



मध्यप्रदेश राज्य रोजगार गारंटी परिषद्

(पंचायत एवं ग्रामीण विकास विभाग के अधीन गठित पंजीकृत संस्था)

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क्रमांक / 960 / MGNREGS-MP / वित्त एवं लेखा / 2012
प्रति,

भोपाल, दिनांक 10/10/12

कलेक्टर/जिला कार्यक्रम समन्वयक
मुख्य कार्यपालन अधिकारी/अति. जिला कार्यक्रम समन्वयक
महात्मा गांधी राष्ट्रीय ग्रामीण रोजगार गारंटी स्कीम-म.प्र.
जिला - समस्त (म.प्र.)

विषय :- मनरेगा धनराशि निर्गमन के संबंध में द्वितीय ट्रांश के परिप्रेक्ष्य में राशि मांग के प्रस्ताव भेजने के संबंध में।

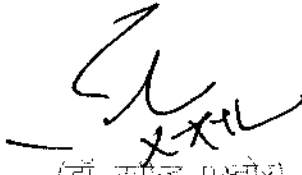
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उपरोक्त विषयान्तर्गत पूर्व में इस कार्यालय के पत्र क्रमांक 11539/NRUGS-NR-4 2011-12-12-2011 के द्वारा अतिरिक्त किश्त के प्रस्ताव विषय आवश्यक जानकारी प्रस्तुत करने के निर्देश दिये गये थे।

मनरेगा की झॉफ्ट ऑपरेशन गाईड लाइन 2012 दिनांक 29.9.2012 पर विचार-विमर्श जारी है तथा शीघ्र ही यह अंतिमीकृत स्वरूप में आ जायेगी। इस परिप्रेक्ष्य में आपके सलाह की प्रतीक्षा में राशि मांग के संबंध में इस गाईड लाइन के अध्याय 13 छायाप्रति संलग्न का गहन अध्ययन करें।

इस वित्त वर्ष में चूंकि 30 सितम्बर 2012 के बाद ही द्वितीय ट्रांश में अब राशि की मांग होगी। अतः राशि की मांग के पूर्व सनदी लेखाकार की ऑडिट रिपोर्ट परिषद् मुख्यालय को प्रेषण करना आवश्यक है। इसी के साथ भविष्य में अब इस वित्त वर्ष में द्वितीय ट्रांश के अंतर्गत राशि की मांग करते निम्न दस्तावेजों में मांग प्रस्ताव प्रस्तुत करें, तब ही आपके प्रस्ताव को मान्यता दी जायेगी।

1. एनेक्जर 25 एवं 26 में उपयोगिता प्रमाण-पत्र। (छायाप्रतियां संलग्न)
2. एनेक्जर 28 की बैंक लिस्ट के समस्त बिन्दुओं का उत्तर।
3. पत्र के साथ संलग्न प्रमाण-पत्र।


(डॉ. रामचंद्र चक्रवर्ती)
आयुक्त

स.प्र. राज्य रोजगार गारंटी परिषद् भोपाल

प्रमाण-पत्र

प्रमाणित किया जाता है कि -

1. अंतिम शेष चालू वित्तीय वर्ष के प्रारंभिक शेष के आंकड़े समान हैं और निर्धारित उपयोगिता प्रमाण पत्र में दर्शित प्रारंभिक और अंतिम शेष के आंकड़े तदनुसार हैं। साथ ही अंतिम शेष के आंकड़े ऑडिट रिपोर्ट के आधार पर ही प्राप्त किये गये हैं।
2. प्राप्त की गई सभी निधियां केवल अधिकृत बचत बैंक खाते में ही जमा की गई हैं।
3. समानुपातिक केन्द्रांश एवं राज्यांश उपलब्ध हैं।
4. लेखांकन शुद्ध होकर लेखों की अंक गणितीय गणना शुद्ध है।
5. शासकीय धन जिले में संचालित खातों में कहीं पर भी अवरोध नहीं है एवं धन की वास्तव में आवश्यकता है।
6. उपलब्ध धन राशि के विरुद्ध 60 प्रतिशत व्यय हो चुका है।
7. अधिनियम की धारा 16 की उपधारा (5) के अधीन यथा उपबंधित सकर्मा की लागत के अनुसार निधियों का कम से कम पचास प्रतिशत अनुबंधित अवधि के भीतर ग्राम पंचायतों को अंतरित कर दिया गया है।
8. राशि नियमानुसार अधिनियम के प्रावधानों के पालन अनुसार एवं प्रक्रिया अनुसार उपयोग की गई हैं तथा श्रम एवं सामग्री (60.40) का पालन किया जा रहा है। विधिवत अभिलेखों का भी संधारण किया जा रहा है।
9. राशि के व्यपवर्तन (Diversion) एवं गबन (व्यपहरण- Embezzlement) संबंधी कोई प्रकरण नहीं है।
10. सनदी लेखाकार की ऑडिट रिपोर्ट प्राप्त हो गई है एवं यह जिला स्तर पर परीक्षित कर ली गई है एवं यह उचित फार्म में है।
11. राशि का सावधि जमा नहीं किया गया।
12. राशि पर बैंक द्वारा प्रचलित दरो पर ब्याज दिया गया है व सस्था द्वारा इसे स्कीम में सम्मिलित किया गया है।
13. सामग्री क्रय में समुचित वित्तीय स्वीकृतियों एवं भण्डार क्रय नियम, मध्यप्रदेश पंचायत सामग्री तथा माल का क्रय नियम 1999 का पालन किया जा रहा है।
14. लेखों का मासिक बंदीकरण एवं बैंक समाशोधन मासिक रूप से किया जा रहा है।
15. अग्रिमों को व्यय के रूप में नहीं दर्शाया गया है।
16. दस प्रतिशत एवं सौ प्रतिशत कार्यों का भौतिक एवं मस्टर रोल के स्थापन नियमानुसार किया जा रहा है।
17. मस्टर रोल स्कीम की दिशा निर्देशानुसार सधारित किए हैं।
18. सामाजिक लेखा परीक्षण संबंधी प्रावधानों का कड़ाई से पालन किया जा रहा है।
19. जॉब कार्ड धारी अकुशल श्रमिकों को अकुशल श्रम भुगतान शत-प्रतिशत बैंक/पोस्ट ऑफिस से किया जा रहा है।
20. कार्यों का नियमित मूल्यांकन किया जा रहा है।
21. प्रशासनिक व्यय की सीमा एवं निर्देशों का पालन किया जा रहा है।
22. ऑडिट कंडिकाओं का पालन प्रतिवेदन के संबध में कार्यवाही की जा रही है।
23. ऑडिट एवं फायनेन्शियल मेनेजमेंट साफ्टवेयर एवं मुख्यमंत्री ग्राम सड़क योजना के साफ्टवेयर में अद्यतन शुद्ध इन्द्राज किये जा रहे हैं।
24. भारत सरकार के नरेगा साफ्ट पर राशि जारी करने एवं प्रस्ताव परिषद् मुख्यालय को भेजने का पालन किया जायेगा।
25. राशि मांग का प्रस्ताव औचित्यपूर्ण है।

अतिरिक्त जिला कार्यक्रम
समन्वयक

लेखाधिकारी
(एमजीएनआरईजीएस)

जिला कार्यक्रम
समन्वयक

UTILISATION CERTIFICATE FOR THE YEAR..... UNDER MGNREGA

State		District		Certified that a sum of Rs. (Rupees.....only) was received by the State/ District..... as Grants-in-Aid during..... from the Govt. of India vide Ministry of Rural Development Letter No. dated..... and Rs. from the State Government vide Letter No. Dated..... Further a sum of Rs. (Rupees.....only) being unspent balance of the previous year..... was allowed to be brought forward for utilization during the current year..... The miscellaneous receipt of the agency during the year..... was Rs..... lakh.														
1. Unspent Balance of the Previous Year.....		<table border="1"> <thead> <tr> <th>Scheme/ Programme</th> <th>Balance (Rs in lakh)</th> </tr> </thead> <tbody> <tr> <td>MGNREGA</td> <td></td> </tr> <tr> <td>Others*</td> <td></td> </tr> <tr> <td>Total</td> <td></td> </tr> </tbody> </table>			Scheme/ Programme	Balance (Rs in lakh)	MGNREGA		Others*		Total							
Scheme/ Programme	Balance (Rs in lakh)																	
MGNREGA																		
Others*																		
Total																		
*Specify the scheme				It is also certified that out of the above mentioned total funds of Rs. (Rupees.....only) a sum of Rs. (Rupees.....only) has been utilized by the State/ District during..... for the purpose for which it was sanctioned.														
2. Grant received during the Year Rs..... lakh.		<table border="1"> <thead> <tr> <th colspan="3">(Rs in lakh)</th> </tr> <tr> <th>Letter No. & Date</th> <th>Centre</th> <th>State</th> </tr> </thead> <tbody> <tr> <td>i)</td> <td></td> <td></td> </tr> <tr> <td>ii)</td> <td></td> <td></td> </tr> <tr> <td>iii)</td> <td></td> <td></td> </tr> </tbody> </table>			(Rs in lakh)			Letter No. & Date	Centre	State	i)			ii)			iii)	
(Rs in lakh)																		
Letter No. & Date	Centre	State																
i)																		
ii)																		
iii)																		
3) Miscellaneous receipts of the Agency, if any, under MGNREGA Rs. Lakh.		<table border="1"> <thead> <tr> <th>Source of Misc. Receipt</th> <th>Amount Received (Rs in lakh)</th> </tr> </thead> <tbody> <tr> <td>Bank Interest</td> <td></td> </tr> <tr> <td>Excess State Share</td> <td></td> </tr> <tr> <td>Recovery of funds</td> <td></td> </tr> <tr> <td>Others*</td> <td></td> </tr> <tr> <td>Total</td> <td></td> </tr> </tbody> </table>		Source of Misc. Receipt	Amount Received (Rs in lakh)	Bank Interest		Excess State Share		Recovery of funds		Others*		Total		The expenditure on wages and materials (including semi skilled and skilled labour) are Rs. (Rupees.....only) and Rs. (Rupees.....only), respectively. Further Rs. (Rupees.....only) has been utilised on Administrative Contingency permissible under the MGNREGA.		
Source of Misc. Receipt	Amount Received (Rs in lakh)																	
Bank Interest																		
Excess State Share																		
Recovery of funds																		
Others*																		
Total																		
*Specify the source																		
4) Total funds available. (1+2+3) Rs. Lakh				it is further certified that the unspent balance of Rs. (Rupees.....only) remaining at the end of the..... (month) year will be utilised for the programme during the remaining period of current year/ next year.														

3 Certified that the conditions on which fund was sanctioned have been duly fulfilled/are being fulfilled and have exercised following checks to see that the money has been actually utilised district-wise for the purpose for which it was sanctioned:

Kind of checks exercised:

- (i) The Agency's statement of Accounts for the year..... duly audited by the Chartered Accountant have been obtained and sanctioned.
- (ii) The Utilisation Certificates and Audit/Inspection Reports for the prescribed year of the district have been obtained and duly scrutinized.

- (iii) It has been ensured that the physical and financial performance under MGNREGA has been according to the requirement, as prescribed in the guidelines issued by Govt. of India/State Government.
- (iv) Certified that muster rolls in all works under MGNREGA have been maintained correctly.
- (v) Certified that only permissible items of works under Schedule I of MGNREG Act have been taken up.
- (vi) Certified that wages as per the notified wage rates have been paid under MGNREGA.
- (vii) The utilization of the aforesaid fund resulted into the following:
 - a) Physical output)
 - (i) No. of Mandays Generated (In lakhs)
 - ii) No. of households provided employment
 - b) Outcomes
 - (i) Works and activities

Works/Activities	No. of Households	
	Completed 100 days of employment	Completed more than 100 days of employment
Water conservation and water harvesting		
Agriculture related works		
Livestock related works		
Drought proofing		
Fisheries related works		
Works in coastal areas		
Rural drinking water related works		
Rural sanitation related works		
Micro irrigation works		
Provision of irrigation facility to land owned by SCs and the STs or BPL families or to beneficiaries of land reforms or to the beneficiaries under the IAY of the Government of India or that of the small farmers or marginal farmers as defined in the Agriculture Debt waiver & debt relief schemes or beneficiaries under the Scheduled Tribes & other traditional forest dwellers (recognition of forest right) Act 2006"		
Renovation of traditional water bodies		
Land development		
Flood control and protection		
Rural connectivity		
Bharat Nirman Rajiv Gandhi Sewa Kendra (BNRGSK)		
Any other activity (approved by MRD)		
Total		

- ii) No. of households completed 100 days of employment
- iii) No. of households provided employment in excess of 100 days
- iv) No. of mandays created in excess of 100 days per households

- v) Expenditure for above No. (iv)
- vi) Certified that excess expenditure on above No. (v) has been borne by State Government

Signature

Name

Office Stamp of the District Programme
Coordinator of the concerned District

Dated:

Note. Strike out whichever is not applicable.

ANNEXURE - 26

FORMAT FOR STATE / DISTRICT TO CLAIM CENTRAL FUNDS UNDER MGNREGA

Name of State/ District with full address:

SECTION-A-FINANCIAL

1. Status of receipt of funds during the year in the district:

Sl. No.	Particulars	Amount (in Rs. lakhs)
1	Opening balance as on 1st April of the previous financial year (*)	
2	Funds released during the previous financial year (a) Central release (b) State release Total (a+b)	
3	Misc. receipts credited during the previous year	
4	Total funds available (1+2+3) during the previous financial year under NREGA	
5	(a) Total funds utilized during the previous financial year (b) Expenditure on administrative infrastructure (out of 5a) (c) Expenditure on unskilled labour component (out of 5a) (d) Material cost including semi-skilled and skilled labour (out of row 5a)	
6	Closing balance of the previous financial year/opening balance of the current financial year as on 1st April (4-5a)	
7	Funds released during the current financial year (\$) (a) Central release (b) State release (c) Total (a+b)	
8	Misc. receipts credited during the current financial year	
9	Total funds available during the current financial year under NREGA (6+7+8)	
10	Expenditure incurred during the current financial year under NREGA till date... (please mention date)	
11	Percentage of utilization to total funds available (9/10x100)	

Note

(*) If the proposal is submitted after 30th of September, it should be as per the audited statement of accounts and if a cheque is to be submitted, it should be enclosed.

(\$) If the Central or State release of the previous year has been received during the current year and is shown during the current year, it should be as per the amount mentioned in form letter. How much of the amount shown during the current year pertains to the previous year.

SECTION-B(PHYSICALPROGRESS)

1 No. of households issued Job Cards _____

SCs	STs	Others	Total

2 No. of households who have demanded employment (up to date)

3 No. of households that have been provided employment (up to date)

4 No. of households that have completed 100 days of employment (up to date)

5 No. of Mandays generated -----(in lakhs)

(Signature and stamp of the District Programme Co-ordinator)

Check list on pre-requisites/documents for release of 2nd Tranche
(For Release of funds to the District from State Employment Guarantee Fund)

SN	Indicator	Response	Remarks
1	Is the expenditure in the current Financial Year (FY) more than 60 % of Total Available Fund?		
2	Is the updated physical progress incorporating employment generated (person days) and number of House Hold covered provided with the proposal?		
3	Has the updated financial progress report been submitted?		
4	Has the consolidated Utilisation Certificate (UC) for the current FY (provisional updated) been furnished in the prescribed format (Form 17-B)?		
4.1	If yes, does it have information on actual expenditure, administrative expenditure, expenditure on material, no. of persondays generated and households covered?		
4.2	Is a consolidated UC for previous FY furnished with this proposal?		
4.3	Has the District examined the UC and Audit Report (AR) before sending the proposal to the State seeking release of funds?		
4.4	Whether AR indicates balances with the GPs and other Programme Implementing Agencies (PIAs) and the same has been included in the CB in the UC?		
4.5	Are Opening Balance (OB) and Closing Balance (CB) in UC and Monthly Progress Report (MPR)/MIS for the previous FY consistent with each other?		
4.6	Has the AR for the district for the previous year been submitted with the proposal for release of 2 nd installment?		
4.7	Is OB in UC for the previous FY consistent with CB in UC for the FY of before last?		
4.8	Is the cost per person-day employment generation equal or less than the upper cap cost as agreed to in the Labour Budget?		
5	Are there any Audit Para/ observations(CAG/Internal Audit/CA Audit) pending for action by the District?		
6	Has the MoRD ever advised the District to conduct a special internal audit?		
6.1	If yes, whether such audit has been conducted and report submitted?		
7	Is wage and material ratio maintained within the prescribed ratio of 60:40 at GP level?		
8	Has any household been provided employment more than 100 days?		
9	If yes, is the excess expenditure (i.e. excess wage payments, material and administrative expenses) estimated and recouped to the MGNREGA account by the district?		
10	Are the wages equal to the notified wage rate paid to MGNREGA workers?		
10.1	If the wages are being paid in excess of the notified wage rate, is the excess expenditure has been estimated and submitted to the State for recoupment to the MGNREGA account.		
11	Is the wage payment consistent with the approved working hours under MGNREGA?		
12	Was there any diversion of funds from the MGNREGA account during the current year or during earlier years? If so, whether the district has provided a status on recoupment of such sums.		
13	Was there any embezzlement/misappropriation of MGNREGA funds during the current FY or in earlier years? If so, actions taken in this matter need to be submitted		
14	Are the certificates on non-diversion and non-embezzlement of programme funds furnished by the district?		
15	Has the MIS expenditure reporting reached 100% level?		
15.1	If no, what is the current level of MIS reporting?		
16	Is there any complaints/VIP references pending against the District for resolution? If so, a status note on number of complaints/references pending and duration of pendency should be provided for review at the State level.		
16.1	If yes, whether details of action proposed/taken so far complaint-wise have been furnished?		
17	Are the social audits regularly (at least twice in a FY) being held? Please indicate number of social audit so far conducted.		
17.1	Are the findings of such social audits uploaded on to the MIS and Action taken within the stipulated period (3 months)?		
18	Were there any specific conditions mentioned in the Sanction order while releasing the 1 st Tranche to the district?		
18.1	If yes, whether these conditions were complied with and details submitted with the proposal?		