall scrutinize the schemes selected for the annual plans keeping in consonance with the followings.

- Whether the schemes in the GPDP are as per approved schemes in the Gaon Sabhas or not. In case, the schemes are not approved by Gaon

Sabha, the Committee shall arrange inclusion of schemes approved in the Gaon Sabha.

- To scrutinize and set right the priorities of the selected schemes as and when necessary.

2. Similarly, District Level Advisory cum Monitoring Committee may also scrutinize the Annual Plan, if so desires and BDO concerned of the particular GP will place the Annual Plan before the Committee as soon as the formal communication is made by the CEO ZP cum the Member Secretary of the Committee.
3. There should be at least four meetings of these two committees in a Financial year. Under normal situation, Member Secretary of both the committees will have to ensure that the process of scrutiny of GPD by the **District level Advisory Cum Monitoring Committee or the Block level Advisory Cum Monitoring Committee (as the case may be)** is completed within fifteen(15) days from the date of receiving the same from Gaon Panchayats, unless prevented by an emergency situation arising out of Law and order or Disaster of serious nature or Model Code of Conduct imposed by the Election Commission of India or the State Election Commission, failing which, Advisory and Monitoring committee shall be deemed to have scrutinized the GPDs and found in order.

4. Implementation of Scheme:

1. Project/Scheme under XV FC must be implemented through a Construction Committee to be constituted as stated below:
 - i. Chairman : Chairman of the Committee will be selected by the CEO/BDO in consultation with the user group. The Chairman cannot be a PRI representative
 - ii. Member : Secretary: Gaon Panchayat Secretary
 - iii. Member : Concerned Junior Engineer
 - iv. Member : Concerned GP President
 - v. Member : Concerned AP Member of the GP
 - vi. Member : Concerned Ward Member of the GP
2. The Construction Committee will be constituted by Chief Executive Officer, Zilla Parishad for schemes above Rs. 10 lacs. The BDO will constitute the Construction Committees for schemes upto Rs 10 lacs. Construction Committee must be constituted within seven (7) days from the date of holding meeting of the Advisory and Monitoring Committee.
3. The Construction Committee will get the Plan and Estimate prepared through the concerned Assistant Engineer/JE and submit the proposal for Technical sanction to the competent Technical Officer as per delegation of power. The competent Technical Officer of the P&RD department will accord Technical sanction within seven (7) days from the date of receiving the Plan and Estimate, if it is found in order. In the event of failure to do so, he/ she will have to expressly inform the GP authorities in writing, the reason for such delay in according Technical sanction. If the GP authorities don't receive any such communication from the technical officer concerned, then, the GP Authority will submit the same to the CEOs if the schemes are of Rs. 10 lacs or less than Rs.10 lacs. In case of schemes, more than Rs.10 lacs, the Plan & Estimate, not accorded Technical Sanction, are to be forwarded to the Commissionerate, P&RD. Or, they will be entitled to make endeavour for obtaining technical sanction from competent technical officer of other department of the Govt. of Assam. However, in such cases, CEO ZP or the Commissioner, P& RD (as the case may be) will look into the matter and report to the Govt. for any lapses on part of the Technical Officer.

4. After TS, 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 lakhs within seven (7) days. If the Administrative Approval is not accorded within the stipulated time nor the reason for such delay or refusal to accord Administrative Approval is not intimated, the CEO, ZP or BDO, shall be deemed to have accorded Administrative Approval accordingly. However, all such cases are to be brought to the notice of the Commissionerate, P&RD.
5. After receiving the Administrative Approval and Technical Sanction, the Construction Committee will mobilize the men, material and machines.
6. The President/GP Secretary shall release 25% of the estimated fund as 1st instalment 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 2nd instalment 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.
7. No contractor shall be engaged for implementation of works whatsoever.
8. The Chairman and the Member Secretary of the Construction Committee and Secretary of the Gaon Panchayat 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. The Gaon Panchayat Coordinators will have to assist the Secretaries of the GPs in all matters.
9. The Member of the Construction Committee will regularly visit the work sites and monitor progress of the work as per prescribed procedures and specification.
10. 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. All Completion Reports are to be signed by the Asstt. Engineers or Junior Engineer and to be counter signed by the Executive Engineers of Zilla Parishad.
11. The Construction Committee shall be responsible for erection of signboard of the schemes.
12. Photographs at three stages (before, mid and after completion) and contact nos. of non-officials' members shall be kept.
13. Pre-work and post work photographs of the schemes shall be maintained by the Construction Committee as well as the GP Authorities.
14. Fund shall be kept in the Joint Account of Chairperson and Member Secretary of the Construction Committee.
15. All expenditure shall be made in online mode through e-gramswaraj portal.
16. Work should not be started without verifying the land document and incase land does not belong to the concerned authorities, NOC should invariably obtained.
17. No Govt. scheme shall be implemented on individual private land.

B. Anchalik Panchayat and Zilla Parishad:

At the lowest tier of PRI system i.e. Gaon Panchayat level, the felt needs are captured through a participatory process under (*Amar Gaon Amar Achoni*). The Gaon Panchayats have a cogent developmental plan in the form of GPDP. In exercising, the participatory planning process. GPs prepare plans based on available resources, but they also require to

record the need based perspective plans of those activities which are not in their purview. Some of the activities are to be referred to the upper tiers namely Zilla Parishads and Anchalik Panchayat. Moreover, Gaon Panchayats cannot address all the issues encompassing multiple GPs or activities required to be addressed to by more than one GP. Further, there are many schemes/departments that operate at the block and district level. In the aforesaid context, there is a need to prepare Intermediate and District Panchayat level plan.

While preparing the Intermediate and District Plans priority may be given to the following areas/subjects

- Planning focused on developmental needs
- Works benefiting more than two Gaon Panchayats
- Social Planning to be mandatory part of the plan
- Convergence
- Gender response plan
- Localised SDGs
- Emphasis in planning on basic services like sanitation, water supply (covering multiple GPs), playgrounds, park (benefitting more than one GP).
- Development and maintenance of the infrastructure handed over to district and intermediate panchayats
- Economic development, income enhancement and poverty reduction.
- e-Enablement
- Renewable energy

The Block and District plan need to ensure a participatory planning process with special focus on the most marginalized section to achieve justice. The secondary data such as Census, SECC data, Mission Antyodaya etc. to be referred to find the critical gap with respective 29 subjects listed in the Eleventh scheduled.

2. Preparation of Action Plan:

2.1. Pre GPDP-Exercise;

The District will conduct a *pre-GPDP* exercise at district and intermediate Panchayat level to chalk out action plan and road map to prepare a need-based plan at GP level through GPDP.

Post GPDP-Exercise at Anchalik Panchayats:

In Anchalik Panchayats, a meeting comprising of all Anchalik Panchayat members, Zilla Parishad members in the Anchalik Panchayat area, GP Presidents of all the Gaon Panchayats from the concerned Anchalik Panchayat shall be convened and this meeting has to be considered as Block Sabha.

Apart from elected representatives, block level line department officials (*Agriculture and allied sector, Health, Education, Women & Child, Social Welfare etc.*) and facilitators, leader of SHG federations should also take part in the Block Sabha meeting. The meeting will convene by the Executive Officer of the Anchalik Panchayat presided by Anchalik Panchayat President.

In this post-GPDP meeting, the identification of schemes based on the participatory planning process under GPDP will be done and any other specific requirements, even if its not covered in GPDP, will be identified at the Anchalik Panchayat for preparation of Anchalik Panchayat action Plan and annual action plan will be prepared accordingly. The Anchalik Panchayat will also discuss the GP Annual Plans also for any possible value addition on the activities taken up by APs

The Plan under the Fifteenth Finance Commission Grants to be implemented by the Anchalik Panchayat should be prepared considering the following:

- a. The Anchalik Panchayats to consider those activities that are identified in GPDP by Gaon Panchayats falling under the territorial jurisdiction of that Anchalik Panchayat which cannot be addressed by GPs and involves issues

encompassing multiple GPs or activities required to be taken up by more than one GP. The perspective plans prepared by the Gram Panchayats for the consideration of Zilla Parishads and Block Panchayats must be presented and discussed in the meeting.

- b. The activities which may be mitigating issues covering more than one GPs such as inter-village road formation and multi-Panchayat irrigation structures etc.
- c. The activities which are possible on the part of the Anchalik Panchayat to plan for with resources available at its level and implement and monitor.
- d. The AP will collect and discuss the GP Annual Plans also for any possible value addition on the activities taken up by GPs.
- e. Estimated value of the schemes taken up by APs shall not be less than Rs. 5 Lakhs.

AP shall also prepare a separate table that consolidates all the prioritized sector-wise financial outlays with identification of appropriate resources. In this exercise, the Anchalik Panchayat can also identify those works or solutions that fall outside its purview, in terms of availability of resources or if the scope of the project goes beyond the territorial boundary of the AP, but that can be taken up by higher levels such as the District Panchayat and will prepare a list of such schemes.

Under no circumstances, the APs Annual Plan finalization can be delayed beyond 15 days from receipt of the fund. The approved Annual plans and the identified schemes/works solutions that fall outside the purview of AP should be made available to the Zilla Parishad which will enable ZP for preparing the ZP plan and any possible value addition by ZP.

Post GPDP-Exercise at Zilla Parishad:

In the similar pattern of post GPDP meeting of Anchalik Panchayat, a post GPDP exercise will be carried out at Zilla Parishad level for preparation of ZP Plans. This post GPDP exercise will be carried out at Zilla Parishad level only after all the Anchalik Panchayats under the ZP have completed the post GPDP exercises.

In Zilla Parishad, a meeting comprising of all Zilla Parishad members, Anchalik Panchayat President, shall be convened. Apart from elected representatives, District level line department officials (*Agriculture and allied sector, Health, Education, Women & Child, Social Welfare etc.*) and facilitators, leader of SHG federations should also take part in the meeting. The meeting will be convened by the CEO, ZP of the Zilla Parishad and presided by Zilla Parishad President.

The Zilla Parishad will discuss the GP and AP Annual Plans also for any possible value addition on the activities taken up by APs. Zilla Parishads will not take up schemes which have an estimated value of less than 10 Lakhs.

Further, District Planning Committee will consolidate the plan for both district, block plan, GP Annual Plan and accord approval.

Selection of Schemes by Anchalik Panchayat and Zilla Parishad:

1. **Untied Grant:** The Untied Grants are to be used for the location specific felt need, except for salary or other establishment expenditure. The suggestive permissible areas of works under untied grants are:

1. Agri-allied and Agri- processing Units
2. Strengthening of Supply Chain Management
3. Development of cold chain for perishable products
4. Initiatives for Rural Market Hub
5. Developing Robust Panchayat-Private Partnership
6. Waste to Wealth
7. Promotion of Livelihood Opportunities in Secondary and Tertiary Sectors
8. Natural Resource Management
9. Disaster Risk Management
10. Ensuring Social Justice

11. Education & Healthcare
12. Maintenance and repair of Govt. school buildings.
13. Maintenance of Community Assets
14. Installation of standalone solar streetlight.
15. Maintenance of Road, Footpath, Street Lighting
16. Child & Women Development related issues
17. Burial and cremation ground
18. Other basic services according to Assam Panchayati Raj Act. 1994, such as,
 - Parks and play field
 - Market sheds
 - Irrigation Canal
 - Other income generating activities
 - Agriculture, Fishery, Animal Husbandry & Veterinary

The **Untied Grant** of 2020-21, may also be utilized for construction of specific community assets apart from undertaking repair and maintenance works of other public building/Assets located in the AP by engaging and utilizing the services of the skilled/unskilled workers for the same.

2. **Tied Grant:** 15th FC in its interim report for FY 2020-21, has identified water supply and sanitation as priority areas for rural local bodies and accordingly 50% of grant is allocated as tied grant for
 - I. Sanitation and maintenance of open defecation free status
 - II. Supply of drinking water.
 - III. Rainwater harvesting and water recycling.

However, if any Anchalik Panchayat or Zilla Parisadhas fully saturated the needs of one category, the particular AP can utilize the fund for the other category. The suggestive list of activities that can be taken up under the tied grant component are:

While utilizing the 15th FC Tied Grans for water and sanitation, priority may be given to cover all the activities identified under Jal Jeevan Mission (JJM) and Swacch Bharat Mission Grameen (SBM (G)) phase-II with emphasis on the activities outlined below:

I. Sanitation and maintenance of open defecation free status

- a) Providing toilet facilities by the AP in the Upper Primary Govt. or provincialized schools located within the AP.
- b) Providing toilet facilities by the ZP in the Govt. or provincialized High Schools located within the ZP.
- c) Operation and maintenance of all community assets created for the purpose of sanitation and solid and liquid waste management viz. grey water management system, GOBARDHAN project, faecal sludge Management projects soak pits, compost pits which are not covered by GPs
- d) Collection and transportation of waste from households to village level treatment site and management of compost centre
- e) Transportation of plastic waste from village storage to plastic waste management unit at block level. SBM(G) guideline may be referred
- f) Retrofitting of toilets at community level for group toilets
- g) Construction of drainage channels
- h) Equipment for cleaning the waste management premises and safety gears for workers which may include masks/gumboots etc.
- i) Provision of community level segregation bins at public places (two bins system)
- j) Menstrual Waste Management at appropriate place preferable at collection centre which may include incinerator (model approved by CPCB/SPCB).

- k) Scaling up of GOBARDHAN projects (minimum 10 per block) as per norms under New National Biogas and Organic Manure Programme (NNBOMP) of Ministry of New & Renewable Energy.

II. Supply of Drinking water:

1. Providing drinking water supply system in institution like Govt., provincialized schools, anganwadi centres, Govt. health centres etc.
Anchalik Panchayat will provide drinking water supply system in the Upper Primary Govt. or provincialized schools located within the AP.
Zilla Parishad will provide drinking water supply system in the Govt. or provincialized High schools located within the ZP.
Preferences is to be given to those schools first where there are no drinking water supply systems in the schools.
PHE Deptt. will provide model design and estimate for the stand-alone water supply systems for the schools (solar & non solar).
2. Retrofitting of existing water supply schemes/system to improve service delivery for whole design period
3. Bringing water from nearby surface source, bore well, in village distribution network, overhead tank (ESR), sump, washing & bathing place for people having small houses, cattle troughs etc.
4. Grey water treatment and its reuse viz. stabilization, pond and associated infrastructure
5. Operation and maintenance of drinking water supply and grey water management systems.

III. Rainwater harvesting and water recycling

1. Augmentation of existing water sources of drinking water viz. bore well recharge, rainwater harvesting viz. check dams, rehabilitation of water bodies, watershed and springshed management etc.

3. Implementation and Monitoring of the Scheme

For effective monitoring and concurrent evaluation of the local bodies receiving the grants under XV Finance Commission (FFC) and to ensure that the funds are utilized for the purpose recommended by XV FC, two Advisory Committees are to be formed as stated below. Further the Committees are to provide guidance and support in the matters of XVFC as and when required. The Committees will also ensure that the schemes undertaken against XV FC grant are invariably as per the guidelines issued by the Government.

• District level Advisory Cum Monitoring Committee

- | | |
|---|--------------------|
| 1. In Charge Hon'ble Minister of the district | : Chairperson |
| 2. Deputy Commissioner | : Vice Chairperson |
| 3. CEO, Zilla Parishad | : Member Secy. |
| 4. Hon'ble MLAs of the districts | : Members |
| 5. ZP President | : Member |
| 6. ZP Member | : Member |
| 7. Social Activist | : Members |

(2 Social Activist, to be nominated by Deputy Commissioner in consultation with In-Charge Minister)

• Block level Advisory Cum Monitoring Committee

- | | |
|--|----------------|
| 1. Chief Executive Officer, Zilla Parishad | : Chairperson |
| 2. Executive Officer, AP/BDO | : Member Secy. |
| 3. Hon'ble MLA | : Member |
| 4. Social Activist | : Members |

(2 Social Activist, to be nominated by CEO, ZP in consultation with In-Charge Minister)

5. ZP Members of the concerned AP : Member
6. Anchalik Panchayat President : Member
7. Gaon Panchayat Presidents & Secretaries under: Members
the Anchalik Panchayat

4. Function of the District and Block level Advisory Cum Monitoring Committee

1. To ensure that field functionaries of selected Line Departments remain present and explain their developmental activities in the current year and next year in special Gram Sabha, important Line Department representatives in Gaon /Block Sabha and all District level officer of line Department in District Sabha.
2. To ensure implementation of Government Orders/Resolutions related to GP Development Planning
3. To ensure inter departmental coordination at the GP, block and district levels
4. To consolidate actions for achieving the SDGs at GP, IP and DP level and scaling up action and impacts at District levels
5. To ensure convergence of schemes and resources- MGNREGS and Swachh Bharat Mission Phase II (Gramin), Jal Jeevan Mission, National Health Mission ICDS in particular
6. To respond to issues from the field and undertake trouble shooting and crisis management as required
7. To ensure that necessary human resources required for GPDP, BDP and DDP processes are available as required in all GP, IP and DP respectively and clear-cut responsibilities are fixed
8. To carry out a mapping of all stakeholders and coordinate their capacity building
9. To ensure active engagement of community level organisations e.g. VHNSC, SECs, Community level committees formed by ICDS, Women SHG and take steps for interdepartmental action required
10. To ensure availability of GP-wise secondary data relevant to GPDP, Block wise data for BDP and District wise Data for DDP as per the State Guidelines
11. To ensure timely coordination of technical appraisal and approval of projects
12. To monitor and steer the entire GPDP, BDP and DDP process at the district level
13. To monitor the implementation of the GPDP, BDP and DDP.
14. To report and provide feedback to the State Headquarter on the status of GPDP, BDP and DDP in the district, on issues and on best practices.
15. The Block level Advisory Cum Monitoring Committee shall scrutinize the schemes selected for the annual plans in consonance with the followings.
 - To scrutinize and set right the priorities of the selected schemes as and when necessary.
 - Whether, schemes have been taken up and implemented as per the guidelines issued by the govt.
16. Similarly, District Level Advisory cum Monitoring Committee may also scrutinize the Annual Plan, if so desires and Executive Officer/BDO concerned of the particular AP will place the Annual Plan before the Committee as soon as the formal communication is made by the CEO, ZP cum the Member Secretary of the Committee.

There should be at least four meetings of these two committees in a Financial year. Under normal situation, Member Secretary of both the committees will have to ensure that the process of scrutiny of plans by the District level Advisory Cum Monitoring Committee or the Block level Advisory Cum Monitoring Committee (as the case may be) is completed within fifteen(15) days from the date of receiving the same from the APs and ZPs, unless prevented by an emergency situation arising out of Law and order or Disaster of serious nature or Model Code of Conduct imposed by the Election Commission of India or the State Election Commission, failing which, Advisory and Monitoring committee shall be deemed to have scrutinized the Plans and found in order.

5. Implementation of Scheme:

1. Project/Scheme under XV FC must be implemented through a Construction Committee to be constituted as stated below:

For Scheme at AP Level

- i. Chairman : Chairman of the Committee will be selected by the BDO in consultation with the user group. The Chairman cannot be a PRI representative
- ii. Member Secretary : Executive Officer, AP/BDO
- iii. Member : Concerned Junior Engineer
- iv. Member : Concerned AP Member.
- v. Member : Concerned ZPC Member

For Scheme at ZP Level

- i. Chairman : Chairman of the Committee will be selected by the CEO in consultation with the user group. The Chairman cannot be a PRI representative
- ii. Member Secretary : CEO, ZP
- iii. Member : Executive Engineer, Zilla Parishad
- iv. Member : ZPC Members

2. The Construction Committee will be constituted by Chief Executive Officer, Zilla Parishad for schemes of ZPs and The BDO/Executive Officer, AP will constitute the Construction Committees for schemes taken up by AP. Construction Committee must be constituted within seven(7) days from the date of holding meeting of the Advisory and Monitoring Committee.
3. The Construction Committee will get the Plan and Estimate prepared through the concerned Assistant Engineer/JE and submit the proposal for Technical sanction to the competent Technical Officer as per delegation of power. The competent Technical Officer of the P&RD department will accord Technical sanction within seven (7) days from the date of receiving the Plan and Estimate, if it is found in order. In the event of failure to do so, he/ she will have to expressly inform the AP authority in writing.
4. After TS, 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 lakhs within seven (7) days. If the Administrative Approval is not accorded within the stipulated time nor the reason for such delay or refusal to accord Administrative Approval is intimated, the CEO, ZP, shall be deemed to have accorded Administrative Approval accordingly. However, all such cases are to be brought to the notice of the Commissionerate, P&RD.
5. After receiving the Administrative Approval and Technical Sanction, the
6. Construction Committee will mobilize the men, material and machines.
7. The President AP/Executive Officer or The President ZP/ CEO, as the case may be, shall release 25% of the estimated fund as 1st 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 2nd 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.



8. No contractor shall be engaged for implementation of works whatsoever.
9. The Chairman and the Member Secretary of the Construction Committee 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. The Gaon Panchayat Coordinators will have to assist the Secretaries of the GPs in all matters.
10. The Member of the Construction Committee will regularly visit the work sites and monitor progress of the work as per prescribed procedures and specification.
11. 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. All Completion Reports are to be signed by the Asstt. Engineers or Junior Engineer and to be counter signed by the Executive Engineers of Zilla Parishad.
12. The Construction Committee shall be responsible for erection of signboard of the schemes.
13. Photographs at three stages (before, mid and after completion) and contact nos. of non-officials' members shall be kept.
14. Pre-work and post work photographs of the schemes shall be maintained by the Construction Committee as well as the AP and the ZP Authority.
15. Fund shall be kept in the Joint Account of Chairperson and Member Secretary of the Construction Committee.
16. All expenditure shall be made in online mode through e-gramswaraj portal.
17. Work should not be started without verifying the land document and incase land does not belong to the concerned authorities, NOC should invariably be obtained.
18. No Govt. scheme shall be implemented on individual private land.

Other relevant instructions for XV FC: -

- I. The Fifteenth 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 Fifteenth Finance Commission
- III. The CEO ZP or BDO(EO), GP will maintain separate account for the Fifteenth Finance Commission, and which will be duly registered in PFMS.
- IV. CEO, ZP/BDO/GP concerned should ensure that land is available, and it is free from encumbrances and no expenditure towards cost of land shall be borne by the Government.
CEO ZP/ BDO/GP Secy. must submit utilization certificate with counter signature of BDO/CEO, Zilla Parishad to Commissioner, P&RD
- V. The admissible GST shall be deducted at source as per Govt. procedure.
- VI. In order to avoid duplicity and overlapping, it should be ensured that the same scheme /projects taken up earlier under other programmes should not be taken again under this fund
- VII. The work component of the schemes must be executed as per Govt. procedures and maintained proper acquaintances.
- VIII. All such schemes and project should be notified prominently on notice board and public places.
- IX. All schemes/projects are to be uploaded in e-Gramswaraj portal.
- X. All expenditures under XV FC to be incurred through online mode in e-gramswaraj portal.
- XI. CEOs of Zilla Parishads may monitor and collect UCs and physical and financial progress report time to time from the BDO/GP Secy.

- XII. DPMUs, Zilla Parishad will assist the CEO, Zilla Parishad to monitor and collect UCs and physical progress report time to time from GPs
- XIII. Director of Financial Inspection, Assam and SFC/CFC cell of Finance (Economic Affairs) Deptt. may conduct inspection of schemes, if necessary.
- XIV. The BDOs 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.


Principal Secretary to the Govt. of Assam,
Panchayat & Rural Development Department

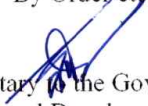
Memo No. PDA. 149/2020/33 -A

Dated Dispur the 23rd November 2020.

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 Principal Secretary to the Govt. of Assam, P&RD Department, Dispur for kind appraisal of Principal Secretary as approved.
10. The Director, Assam Govt. Press, Bamunimaidam, Guwahati-21 for publication in the next issue of the Assam Gazette.

By Order, etc.


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

No. K-11033/21/2025 -RE-V (392749)
Government of India
Ministry of Rural Development
(Department of Rural Development)
(Mahatma Gandhi NREGA Division)

Kartavya Bhawan-3, New Delhi
Dated the 12th September, 2025

To,

1. The Principal Secretary/Secretary,
Rural Development Department
Government of Assam / Andhra Pradesh/ Rajasthan
2. The Chief Executive Officer,
Government e-Marketplace (GeM),
Ministry of Commerce & Industry,
New Delhi

Subject: Pilot implementation of Government e-Marketplace (GeM) in procurement of Materials and Administrative components under MGNREGA – Instructions regarding.

Sir/Madam,

As per Para 7.1.7 of the Annual Master Circular 2024–25, procurement under MGNREGA must strictly adhere to the provisions of the General Financial Rules (GFR) 2017/State Financial Rules. Also, it is mentioned that the procurement orders shall be approved only by competent authorities not below the rank of Block Development Officer (BDO), and such financial powers shall not be further delegated. Further, as per Rule 149 of GFR, procurement of goods and services is mandatorily to be made through the Government e-Marketplace (GeM) portal.

2. During various National Level Monitoring (NLM) visits, instances of non-adherence to procurement norms by States/UTs have been observed. To ensure uniformity, transparency, efficiency, and accountability in procurement, this Department has decided to explore more effective utilization of the GeM platform. Accordingly, GeM-based procurement will be piloted in one district each of Assam, Rajasthan, and Andhra Pradesh.

3. In this regard, meetings were held on 10.07.2025 and 11.08.2025 with GeM Authorities and representatives of the above States under the chairpersonship of Director (RE). Based on further deliberations, it has been decided as follows:

- i. Each of the three States shall identify one district for implementation of the GeM Pilot Project. The name of the identified district may be communicated to MoRD at the earliest.



- ii. Each State will nominate a nodal officer (with details of Name, Designation, Email, and Contact Number) as a single point of contact for coordination with GeM Authorities. The details may be shared with this Department at the earliest.
- iii. GeM Authorities shall also nominate a nodal officer for each of the three States to ensure smooth coordination during the pilot phase. The details may be shared with this Department at the earliest.
- iv. The nodal officers appointed by the States and GeM Authorities shall jointly plan and conduct training/orientation sessions to ensure smooth transition to GeM-based procurement. GeM Authorities are requested to commence capacity building of field functionaries in the identified districts immediately, in coordination with the concerned States/UTs.
- v. A Standard Operating Procedure (SOP) on GeM procurement under MGNREGA will be issued by this Department in consultation with GeM and circulated to all States/UTs for uniform adoption.
4. The State Governments and GeM Authorities are requested to take necessary action and extend full cooperation during the pilot phase, while sharing feedback and issues with MoRD continuously. On successful completion of the pilot, the system will be scaled up across all States/UTs.
5. This issues with the approval of the competent authority.

Yours faithfully,



(Deepak Kumar)

Under Secretary to Govt. of India

Email: deepak.19@gov.in

Copy to:

1. PS to JS(RE)
2. All Dir/DS, RE Division, DoRD