

Government of West Bengal
Department of Panchayats & Rural development
Jessop Building, 63, Netaji Subhas Road, Kolkata-700 001

Memo.no. 5901/PN/O/I/4F-5/07 (Part-I)

Dated : 05.08.2010

ORDER

Government of India has accepted the recommendations of The Thirteenth Finance Commission for devolution of grants-in-aid amounting to Rs. 385.86 crore as General Basic Grant for the three tier Panchayati Raj Institutions of this State and Rs. 1.6 crore as Special Area Basic Grant for the Hill Areas of Darjeeling District payable during the financial year 2010-11. This grant will be allotted in two installments first of which has already been sanctioned by this office No 113(Sanction)-PN/N/II/1G-7/2010 dated 20.10.2010. Now for proper utilization of the above fund, the Governor is pleased, in exercise of the power conferred by sub-section (2) of Section 207B read with Section 212 of the West Bengal Panchayat Act, 1973 (West Bengal Act XLI of 1973), to order and lay down procedure and entitlement and allocation of grants and utilization thereof by the Zilla Parishads, Panchayat Samitis and Gram Panchayats.

Principles of Entitlement and Allocation :

The General Basic Grant and the Special Area Basic Grant will be given in two instalments in the month of July and January of every year up to 2014-15.

The State will be eligible for the second installment depending on the utilization of at least 75% of the available fund under 13th FC for the entire State.

In order to achieve the targeted performance the PRI bodies have to prepare plan well in advance so that the works can be physically started as soon as fund is placed at the respective level of the PRI bodies. Annual Action Plan for Thirteenth F.C. fund is to be sent to this Department for approval.

Out of the fund allocated under 13th FC, an amount of Rs. 8215.52 lakh has been estimated to be required for maintenance of road constructed under PMGSY/RIDF. 50% of the amount so required has been taken aside and placed at Zilla Parishad Level from the first installment.

Safe drinking water supply is one of the basic duties of the local Self Government. At present 114 laboratories (80-NGO run and 34-PHED run) are in operation throughout the state to verify the quality of drinking water in the State. For maintenance of such laboratories and for making payment to the water sample collectors, an annual requirement of Rs.369.36 lakhs has been earmarked and allotted from the 1st instalment and placed at Zilla Parishad Level.

For effective functioning of PRIs, manpower is essential. In order to fill up the vacant posts of the PRI bodies, recruitment process is going on at almost all the Zilla Parishads. For conducting such recruitment process involving huge applications, an amount of fund will be placed at the Zilla Parishad Level on the basis of actual requirement from the second instalment of 13th FC.

Scarcity of drinking water is a common problem of most of the districts during summer. Hence fund for maintenance of the sources for drinking water @ Rs.1 lakh per Gram Panchayat has been estimated to be required annually and 50% of such requirement has been allotted separately from the available fund of 13th F.C. to the Gram Panchayats. While maintaining the drinking water sources, the Gram Panchayats under no circumstances, will resort to the water of the 1st level and strict vigilance should be kept on the Gram panchayats from the higher tiers.

After earmarking the required fund for the above mentioned purposes, the rest amount has been allotted to the Zilla Parishad, Panchayat Samitis and Gram Panchayats in the ratio of 12 : 18 : 70. Allocation of fund to the Panchayat Samitis and Gram Panchayats within a district have been made following the criteria laid down in the guideline of 3rd State Finance Commission. A statement of entitlement and allocation of each Panchayat body in the district is attached herewith.

Principles of Utilisation :

For proper and speedy utilization of grant under 13th F.C., special attention should be given for utilisation of proper manpower and infrastructure like office buildings, ICT (e-panchayat) etc. For maintenance of the existing e-governance system, 5% of the available fund at all the tiers of PRIs has to be earmarked.

Priority should be given to provide the basic amenities of civic life like **water supply, sanitation and drainage facility, solid and liquid waste disposal, street light** etc. As per guideline of the F.C., attempt should be made to recover at least 50% of the recurring O & M (operation and maintenance) cost in the form of user charges from the beneficiaries. **Toll tax may be levied on maintained road, charges for waste disposal, charges for maintaining street light, forming water user committee and through pay and use system may be introduced.** For this purpose Bye Law in conformity with the West Bengal panchayat Act, 1973 and rules framed there under may be adopted. Special emphasis shall be given on periodical checking of quality of water and arrangement of disinfection and other related measures from the report of the water testing laboratories.

The Panchayats shall take up all maintenance work on items for which Panchayats are responsible like **SSK, MSK, ICDS Centers, Roads, Hat, Bazaar, Markets, Picnic or Tourist spots, Park, Garden, Playground, Places of Social Interest etc.**

Panchayats can take up all maintenance works relating to the assets owned by Panchayat as well as of those assets which are not owned but maintenance responsibility of which are lies with them. These include suplimentation of requirement of fund for Maintenance work of Block Primary Health Centres, Primary Health Centres and Health Sub-Centres including boundary wall, drinking water facility and other infrastructural facility, Doctors' quarter, Panchayat own building and Staff & Officers quarter, CADC assets etc.

The grant may also be utilized for preparation of an inventory of assets of the Panchayats, assessment of demand for revenue collection and engagement of professional valuers for assessment of land and building in panchayat areas as well as for outsourcing the work that require specialization like survey, data creation and management etc.

Grants under 13th F.C. should be spent on maintenance of existing assets only and not for creation of new asset. No amount can be spent on salary, purchase of vehicle, maintenance of assets of other Departments except those mentioned above, religious infrastructure etc. No amount can be utilized for any activity in urban areas except for the office complex of PRIs and for the marketing outlets/ godown etc. situated in urban areas for rural BPL SHGs. But in no case cash incentive can be given.

For proper utilization of fund under 13th FC and subsequent audit by the C & AG, Annual Action Plan at all the tiers of the Panchayats has to be prepared. Consolidated plan of the District has to be sent to the Department by 31st August 2010 and works are to be done strictly as per plan.

Scheme registers are to be maintained regularly and to be updated from the point of view of physical and financial progress as per requirement of 8 data base format for future ELA Audit. Regular monitoring of the schemes as well as monthly report as per proforma are to be sent to the next tier within 5th of every month and district should send a consolidated report by 8th of every month to the Statistical Cell of the Department through e-mail *statcell@nic.in*

13th Finance Commission has recommended General Basic Grant and Special Area Basic Grant for the 1st year. From the second year, i.e. from 2011-12, Performance Grant, both basic area and special area, will be allotted on the basis of some criteria related to the performance of the PRIs. Though most of the conditions are to be taken care of by the State, some are definitely the responsibility of the PRIs details of which are given below.

1. Property Tax is to be levied on the basis of the demands generated as per bye law and accounts for that are to be maintained.
2. Quarterly Reports as per 7 data base format (copy enclosed) are to be generated and sent to the Department.
3. All functionaries (elected representatives and government officials) are under local body Ombudsman and/or under the jurisdiction of Lok Ayukata.
4. All PRIs should set up certain Bench Mark regarding delivery of certain essential services. To start with the PRIs may set up standard for sanitation and quality of drinking water.
5. The disaster prone PRIs may set up a disaster mitigation and control mechanism in their respective area.

This guideline is issued in accordance with the communication made by Ministry of Panchayati Raj, Govt. of India. Further modification, if any, of this will be communicated as when it will be received by the department from MOPR, Govt. of India.

Principal Secretary
Panchayat & Rural Dev. Deptt.

Memo.no. 5901/1(13)/PN/O/I/4F-5/07 (Part-I)

Dated : 05.08.2010

1. The Principal Accountant General (A & E), WB, Treasury Buildings, Kolkata-1.
2. The Principal Accountant General (Audit), WB, Treasury Buildings, Kolkata-1.
3. The Accountant General (L.B. Audit)-, 'C' East Wing, 5th floor, CGO Complex, MSO Buildings, DF-Block, Sector-1, Salt Lake, Kolkata-64;
4. The Examiner of Local Accounts, 'C' East Wing, 5th floor, CGO Complex, MSO Buildings, DF-Block, Sector-1, Salt Lake, Kolkata.
5. The Director, Panchayats & RD, West Bengal, 11A, K S Roy Rd. Kolkata -1
6. The Pay & Accounts Officer, Kolkata Pay & Accounts Office-I, Kolkata
7. The Finance (Group N/ Group R) Department of Government of West Bengal.
8. The Principal Secretary, Darjeeling Gorkha Hill Council (DGHC)
9. The District Magistrate, _____(All)
10. The Additional Executive Officer, _____(All Zilla Parishad/Mahakuma Parishad)
11. The Treasury Officer, _____ (District HQ & Siliguri Sub-Division)
12. Guard file of Cell-II/ Audit & Verification cell /Statistical Cell/Policy & Planning Cell/IAY Cell/Sanitation Cell of Deptt.
13. Computerisation Cell of this Deptt. with request to upload in the Website.

(B. Ghosh)
Joint Secretary