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Guidelines on Members of Parliament Local Area Development Scheme (MPLADS), 2012

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श्रीकान्त कुमार जेना
Srikant Kumar Jena



सत्यमेव जयते

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**Minister of State (Independent Charge) for
Statistics & Programme Implementation;
Minister of State for Chemicals & Fertilizers
Government of India, New Delhi-110001**

MESSAGE

I am glad that the Ministry of Statistics & Programme Implementation (MOSPI) has brought out the latest edition of the Guidelines on the Member of Parliament Local Area Development Scheme (MPLADS). The Scheme, which started in 1993, has been doing extremely well in creating durable community assets for the betterment of the public at large. Based on the performance and requirement of the Scheme, the Government has raised the annual allocation of the Hon'ble Members of Parliament (MPs), from Rs. 2 crore to Rs. 5 crore from the financial year 2011-12.

In order to ensure that the MPLADS funds can be spent timely, speedily, effectively and fruitfully throughout the country, the present Guidelines have been made broad based, simplified and easily implementable. Further, to provide Hon'ble MPs a greater choice of projects under the MPLADS funds, the basket of eligible items under the Scheme has also been enlarged. The present set of Guidelines is very exhaustive and it provides not only the list of prohibitory items under the Scheme, but also that of permissible items.

MOSPI has recommended creation of a "Facilitation Centre" in each District for effective interaction with the District officials and better monitoring of the Scheme implementation. Another recent initiative by MOSPI is "One-MP-One Idea" scheme to facilitate generation of new innovative ideas from the public which can be used to arrive at effective solutions for problems, being faced by society at large.

I am pleased to release the "Revised Guidelines of MPLADS", which I hope shall be useful for Hon'ble MPs to take up development activities in much better and effective way.

(Srikant Kumar Jena)



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PREFACE

The Members of Parliament Local Area Development Scheme is a pioneering scheme, which directly fulfills the requirement of the public at large, in the field of infrastructure development, drinking water, education, roads, health, sanitation etc. and is governed by the Guidelines on MPLADS. This revised and updated compilation brought out after a gap of seven years, will assist the smooth implementation of the Scheme.

I would like to draw specific attention to Annexure II A of the publication, which encapsulates the various items, which are now permissible under the Guidelines. This would help Members of Parliament to make recommendations for the betterment of the community at large. The other Reform Circulars/clarificatory instructions from 2006 onwards issued by my Ministry have also been incorporated in the new set of Guidelines.

I am also happy to say that the compilation are the result of effective feedback received from various review meetings held by my officers with State nodal Secretaries, both the Committees of Parliament on MPLADS, and suggestions from Members of Parliament and other stakeholders. I wish to convey my sincere thanks to the staff and officers of the MPLADS Division for their dedicated efforts who have helped in bringing out the new Guidelines which would help implementing the Scheme in the desired manner.


(T.C.A. ANANT)



पंकज जैन, आई.ए.एस.
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Special Secretary



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MESSAGE

I am happy to know that a new set of Guidelines on the Members of Parliament Local Area Development Scheme has been brought out by my Ministry. Since the release of the last Guidelines on MPLADS in 2005, several clarificatory instructions and Reform Circulars have been issued based on the suggestions received from various stake holders including both the Committees of Parliament on MPLADS and Members of Parliament. All efforts have been made to incorporate in the Guidelines now being issued, all modifications issued subsequent to the earlier Guidelines. It is hoped that the new Guidelines are more exhaustive, understandable and having greater clarity that will make it easier to implement the MPLAD Scheme for the betterment of the public at large. It may be noticed that the present Guidelines contain a wider basket of eligible items under MPLADS which is based on suggestions from various stakeholders.

The new Annexure II-A, which has been added for the first time in the Guidelines, gives the broad category of permissible items under the Scheme. This will facilitate the Members of Parliament to make necessary recommendations to the District Authority.

I convey my thanks to the entire team of the MPLADS Division of this Ministry for taking the initiative to bring out this compendium and for their painstaking effort. I hope these new Guidelines would help the State/ District Authorities in implementing and monitoring the MPLAD Scheme to the full satisfaction of all stakeholders.


(PANKAJ JAIN)

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**GUIDELINES ON
MEMBERS OF PARLIAMENT LOCAL AREA DEVELOPMENT SCHEME**

1. BACKGROUND

- 1.1 The general public approach Members of Parliament (MPs) for provision of certain basic facilities to meet the felt needs of the people.
- 1.2 On 23rd December 1993 Prime Minister had announced the Members of Parliament Local Area Development Scheme (MPLADS) in the Parliament. Initially the MPLADS was under the control of the Ministry of Rural Development. The 1st Guidelines were issued in February 1994, covering the concept, implementation and monitoring of the Scheme. The MPLAD Scheme was transferred to the Ministry of Statistics and Programme Implementation in October 1994. The Guidelines were subsequently revised in December 1994, February 1997, September 1999, April 2002, November 2005 and lastly in August 2012. The present comprehensive revision of guidelines is based on the experience gained over 18 years, and having considered the suggestions made by the various stakeholders including Members of Parliament, both the Committees of the Lok Sabha/Rajya Sabha, NABARD consultancy services (NABCONS) and Comptroller and Auditor General of India in its Reports.
- 1.3 The objective of the scheme is to enable MPs to recommend works of developmental nature with emphasis on the creation of durable community assets based on the locally felt needs to be taken up in their Constituencies. Right from inception of the Scheme, durable assets of national priorities viz. drinking water, primary education, public health, sanitation and roads, etc. are being created.
- 1.4 In 1993-94, when the Scheme was launched, an amount of Rs. 5 lakh per Member of Parliament was allotted which became Rupees one crore per annum per MP constituency from 1994-95. This was stepped up to Rs. 2 crore from 1998-99 and now it has been increased to Rs.5 crore from the financial year 2011-12.
- 1.5 The Ministry of Statistics and Programme Implementation has been responsible for the policy formulation, release of funds and prescribing monitoring mechanism for implementation of the Scheme. A Department each in State/UTs is designated as the Nodal Department with the overall responsibility of supervision, monitoring and coordination of the MPLADS implementation with the districts and other Line Departments. The Government of India informs the State Nodal Department about the MPLADS funds released to the District Authorities. The District Authorities report the status of MPLADS implementation to the Government of India and State Nodal Department.

2. FEATURES

- 2.1 The MPLADS is a Plan Scheme fully funded by Government of India. The annual MPLADS fund entitlement per MP constituency is Rs. 5 crore.
- 2.2 Lok Sabha Members can recommend works within their Constituencies and Elected Members of Rajya Sabha can recommend works within the State of Election except as provided in paras 2.8 and 2.9. Nominated Members of both the Rajya Sabha and Lok Sabha can recommend works, anywhere in the country.
- 2.3 A Member of Parliament shall give his choice of Nodal District in Annexure I of the guidelines to the Ministry of Statistics and Programme Implementation with copy to the State Government and to the District Magistrate of the chosen District. If a Lok Sabha Constituency is spread over more than one District, the Member of Parliament can choose any one of the Districts as Nodal Districts in his/her constituency. The Rajya Sabha MP can choose any District in his/her State of Election as Nodal District. Nominated Members of both Rajya Sabha and Lok Sabha can choose, any District in the country as Nodal District.
- 2.4 All works to meet locally felt infrastructure and development needs, with an emphasis on creation of durable assets in the constituency are permissible under MPLADS except those prohibited in Annex-II. Expenditure on specified items of non durable nature are also permitted as per list in the Annex-IIA.
- 2.5 **Development of Areas inhabited by Scheduled Caste and Scheduled Tribe** There is a greater need to develop areas inhabited by Scheduled Castes and Scheduled Tribes in order to give special attention for the infrastructure development of such areas. MPs are to recommend every year, works costing at least 15 per cent of the MPLADS entitlement for the year for areas inhabited by Scheduled Caste population and 7.5 per cent for areas inhabited by S.T. population. In other words, out of an amount of Rs.5 crores, a M.P. shall recommend for areas inhabited by S.C. population, Rs.75 lacs out of the annual Rs.5 crores and Rs.37.5 lacs for areas inhabited by S.T. population. In case there is insufficient tribal population in the area of Lok Sabha Member, they may recommend this amount for the creation of community assets in tribal areas outside of their constituency but within their State of election. In case a State does not have S.T. inhabited areas, this amount may be utilized in S.C. inhabited areas and vice-versa. It shall be the responsibility of the district authority to enforce the provision of the guideline. In order to facilitate implementation of this guideline, it will be responsibility of the district authority keeping in view the extant provisions of State and Central Government's to declare areas eligible for utilization for funds meant for the benefit of SC & ST population.

(The additional amount of 12.5 lac is to be spent in tribal areas only)

- Sub clause (a) In order to encourage Trust and Societies to work for the betterment of tribal people, the ceiling of Rs.25 lacs stipulated for building assets by trusts and societies in para 3.21

of the guidelines will be enhanced by 50 per cent to Rs.37.5 lacs subject to the conditions (a) the community building works are primarily for the benefit of tribal people in tribal areas (b) the works undertaken and the beneficiary trust/society should satisfy all other conditions of the MPLADS guidelines.

- 2.6 Recommendation/Sanction of the works:** Each MP will recommend works up to the annual entitlement during the financial year in the format at Annex-III to the concerned District Authority. The District Authority will get the eligible sanctioned works executed as per the established procedure of the State Government”. (in the matter of technical sanction, tender/non-tender, schedule of rates, etc. However, powers to grant administrative sanction/approval will continue to remain with District Authority).
- 2.7 Natural & Man-made Calamities:** MPLADS works can also be implemented in the areas prone to or affected by the calamities like floods, cyclone, Tsunami, earthquake, hailstorm, avalanche, cloud burst and pest attack, landslides, tornado, drought, fire, chemical, biological and radiological hazards. Lok Sabha MPs from the non-affected areas of the State can also recommend permissible works up to a maximum of Rs.10 lakh per annum in the affected area(s) in that State. The funds would be released by the Nodal district of the MP concerned to the District Authority of the affected district. MPLADS funds may be pooled by the District Authority of the affected district for works permissible in the Guidelines. The amount so transferred from the nodal district to the natural calamity affected district may be shown in the UCs as well as MPRs as amount transferred to natural calamity affected district for rehabilitation work. The Works Completion Report, Audit Certificate and Utilization Certificate for such works and funds will be provided by the District Authority of the affected districts directly to the Ministry of Statistics and Programme Implementation for overall reconciliation. No separate UC/AC/Completion Report in respect of the transferred amount would be required from the Nodal District authority in this regard while processing release of subsequent installment of MPLADS funds.
- 2.8** In the event of “Calamity of severe nature” in any part of the country, an MP can recommend works up to a maximum of Rs.50 lakh for the affected district. **Whether a calamity is of severe nature or not, will be decided by the Government of India.** The funds in this regard will be released by the District Authority of Nodal district of the MP concerned to the District Authority of the affected district to get permissible works done. The amount so transferred from the nodal district to the natural calamity affected district may be shown in the UCs as well as MPRs as amount transferred to natural calamity affected district for rehabilitation work. The Works Completion Report, Audit Certificate and Utilization Certificate for such works and funds will be provided by the District Authority of the affected districts directly to the Ministry of Statistics and Programme Implementation for overall reconciliation. No separate UC/AC/Completion Report in respect of the transferred amount would be required from the Nodal District authority in this regard while processing release of subsequent installment of MPLADS funds.
- 2.9 Contribution of MPLADS funds to a place outside MPs constituency or outside his State/UT:**If

an elected Member of Parliament, finds the need, to contribute MPLADS funds, to a place outside that State/UT, Or outside the constituency within the states or both, the MP can recommend eligible works, under these Guidelines upto a maximum of Rs.10 lakh in a financial year. Such a gesture on the part of an MP will promote national unity, harmony, and fraternity among the people, at the grass roots level. In such cases, the Nodal District Authority will be fully responsible for coordination and other functions, bestowed on him in the Guidelines. The works Completion Report, Utilization Certificate and Audit Certificate, for such works, will be provided by the Implementing District Authority, to the respective Nodal District Authority from whom the funds were received.

- 2.10 **District Authority:** District Collector/District Magistrate/Deputy Commissioner will generally be the District Authority to implement MPLADS in the district. If the District Planning Committee is empowered by the State Government, the Chief Executive Officer of the District Planning Committee can function as the District Authority. In case of Municipal Corporations, the Commissioner/Chief Executive Officer may function as the District Authority. In this regard, if there is any doubt, Government of India in consultation with the State/UT Government, will decide the District Authority for the purpose of MPLADS implementation.
- 2.11 **Implementing Agency:** The District Authority shall identify the agency through which a particular work recommended by the MP should be executed. The executing agency so identified by the District Authority is the implementing agency. The Panchayati Raj Institutions (PRIs) will preferably be the Implementing Agency in the rural areas and works implementation will be done through Chief Executive of the respective PRI. The Implementing Agencies in the urban areas should preferably be urban local bodies and works implementation will be done through Commissioners/Chief Executive Officers of Municipal Corporations, Municipalities. Further, the District Authority may choose either Government Department unit or Government agency or reputed Non-Governmental Organization (NGO) as capable of implementing the works satisfactorily as Implementing Agencies. For purposes of execution of works through Government Departments, District Authority can engage agencies such as, Public Health Engineering, Rural Housing, Housing Boards, Electricity Boards, and Urban Development Authorities etc, as Implementing Agencies. However, whenever an NGO is selected as implementing agency, it should have the requisite expertise in the chosen field of execution. The NGO should preferably be of National repute and should be selected by a Committee under District Authority. The Implementation through NGO thereafter can follow State procedures.

3. IMPLEMENTATION

- 3.1 Each M.P. shall recommend eligible work on the M.Ps letter head duly signed by the M.P. A letter format from the M.P. to the district authority is at Annex-III. Recommendations by third parties and representatives of M.Ps are not admissible and cannot be acted upon.
- 3.2 In case a constituency comprises of more than one district, and the MP wishes to recommend works in the district other than the Nodal District, in such cases the works list in the prescribed format shall be given to the District Authority of the Nodal District with copy to the District Authority in whose jurisdiction the proposed works are to be executed. The District Authority in whose jurisdiction, the proposed works are to be executed, will maintain proper accounts, follow proper procedure for sanction and implementation for timely completion of works. The District Authority will furnish monthly progress reports, work completion reports, and audit certificates for such works to the Nodal District Authority.
- 3.3 The District Authority shall identify the Implementing Agency capable of executing the eligible work qualitatively, timely and satisfactorily. The District Authority shall follow the established work scrutiny; technical, work estimation, tendering and administrative procedure of the State/UT Government concerned in the matter of work execution, and shall be responsible for timely and effective implementation of such works
- 3.4 The work and the site selected for the work execution by the MP shall not be changed, except with the concurrence of the MP concerned, but change will not be allowed once the work has commenced and expenditure liability incurred.
- 3.5 Where the District Authority considers that a recommended work cannot be executed due to some reason, the District Authority shall inform the reasons to the MP concerned, under intimation to the Government of India and the State/UT Government as early as possible but not later than 45 days from the date of receipt of the proposal.
- 3.6 The District Authority should get in advance a firm commitment about the operation, upkeep and maintenance of the proposed asset from the User Agency concerned before the execution of the work is sanctioned
- 3.7 The District Authority may sanction works as per the recommendation of the MP up to the full entitlement. However, the release of funds will be regulated as specified in these Guidelines.
- 3.8 If the estimated amount for a work is more than the amount indicated by the MP for the same, MP's further consent is necessary before the sanction is accorded
- 3.9 The work should be sanctioned and executed only if the MP concerned has allocated the full estimated cost of the work in the year. If the commitment for the full estimated amount is not forthcoming and the amount recommended by the MP is less than the estimates for the work and there are no other sources from which the deficit can be made good, then the work should not be sanctioned, as in such an eventuality, the project will remain incomplete for want of sufficient funds.

GUIDELINES OF MPLADS

The shortfall in the estimated cost vis-à-vis the one recommended by the MP should be intimated to the MP as early as possible but not later than 75 days of the receipt of the proposal.

- 3.10 In case, recommendations received by the District Authority exceeds the entitlement of the MP, priority will be as per the principle of first received to be first considered.
- 3.11 All works for which recommendations are received in the office of the District Authority till the last date of the term of the MP are to be executed, provided these are as per norms and within the entitlement of MPLADS funds of the MP.
- 3.12 “All recommended eligible works should be sanctioned within 75 days from the date of receipt of the recommendation, after completing all formalities. The District Authority shall, however, inform MPs regarding rejection, if any, within 45 days from the date of receipt of recommendations, with reasons thereof.

In case of the time limits mentioned in the section falling within the period of operation of model code of conduct notified by the Election Commission, then such period as notified by model code of conduct will not be included in the reckoning of time limits.

- 3.13 The sanction letter/order shall stipulate a time limit for completion of the work to the Implementation Agency. The time limit for completion of the works should generally not exceed one year. In exceptional cases, where the implementation time exceeds one year, specific reasons for the same shall be incorporated in the sanction letter/order. The sanction letter/order shall also include a clause for suitable action against the Implementation Agency in the event of their failure to complete the work within the stipulated time as per the State Government Procedure. A copy of the sanction letter/order shall be sent to the MP concerned.
- 3.14 Decision making powers in regard to technical, financial and administrative sanctions to be accorded under the Scheme, vest in the district level functionaries. To facilitate quick implementation of projects under this Scheme, full powers should be delegated by the State/UT Governments to the district functionaries. The District Authorities will have full powers to get the works technically approved and financial estimates prepared by the competent district functionaries before according the final administrative sanction and approval. The District Authority should, before sanctioning the work, ensure that all clearances for such works have been taken from the competent authorities and the work conforms to the Guidelines.
- 3.15 The work, once recommended by the MP and sanctioned by the District Authority may be cancelled if so desired by the MP, only if the execution of the work has not commenced and the cancellation does not lead to any contractual financial liability/ cost on the Government. If for some compelling, reasons, stoppage/abandonment of a work in progress becomes inevitable the matter should be referred to the State Nodal Department with full justification for a decision under intimation to the Government of India and to the MP concerned.

Such works cannot be changed by MP even if the MP is reelected. It shall be the responsibility of the

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Nodal District Authority to scrutinize all such recommended works within 75 days of the last date of the term of office of the MP to accord necessary sanction as per the Guidelines and rejection, if any, to be intimated to the outgoing/former MP within 45 days with reasons.

Nothing in this clause will allow any successor MP to cancel any otherwise eligible works recommended by his predecessor.

- 3.16 On receipt of the recommendation of the works from the MP, and issue of the work sanction order by the District Authority, the District Authority should ensure that details of the work sanctioned are entered in the Input Format (Annex-IV A,B,C,D, and E) and uploaded in the MPLADS website (www.mplads.nic.in). All works already executed or under execution need to go through similar process and all entries would be made in a time bound manner. The Software Manual for Monitoring of Works under MPLADS is available on the website.
- 3.17 MPLAD Scheme can be converged in individual/stand-alone projects of other Central and State Government schemes provided such works of Central/State Governments Schemes are eligible under MPLADS. Funds from local bodies can similarly also be pooled with MPLADS works. Wherever such pooling is done, funds from other scheme sources should be used first and the MPLADS funds should be released later, so that MPLADS fund results in completion of the project.
- 3.17.1 **Special provision for convergence of Member of Parliament Local Area Development (MPLADS) with MGNREGA :** Funds from Member of Parliament Local Area Development Scheme (MPLADS) can be converged with MGNREGA with the objective of creating more durable assets.
(The detailed procedure may be seen at Annexure II A).
- 3.17.2 **Special provision for convergence of Member of Parliament Local Area Development (MPLADS) with Panchyat Yuva Krida Aur Khel Abhiyan (PYKKA) and Urban Sports Infrastructure Scheme (USIS) of the Ministry of Youth Affairs and Sports :** Funds from Member of Parliament Local Area Development Scheme (MPLADS) can be converged with Panchyat Yuva Krida Aur Khel Abhiyan (PYKKA) with the objective of creating more durable assets.
(The detailed procedure may be seen at Annexure II A).
- 3.18 The MPs may recommend augmentation by certain amount out of his MPLADS funds in a Centrally sponsored Scheme against central plus State share indicating the geographical area where to be implemented and the amount recommended, but will not be permitted to indicate the beneficiaries, who will continue to be as per any prior list /priority list already drawn up by the District Authority, and the list would not require a change on the request of the MP.
- 3.19 Public and community contribution to the works recommended by MPs is permissible. In such cases, MPLADS funds will be limited to the estimated amount minus the public and community contribution.

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- 3.20 There are Central and State Government Schemes which provide for the public and community contribution. MPLADS funds shall not be used to substitute the public and community contribution in any Central/State Government Programme/Scheme, which includes a component of such contribution.
- 3.21 Community infrastructure and public utility building works are also permissible for registered Societies/Trusts under the Scheme, provided that the Society/Trust is engaged in the social service/welfare activity and **has been in existence for the preceding three years**. The existence of the Society/Trust shall be reckoned from the date it started its activities in the field, or the date of registration under the relevant Registration Act, whichever is later. The beneficiary Society/Trust shall be a well established, public spirited, nonprofit making entity, enjoying a good reputation in the area. Whether such a society/trust is well reputed or not, should be decided by the District Authority concerned on the basis of relevant factors, like performance in the field of social service, welfare activities, non-profit orientation of its activities, transparency of its activities and sound financial position.
- 3.21.1 The ownership of the land may remain with the Society/Trust, but the structure constructed with MPLADS funds shall be the property of State/UT Government. The Society/Trust shall undertake to operate, maintain and up keep at its cost the asset created under MPLADS. If at any time, it is found that the asset created with MPLADS funds is not being used for the purpose for which the asset was funded, the State/UT Government may take over the asset and proceed to recover from the Society/Trust, the cost incurred from MPLADS for the creation of asset along with interest at the rate of 18% per annum calculated with effect from the date of use of MPLADS fund for the works concurred. A formal agreement (a model agreement form is at Annex-V) will be executed by the Society/Trust with the District Authority in favour of the Government in advance for the purpose. This agreement will be registered under the relevant Registration Act on a non judicial stamp paper of Rs.10 or more, as is applicable in the State/UT. No stamp duty would be required to be paid for registration as there is no formal transfer of assets.
- 3.21.2 Not more than Rs.25 lakh, can be spent from MPLADS fund, for one or more works of a particular Society/Trust in the lifetime of that society/trust . If a Society has already availed of MPLADS funds up to Rs. 25 lakh, no more funds can be recommended for that Society/Trust under the Scheme. From the financial year 2011-12, an MP can recommend funds, only upto Rs.50 lakh in all, in a financial year from MPLADS funds for works to Societies/Trusts. The recommendation made by Hon'ble MPs for the period prior to the financial year 2011-12 is to be regulated as per the guidelines existing before the issue of the Circular dated 15.06.2011. The recommendations made after issue of the Reform Circular dated 15.06.2011, though in respect of earlier years, will be regulated as per Circular dated 15.06.2011.
- 3.21.3 The MPLADS funding is not permissible to a Society/Trust, if the recommending MP or any of his/her family members is the President/Chairman or Member of the Managing Committee or Trustee of the registered Society/Trust in question. Family members would include MP and MPs

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spouse which would comprise of their parents, brothers and sisters, children, grandchildren and their spouses and their in-laws. MPs may ensure the spirit of the guidelines is maintained by avoiding circular or mutual funding of Trusts/Societies.

- 3.21.4 Further, when funds are recommended towards a Society/Trust by a Member of Parliament and clarifications/documents as required under the Guidelines for scrutiny before sanctioning are requested by the District Authorities, the said Society/Trust should provide the requisite documents within a maximum period of three months from the date of receipt of the letter from the district administration. In case the documents are not received even after a period of three months, the district administration can send two reminders within a month. If the required information is still not received, the recommendation by the MP towards the Society/Trust may be treated as cancelled by the district administration and intimation of the same may be given to the recommending MP.
- 3.22 As soon as a work under the Scheme is completed, it should be put to public use. For greater public awareness, for all works executed under MPLADS a plaque (stone/metal) carrying the inscription 'Member of Parliament Local Area Development Scheme Work' indicating the cost involved, the commencement, completion and inauguration date and the name of the MP sponsoring the project should be permanently erected. A sample of plaque is at Annexure-XI.
- 3.23 List of all completed and ongoing works with MPLADS funds should also be displayed at the District Authority Office and posted in the website for information of the general public. For public awareness, details of completed works may be displayed at prominent places like Tehsil/Niabat/Sub-Tehsil/Block/Gram Panchayat offices also.
- 3.24 As per the provisions of the Right to Information Act, 2005 and the Rules framed there under, all citizens have the right to information on any aspect of the MPLAD Scheme and the works recommended/ sanctioned/ executed under it. This may include any information on works recommended by the MPs, works sanctioned/ not sanctioned, cost of works sanctioned, Implementing Agencies, quality of work completed, User's Agency etc. The District Authorities are responsible to provide such information to the public in the manner as required under the Right to Information Act 2005.
- 3.25 Ambulances/Hearse Vans are already allowed to be purchased, by the District Authority/CMO/Civil Surgeon of the District on the recommendation of a Member of Parliament. The scope is now widened to allow operation of ambulance/hearse services through private organizations.
- The detailed procedure may be seen at Annexure II A.
- 3.26 **Minimum amount for a project:** “The minimum amount sanctioned under the MPLAD Scheme for any project or work should normally not be less than Rs. 1 lakh. If, however, the District Authority is of the considered view that the work of less amount will be beneficial to the public at large, he/she may sanction the same, even if the cost of the work is less than Rs. 1 lakh”
- 3.27 **Shelf of Projects** The District Authority shall maintain and make available a “Shelf of Projects”

including projects for SC/ST inhabited areas to MPs. The Shelf of Projects should be suggestive only, so that it provides, flexibility to the MP, to go beyond the list in order to meet the felt needs of the people. The district authority may receive suggestions from Panchayati Raj Institutions and local bodies.

- 3.28 **Utilisation of MPLADS Fund for welfare of the differently abled persons** – MPs may recommend upto a maximum of Rs.10 lakhs per year OR the consolidated entitled amount of their balance tenure, effective from the financial year 2011-12, at any time from their MPLADS fund for giving assistance to the physically challenged. Such assistance will be given only for the purchase of tricycles (manual/battery operated), motorized/battery operated wheelchair and artificial limbs for differently abled deserving persons.

(Detailed procedure may be seen in Annexure II A)

- 3.29 **Purchased of books for schools, colleges and public library:** Books to the extent of Rs. 22 lakh can be purchased for schools, colleges and public libraries belonging to Central, States, UTs and Local Self-Government from MPLADS Fund.

The details of ceiling for such purchase may be seen in Annexure II A.

- 3.30 **Purchase of computers** – Purchase of computers is permissible for Government and Government aided educational institutions.

(Detailed provision may be seen in Annexure II A)

- 3.31 **Purchase of mobile library from MPLADS funds** - Purchase of mobile library for educational institutes belonging to Central, State, UT and Local Self Government are permissible. The recurring expenses/other expenditure for running the mobile library vans shall be borne by the user agency –

- 3.32 **New borings in place of hand pumps installed under MPLAD Scheme** –New borings in lieu of the existing non-functional hand-pumps using the re-usable components of the parts of the non-functional hand pumps are permissible.

The conditions on which new borings are permissible may be seen in Annexure II A

- 3.33 Special provisions for works in border areas, coastal and other environmentally sensitive areas (like forests, wild life, CRZ, eco-fragile areas, etc.) appropriate permission from the concerned Ministries and agencies will be needed.

- 3.33.1 Specific clearance from Ministry of Water Resources would invariably be required before sanctioning any work for irrigation, flood control etc. under the MPLAD Scheme on any river within 8 kilometers of international border

- 3.34 **Creation of a Facilitation Centre at each District** : An MP would be entitled for setting up of MPLADS Facilitation Centre in the Nodal District for which space/room would be provided by the DC/DM in the premises of Collectorate/DRDA. The capital cost of setting up of such facilities including equipments, furniture, etc. shall not exceed Rs 5 lakhs and will be met from MPLADS

funds.

Detailed functions and other instructions may be seen at Annexure II A)

- 3.35 Construction of Railway Halt Station: Funds from MPLAD Scheme if so nominated by MP can be used for construction of Railway Halt Station to facilitate the local community for boarding/deboarding from the train.

(Detailed instructions may be seen at Annexure II A)

- 3.36 **One-MP-One Idea** : In order to foster, a grass-root bottoms up approach to innovation and development and to arrive at solutions for local problems which are sustainable and scalable, there is a need for seeking out and campaigning for ideas that have the potential to solve challenges. Accordingly, based on the innovative ideas received from the local people regarding developmental projects, an 'One MP – One Idea' Competition may be held in each Lok Sabha constituency annually to select the three best innovations for cash awards on the specific request of an MP to promote such a scheme in his/her constituency. The guidelines in this regard are at Annexure X.

(Detailed procedure and instructions may be seen at Annexure II A)

- 3.37 **Providing assistance to aided Institutions** MPs may recommend their MPLADS funds to the aided Institutions wherein the District Authority is in a position to give a certificate that they are under the full control of the Government and are managed by the Government and may be treated at par with the Government Institutions. Such aided Institutions will be allowed to have MPLADS funds for all permissible activities under the MPLAD Scheme.
- 3.37.1 All other aided Institutions which are not under the control of Government but may be following the prescribed requirement for recognition by the Government should be covered under the provision of para 3.21 of the MPLADS Guidelines.
- 3.38 **Assistance to Bar Associations** –MPs may recommend their MPLADS funds to the Bar Associations at the Tehsil/Sub-division/District level for construction of Building of the Bar Association provided the land for it belongs to the Central, State/UT or local self-Government and subject to the provisions of para 3.21 of the MPLADS Guidelines. No MPLADS Funds will be permissible for any recurring expenditure of the Bar Association..
- 3.38.1 **Assistance to Bar Association Library for purchase of books** : Subject to provisions of para 3.38 above and para 3.21 of the MPLADS Guidelines, MPs may recommend MPLADS funds to Bar Association Library for purchase of books upto Rs. 50,000/- (Rs. fifty thousand only) per annum for Lower and District Courts (courts at Tehsil/Sub-division/District level).

(Detailed procedure and instructions may be seen at Annexure II A)

4. FUND RELEASE AND MANAGEMENT

- 4.1 The annual entitlement of Rs 5 crore shall be released, in two equal instalments of Rs 2.5 crore each, by Government of India directly to the District Authority of the Nodal District of the Member of Parliament concerned.
- 4.2 At the time of the constitution of Lok Sabha, and election of a Rajya Sabha Member, the first instalment of Rs. 2.5 crore shall be released to the District Authority without the documents stipulated under para 4.3 below. The subsequent instalments of the continuing Members of Rajya Sabha and Lok Sabha will be released as per eligibility criteria indicated in Paragraph 4.3.
- 4.3 The first instalment of Rs. 2.5 crore at the time of constitution of Lok Sabha or election of Rajya Sabha Member will be released in the beginning of the financial year.

In the remaining years, the first installment will be released in the beginning of the financial year subject to the condition that the second installment of the previous year was released for the MP concerned and also subject to furnishing of the provisional Utilization Certificate of previous year covering at least 80% of the expenditure of the first installment of the previous year.

The second installment of the MPLADS funds will be released subject to the fulfillment of the following eligibility criteria:-

- (i) the unsanctioned balance amount available in the account of the District Authority after taking into account the cost of all the work sanctioned is less than Rs.1 crore;
- (ii) the unspent balance of fund of the MP Concerned is less than Rs. 2.5 crore; and
- (iii) Utilization Certificate and Audit Certificate of the immediately concluded financial year ending 31st March have been furnished by District Authority (in format at Annexure viii & ix of the guidelines respectively).

The above stipulations will be calculated from the Monthly Progress Report for each sitting and former MP term-wise separately. The Monthly Progress Report is to be sent by the District Authorities in the format at Annexure

- 4.4 **Funds Non-lapsable:** Funds released to the District Authority by the Government of India are non-lapsable. Funds left in the district can be carried forward for utilization in the subsequent years. Further, the funds not released by the Government of India in a year will be carried forward for making releases in the subsequent years subject to the fulfillment of criteria stipulated in Paragraph 4.3.
- 4.5 The entitlement of funds of a Member of Parliament for a particular year is determined as under:

Period in the financial year as MP	Entitlement
Less than 3 months	Nil
Up to 9 months	50% of the annual allocation
More than 9 months	100% of the annual allocation

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Funds will be released to Rajya Sabha/Lok Sabha MPs as per the eligibility criteria mentioned in para 4.3 above. However, in case of sudden death or resignation of an MP, the works which may have been duly recommended and duly sanctioned as per original eligibility, not anticipating the above contingency, would have to be completed (to avoid wastage of Government funds) irrespective of any reduced entitlement noted above due to death/resignation and the new incoming MP's full entitlement would start afresh in accordance with the above formula.

- 4.6 If a Lok Sabha constituency is spread over more than one district, funds for the constituency shall be released to the opted Nodal District Authority, who will be responsible for transfer of funds to the other districts within the constituency as per the requirement of funds in those districts
- 4.7 In respect of elected Members of Lok Sabha, the balances of MPLADS funds left by the predecessor MP in a Lok Sabha constituency (funds not committed for works of the predecessor MP) would be passed on to the successor MP from that constituency. (In case of fresh delimitation, separate orders will be issued).
- 4.8 In respect of elected Members of Rajya Sabha, the balance of funds (funds not committed for the recommended works) left in the Nodal District by the predecessor Member in a particular State on his demitting office will be equally distributed by the State Government among the successor elected Rajya Sabha Members in that State. The unspent balance of even earlier elected Rajya Sabha MPs if not already distributed, will be equally distributed among the sitting Rajya Sabha Members of the States concerned by the State Government.
- 4.9 The balance of funds (funds not committed for the recommended and sanctioned works) left by the nominated Members of Rajya Sabha in the Nodal District will be equally distributed amongst the successor nominated Members of Rajya Sabha by the State Government with the approval of Government of India..
- 4.10 The balance of funds (funds not committed for the recommended and sanctioned works) left by Anglo-Indian nominated Lok Sabha MPs will be equally distributed among the successor Anglo-Indian nominated Lok Sabha MPs by the State Government with the approval of Government of India.
- 4.10.1 **Completion of works/settling of accounts-** The work of MPLADS shall be completed within 18 months from the date of demitting office in case of Rajya Sabha MPs or dissolution of the Lok Sabha. District Authorities shall settle and close the account of the concerned MP after completing all other formalities in another 3 months time, under intimation to the Govt. of India and with detailed information in the Monthly Progress Report (MPR). **If the District Authority does not finish the projects within 18 months of demitting of an MP or dissolution of Lok Sabha, the District Authority will be required to complete the balance work out of State/District funds. In no case, any extension will be given and District Authority shall be held responsible in case of any lapse in this regard.**
- 4.11 The unreleased fund by the Government of India will follow the pattern stipulated in clauses 4.7 to

4.10 as the case may be and the fund release will be done by the Government of India.

- 4.12 Generally a vacancy caused prematurely due to resignation, death, etc. of an elected/nominated MP is filled up by election/nomination for the remaining term of the MP vacating the seat. The total term of both the MPs in such cases remains for the period of Lok Sabha and Rajya Sabha respectively. Therefore, the new MP will be treated as a successor of the MP vacating the seat prematurely and balance funds will not be distributed among other MPs but transferred to MPLADS Account of the successor MP.
- 4.13 The District Authority can sanction works up to the entitlement of the MP for that year without even physical availability of funds. Funds will be released by the Government as per the eligibility criteria stipulated in paragraphs 4.2, 4.3 and 4.5 above.
- 4.14 The District Authority shall maintain a separate bank account in nationalized bank for each MP for the purpose of MPLAD Scheme. The Bank account will not be changed without the approval of MOSPI. The details of the bank account shall be intimated to MOSPI for release of funds as per format at annexure XII. Physical and Financial Progress for each MP (sitting and former) will be sent by the District Authorities, separately as per Annexure VI every month (called MPR) which will also show the balance funds available with the Nodal Authority in the bank account.
- 4.14.1 The Implementing Agencies shall also deposit the funds only in a nationalized bank. Separate account will be opened for each MP for the purpose
- 4.15 The District Authority shall release, 75% of the estimated cost of a sanctioned work in advance as a first instalment, if the implementing agency is a Government Agency, and 25% as second installment after sufficient progress has been achieved.

In case of all MPLAD works upto Rs.2 lakh being undertaken by Government Agencies, the entire amount shall be released as advance in a single installment. In cases even exceeding this amount, if the State Government rules permit giving advance of 100%, then the same would be applicable to the MPLADS work also.

In case of MPLAD works, where either the user agency or the implementing agency is private, the district authorities are authorized to release funds upto 60% of the sanctioned amount, as first installment and balance amount of 40% would be released as second/third installment as follows:-

- (a) 25% after 3/4th of the work is over and
 - (b) Last 15% after satisfactory completion of works.
- 4.16 The interest accrued on the funds released under the Scheme, to the District Authority is to be used for permissible works recommended by the MP concerned. The interest accrued on the funds released under the Scheme to the Implementing agencies shall be calculated while arriving at the savings for each work. The savings for each work shall be refunded to the District Authority within 30 days of the completion of the work.

4.17 **Administrative Expenses** - The existing contingency funds of 0.5% have been increased to 2% as Administrative Expenses, of the annual entitlement of MPLAD funds. The 2% of Administrative fund shall be part of annual entitlement of Rs. 5 crore of an MP and will be distributed among the Nodal District, Implementing District(s) and the State Nodal Department and is applicable from the financial year 2011-12.

(I) Administrative expenses constituting 2 per cent of the MPLADS fund shall be distributed in the following manner.

On receipt of each installment of MPLADS funds, the nodal district authority shall immediately allocate and send to the State/UT Nodal Department 0.2 per cent of the amount for use by the State/UT nodal department. The balance amount will be retained by the nodal district for utilization as specified below.

The nodal district will on communicating any recommendation to an implementing district transmit one per cent of the recommended amount in addition towards administrative expenses to the relevant implementing district. The balance money will be retained by the nodal district for its own administrative expenses as described in sub-section(ii).

(II) The administrative expenses will be utilized by the nodal departments, nodal districts and implementing districts in the following way :

(a) The nodal department can use the amount for their administrative expenses and for the following activities :

- (1) Third party inspection-physical audit and quality check;
- (2) Monitoring of works at State level; and
- (3) Translating the MPLADS guidelines in their respective regional language except in Hindi.

The State/UT nodal department will carry out third party inspection- physical audit and quality check of MPLAD works in their States in the following manner.

In each district, a selection of MPLAD works will be taken up for inspection and physical audit as per the following criteria.

- (i) All works costing 25 lacs and more will be compulsory covered.
- (ii) 50 per cent of all works costing 15 to 25 lacs must be covered. For the remaining works, a sample of at least 50 works shall be drawn up involving the judicious balance of various parameters like cost, works in the area of SC/ST, M.P. wise work and works of societies and trust. The nodal department will also monitor compliance of the district authorities in terms of the guidelines for the scheme.

All complaints received from MPs in the Ministry should also required to examine and report sent to MOSPI.

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- (b) By the Nodal District, for executing the following activities,
 - i) Hiring of services/consultants for handling Accounts, Data Entry, uploading of data on website, etc.
 - ii) Creating awareness among public about the Scheme and dissemination of information of ongoing and completed works,
 - iii) Purchase of stationary,
 - iv) Office equipment including computer hardware/software for MPLADS planning/monitoring (excluding laptop),
 - v) Telephone/fax charges, postal charges,
 - vi) Expenses incurred (a) to make MPLADS Works Monitoring Software and other MPLADS portal(s) operational, (b) to get the audit of the accounts done and obtain audit certificate, and
 - vii) Out sourcing of technical estimates (if found necessary) in specialized cases.
- (c) By the Implementing Districts for executing the following activities,
 - i) Creating awareness among public about the Scheme and dissemination of information of ongoing and completed works,
 - ii) Purchase of stationary,
 - iii) Office equipment including computer hardware/software for MPLADS planning/monitoring (excluding laptop),
 - iv) Telephone/fax charges, postal charges,
 - v) Hiring of services/consultants, for maintenance of accounts and monitoring of works, and
 - vi) Out sourcing of technical estimates (if found necessary) in specialized cases.
- (III) A separate bank account for administrative funds will be open in a Nationalized Bank as well as a separate cash book will be maintained for administrative expenditures incurred during the year by the Nodal Department at State level, as also by Nodal District and by the implementing district.

For purpose of Utilisation Certificate, the administrative expenses once distributed by Nodal District would be considered as spent, and separate Utilisation Certificate will not be necessary for these expenses

5. ACCOUNTING PROCEDURE

- 5.1 The District Authority and Implementing Agencies shall maintain accounts of MPLADS funds, MP-wise. Cash Book and other Books of Accounts shall be maintained as per the State/UT Government procedure. MPLADS funds received by the District Authority from the Government of India and the Implementing Agencies receiving the funds from the District Authority shall be kept only in Savings Bank Account of a nationalized Bank. Only one Account shall be maintained per MP. Deposit of MPLADS funds by the District Authority and Implementing Agencies in the State/UT Government Treasury accounts is prohibited.
- 5.2 The District Authority shall also maintain different head wise list of works executed(Head and Code of Works may be seen in Annex IV E) in an Asset Register for all the MPLADS works created in the district and the Constituency for which the MPLADS funds were received.
- 5.3 On completion of a work, the Implementing Agency shall quickly finalize the accounts for that work and shall furnish a work completion report and utilization certificate and return the un-utilized balance (savings) and interest amount within 30 days to the District Authority concerned. The model work completion report is at Annex-VII. The District Authority and the Implementing Agency would arrange to transfer the asset to the User Agency without any delay. The User Agency should take it on its books for normal operation and maintenance.

Utilization and Audit Certificates

- 5.4 The District Authority and Implementing Agencies will properly maintain MPLADS accounts. District Authority will furnish Utilization Certificate every year in the form prescribed in the Guidelines (Annex- VIII) to the State Government and the Ministry of Statistics and Programme Implementation. These accounts and Utilization Certificates will be audited by the Chartered Accountants or the Local Fund Auditors or any Statutory Auditors as per the State/UT Government procedure. The Auditors should be engaged by State/UT Government for each District Authority on the basis of the recommendation of the Accountant General of the State/UT concerned. The District Authority will submit for every year the audited accounts, reports and certificates to the State Government and the Ministry of Statistics and Programme Implementation. The normal audit procedures would apply under the Scheme for auditing the accounts of the District Authority and Implementing Agencies. In addition, the Comptroller and Auditor General of India will undertake test audit and send reports to the District Authorities, the State Government and the Ministry of Statistics and Programme Implementation.
- 5.5 The Audit Report should be prepared MP wise and should inter alia cover the following aspects: (i) number of Savings/other Bank Accounts being maintained by the District Administration and the Implementing Agencies; (ii) if any fund held in fixed deposits(Fixed deposits are not permissible); (iii) whether interest accrued in Savings Account has been taken as receipt and utilized for the Project; (iv) delay, if any, in crediting the Accounts of the District Authority and the Implementing Agencies by the receiving Bank - if so, the period of delay; (v) Whether Bank reconciliation in

respect of Cash Book balance and Pass Book balance is being done every month; (vi) The Bank reconciliation should also cover interest accruals. The Bank reconciliation statement as on 31st March should be attached to the Audit Report; (vii) Proper maintenance of Cash Book by the District Authority and Implementing Agencies; (viii) Cheques issued but not encashed as on 31st March as per Bank reconciliation; (ix) Actual expenditure incurred out of advances to the Implementing Agencies; and closing balances with them; (x) Diversion of funds, works prohibited and inadmissible items of expenditure (The details along with the views of District Authority in each case shall form part of the audit report for the District Authority to get such audit objection settled and follow up audit in succeeding year); and (xi) Utilisation of earmarked fund for SC and ST areas.

- 5.6 The Audit Certificate furnished by the Chartered Accountants shall be submitted for every year by the District Authority along with replies to each of the audit objections on or before 30th September of the same calendar year. It will be the responsibility of the District Authority to ensure that all audit objections are settled forth with. The Implementing Agencies are to submit works completion report and associated fund utilization report to the District Authority. The Chartered Accountants will audit all such reports and records and furnish their certificate in a model Audit Certificate prescribed in these Guidelines (Annex-IX). The audit fee may be paid under administrative expenses as per item II-b(vi) of paragraph 4.17.
- 5.7 There are former elected and nominated Members of Rajya Sabha and nominated Member of Lok Sabha who recommended works under MPLADS. Those are yet to be completed, for which works Completion Report, Utilisation and Audit Certificate are to be furnished by the District Authorities along with Monthly Progress Report (Annex-VI).
- 5.8 The District Authorities have been implementing MPLADS since 1993-94. They are to submit periodically works Completion Report, Utilization Certificate, and Audit Certificates. These Certificates are to be furnished to the Ministry of Statistics and Programme Implementation right from inception.

6. MONITORING

6.1 Role of MPLADS Parliamentary Committees: There are two Committees of Parliament (Rajya Sabha and Lok Sabha) on Members of Parliament Local Area Development Scheme which receive representations from MPs and the proposals submitted by the Government of India to advise the Ministry of Statistics and Programme Implementation, Government of India for appropriate action. The role of the Committees is decided by the Speaker, for Lok Sabha Committee, and Chairman Rajya Sabha for Rajya Sabha Committee on MPLADS.

6.2 Role of the Central Government

- (i) The Ministry of Statistics and Programme Implementation shall monitor the overall position of funds released, cost of works sanctioned, funds spent etc.
- (ii) The Ministry will monitor the receipt of Completion Reports, Utilization Certificates, and Audit Certificate from the District Authorities.
- (iii) The Ministry will bring out Annual Report on the implementation of MPLADS including the facts relating to physical and financial progress.
- (iv) The Ministry will, hold meetings in the States and also at the Centre at least once in a year to review the implementation of the MPLAD Scheme.
- (v) The Ministry shall provide training materials for conducting training of district officers, on MPLADS as and when these are organized by the State Governments.
- (vi) The Ministry will review the utilization of funds by the District Authorities in SC and ST areas.
- (vii) The Ministry will review the audit objections and issues arising out of the Audit and Utilization Certificates.

6.3 Role of the State/UT Government:

- (i) The Nodal Department will be responsible for coordination with the Ministry and proper and effective supervision of the MPLADS implementation in the State. The State Government will assign coordination and monitoring of MPLADS work to a department/dedicated cell under a senior officer who is hierarchically senior in rank to the district authorities described earlier in the guidelines. To this effect a committee under the Chairmanship of the Chief Secretary/Development Commissioner/ Additional Chief Secretary should review MPLADS implementation progress with the District Authorities and MPs at least once in a year. The Nodal Department Secretary and other Administrative Department Secretaries should also participate in such meetings. State/UT Government should furnish the minutes of the State/District Monitoring Committee meetings to the Ministry of Statistics and Programme Implementation.
- (ii) The States/UTs in which Divisional Commissioner arrangements exist, the Divisional Commissioners should be empowered to review the MPLADS implementation progress and guide the District Authorities.

GUIDELINES OF MPLADS

- (iii) The State/UT Government will review (a) the utilization of funds by the District Authority in SC and ST areas; and (b) the audit objections and issues arising out of the audit and utilization certificates.
- (iv) The State/UT Government, by specific order, shall empower the District Authorities and other District functionaries technical and administrative powers for implementation of MPLADS.
- (v) The State/UT Government may make arrangements for training of district officers concerned with the implementation of the MPLAD Scheme.
- (iv) The State/UT Government, by specific order, shall empower the District Authorities and other District functionaries technical and administrative powers for implementation of MPLADS.
- (v) The State/UT Government may make arrangements for training of district officers concerned with the implementation of the MPLAD Scheme.
- (vi) The State/UT Government may authorize its officers not below the rank of Deputy Secretary / Executive Engineer to inspect MPLADS works as and when they make official field visits. It may also check and review the number of MPLADS works inspected by the District Authorities. The District Authority shall mandatorily maintain inspection registers –one for details of inspections of works carried out by trusts/societies under para 3.21 and the second for showing details of works given to other implementing agencies, including NGOs as implementing agencies

State Nodal Officials should inspect a minimum of 1% of the MPLADS works in a District every year and an inspection register should be maintained at the State Level and follow up action should also be taken on the findings during those inspections
- (vii) The State/UT Government shall, out of the panel of auditors approved with Accountant General of the State/UT, engage an Auditor for auditing of MPLADS accounts of each District Authority. For purpose of continuity, the same auditor may (if the State desires) continue for three years and any fresh appointments should be made by January of a calendar year for the succeeding three financial years.
- (viii) The State/UT Government shall hoist data on MPLADS implementation in the state on their web sites.
- (ix) The State/UT Government shall distribute the unspent balance of Rajya Sabha MPs as stipulated in paragraph 4.8.
- (x) The Nodal Department in the States should coordinate with the District Authorities for timely submission of Utilization Certificates and Audit Certificates. Wherever, there is a delay in submission of these documents, the Nodal Department should take up the matter with the District Authorities and ensure timely submission of these documents to the Ministry of Statistics and Programme Implementation.

6.4 Role of the District Authority:- The District Authority's role has been outlined in different paragraphs of the Guidelines. Here the District Authority's role on coordination and supervision is

being indicated.

- (i) The District Authority would be responsible for overall coordination and supervision of the works under the scheme at the district level, and inspect at least 10% of the works under implementation every year. The District Authority should involve the MPs in the inspections of projects to the extent feasible.
- (ii) The District Authority shall enforce the provisions made in the Paragraph 2.5 on the earmarked 15% and 7.5 % of funding for MPLADS works in the SC and ST areas respectively.
- (iii) The District Authority shall maintain the work-registers indicating the position of each work recommended by the MPs and shall furnish work details along with a photograph of each work costing Rs.5 lakh or more, to the Ministry in the prescribed format and hoist the same on MPLAD Website.
- (iv) The District Authority shall also maintain a register of all the assets created with the Scheme funds and subsequently transferred to the User Agencies.
- (v) The District Authority will inspect all works executed by/for societies and trusts under MPLADS and ensure that the agreement conditions are being complied with. In case of violation of any of the provisions of the agreement, action as per the agreement shall be taken by the District Authority.
- (vi) The District Authority shall review every month and in any case at least once in every quarter MPLADS works implementation with the Implementing Agencies. The District Authority shall invite the MPs concerned to such review meetings, and send a report of such a review meetings to Ministry of Statistics and Programme Implementation.
- (vii) The District Authority shall be responsible to settle audit objections raised in the Audits Reports.
- (viii) The Nodal District Authority shall submit Monthly Progress Report to the Government of India, State/UT Government and the MP concerned for each MP separately in the format available at Annex-VI on or before 10th of the succeeding month. With regard to the execution of works in the SC and ST areas, physical and financial details shall be furnished in part IV and V of format available at Annex-VI.
- (ix) As per paragraph 4.8, the Nodal District Authority shall report to the State/UT Government about the unspent balance of the elected Rajya Sabha MP concerned. He shall also report to the Government of India the details as per paragraphs 4.9 and 4.10.

6.5 Role of the Implementing Agencies:-

- (i) It will be the responsibility of the officers of the Implementing Agencies to regularly visit the works spots to ensure that the works are progressing satisfactorily as per the prescribed procedure and specifications and the time schedule.
- (ii) The Implementing Agencies shall furnish physical and financial progress of each work to the District Authority every month with a copy to the concerned State Department. The Implementing

GUIDELINES OF MPLADS

Agencies should provide the report also in the soft format. A work register should also be maintained by the implementing agencies showing details of the physical and financial progress of projects being undertaken by them. This register should also contain the details of spot visit made by the implementing agencies. Implementing Agency must inspect 100% of the works.

- (iii) The Implementing Agencies shall furnish completion report/certificates and utilization certificates to the District Authority within one month of completion of the works.
- (iv) The Implementing Agencies shall also refund to the District Authority the savings (balance amounts) including interest if any, at their disposal within one month.

7. APPLICATION OF THE GUIDELINES

- 7.1 The Guidelines will come into force with immediate effect. These Guidelines on MPLADS supercede the extant Guidelines and instructions issued thereunder.
- 7.2 Clarification, if any, on the Guidelines on the MPLADS or interpretation of any provision of these Guidelines shall be referred to the Ministry of Statistics and Programme Implementation and its decision shall be the final.

FORM FOR CHOICE OF NODAL DISTRICT
(For all Members of Parliament)

I am elected/nominated Member of Rajya Sabha/Lok Sabha with effect from (date, month, year). My Choice of the Nodal District for implementation and release of MPLADS funds is:

District Opted : _____

District Address : _____

PIN

State/UT in which the district falls :

(SIGNATURE)

Full Name (In capital Letters) : _____

Date.....

Permanent Address _____ Delhi Address _____

PIN _____ PIN _____

Telephone with STD _____ Telephone _____

Fax _____ E mail _____

(Any change in the addresses in future may also be intimated immediately)

To,
 Director (MPLADS),
 Ministry of Statistics and Programme Implementation,
 Government of India,
 Sardar Patel Bhawan, Parliament Street, New Delhi 110001.

Copy to Shri/Smt.....Secretary,.....Nodal Department,
 State Government.....

Copy to Shri/Smt.....District Authority (District
 Collector)..... District, At..... P.O
 PIN.....

LIST OF WORKS PROHIBITED UNDER MPLADS

1. Office and residential buildings belonging to Central, and State Governments, their Departments, Government Agencies/ Organizations and Public Sector Undertakings. However, construction of Railway Halt Station, subject to provision of para 3.35 and 3.35.1 will be permissible.
2. Office and residential buildings, and other works belonging to private, cooperative and commercial organizations.
3. All works involving commercial establishments/units.
4. All maintenance works of any type. However, re-boring of hand pumps, subject to provision of para 3.32 will be permissible.
5. All renovation, and repair works. (However, works of retrofitting of essential lifeline buildings, viz Govt. hospitals, Govt. Schools and public buildings to be used as shelters in an emergency and heritage and archeological monuments and buildings with specific permission available from the Archeological Survey of India will be permitted under MPLADS)."
6. Grants and loans, contribution to any Central and State/UT Relief Funds.
7. Assets to be named after any living person.
8. Project of movable items except as those provided in Annexure –II-A.
9. Acquisition of land or any compensation for land acquired.
10. Reimbursement of any type of completed or partly completed works or items.
11. Assets for individual/family benefits.(However, as per para 3.28 and 3.28.1 of the guidelines, tri-cycle (including motorised, artificial limbs and battery operated motorized wheelchair to differently abled deserving persons are permitted). MPs may also provide MPLADS funds to Centrally Sponsored Schemes providing assets for individually family use, with the proviso that the M.P. will not add or change the priority list or any of the criteria for selection declared in the centrally sponsored scheme. He may not nominate specific individuals as beneficiaries, but can nominate the geographical area where these MPLADS funds would be spent.
12. All revenue and recurring expenditure.
13. Works within the places of religious worship and on land belonging to or owned by religious faith/group.

List of (i) special items of works and (ii) works of non durable nature permissible under the MPLADS Guidelines

1. **Convergence of Member of Parliament Local Area Development (MPLADS) with MGNREGA.”** (Para 3.17.1) Funds from Member of Parliament Local Area Development Scheme (MPLADS) can be converged with MGNREGA with the objective of creating more durable assets. MPs may recommend under MPLADS, works from out of the shelf of MGNREGA projects approved by the Zilla Panchayat for the year when recommendation is being made, and should have been sanctioned by the District Programme Coordinator which constitutes the approved Annual Work Plan under MGNREGA of the district. As far as possible, the MPLADS Funds shall be used in respect of material component only.
 - 1.1 Once a work is recommended for MGNREGA, MPs will not be authorized to withdraw the same. In case of request of withdrawal of MPLADS Funds, NOC from MGNREGA would be required. The guidelines of MGNREGA including all non-negotiables, such as, no contractors, no use of machinery, social audit, etc. shall be strictly followed. The Gram Panchayat shall be nominated as the Implementing Agency by the District Planning Committee (DPC) for the convergence works under MPLADS. The DPC shall provide adequate technical support to the Gram Panchayat to implement the works. Since the material and labour components are expected to flow simultaneously, it will not be necessary in these convergence cases for MPLADS Funds to be used only at the end.
 - 1.2 The accounts of Expenditure will be strictly maintained separately for both MPLADS and MGNREGA. A joint plaque (stone/metal) indicating the cost involved, contribution from MPLADS/ MGNREGA, commencement, completion and inauguration and the name of the MP sponsoring the work under MPLAD Scheme/MGNREGA should be permanently erected
2. **Convergence of Member of Parliament Local Area Development (MPLADS) with Panchyat Yuva Krida Aur Khel Abhiyan (PYKKA) and Urban Sports Infrastructure Scheme (USIS) of the Ministry of Youth Affairs and Sports. (para 3.17.2) :** Funds from Member of Parliament Local Area Development Scheme (MPLADS) can be converged with Panchyat Yuva Krida Aur Khel Abhiyan (PYKKA) with the objective of creating more durable assets. MPs may recommend under MPLADS, works such as Development of playfields under PYKKA including leveling of playgrounds in hilly areas, construction of boundary wall, etc. in villages and blocks from out of the shelf of PYKKA projects if otherwise eligible under MPLAD Scheme. Similarly, in the urban areas, convergence with the Urban Sports Infrastructure Scheme (USIS) will also be permissible for creation of durable sports assets such as multi-purpose sports halls, athletic tracks, football, hockey turf, etc. as per the provisions of guidelines on MPLADS. This will be subject to the provision of the USIS for creation of urban sports infrastructure, amended from time to time

- 2.1 The accounts of Expenditure will be strictly maintained separately for both MPLADS, PYKKA and USIS. A joint plaque (stone/metal) indicating the cost involved, contribution from MPLADS/PYKKA, USIS, commencement, completion and inauguration and the name of the MP sponsoring the work under MPLAD Scheme/PYKKA/USIS should be permanently erected
3. **Utilisation of MPLADS Fund for welfare of the differently abled persons** (para 3.28) – MPs may recommend upto a maximum of Rs.10 lakhs per year OR the consolidated entitled amount of their balance tenure, effective from the financial year 2011-12, at any time from their MPLADS fund for giving assistance to the physically challenged. Such assistance will be given only for the purchase of tricycles (manual/battery operated), motorized/battery operated wheelchair and artificial limbs for differently abled deserving persons. All applications for such assistance shall be examined and approved by a Committee under the Chief Medical Officer of the District to ensure proper eligibility. The District Authority will be fully involved in the selection of such eligible persons. The Committee will also certify the reasonability of the rate. No recurring expenses will be admissible .No cash grant will be permissible, but the item would be obtained and given to the deserving differently abled person in a public function
4. **Purchase of computers** (para 3.30) – Purchase of computers is permissible for Government and Government aided educational institutions. MS-office Software (Standard Edition with Microsoft Licence Agreement) with media which comprises MS-Word, MS-Excel, MS-Power Point, MS-Access, MS-Outlook as per DGS&D rate contracts is also permissible. Imparting of training on these software (Window Operating System and MS-Office) to two teachers per school is also permissible. The training may comprise 24-48 working hours of learning period which may be spilt over a period ranging from one week to 2 weeks to provide flexibility in learning. The training shall be imparted by an authorized agency at the district level with approved rates (approved and accepted by District Authority
5. Purchase of Mobile Library for Educational Institute belonging to Central, State, UTs and Local Self - Government subject to provision of para 3.31.
6. Purchase of vehicles, including school buses/vans, earth movers, and equipments meant for hospitals, educational, sports, drinking water and sanitation purposes belonging to Central, State, UT and Local Self Governments.
7. Works of retrofitting of essential lifeline buildings, viz Govt. hospitals, Govt. Schools and public buildings to be used as shelters in an emergency and heritage and archeological monuments and buildings with specific permission available from the Archeological Survey of India.
8. Utilisation of MPLADS funds to Centrally Sponsored Scheme providing assets for individual or family use with the proviso that the M.P. will not add or change any of the criteria for selection declared in the centrally sponsored scheme.
9. **Creation of a Facilitation Centre at each District (para 3.34)** : An MP would be entitled for setting up of MPLADS Facilitation Centre in the Nodal District for which space/room would be

provided by the DC/DM in the premises of Collectorate/DRDA. The capital cost of setting up of such facilities including equipments, furniture, etc. shall not exceed Rs 5 lakhs and will be met from MPLADS funds.

- 9.1. The main function of this facilitation centre would be to provide to the Hon'ble M.Ps all the information at one place relevant for the effective implementation of the scheme. If a District has been opted by more than one MP, the Facilitation Centre will provide service to all these Members of Parliament. This facilitation centre should work under the direct control of the District Authority and should have persons on contract with adequate computer operating knowledge to manage the Centre. The strength and number of these persons managing the Centre would be minimum one and can be more than one in case the nodal district is serving more than one M.P. However, the district authority can decide upon the number of persons required for the facilitation centre in consultation with the MPs.
- 9.2. This facilitation centre should have computer with internet facility and other related facilities. The persons managing the facilitation centre should ensure that all the information about the on-going MPLADS works in the district, information on all the completed works, up to date financial information and up to date MPLADS guidelines and circulars are available in the facilitation centre. Apart from this, the facilitation centre should also display details of on- going MPLADS works and should also maintain details of shelf of projects.
- 9.3. The facilitation centre should have their own e-mail address. If required, the district authority should take the assistance of the district NIC cell in establishing such a facilitation centre. Further district authority should ensure that the persons engaged on contract for managing the facilitation centre should be well behaved and courteous.
- 9.4. The recurring running expenses will be booked under 2% administrative charges, of which the Nodal Districts gets 0.8%.”
- 10 **Ambulances/Hearse Vans. (Para 3.25)** - Vans are already allowed to be purchased, by the District Authority/CMO/Civil Surgeon of the District on the recommendation of a Member of Parliament. The scope is now widened to allow operation of ambulance/hearse services through private organizations.
 - a) Ambulance/Hearse vans will be purchased with the recommendation of the CMO/Civil Surgeon/District Magistrate on the proposal of the Member of Parliament;
 - b) The ownership of the ambulance/Hearse vans so purchased would rest with the District Authority/CMO/Civil Surgeon and will be under the general supervision of the CMO/Civil Surgeon. The CMO/Civil Surgeon may outsource it for running/operation for a two years period at a time to National/State level trusts/societies of repute under a management contract after following a transparent process and on the recommendation of a 3 member Committee consisting of CMO/Civil Surgeon and two other representatives of District Magistrate and duly approved by District Magistrate;

GUIDELINES OF MPLADS

- c) The said Trust/Society operating the ambulance/Hearse van would be responsible for maintenance, POL and driver and user charges would be fixed by the District Authority (on the recommendation of a committee) who would be responsible to ensure that the charges so fixed are reasonable and affordable for the common man;
- d) The District Collector/Deputy Commissioner/District Magistrate shall monitor the services provided, by these Ambulances/Hearses vans, to ensure maximum benefit to the public; and
- e) Each Ambulance/Hearse van so purchased, shall have bold markings on both sides, stating as: 'Ambulance/Hearse Van, purchased with Government of India, MPLADS Funds, contributed by.....MP.'
- f) The District Authority shall put up public notices at prominent places in the Government hospital, Municipal/Panchayat Offices, etc. together with contact numbers, about the provision of ambulance by the Member of Parliament from his/her MPLAD Scheme funds to enable the public to avail the services of the ambulance in the event of an emergency and to lodge complaints in the cases of misuse or non-use so as to enable the District Authority to take necessary action after proper enquiry into those complaints

11 **Purchase of books for schools, colleges and public library : (Para 3.29)** Books to the extent of Rs. 22 lakh can be purchase for schools, colleges and public libraries belonging to Central, States, UTs and Local Self-Government from MPLADS Fund. The ceiling of purchases is as follows:

- i) Purchase of books for schools upto middle level - Upto Rs.6 Lakh
- (ii) Purchase of books for schools upto high school/
Higher secondary level - Upto Rs.8 Lakh
- iii) Purchase of books for colleges/other technical
institutes/ITIs/Public Libraries - Upto Rs.8 Lakh

While recommending purchase of books to schools, colleges and other technical institutes etc., the following monetary ceiling shall be adhered to for a particular school/college/other technical institutions/ITI's/Libraries:-

- i) Upto Middle School Level - Rs. 10,000/-
- ii) Upto High School/Higher Secondary Level - Rs. 25,000/-
- iii) For colleges/other technical institutes/it is
/Public Libraries - Rs. 50,000/-

These Schools/Colleges/Institutes will not be entitled for recommendation of books in the subsequent year but will be entitled in the 3rd year again.

The recommendations made by the Hon'ble MPs shall be examined/ approved by a Committee

consisting of:-

- (i) District Education Officer - Chairman
- (ii) A representative of District Magistrate/District Collector;
- (iii) Two Principals/Head Masters; and
- (iii) Co-opt Head Master/Principal of the School/college /institution to whom the books are proposed to be supplied

12. New borings in place of hand pumps installed under MPLAD Scheme .(para 3.32)–New borings in lieu of the existing non-functional hand-pumps using the re-usable components of the parts of the non-functional hand pumps are permissible subject to the following conditions :-

1. New borings may be allowed subject to techno-economic feasibility and as per laid-down procedures of the State/UT concerned.
2. All usable components/parts of the defunct hand pumps must be used in the new borings.
3. New borings should be only for water required for drinking and household purposes and in no circumstances should water be diverted for any purpose such as agricultural, industrial, commercial, horticultural etc.
4. New borings may be allowed only in need-based cases and not as a matter of routine and it should in no case be detrimental to the water table.
5. The proposals for new borings should satisfy all other conditions stipulated in the Guidelines on MPLADS

13. **Construction of Railway Halt Station (Para 3.35):** Funds from MPLAD Scheme if so nominated by MP can be used for construction of Railway Halt Station to facilitate the local community for boarding/deboarding from the train. The implementation will be carried out as per the provisions of the Railways, subject to the provisions of the MPLADS Guidelines.

13.1 If Railways are also contributing for such activities, the accounts of expenditure will be strictly maintained separately for both MPLADS and Railways and a strict check be maintained to avoid any duplication/duplicate accounting. A plaque (steel/metal) indicating the cost involved, contribution made from MPLADS/Railways, if any, commencement, completion and inauguration and the name of the MP sponsoring the work should be permanently erected.

14. **One-MP-One Idea (Para 3.36) :** In order to foster, a grass-root bottoms-up approach to innovation and development and to arrive at solutions for local problems which are sustainable and scalable, there is a need for seeking out and campaigning for ideas that have the potential to solve challenges. Accordingly, based on the innovative ideas received from the local people regarding developmental projects, an 'One MP – One Idea' competition may be held in each Lok Sabha constituency annually to select the three best innovations for cash awards on the specific request of an MP to promote such

a scheme in his/her constituency. The guidelines in this regard are at Annexure X. The announcement calling for applications in prescribed format would be made by the Nodal District Authority through various media – print, radio, television or others. It must be ensured that the announcement details are put up on the relevant website(s) as well. The Competition will invite innovative solutions in the areas of education and skills, health, water and sanitation, housing and infrastructure, agriculture, energy, environment, community and social service, etc. The innovative solutions can be submitted either directly (as per Annexure X A) by any individual for himself or by a group of individuals, industry, industry consortia, academia, NGO or other institution from the constituency for themselves. Or else innovations can also be nominated by reputed people in the constituency (as per Annexure X B) by using the relevant nomination form as per annexure in the capacity of third party having knowledge of the nominated innovative solution. All entries, whether by self-application or nomination, will follow the same screening process.

- 14.1 A Selection Committee headed by the DC/DM of the Nodal District and consisting of other six Members from (i) Engineering, (ii) Finance, (iii) Health and sanitation, (iv) Academia, (v) Industry and (vi) Banking and Financial Institutions may be set up with the mandate to screen all applications. The members from Engineering, finance, health and sanitation sectors should belong to the Central/State/UT Government. The lead banks and financial institutions may want to finance good innovations. The Selection Committee will select the three best innovations from this competition through a transparent process and submit its recommendations to the State Government.
- 14.2 Cash awards of Rs. 2.5 lakhs, Rs. 1.5 lakhs and Rs. 1 lakh will be awarded to the first, second and third prize winner respectively. The other administrative expenditure involved in arranging such events, including giving advertisements, holding meetings, etc., subject to a maximum of 10% of the total awards' amount of Rs. 5 lakhs, i.e. 50,000/-, will be also permissible under the MPLADS Guidelines. The total amount of awards of Rs. 5 lakhs and administrative expenditure of 50,000/- will be provided from the MPLAD Scheme and be debited to the MPLADS funds of the MP promoting the Scheme. The awards should be given away by the MP in a public function with adequate media coverage in the presence of DC/DM where the award winners should speak about their innovations and the DC/DM along with the MP should inspire people to find innovative solutions to social /developmental problems. A Certificate of honor (as per Annexure X C) will be given to the awardees. The Certificate of appreciation will also be given to the next 5 best innovations based on the list prepared by the Selection Committee.

FORMAT FOR RECOMMENDING ELIGIBLE WORKS BY MEMBER OF PARLIAMENT

(The recommendation may be given on the MP's letter head)

Place:..... Date:.....

From Name

Member of Parliament (Lok Sabha/Rajya Sabha)

Address

To The District Authority

(District Collector / Deputy Commissioner / District Magistrate/

Commissioner of Municipal Corporation / CEO of District Planning Committee)

Subject: Recommendation of works under MPLAD Scheme

Sir,

I recommend that the following works may please be scrutinized and sanctioned, in the order of priority indicated below, from the MPLADS fund. The works in the Priority No.....are meant for the development of areas inhabited by SCs /and STs Population respectively.

Priority No.	Nature of work (Sector name & work code)*	Approximate cost Location	(Rs. in lakh)
1			
2			
3			
4			
5			
6			
7			
8			
9			

* Please refer to Annex – IVE of the Guideline

(The priority list can be increased if the MP recommends more works up to the entitlement).

2. The above works may please be got scrutinized and technical, financial and administrative sanction issued within 75 days of receipt of this letter. The sanctioned works should be completed quickly as per the provisions of the MPLADS Guidelines. I may please be kept informed of the sanction and the progress of the works implementation. If any of the recommended work is found ineligible/rejected, reasons for the same may be intimated to me within 45 days. If the sanction is delayed beyond 75 days, reasons for the same may also be intimated to me.

Yours faithfully,

(Signature of MP)

MEMBER OF PARLIAMENT LOCAL AREA DEVELOPMENT SCHEME

Input Format for the District Authority

State :	<input type="text"/>	Implementing District:	<input type="text"/>
Whether LS/RS:	<input type="text"/>	Nodal District:	<input type="text"/>
Constituency:	<input type="text"/>	MP:	<input type="text"/>
if LS		Report for	<input type="text"/>
Block/Urban:	<input type="text"/>		(MM/YYYY)
		Ward/Gram Panchayat	<input type="text"/>

1.	Work Identity No.	<input type="text"/>		
2.	Work with Location	<input type="text"/>		
3.	Sector	<input type="text"/>		
4.	Scheme	<input type="text"/>		
5.	No. of SC and ST population covered by this work	(SC)	(ST)	(Total)
		<input type="text"/>	<input type="text"/>	<input type="text"/>
		(dd)	(mm)	(yyyy)
6.	(a) Date of Receipt of Proposal	<input type="text"/>	<input type="text"/>	<input type="text"/>
	(b) Priority No. of Proposal as recommend by MP	<input type="text"/>		
	(c) Date of Sanction	<input type="text"/>	<input type="text"/>	<input type="text"/>
	(d) Date of Work Commencement	<input type="text"/>	<input type="text"/>	<input type="text"/>
7.	Work Cost Sanctioned (Rs).	<input type="text"/>		
8.	Implementing Agency	<input type="text"/>		
9.	Date of Completion	(dd)	(mm)	(yyyy)
	(a) Original (as indicated on sanction order)	<input type="text"/>	<input type="text"/>	<input type="text"/>
	(b) Anticipated (Actual if Completed)	<input type="text"/>	<input type="text"/>	<input type="text"/>
10.	Cumulative Expenditure(Rs.)	<input type="text"/>		
11.	Present Status	<input type="text"/>		
	(N-Not yet started, O-On going, C-Completed, D- Discontinued)	<input type="text"/>		
12.	Physical Progress (%)	<input type="text"/>		
13.	Cumulative Amount Released (Rs.)	<input type="text"/>		
		(dd)	(mm)	(yyyy)
14.	Date of last Release of Payment	<input type="text"/>	<input type="text"/>	<input type="text"/>
15.	If Completed, Amount of Saving (Rs.)	<input type="text"/>		
		(dd)	(mm)	(yyyy)
16.	Date of Refund of Saving	<input type="text"/>	<input type="text"/>	<input type="text"/>
17.	If Completed, Date of handing over to the User Agency	<input type="text"/>		
18.	If Completed, Date of submission of Completion Report by Implementing Agency	<input type="text"/>		
19.	REMARKS IF ANY	<input type="text"/>		

This space may be used to mention reasons for Discontinued Projects/Delay in execution/Non Completion, or any other remarks and steps taken for revival /early commencement and completion of the work.

MEMBER OF PARLIAMENT LOCAL AREA DEVELOPMENT SCHEME

Input Format for Master Data Entry

State: Implementing District:

Whether LS/RS: Nodal District:

Constituency: if LS MP: Report Month
(MM/YYYY)

Block/Urban: Ward/Gram Panchayat :

1. Work Identity No.	<input type="text"/>		
2. Work with Location	<input type="text"/>		
3. Sector	<input type="text"/>		
4. Scheme	<input type="text"/>		
5. No. of SC and ST population covered by this work	(SC) <input type="text"/>	(ST) <input type="text"/>	(Total) <input type="text"/>
	(dd) <input type="text"/>	(mm) <input type="text"/>	(yyyy) <input type="text"/>
6. (a) Date of Receipt of Proposal	<input type="text"/>	<input type="text"/>	<input type="text"/>
(b) Priority No. of Proposal as recommend by MP	<input type="text"/>		
(c) Date of Sanction	<input type="text"/>	<input type="text"/>	<input type="text"/>
(e) Date of Work Commencement	<input type="text"/>	<input type="text"/>	<input type="text"/>
7. Work Cost (Rs.)	<input type="text"/>		
8. Implementing Agency	<input type="text"/>		
9. Date of Completion	(dd) <input type="text"/>	(mm) <input type="text"/>	(yyyy) <input type="text"/>
Original (as indicated on sanction order)	<input type="text"/>	<input type="text"/>	<input type="text"/>
10. Does the work benefit SC and ST population?	SC Yes/ No		
(Indicate SC&ST population out of total population)	ST Yes/No		

MEMBER OF PARLIAMENT LOCAL AREA DEVELOPMENT SCHEME**Input Format for Monthly Data Entry**

State Implementing District:

Whether LS/RS: Nodal District:

Constituency Name of MP Report for the month
if LS (mm/yyyy)

Block Name: Village Name:

1. Date of Completion Anticipated now (Actual if Completed)	(dd) <input type="text"/>	(mm) <input type="text"/>	(yyyy) <input type="text"/>
2. Cumulative Expenditure (Rs.)	<input type="text"/>		
3. Present Status	<input type="text"/>		
(N – Not yet started, O – On going, C – Completed, D – Discontinued)	<input type="text"/>		
4. Physical Progress (%)	<input type="text"/>		
5. Cumulative Amount Released (Rs.)	<input type="text"/>		
6. Date of last Release of Payment	(dd) <input type="text"/>	(mm) <input type="text"/>	(yyyy) <input type="text"/>
7. If Completed, Amount of Saving (Rs.)	<input type="text"/>		
8. Date of Refund of Saving to the District Authority	(dd) <input type="text"/>	(mm) <input type="text"/>	(yyyy) <input type="text"/>
9. If Completed, Date of handing over to the User Agency	<input type="text"/>	<input type="text"/>	<input type="text"/>
If Completed, Date of submission of Completion Certificate by Implementing Agency	<input type="text"/>	<input type="text"/>	<input type="text"/>

REMARKS IN ANY

This space may be used to mention reasons for Discontinued Projects/Delay in execution/Non Completion, or any other remarks and steps taken for revival /early commencement and completion of the work

MEMBER OF PARLIAMENT LOCAL AREA DEVELOPMENT SCHEME**Format for Entry of Data by Implementing Agency**State District: MP Whether LS/RS: Nodal District: Constituency
if LS
Implementing AgencyReport for the month
(mm/yyyy)1. Work Identity No.
(Should be same as given by the District)2. Date of Completion
(Actual, if completed)(dd) (mm) (yyyy)

3. Cumulative Expenditure (Rs.)

4. Present Status

(N – Not yet started, O – On going, C – Completed, D – Discontinued)

5. Physical Progress (%)

6. Cumulative Amount Received (Rs.)

7. Date of last release of payment

(dd) (mm) (yyyy)
8. If work completed, amount of savings refunded
by the implementing agency to the District Authority

9. Date of Refund of saving to the District Authority

(dd) (mm) (yyyy)
10. If work completed, date of submission
of completion Report(dd) (mm) (yyyy)

11. REMARKS IF ANY

This space may be used to mention reasons for discontinued Projects/ Delay in execution / Non Completion, or any other remarks and steps taken for Revival/early commencement and completion of the work.

LIST OF SECTOR AND SCHEMES CODES

(This is sector wise type of illustrative works under MPLADS and is subject to the provisions in the Guidelines. This is not to be treated as an exhaustive list, nor a shelf of projects/master list of eligible items under MPLADS.

	SECTOR	SCHEME
I. DRINKING WATER FACILITY (01)		
1. Tube wells	01	001
2. Water tanks	01	002
3. Hand pumps	01	003
4. Water tankers	01	004
5. Piped Drinking Water Supply	01	005
6. Other works for providing drinking water	01	
II. EDUCATION (02)		
1. Building for Government educational institutions	02	001
2. Buildings for Government aided educational institutions	02	002
3. Computers for Govt. and Govt. aided educational institutions	02	003
4. Other projects for educational institutions	02	
III. ELECTRICITY FACILITY (03)		
1. Projects for lighting of public streets and places	03	001
2. Projects of Govt. Agencies for improvement of Electricity distribution infrastructure	03	002
3. Others		
IV. HEALTH AND FAMILY WELFARE (04)		
1. Buildings for hospitals, family welfare centers, public health care centers, ANM centers	04	001
2. Procurement of hospital equipments for Govt. hospitals and dispensaries.	04	002
3. Ambulances for Government	04	003
4. Mobile dispensaries	04	004
5. Crèches and Anganwadies	04	005

GUIDELINES OF MPLADS

6.	Other health and family welfare projects	04	999
7.	Ambulance/Hearse Vans run through NGOs	04	
V. IRRIGATION FACILITIES (05)			
1.	Construction of public irrigation facilities	05	001
2.	Construction of flood control embankments	05	002
3.	Public Lift irrigation projects	05	003
4.	Public ground water recharging facilities	05	004
5.	Other public irrigation projects	05	
VI. NON-CONVENTIONAL ENERGY SOURCES (06)			
1.	Community Gobar-gas plant	06	001
2.	Non-conventional energy system/devices for Community use	06	002
3.	Others	06	
VII. OTHER PUBLIC FACILITIES (07)			
1.	Construction of community centers	07	001
2.	Construction of common shelters <i>for cyclones,</i> <i>Floods and</i> handicapped	07	002
3.	Construction of public libraries & reading rooms	07	003
4.	Crematoriums and structures on burial/cremation ground	07	004
5.	Common work sheds for artisans	07	005
6.	Construction of bus-sheds/stops for public Transport passengers	07	006
7.	Buildings for cultural activities	07	007
8.	Purchase of motor boats for flood and cyclone prone areas (not for individuals)	07	008
9.	Boundary walls for buildings permissible in the scheme	07	009
10.	Public parks	07	010
11.	Hearse Vans	07	011
12.	Battery operated buses for Govt. agencies	07	012
13.	Fire tenders for Government organizations	07	013
14.	Other public works not covered elsewhere	07	999
15.	Retrofitting of essential lifeline buildings, viz Govt. hospitals, Govt. Schools and public buildings to be used as shelters in an emergency.	07	014

GUIDELINES OF MPLADS

16.	Early Warning Systems for effective disaster mitigation.	07	
17.	Others	07	
VIII. ROADS, PATHWAYS AND BRIDGES (08)			
1.	Construction of roads, approach roads, link roads, pathways	08	001
2.	Construction of foot paths	08	002
3.	Construction of culverts and bridges	08	003
4.	Level crossing at unmanned railway crossing	08	
5.	Others	08	
IX. SANITATION AND PUBLIC HEALTH (09)			
1.	Drains and gutters for public drainage	09	001
2.	Public toilets and bathrooms	09	002
3.	Garbage collection and night soil disposal		
	Systems, earth movers including vehicles for local bodies	09	003
4.	Other works for sanitation and public health	09	
X. SPORTS (10)			
1.	Buildings for sports activities	10	001
2.	Buildings for physical training institutions	10	002
3.	Buildings for multi-gym	10	003
4.	Fixed (immovable) sports equipment	10	004
5.	Multi gym equipments	10	005
6.	Other public works for sports activities	10	
XI. ANIMAL CARE (11)			
1.	Building for veterinary aid centers, artificial insemination centers & breeding centers	11	001
2.	Shelters for animals	11	002
3.	Others	11	

Agreement Form

This Agreement is made on.....between the Governor of
acting through
Designation and Address) the District

Authority hereinafter called the **“First Party” of the First Part;**

And

The Chief Executive of the (.....Name and address of Registered Society/Registered Trust), hereinafter called the **“Second Party” of the Second Part.**

Whereas the First Party as the District Authority is the authority to get the development works implemented inDistrict, on the locally felt needs on the recommendation of the Member of Parliament, as per Guidelines on Member of Parliament Local Area Development Scheme (MPLADS).

And

Whereas the Second Party is a Society registered under the Societies Registration Act, 1860 or a Trust, registered under the Indian Trust Act, 1882 or any Registration Act of any State Government is engaged in social service and welfare activities since (Date, Month, Year) for more than _____ years and is well established and reputed one in the field of social service and welfare activities with non-profit operation and with sound financial position.

Now therefore it is hereby agreed between both the Parties to this Agreement and binds themselves to the following terms and conditions:-

1. The First Party shall undertake the construction of _____ on the recommendation of the Member of Parliament as per the Guidelines on Member of Parliament Local Area Development Scheme, as amended from time to time (hereinafter referred to as MPLADS) for implementation of the work under the aforesaid MPLADS.
2. The Second Party will be eligible to receive and manage the assets created out of the funds by the First Party from the Member of Parliament Local Area Development Scheme as per the Guidelines on the subject meant for the benefit and use by and/or for the public.
3. A work at (Name of the Place, District and Pin code) regarding the construction of (Name of the work) costing the value mutually agreed upon by the parties and that has been duly recommended by

_____ (the name of concerned MP) under the MPLAD Scheme, shall be undertaken by the First Party, to be handed over to the Second Party after completion of the construction.

4. The First Party shall call for the necessary records from the Society/Trust such as the Memorandum of Association of the Society with special reference to Section 13 of the Societies Registration Act, 1860 and the trust deed of the trust with special reference to Section 77 and Section 78 of the Trust Act and be satisfied with the existence and reputation of the organization, and its functioning as non-profit operations, transparency of performance, its sound financial position and its overall public reputation.
5. The Second Party shall give a declaration to the First Party, to the effect that the Society/Trust it represents is a live organization continuously functioning at least for the last three years engaging itself in social service and/or welfare activities.
6. The Second Party shall also give a declaration to the First Party, that the land and immovable property offered by the Second Party to the First Party for executing the developmental work is free from any encumbrances, free from pending litigation and not affected by the Urban Land (Ceiling and Regulation) Act, 1976.
7. The Second Party shall also give a declaration to the First Party, that the assets created out of MPLADS funds for the society _____ or trust, is free from any encumbrances **except advance taken for the purpose of this work/project.**
8. The Second Party shall ensure that durable assets, created out of MPLADS funds in the properties offered by the Second Party, must be always be available for the use of or by the general public. In case it is found that the Second Party is not using the asset so created under MPLADS, for the purpose that was meant and/ the public do not have access to the said infrastructure, the First Party will issue necessary notice to the Second Party and after considering the views of the Second Party, if the First Party consider necessary will take over such asset and may recover the cost **to the extent of investment made under MPLADS** along with interest at the rate of 18%.
9. The Central/State Government shall always and at all time be the absolute owner of the durable asset created out of the MPLADS funds.
10. The Second Party shall not sell/transfer/otherwise dispose of any interest in or of such asset created out of MPLAD without the prior written approval of the State Government. After the written approval of the Government, the sale proceeds of the assets shall always vest and belong to the first party in all circumstances **to the extent of investment made under MPLADS** including the interest at the rate of 18%.
11. The Second Party herein undertakes the full responsibility to ensure operation, maintenance and up-

GUIDELINES OF MPLADS

keep of the asset which will be subject to periodical audit and inspection by the First Party or any of its representative/nominee duly authorized in this behalf.

12. The Second Party shall submit to the First Party, annual report and its audited accounts on regular basis and within 90 days of the end of the Financial Year.
13. Since this indenture creates a future interest in the immovable property of the value of more than Rs.100/- this Agreement be registered under Registration Act in the respective district.
14. In this indenture, wherever such an interpretation would be required to give the fullest possible scope and effect to the terms of the Agreement herein contained, the expressions District Authority and the Society or Trust shall include their respective successors or permitted assignees (Assignees).

IN WITNESS WHEREOF the parties here-to-have through their duly authorized representative executed this Agreement on day and year here-in-above-written.

Executed for and on behalf of
the Governor of
(State)_____

by the District Authority

Executed for and on behalf of the
Society/Trust/Second Party by

_____ having authority to sign and execute
this Agreement vide resolution dated _____ of
_____.

By

In presence of following
witness:

1. _____
2. _____

In presence of following witnesses:

1. _____
2. _____

**MONTHLY PROGRESS REPORT UNDER
MEMBER OF PARLIAMENT LOCAL AREA DEVELOPMENT SCHEME (MPLADS)
(Separate form for each Sitting/former Rajya Sabha /Lok Sabha Member)**

STATEMENT OF INFORMATION UNDER MPLADS FOR THE MONTH OF

DD	MM	YYYY
<div style="border: 1px solid black; width: 20px; height: 20px; display: inline-block;"></div> <div style="border: 1px solid black; width: 20px; height: 20px; display: inline-block;"></div>	<div style="border: 1px solid black; width: 20px; height: 20px; display: inline-block;"></div> <div style="border: 1px solid black; width: 20px; height: 20px; display: inline-block;"></div>	<div style="border: 1px solid black; width: 20px; height: 20px; display: inline-block;"></div> <div style="border: 1px solid black; width: 20px; height: 20px; display: inline-block;"></div> <div style="border: 1px solid black; width: 20px; height: 20px; display: inline-block;"></div> <div style="border: 1px solid black; width: 20px; height: 20px; display: inline-block;"></div>

I PARTICULARS:

STATE:	CONSTITUENCY/NODAL DISTRICT:												
Nodal District Address <div style="border: 1px solid black; padding: 2px; display: inline-block;">Pin: <div style="border: 1px solid black; width: 20px; height: 20px; display: inline-block;"></div><div style="border: 1px solid black; width: 20px; height: 20px; display: inline-block;"></div><div style="border: 1px solid black; width: 20px; height: 20px; display: inline-block;"></div><div style="border: 1px solid black; width: 20px; height: 20px; display: inline-block;"></div><div style="border: 1px solid black; width: 20px; height: 20px; display: inline-block;"></div><div style="border: 1px solid black; width: 20px; height: 20px; display: inline-block;"></div></div>	TELEPHONE NUMBERS: STD CODE OFFICE: RESIDENCE: FAX: MOBILE: e-mail:												
NAME OF MEMBER OF PARLIAMENT Shri / Smt. <table style="width: 100%;"> <tr> <td style="width: 15%;">MPs Tenure</td> <td style="width: 15%;">From</td> <td style="width: 15%;"></td> <td style="width: 15%;">To</td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> </tr> <tr> <td></td> <td> <div style="border: 1px solid black; width: 20px; height: 20px; display: inline-block;"></div> <div style="border: 1px solid black; width: 20px; height: 20px; display: inline-block;"></div> </td> <td> <div style="border: 1px solid black; width: 20px; height: 20px; display: inline-block;"></div> <div style="border: 1px solid black; width: 20px; height: 20px; display: inline-block;"></div> <div style="border: 1px solid black; width: 20px; height: 20px; display: inline-block;"></div> <div style="border: 1px solid black; width: 20px; height: 20px; display: inline-block;"></div> </td> <td> <div style="border: 1px solid black; width: 20px; height: 20px; display: inline-block;"></div> <div style="border: 1px solid black; width: 20px; height: 20px; display: inline-block;"></div> </td> <td> <div style="border: 1px solid black; width: 20px; height: 20px; display: inline-block;"></div> <div style="border: 1px solid black; width: 20px; height: 20px; display: inline-block;"></div> </td> <td> <div style="border: 1px solid black; width: 20px; height: 20px; display: inline-block;"></div> <div style="border: 1px solid black; width: 20px; height: 20px; display: inline-block;"></div> <div style="border: 1px solid black; width: 20px; height: 20px; display: inline-block;"></div> <div style="border: 1px solid black; width: 20px; height: 20px; display: inline-block;"></div> </td> </tr> </table> Address <div style="border: 1px solid black; padding: 2px; display: inline-block;">Pin: <div style="border: 1px solid black; width: 20px; height: 20px; display: inline-block;"></div><div style="border: 1px solid black; width: 20px; height: 20px; display: inline-block;"></div><div style="border: 1px solid black; width: 20px; height: 20px; display: inline-block;"></div><div style="border: 1px solid black; width: 20px; height: 20px; display: inline-block;"></div><div style="border: 1px solid black; width: 20px; height: 20px; display: inline-block;"></div><div style="border: 1px solid black; width: 20px; height: 20px; display: inline-block;"></div></div>		MPs Tenure	From		To				<div style="border: 1px solid black; width: 20px; height: 20px; display: inline-block;"></div> <div style="border: 1px solid black; width: 20px; height: 20px; display: inline-block;"></div>	<div style="border: 1px solid black; width: 20px; height: 20px; display: inline-block;"></div> <div style="border: 1px solid black; width: 20px; height: 20px; display: inline-block;"></div> <div style="border: 1px solid black; width: 20px; height: 20px; display: inline-block;"></div> <div style="border: 1px solid black; width: 20px; height: 20px; display: inline-block;"></div>	<div style="border: 1px solid black; width: 20px; height: 20px; display: inline-block;"></div> <div style="border: 1px solid black; width: 20px; height: 20px; display: inline-block;"></div>	<div style="border: 1px solid black; width: 20px; height: 20px; display: inline-block;"></div> <div style="border: 1px solid black; width: 20px; height: 20px; display: inline-block;"></div>	<div style="border: 1px solid black; width: 20px; height: 20px; display: inline-block;"></div> <div style="border: 1px solid black; width: 20px; height: 20px; display: inline-block;"></div> <div style="border: 1px solid black; width: 20px; height: 20px; display: inline-block;"></div> <div style="border: 1px solid black; width: 20px; height: 20px; display: inline-block;"></div>
MPs Tenure	From		To										
	<div style="border: 1px solid black; width: 20px; height: 20px; display: inline-block;"></div> <div style="border: 1px solid black; width: 20px; height: 20px; display: inline-block;"></div>	<div style="border: 1px solid black; width: 20px; height: 20px; display: inline-block;"></div> <div style="border: 1px solid black; width: 20px; height: 20px; display: inline-block;"></div> <div style="border: 1px solid black; width: 20px; height: 20px; display: inline-block;"></div> <div style="border: 1px solid black; width: 20px; height: 20px; display: inline-block;"></div>	<div style="border: 1px solid black; width: 20px; height: 20px; display: inline-block;"></div> <div style="border: 1px solid black; width: 20px; height: 20px; display: inline-block;"></div>	<div style="border: 1px solid black; width: 20px; height: 20px; display: inline-block;"></div> <div style="border: 1px solid black; width: 20px; height: 20px; display: inline-block;"></div>	<div style="border: 1px solid black; width: 20px; height: 20px; display: inline-block;"></div> <div style="border: 1px solid black; width: 20px; height: 20px; display: inline-block;"></div> <div style="border: 1px solid black; width: 20px; height: 20px; display: inline-block;"></div> <div style="border: 1px solid black; width: 20px; height: 20px; display: inline-block;"></div>								

GUIDELINES OF MPLADS

II. PHYSICAL PERFORMANCE

[illegible]

III. FUNDS RECEIVED AND UTILISED

(Rs. In Lakh)

YEAR	FUNDS RECEIVED FROM GOI	INTEREST ACCURED	INTEREST RECEIVED ON DISTRICBUTION	TOTAL FUNDS	FUNDS UTILISED			BALANCE FUNDS
					SC & ST area	Others	Total	
TOTAL								
(a)	Funds received from the Govt. of India							
(b)	Amount of interest accrued on the funds							
(c)	Funds received on distribution							
(d)	TOTAL (a+b+c)							
(e)	Total cost of works sanctioned							
(f)	Total Unsanctioned Balance available with the Constituency (d-e)							
(g)	Actual Expenditure incurred by the Implementing Agency							
(h)	Total funds available with the Constituency (d-h)							
(i)	Funds required to completes the sanctioned works							
(j)	Savings for Distribution to Successor MPs.							
(k)	Number of works inspected by District Authority							
	(a) During the month							
	(b) Cumulative							

GUIDELINES OF MPLADS

IV. PHYSICAL AND FINANCIAL DETAILS OF WORKS IN SCHEDULED CASTE AREAS

Year 1	Physical (Number of Works) 2			Financial (Cost of Works) (Rs. In lakh) 3		
	Recommended 2(a)	Sanctioned 2(b)	Completed 2(c)	Recommended 3(a)	Sanctioned 3(b)	Completed 3(c)

V. PHYSICAL AND FINANCIAL DETAILS OF WORKS IN SCHEDULED TRIBE AREAS

Year 1	Physical (Number of Works) 2			Financial (Cost of Works) (Rs. In lakh) 3		
	Recommended 2(a)	Sanctioned 2(b)	Completed 2(c)	Recommended 3(a)	Sanctioned 3(b)	Completed 3(c)

Bank and Branch Name and Address

Details: Saving Bank Account Number

Branch Code.....

Place

Dated:

Signature of District Authority

Name in Capital Letters

Designation

Seal

Copy to Shri/Smt..... Member of Parliament
(Address)

Note : (i) The District Authority of the Nodal District is required to furnish a consolidated report including the information pertaining to other Districts falling in the constituency where funds were transferred for MPLADS work execution on recommendation of the MP.

(ii) Sanctioned amount is the cost of such schemes only for which financial sanctions have already been issued after finalizing plans and estimates. Cost of schemes which have got only administrative approval, and not financial sanction, should not be reported.

**MEMBER OF PARLIAMENT LOCAL AREA
DEVELOPMENT SCHEME (MPLADS)
WORK COMPLETION REPORT**

(To be furnished by the Implementing Agency to the District Authorities)

It is certified that work No....., (description of work) sanctioned vide order No..... dated.../...../..... to be executed under MPLADS at a cost of Rs.....(in figures and words) at(place) has been completed at a cost of Rs..... and has been handed over to the User Agency.....(Name and address) under intimation to the District Authority for use on.....(date).

The amount of savings i.e Rs.....(in figures and words) has been remitted to the MPLADS Account of the District Authority vide Cheque No.....dated.....drawn on..... (Bank with address). Details of the work are in the enclosed format.

Signature of the Implementing Agency

Date:

Place:

District:

**MEMBER OF PARLIAMENT LOCAL AREA DEVELOPMENT SCHEME
(MPLADS)**

Form of Utilization Certificate for funds received under MPLADS for the yearand for theMP constituency

S.No.	Letter No. and date Total	Amount _____

Certified that out of Rs.....of Grants-in-hand sanctioned during the year.....in favour of..... Under the Ministry of Statistics and Programme ‘ Implementation, Government of India letter given on the margin and Rs.....on account of unspent balance of the previous year, a sum of Rs.....has been utilized for the purpose of execution of works, recommended by MP concerned and as permissible under the guidelines on MPALDS for which it was sanctioned and that the balance of Rs.....remaining unutilized at the end of the year will be carried forward to the next year.....

2. Having been fully satisfied I certify that the conditions on which the grants-in-aid was sanctioned have been duly fulfilled and that I have exercised the following checks to see that the money was actually utilized for the purpose for which it was sanctioned. The following kinds of checks were exercised by me while furnishing this Utilization Certificate:-

- 1.
- 2.
- 3.
- 4.
- 5.

Place
Date

Seal

Signature of District Authority
Name (capital letters)
Designation
Telephone

**MEMBER OF PARLIAMENT LOCAL AREA DEVELOPMENT SCHEME
(MPLADS)**

AUDIT CERTIFICATE

It is certified that we have audited the annual Balance Sheet and accounts as on 31st March.....(year) and Receipt and Payment and Income and Expenditure Accounts for the year ending on that date of Member of Parliament Local Area Development Scheme (MPLADS) from the books of accounts, records and other documents produced to us by the District Authority and the executing agencies.

In our opinion and to the best of our knowledge and according to the explanations given to us and subject to our observations as detailed below we report that:-

- (a) The Balance Sheet read together with notes thereon gives a true and correct view of the state and affairs of the MPLADS as on 31st March(year).
- (b) The Income and Expenditure Accounts gives a true and correct view of the surplus of funds over expenditure of Rs.....for the year ending 31st March..... (year)
- (c) The Receipt and Payment Accounts give a true and correct view of the transaction of the Scheme for the year ending 31st March..... (year).
- (d) Not more than one Bank Account is operated for the Scheme.
- (e) No funds are kept in the form of Fixed Deposits.
- (f) Interest accrued in Saving Bank Account has been taken as receipt for use on the MPLAD Scheme.
- (g) Bank Reconciliation Statement is being prepared regularly every month.
- (h) Cash Book is being written on real accrued basis.
- (i) Expenditure shown in the Income and Expenditure Account is properly reflected in the Utilization Certificates.
- (j) There is no case of diversion of funds.
- (k) The following Reports certified by the Competent Authority of the District Administration form part of the Audit Certificate:-
 - (i) Physical and Financial Progress Report for the year ending 31st March..... (Year).
 - (ii) Cumulative Physical and Financial Progress Report up to 31st March..... (Year). (In case of Lok Sabha, MPs right from the inception and for Rajya Sabha MP for the period of individual MP's tenure).
 - (iii) MPLADS fund Utilization Certificate.
- (l) There is no audit objection in so far as the said accounts audited by us. (In case there is any pending audit objection and objections raised during the present audit, please furnish the details. In case of the Audit objections indicated by the Chartered Accountant, the same shall be attached to this Certificate with seal and signature).

(The certificate shall be on the auditing firm's letter head clearly indicating Signature, Name, address, telephone, fax, and email of the auditor(s) with seal).

Guidelines for proposal on the 'One MP – One Idea' Competition

For political leadership to become champions of the cause of innovation, the National Innovation Council has proposed an idea for a scheme of 'One MP-One Idea' to award on an annual basis, three best innovations in each MP's constituency. The competition must be focused on looking at innovative solutions with a focus on implementation rather than just thinking of new ideas. The process of holding this competition is detailed below and the format for submission of applications and the format for nominations are also attached.

- (i) The 'One MP – One Idea' Competition will select the three best innovations from a constituency and give them cash awards. The announcement can be made through any media – print, radio, television or online, by the DC/DM. It must be ensured that the announcement details are put up on the relevant website(s) as well. The Competition will invite innovative solutions in the areas of education, healthcare, agriculture, energy, environment, etc. The solutions can be submitted by any individual, group of individuals, industries, industry consortia, academia, NGOs and other institutions from the constituency using the format for submission of applications. Good innovations can also be nominated by reputed people in the constituency by using the nomination form, which should include an application in the format from the nominated individual, group of individuals, industries, industry consortia, academia, NGOs and other institutions. All entries, whether by nomination or application, will follow the same screening process.
- (ii) A Selection Committee headed by DC/DM and consisting of other Members from Engineering, finance, Health, sanitation, academia, industry background may be set up with the mandate to screen all applications. The committee may also include banks and financial institutions who may want to finance good innovations. The Selection Committee will select the three best innovations of this competition, in the best transparent manner and submit its recommendations to the Government
- (iii) Cash awards of Rs. 2.5 lakhs, Rs. 1.5 lakhs and Rs. 1 lakh will be awarded to the first, second and third prize winner respectively. The funds will be provided from the MPLAD Scheme. The awards should be given away by the MP in a public function with adequate media coverage, where the award winners should speak about their innovations and the DC/DM along with the MP should inspire people to find innovative solutions to social problems.

The initiative would be able to foster a spirit of innovation and grassroots competitiveness, and spur the innovation movement in the country by involving a large cross-section of people. This competition will also encourage a bottom-up approach to solving local problems in a sustainable and scalable manner.

ONE MP – ONE IDEA
Format for submission of applications

COMPETITION GUIDELINES

- You may participate in ‘One MP – One Idea’ contest either as an individual, team or as an organisation.
- This is the format to be used for submission of application by the applicant only. If you want to make any nominations, kindly use the format for nomination (Form II)
- Sections 1-13 are mandatory, while Sections 14 is optional.
- Apart from the Award Money, the ‘One MP - One Idea’ contest will not provide any financial support for commercialization, but some banks and financial institutions may be keen to finance some innovative solutions for commercialization. The Section No. 14 on Business Model will be useful for them.
- Please send any documentary proof about your innovation along with the application form. It could be in the form of documents, photographs, video, newspaper clipping, etc.
- Please attach resume of applicant(s).
- By participating in this contest, the applicant agrees to abide by the guidelines laid by the competition. In case of a nomination, it is the sole responsibility of the nominator to ensure that the nominee abides by the guidelines laid by the competition.
- All applications and nominations will go through the same process of selection. They will first be selected by the Selection Committee and the list of the selected names will be sent to State Government for final approval.
- If there are no appropriate candidates, the award may not be given in a particular year.
- The decision of the State Government will be final and binding on all matters related to this Contest.

APPLICANT DETAILS

- | | | |
|---|--|----------------------------------|
| 1 | Applicant | Individual Team Organization |
| 2 | Applicant(s) Name(s) &
Occupation | 1.
2.
3. |
| 3 | Contact Address of Applicant(s) | |
| 4 | Telephone/Mobile/Email of Applicant(s) | |

INNOVATION DETAILS

- 5 Name/Title of Innovation
- 6 Place of use for the Innovation
- 7 Users of Innovation
- 8 Area of Innovation
 1. Education and Skills
 2. Health
 3. Agriculture
 4. Water and Sanitation
 5. Housing and Infrastructure
 6. Energy and Environment
 7. Community and Social Service
 8. Any other (please specify)
- 9 Problem Statement

[The problem could

preferably be a major challenge

faced in your area]

 - What is the problem?
 - Whom is it affecting – geographically and demographically?
- 10 Summary of Innovation
 - Provide a detailed description of the proposed solution [You can include tables, images and figures here with proper captions, if need be.]
 - What makes this innovation different than the other solutions currently in practice? If no other solutions are currently available, discuss the factors that make your innovation viable as a real solution.
 - Details of Awards/Recognitions already received
- 11 Putting the Innovation into Action
 - Do you need any of the following, to make your innovation scale up and reach its users: Funding
 - Support in Prototyping
 - Research and Development Support
 - Partnerships
 - Support in Marketing and Sale
 - What will be the potential impact of this solution, if implemented?
- 12 Status
 - Please describe the current status of the proposed solution

GUIDELINES OF MPLADS

- Idea Stage
- Prototype
- Field Trials /Pilot [Please furnish details]
- Already in the market [Please furnish details]
If it's already implemented, please give details in 500-800 words and attach relevant documentary proof.

13 Intellectual Property Right

- Please indicate whether innovation proposed has been patented and/or is covered by Intellectual Property Right either by you or by anyone else. An affidavit to this effect be attached. (If answer is not known, this be stated)

14 Business Model

- If you are looking at commercialization of your innovation and need financial support, please furnish the following details:

Brief Business Plan Specific markets & geographical segments your solution will be catering to

- Details of any funding received till date (whether government, venture capitalist, family, etc.)

- Funding (including loans) that you are now seeking and how you plan to use the funds. Please give forward projection of your funding requirements for the next three years, including projected cash flows.

- If you are planning a new venture, please give projected financials, investment sought, plan for use of funds, revenue model as well as model for growth/ scaling up.

PLACE:

DATE:

DECLARATION

SIGNATURE OF THE APPLICANT(s)

[I/We declare that this innovation is our original contribution. I/We have read the competition guidelines and agree to abide to them.]

SIGNATURE OF THE APPLICANT(s)

ONE MP – ONE IDEA**Format for Nominations****COMPETITION GUIDELINES**

- You may nominate either an individual or a team or an organisation to the ‘One MP – One Idea’ competition.
- This is the format to be used for submission of nomination only. If you are an applicant and want to apply for the competition yourself, kindly use the format for application.(Form I)
- Please send any documentary proof about the innovation along with the application form. It could be in the form of documents, photographs, video, newspaper clipping, etc.
- By participating in this contest, the applicant agrees to abide by the guidelines laid by the competition. In case of a nomination, it is the sole responsibility of the nominator to ensure that the nominee knows and abides by the guidelines laid by the competition.
- All applications and nominations will go through the same process of selection. They will first be selected by the Selection Committee and the list of selected names will be sent to State Government for final approval.
- If there are no appropriate candidates, the award may not be given in a particular year.
- The decision of the State Government will be final and binding on all matters related to this Contest.

NOMINEE DETAILS

- 1 Nominee Individual | Team | Organization
- 2 Nominees Name(s) & 1.....
Occupation(s) 2.....
3.....
- 3 Contact Address of
Nominee(s)
- 4 Telephone/Mobile/Email of Nominee(s)

NOMINATED BY

- 1 Name
- 2 Occupation
- 3 Contact Address
- 4 Telephone/Mobile/Email
- 5 Relationship, if any, to the nominee

INNOVATION DETAILS*

Name/Title of Innovation

Place of use for the Innovation

Users of Innovation

Area of Innovation

9. Education and Skills
10. Health
11. Agriculture
12. Water and Sanitation
13. Housing and Infrastructure
14. Energy and Environment
15. Community and Social Service
16. Any other (please specify)

Why should the award be given to the nominee?

(Please provide a description of the proposed solution, the problem being solved, and the value addition provided by the solution. Please also mention aspects of practical application of the solution, developmental impact of the solution and the kind of support it will need from the government/banking sector. Also, do mention details of any Awards/Recognitions already received by the innovation. This brief can be in 500-800 words justifying the nomination along with any supporting data that can be attached.)

How did you come across this innovative solution and the nominee?

(Please mention how you came across this solution, and if you have you met the nominee or seen the innovation personally.)

Further details, if any

.....
.....

PLACE:

DATE:

SIGNATURE OF THE NOMINATOR

DECLARATION

[I have read the competition guidelines and agree to abide to them.]

***Mandatory to be indicated**

SIGNATURE OF THE NOMINATOR

**Ministry of Statistics and Programme Implementation
Member of Parliament Local Area Development Scheme**

Certificate of Honour

This is to certify that Shri/Smt/Km..... son/daughter of
Shri..... resident ofhas
participated in (Name of the Constituency/State)

2. A cash award of Rs. is hereby awarded to Shri/Smt/Km.....as first
prize/second prize/ third prize.

3. Details of problems/solution
.....
.....

Dated:

Signature of District Magistrate

SAMPLE OF PLAQUE FOR MPLADS WORKS

Name of Member of Parliament
Name of work sanctioned
Date of Commencement
Date of Completion
Cost of work sanctioned
Share of funding from MPLADS/other source
Date of Inauguration

**Information for Registration of Nodal Agencies under MPLAD Scheme into
CPSMS and for transfer of fund under the Scheme through ECS/RTGS
(All fields are mandatory)**

Agency Name _____

Address Line 1 _____

Address Line 2 _____

City _____

State _____

District _____

Pin Code _____

Contact Person _____

Phone _____

E-mail _____

Bank Details : (Separate account details in respect of each MP)

Name of the MP _____

Account No. _____

*Account Name _____

Name of the Bank _____

Branch Code _____

Branch Name & Address _____

IFSC Code _____

** Account should be in the name of Commissioner/District Collector/Magistrate/Dy. Commissioner*

Siganture of Nodal Authority with Seal

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Circular No RG -4/2012

File No. C/17/2009-MPLADS

17.09.2012

To

The Commissioners,
Corporation of Kolkata/Chennai/Delhi
Districts Collectors/District Magistrates /Deputy Commissioners.

Sub : Modification of MPLAD Guidelines-one-MP -one Idea.

Sir/Madam,

In supersession of Para 3.36 and Para 14, 14.1, 14.2 of Annexure II A and Annexures X, X-A, X-B & X-C of the guidelines of MPLADS, issued in August 2012, the following may be replaced as Paras 3.36, 3.36.1 and 3.36.2 in the MPLADS revised Guidelines of August, 2012:-

3.36 One MP- One Idea: In order to foster a grass-root bottoms-up approach to innovation and development and to arrive at solutions for local problems, which are sustainable and scalable, there is a need for seeking out and campaigning for ideas that have the potential to solve challenges. Accordingly, based on the innovative ideas received from the local people regarding developmental projects, a 'One MP – One Idea' Competition may be held in each Lok Sabha constituency annually to select the three best innovations for cash awards and certificate of appreciation for next five best innovations. These awards will be given on the specific request of Hon'ble MPs to promote such a scheme in their constituency. The announcement calling for applications in prescribed format would be made by the Nodal District Authority through various media viz. print, radio, television etc. It must be ensured that the announcement details are put up on the relevant website(s) as well. The Competition will invite innovative solutions in the areas of education and skills, health, water and sanitation, housing and infrastructure, agriculture, energy, environment, community and social service, etc. The innovative solutions can be submitted by any individual or by a group of individuals, industry, industry consortia, academia, NGO or other institution from the constituency. The format for submission of application is given at Annexure-I. All entries will follow the same screening process.

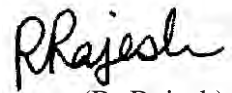
3.36.1 A Selection Committee may be set up with the mandate to screen all applications. The Selection Committee shall be headed by the DC/DM of the Nodal District and shall consist of eight members from (i) Engineering, (ii) Finance, (iii) Health and sanitation, (iv) Academia, (v) Industry (vi) Banking and Financial Institutions and (vii) two members from Social sector/NGOs to be nominated by Hon'ble MP. The members from Engineering, Finance, Health and Sanitation sectors will be nominated by DC/DM and should be from the Central/State/UT Government. The members from Academia, Industry and Banking & Financial Institutions shall be of repute & distinction in their own field and shall be nominated by DC/DM. The Selection Committee will select the three best innovations for cash awards and next five best innovations for certificate of appreciation. In the event a large number of applications are received, DC/DM, in consultation with Hon'ble MP, may constitute a Screening Committee for initial screening of the potential applications for further evaluation by the Selection Committee.

3.36.2 Cash awards of Rs. 2.5 lakhs, Rs. 1.5 lakhs and Rs. 1 lakh will be awarded to the first, second and third prize winner respectively. In addition to the award money, other administrative expenditure involved in arranging such events including issuing advertisements, holding meetings, etc., subject to a maximum of 10% of the total awards' amount of Rs. 5 lakhs, Rs. 50,000/- will also be permissible under the MPLADS Guidelines. The total amount of awards of Rs. 5 lakhs and administrative expenditure of Rs 50,000/- will be debited to the MPLADS funds of the Hon'ble MP promoting the Scheme. In order to ensure that the scheme would be able to foster a spirit of innovation and grass-root level competitiveness and spur the innovation movement in the country by involving a large cross section of people, the award function should be given a wide publicity. The awards shall be given away by the Hon'ble MP in a public function with adequate media coverage. A Certificate of honour as per Annexure – II will be given to the awardees. The Certificate of appreciation as per Annexure - III will also be given to the next 5 best innovations.”

2. These instructions may be strictly adhered to.

3. This issues with the approval of Hon'ble Minister, Ministry of Statistics & Programme Implementation

Yours faithfully,



(R. Rajesh)

Director (MPLADS)

Copy for information to:

1. All Hon'ble Members of Parliament (Lok Sabha/Rajya Sabha).
2. The Secretaries, Nodal Departments, dealing with MPLADS (All States/UTs).
3. Rajya Sabha Committee on MPLADS, Rajya Sabha Secretariat, New Delhi.
4. Lok Sabha Committee on MPLADS, Lok Sabha Secretariat, New Delhi.
5. To all concerned in MPLADS Division.
6. NIC for uploading on the MPLADS Website.

ONE MP – ONE IDEA
Format for submission of applications

APPLICANT DETAILS

- | | | |
|---|--|----------------------------------|
| 1 | Applicant | Individual Team Organization |
| 2 | Applicant(s) Name(s) & Occupation | a.
b.
c. |
| 3 | Contact Address of Applicant(s) | |
| 4 | Telephone/Mobile/Email of Applicant(s) | |

INNOVATION DETAILS

- | | | |
|----|---|--|
| 5 | Name/Title of Innovation | |
| 6 | Place of use for the Innovation | |
| 7 | Users of Innovation | |
| 8 | Area of Innovation | a) Education and Skills f) Energy and Environment
b) Health g) Community and Social Service
c) Agriculture h) Any other (please specify)
d) Water and Sanitation
e) Housing and Infrastructure |
| 9 | Problem Statement
[The problem could preferably be a major challenge faced in your area] | a) What is the problem?
b) Whom is it affecting – geographically and demographically |
| 10 | Summary of Innovation | (a) Provide a detailed description of the proposed solution [You can include tables, images and figures here with proper captions, if need be].

b) What makes this innovation different than the other solutions currently in practice? If no other solutions are currently available, discuss the factors that make your innovation viable as a real solution.

c) Details of Awards/Recognitions already received |

- 11 Putting the Innovation into Action
- a) Do you need any of the following, to make your innovation scale up and reach its users:
- i) Funding
 - ii) Support in Prototyping
 - iii) Research and Development Support
 - iv) Partnerships
 - v) Support in Marketing and Sale
- b) What will be the potential impact of this solution, if implemented.
- 12 Status
- a) Please describe the current status of the proposed solution
- i) Idea Stage
 - ii) Prototype
 - iii) Field Trials /Pilot [Please furnish details]
 - iv) Already in the market [Please furnish details]
- b) If it's already implemented, please give details in 500-800 words and attach relevant documentary proof.
13. Intellectual
- a) Property Right Please indicate whether innovation proposed has been patented and/or is covered by Intellectual Property Right either by you or by anyone else. An affidavit to this effect be attached. (If answer is not known, this be stated)
14. Business Model
- a) If you are looking at commercialization of your innovation and need financial support, please furnish the following details:
- I. Brief Business Plan
- II. Specific markets & geographical segments your solution will be catering to
- III. Details of any funding received till date (whether government, venture capitalist, family, etc.)

IV. Funding (including loans) that you are now seeking and how you plan to use the funds. Please give forward projection of your funding requirements for the next three years, including projected cash flows.

V. If you are planning a new venture, please give projected financials, investment sought, plan for use of funds, revenue model as well as model for growth/scaling up.

Notes:

- a) Items 1-13 are mandatory, while Items 14 is optional.
- b) Apart from the Award Money, the 'One MP - One Idea' contest will not provide any financial support for commercialization.
- c) Please send any documentary proof about your innovation along with the application form. It could be in the form of documents, photographs, video, newspaper clipping, etc.
- d) Please attach resume of applicant(s).
- e) By participating in this contest, the applicant agrees to abide by the guidelines laid by the competition.
- f) If there are no appropriate candidates, the award may not be given in a particular year
- g) The decision of the Selection Committee will be final and binding on all matters related to this Contest.

PLACE:

DATE:

SIGNATURE OF THE APPLICANT(s)

DECLARATION

[I/We declare that this innovation is our original contribution. I/We have read the competition guidelines and agree to abide to them.]

SIGNATURE OF THE APPLICANT(s)

**Ministry of Statistics and Programme Implementation
Member of Parliament Local Area Development Scheme**

Certificate of Honour

This is to certify that Shri/Smt/Km..... son/daughter
of Shri..... resident of
.....
has participated in One MP – One Idea Competition held at..... (Name of the Constituency/State).

2. A cash award of Rs.....is hereby awarded to Shri/Smt/Km.....
as first prize/second prize/ third prize.

3. Details of problems/solution.....
.....

Signature of District Magistrate

Dated :

**Ministry of Statistics and Programme Implementation
Member of Parliament Local Area Development Scheme**

Certificate of Appreciation

This is to certify that Shri/Smt/Km..... son/daughter
of Shri.....
resident of.....
has participated in One MP-One Idea Competition held at(Name of the Constituency/
State).

2. The Certificate of Appreciation is hereby conferred upon him/her in recognition of his efforts for
providing innovative solution under One MP-One Idea competition.

3. Details of problems/solution.....
.....

Dated:

Signature of District Magistrate