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# **GUIDELINES ON MEMBER OF PARLIAMENT LOCAL AREA DEVELOPMENT SCHEME**

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सत्यमेव जयते

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**Guidelines**  
**on**  
**Member of Parliament**  
**Local Area Development Scheme**  
**(MPLADS)**



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Ministry of Statistics and Programme Implementation  
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## FOREWORD

After taking over charge of the Ministry of Statistics and Programme Implementation in May, 2004, my endeavour has been to bring about all round improvement in the Programmes/Schemes of the Ministry. My attention was specifically attracted to the implementation of the Member of Parliament Local Area Development Scheme (MPLADS) about which I was also concerned earlier as Member of the MPLADS Committee of Rajya Sabha.

The MPLAD Scheme is governed by a set of guidelines notified in April, 2002. Since then, several circulars were issued clarifying various provisions of the Guidelines. Further, certain other provisions needed to be modified in order to bring about further improvement in the implementation of the Scheme. Consequently, a need for revision of the guidelines was felt by the Ministry. I had the good opportunity of having inter-active discussions with the Hon'ble Members of Parliament in four batches from August to December, 2004 and could get their valuable suggestions. After taking into account in suggestions of the Hon'ble Member of Parliament, MPLADS Committees of Parliament and other relevant observations of the Comptroller and Auditor General of India, the Guidelines have been comprehensively revised.

The revised Guidelines inculcate financial discipline at the district level, monitoring of MPLADS works and clearly demarcating the functioning at the Panchayat, Block, District and State levels. The illustrative list of permissible items has been removed and only the list for non-permissible items has been provided. It means the works which are not covered in the non-permissible list can be taken up under MPLAD scheme. While retaining the maximum limit of Rs. 25 lakhs of works for the Trusts and Societies from the MPLADS; the maximum limit of cost of Rs. 25 lakh for each work stipulated in the earlier Guidelines has been deleted.

I am happy in releasing the Revised Guidelines to all concerned and hope that this will meet their requirement and will be helpful in bringing about the improvement in the Scheme implementation.

November 16, 2005

(OSCAR FERNANDES)



सत्यमेव जयते

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### PREFACE

The implementation of the Member of Parliament Local Area Development Scheme (MPLADS) is governed by a set of Guidelines which were first issued in February, 1994 and have been updated and revised from time to time. The last revision was made in April, 2002. We have now undertaken comprehensive revision of the Guidelines keeping in view the recommendations of the MPLADS Committees of the Parliament, observations made by the Comptroller and Auditor General of India in his two reports, suggestions made by Members of Parliament and provisions of the new General Financial Rules issued by the Ministry of Finance.

The revised Guidelines are simple, clear and understandable to all concerned. The notable features of the Guidelines are the removal of the limit of Rs. 25 lakh on individual works to be executed by Govt. Departments/Agencies, deletion of illustrative list of permissible items, clear demarcation of the role of the Implementing Agency, District Authority, State Government and the Government of India. Some new provisions made in the Guidelines include the development of areas inhabited by Scheduled Castes and Scheduled Tribes; special provision for natural calamities like floods, droughts etc.; and also for education and cultural development. In order to bring about financial discipline at the implementation level, the release and management procedure of MPLADS funds has been streamlined. Monitoring through the software developed by the Ministry of Statistics and Programme Implementation has also been provided in these Guidelines.

Since inception of the Scheme, as on 1<sup>st</sup> November, 2005, Rs. 14,308.80 crore have been released by Government of India to various districts. Out of the released amount, Rs. 12,732.16 crore have been utilized by the Nodal Authorities in the districts. Further, out of a total of 8,77,571 works sanctioned under the Scheme, 7,76,675 works have so far been completed. The percentage of utilization of release is 88.98 and that of works completed to sanctioned is 88.43. With the revision of the Guidelines, it is expected that the utilization of funds under MPLADS would further improve filling the gap in infrastructure at the local level.

I hope that these Guidelines with the features indicated above will prove an effective tool for proper implementation of the MPLAD Scheme.

(P.S. Rana)

Secretary to the Government of India

November 16, 2005

**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 including community infrastructure in their areas. Government of India considered the need for a mechanism to respond to such requests and decided to have a scheme to meet the felt needs of the people.
- 1.2 On 23<sup>rd</sup> December 1993 Prime Minister announced in the Parliament the Members of Parliament Local Area Development Scheme (MPLADS). Initially the MPLADS was under the control of the Ministry of Rural Development. The Guidelines were issued in February 1994, covering the concept, implementation and monitoring of the Scheme. The subject relating to the MPLADS was transferred to the Ministry of Statistics and Programme Implementation in October 1994. The Guidelines were periodically updated in December 1994, February 1997, September 1999, and lastly in April 2002. With the experience gained over a decade, and having considered the suggestions made by the Members of Parliament in the inter active discussions taken by the Minister of State (Independent Charge) of the Ministry of Statistics and Programme Implementation; MPLADS Committees of the Parliament; Planning Commission and Comptroller and Auditor General of India in its two Reports; it was felt necessary to carry out a comprehensive revision of the Guidelines.
- 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 from 1994-95 per MP constituency. This was stepped up to Rs. 2 crore from 1998-99.
- 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 in the State or

the Union Territory (UT) 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 release to the District Authorities. The District Authorities report the status of MPLADS implementation to the Government of India and State Nodal Department. The District Authority gets the MPLADS implemented through Local Self Governments or through Government agencies. In some cases, the District Authority engages reputed Non Government Organizations (NGOs) for execution of MPLADS works.

## 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. 2 crore.
- 2.2 Lok Sabha Members can recommend works for their respective constituencies. Elected Members of Rajya Sabha can recommend works for implementation in one or more districts as they may choose in the State of their election. Nominated Members of Lok Sabha and Rajya Sabha can recommend works for implementation in one or more districts anywhere in the country.
- 2.3 The choice of the Nodal District shall be furnished by Lok Sabha and Rajya Sabha Members to the Director (MPLADS) of the Ministry of Statistics and Programme Implementation with copy to the State Nodal Department and the District Authority in the format at **Annex-I**. In case a Lok Sabha constituency covers more than one district, the Member of Lok Sabha may choose one of the districts as the Nodal District.
- 2.4 All works to meet the locally felt community infrastructure and development needs with emphasis on the creation of durable assets in the respective constituency are permissible under MPLADS except those prohibited in **Annex-II**. MPs may choose some works for creation of durable assets of national priorities namely drinking water, education, public health, sanitation, and roads under the Scheme.
- 2.5 **Development of Areas inhabited by Scheduled Castes and Scheduled Tribes:** There is a greater need to develop areas inhabited by Scheduled Castes (SCs) and Scheduled Tribes (STs). It is necessary that special attention is given for infrastructural development of such areas. The MPs are to recommend every year such works costing at least 15% of MPLADS fund for areas inhabited by Scheduled Caste population and 7.5% for areas inhabited

by Scheduled Tribe population. In other words, permissible works costing not less than Rs. 30 lakh out of the annual allocation of Rs. 2 crore per MP shall be recommended for areas inhabited by SC population and Rs. 15 lakh for areas inhabited by ST population. In case, a constituency does not have ST inhabited area, such fund may be utilized in SC inhabited areas and vice-versa. It shall be the responsibility of the District Authority to enforce this provision of the Guidelines.

- 2.6 Each MP will recommend works up to the annual entitlement during the financial year preferably within 90 days of the commencement of 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 laid down by the State Government for implementation of such works subject to the provision in these Guidelines.
- 2.7 **Natural Calamities:** MPLADS works can also be implemented in the areas affected by the calamities like floods, cyclone, Tsunami, earthquake, tornado and drought. 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 Works Completion Report, Utilization Certificate and Audit Certificate for such works and funds will be provided by the District Authority of the affected districts to the respective District Authority from whom the funds were received.
- 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 Works Completion Report, Utilization Certificate and Audit Certificate for such works and funds will be provided by the District Authority of the affected districts to the respective District Authority from whom the funds were received.
- 2.9 If an elected Member of Parliament finds the need to promote education and culture of a State/UT wherefrom the MP is elected at a place outside that State/UT, the MP can select works relating to education and cultural development not prohibited under these Guidelines up to maximum of Rs10



lakh in a financial year. 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 and funds will be provided by the District Authority of the districts concerned to the respective 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 should 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 should 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 units for example, Public Health Engineering, Rural Housing, Housing Boards, Electricity Boards, and Urban Development Authorities etc, as Implementing Agencies.

### 3. IMPLEMENTATION

3.1 Each MP shall recommend eligible works on MP's letter head duly signed. A letter format from the MP to the District Authority is at **Annex-III**. Recommendations by representative(s) of MPs are not admissible.

3.2 In case a constituency comprises more than one district, and the MP wishes to

recommend works in the district other than the Nodal District, 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.
- 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 within 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. The shortfall in the estimated cost vis-à-vis the one recommended by the MP should be intimated to the MP within 45 days of the receipt of the proposal.

- 3.10 In case, more than one list of recommendations is received by the District Authority, the 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. Such works cannot be changed by MP even if the MP is reelected. It shall be the responsibility of the Nodal District Authority to scrutinize all such recommended works within 45 days of the last date of the term of office of the MP either to accord necessary sanction as per the Guidelines, or to intimate the outgoing/former MP about the rejection with reasons.
- 3.12 On receipt of the recommendation from the MP, the District Authority should verify the eligibility and technical feasibility of each recommended work. All such eligible works should be sanctioned within 45 days from the date of receipt of recommendation. In case of delay due to genuine reasons, a clarification for delay should be incorporated in the sanction letter. The same may be intimated to the MP and State/UT Government. If a recommended work is not eligible or not feasible, the District Authority shall intimate the same with reasons to the MP concerned, the Government of India and State/UT Government.
- 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 may 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 and also subject to Paragraph 3.11. 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.
- 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](http://www.mplads.nic.in)) or transmitted to the Ministry of Statistics and Programme Implementation for hoisting in its web site. District Authorities will take steps to ensure that all works so sanctioned with effect from 1<sup>st</sup> April 2005 are entered and transmitted to the Ministry for website hoisting. For the previous years works already executed or under execution need the similar process and all entries are made in a time bound manner. In all cases of doubts, the Software Manual for Monitoring of Works under MPLADS already released and available in the website may be referred to.
- 3.17 MPLAD Scheme can be converged with the Central and State Government schemes provided such works are eligible under MPLADS. Funds from local bodies can also be pooled for 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 work.
- 3.18 The MPs concerned can recommend the use of MPLADS funds towards the State Government share in a Centrally Sponsored Scheme being implemented in their constituencies, provided the works under the Centrally Sponsored Scheme are permissible under MPLADS.

- 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.
- 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, non profit 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. 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. Not more than Rs.25 lakh can be spent from MPLADS fund for one or more works of a particular Society/Trust. If a Society has availed of the MPLADS funds up to Rs. 25 lakh, no more work can be recommended for that Society/Trust under the Scheme. 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 MP's spouse which would comprise of their parents, brothers and sisters, children, grandchildren and their spouses and their in-laws.

- 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.
- 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.
- 3.24 As per the provisions of the Right to Information Act, 2005 and the Rules framed thereunder, 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.

#### **4. FUND RELEASE AND MANAGEMENT**

- 4.1 The annual entitlement of Rs 2 crore will be released in two equal instalments of Rs one crore each by Government of India directly to the District Authority (District Collector/ District Magistrate/ Deputy Commissioner or the Chief Executive of the Municipal Corporation, or the Chief Executive of the District Planning Committee as the case may be), under intimation to the State/UT Nodal Department and to 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 will be released to the District Authority and the report/ certificate required under Para 4.3 will not be necessary. The subsequent instalments of the continuing Members of Rajya Sabha and Lok Sabha will be released as per the eligibility criteria indicated in Paragraph 4.3. There will be no clubbing of the MPLADS accounts of the previous MP for the purpose of MPLADS fund release. Physical and Financial Progress for each MP (sitting and former) will be sent by the District Authorities separately.

4.3 The first instalment will be released in the beginning of the financial year. This is subject to the condition that second instalment of the previous year was released for the MP concerned. However, if any specific condition was imposed at the time of release of the second instalment of the previous year, its compliance will be ensured before the release of the first instalment. The second instalment of the MPLADS funds will be released subject to the fulfillment of the following eligibility criteria:-

- (i) the unsanctioned balance amount available with the accounts of the District Authority after taking into account the cost of all the works sanctioned is less than Rs.50 lakh;
- (ii) the unspent balance of funds of the MP concerned is less than Rupees one crore; and
- (iii) Utilization Certificate for the previous financial year and the Audit Certificate for the funds released for MP concerned in the year prior to the previous year have been furnished by District Authority. The Utilisation Certificate and Audit Certificate formats are at **Annex. VIII and IX** respectively.

The stipulations at (i) and (ii) above will be calculated from the Monthly Progress Report to be sent by the District Authorities for each sitting and former MP term-wise separately. **Annex-VI** is the format in which the Monthly Progress Report is to be sent by the District Authorities.

However, for release of 2<sup>nd</sup> instalment of 2005-06 of new MPs of 14<sup>th</sup> Lok Sabha and MPs of Rajya Sabha who have been elected in the year 2004-05, only Utilization Certificate for the funds released during 2004-05 would be required. However, in case of MPs of 14<sup>th</sup> Lok Sabha who have been re-elected and also MPs (RS) who have been continuing prior to 2004-05, 2<sup>nd</sup> instalment of 2005-06 will be released subject to the fulfillment of conditions as laid down in clause (iii) above.

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 Rajya Sabha MP 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

- 4.6 If a Lok Sabha constituency is spread over more than one district, funds for the constituency shall be released to 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 The balances of MPLADS funds (funds not committed for the recommended works) left by the predecessor MP in a Lok Sabha constituency would be passed on to the successor MP from that constituency.
- 4.8 In respect of elected Members of Rajya Sabha, the balance of funds (funds not committed for the recommended and sanctioned works) left in the Nodal District by the predecessor Members in a particular State will be equally distributed by the State Government among the successor elected Rajya Sabha Members in that State.

However, the unspent balance of former Rajya Sabha MPs from 1993-94 to 2004-05, if not already distributed, will be equally distributed among the sitting Rajya Sabha Members of the States concerned.

- 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 Government of India.

However, the unspent balance of former Nominated Rajya Sabha Members from 1993-94 to 2004-05, if not already distributed, will be equally distributed among the sitting Nominated Rajya Sabha Members.

- 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 Government of India.



However, the unspent balance of former Anglo-Indian Nominated Lok Sabha Members from 1993-94 to 2004-05, if not already distributed, will be equally distributed among the sitting Nominated Lok Sabha Members.

- 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 etc. of an elected/nominated Rajya Sabha 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 six years. 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 just 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 stipulated in paragraphs 4.2 and 4.3.
- 4.14 The District Authority and the Implementing Agencies shall deposit the funds in a nationalised bank. Separate account will be opened for each MP for the purpose.
- 4.15 The District Authority may release advance up to 50% of the estimated amount of a sanctioned work to an Implementing Agency. On the basis of the physical and financial report furnished by the Implementing Agency, the District Authority can release the remaining funds when 60% of the advance has been utilised.
- 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 **Contingency Expenses:** The District Authority can utilize up to 0.5% of the amount spent on completed projects in a year under MPLADS as 'contingency expenses' on the items like (i) Purchase of Stationery; (ii) Office equipment including computer (excluding laptop); (iii) Telephone/fax charges, postal

charges; and (iv) Expenses incurred (a) to make MPLADS works monitoring software operational and (b) to get the audit certificate and audit of the accounts.

This amount must not be used for meeting the cost of items like (a) Purchase of any type for office furniture; vehicles; air-conditioners, refrigerators etc. and (b) Renovation and maintenance of office building.

A separate account for such expenditure incurred during a year under MPLAD Scheme shall be maintained and MP concerned shall be kept informed besides making available the details for scrutiny by audit.

- 4.18 **Administrative and centage charges:** The District Authority and Implementing Agencies shall not levy any administrative charges, centage, salary of any person, travel cost etc. for their services in respect of preparatory work, implementation and supervision of projects/works under MPLADS. The District Authority shall not charge any administrative expenses for the MPLADS works.

## **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 31<sup>st</sup> 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 31<sup>st</sup> 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 30<sup>th</sup> September of the succeeding 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 contingency expenses as per item iv (b) 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. Following time frame is drawn up for the District Authorities to submit these Completion Reports, Utilization Certificates, and Audit Certificates:-

<b>Year</b>	<b>All works Completion Reports</b>	<b>Utilization and Audit Certificates</b>
1993-94 to 1998-99	31.03.2006	30.06.2006
1999-2000 to 2002-03	30.06.2006	30.09.2006
2003-04 and 2004-05	30.09.2006	31.12.2006

## **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 has developed the software on monitoring of MPLADS works and will operationalise through State-Governments, UT Administrations and District Authorities.
- (vii) The Ministry will review the utilization of funds by the District Authorities in SC and ST areas.
- (viii) 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. 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.

- (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.
- (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.
- (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.
- (vii) The State/UT Government shall, in consultation with Accountant General of the State/UT, engage the Auditor for auditing of MPLADS accounts of each District Authority.
- (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.

**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 for web hoisting.
- (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 MPLADS works implementation with the Implementing Agencies. The District Authority shall invite the MPs concerned to such review meetings.
- (vii) The District Authority shall be responsible to settle audit objections raised in the audits.
- (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 10<sup>th</sup> 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 Agencies should provide the report also in the soft format.
- (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 and close the Bank Account opened for the purpose.

## **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 there under.
- 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: 

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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.
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.
5. All renovation, and repair works **except** heritage and archeological monuments and buildings with specific permission available from the Archeological Survey of India.
6. Grants and loans, contribution to any Central and State/UT Relief Funds.
7. Assets to be named after any person.
8. Purchase of all movable items **except** vehicles, earth movers, and equipments meant for hospital, educational, sports, drinking water and sanitation purposes belonging to Central, State, UT and Local Self Governments. (This will be subject to 10% of the Capital Cost of the work for which such items are proposed)
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.
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.

**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.....and.....are meant for the development of areas inhabited by SCs / and STs population respectively.

Priority No.	Name and Nature of work*	Location	Approximate cost (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 45 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 non eligible, and if the sanction is delayed beyond 45 days, reasons for the same may 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: If LS	<input type="text"/>	MP:	<input type="text"/>
		Report for	<input type="text"/>
			(MM/YYYY)
Block/Urban:	<input type="text"/>	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) <input type="text"/> (ST) <input type="text"/> (Total) <input type="text"/>
		(dd) (mm) (yyyy)
6.	a) Date of Receipt of Proposal	<input type="text"/>
	b) Priority No. of Proposal as recommend by MP	<input type="text"/>
	c) Date of Sanction	<input type="text"/>
	d) Date of Work Commencement	<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"/>
	b) Anticipated (Actual if Completed)	<input type="text"/>
10.	Cumulative Expenditure (Rs.)	<input type="text"/>
11.	Present Status (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"/>
15.	If Completed, Amount of Saving (Rs.)	<input type="text"/>
16.	Date of Refund of Saving to the District Authority	(dd) (mm) (yyyy)
		<input type="text"/>
17.	If Completed, Date of handing over to the User Agency	<input type="text"/>
		<input type="text"/>
18.	If Completed, Date of submission of Completion Report by Implementing Agency	<input type="text"/>
		<input type="text"/>
19.	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.	<input type="text"/>

# MEMBER OF PARLIAMENT LOCAL AREA DEVELOPMENT SCHEME

## Input Format for the Master Data Entry

State :	<input type="text"/>	Implementing District :	<input type="text"/>
Whether LS/RS :	<input type="text"/> <input type="text"/>	Nodal District :	<input type="text"/>
Constituency: If LS	<input type="text"/>	MP:	<input type="text"/>
		Report for	<input type="text"/> (MM/YYYY)
Block/Urban:	<input type="text"/>	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"/>
6.		(dd) (mm) (yyyy) <input type="text"/> <input type="text"/> <input type="text"/>
	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 (Rs.)	<input type="text"/>
8.	Implementing Agency	<input type="text"/>
9.	Date of Completion Original (as indicated on sanction order)	(dd) (mm) (yyyy) <input type="text"/> <input type="text"/> <input type="text"/>
10.	Does the work benefit SC and ST population ? (Indicate SC & ST population out of total population)	SC Yes/No ST Yes/No.

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

State :	<input type="text"/>	Implementing District :	<input type="text"/>
Whether LS/RS :	<input type="text"/>	Nodal District :	<input type="text"/>
Constituency: If LS	<input type="text"/>	Name : of MP	<input type="text"/>
		Report for the Month (MM/YYYY)	<input type="text"/>
Block Name:	<input type="text"/>	Village Name :	<input type="text"/>

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

**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.

**MEMBER OF PARLIAMENT LOCAL AREA DEVELOPMENT SCHEME**  
**Format for Entry of Data by Implementing Agency**

State :	<input type="text"/>	District :	<input type="text"/>
MP :	<input type="text"/>		
Whether LS/RS :	<input type="checkbox"/> <input type="checkbox"/>	Nodal District :	<input type="text"/>
Constituency: If LS	<input type="text"/>	Report for the Month	mm <input type="text"/> yyyy <input type="text"/>
Implementing Agency	<input type="text"/>		

- 
- |     |  |   |
|-----|--|---|
| 1.  | Work Identity No.<br>(Should the same as given by the District)  | <input type="text"/>  |
| 2.  | Date of Completion<br>(Actual if Completed)  | (dd) <input type="text"/> (mm) <input type="text"/> (yyyy) <input type="text"/> |
| 3.  | Cumulative Expenditure (Rs.)   | <input type="text"/>  |
| 4.  | Present Status<br>(N – Not yet started, O – On going, C – Completed, D – Discontinued)   | <input type="text"/>  |
| 5.  | Physical Progress (%)  | <input type="text"/>  |
| 6.  | Cumulative Amount Received (Rs.)   | <input type="text"/>  |
| 7.  | Date of last Release of Payment  | (dd) <input type="text"/> (mm) <input type="text"/> (yyyy) <input type="text"/> |
| 8.  | If work completed, amount of savings refunded<br>by the implementing agency to the District Authority  | <input type="text"/>  |
| 9.  | Date of Refund of Saving to the District Authority   | (dd) <input type="text"/> (mm) <input type="text"/> (yyyy) <input type="text"/> |
| 10. | If Completed, Date of submission<br>of Completion Report   | <input type="text"/>  |
| 11. | REMARKS IF ANY<br>This space may be used to<br>mention reasons for discontinued<br>Projects/ Delay in execution / Non<br>Completion, or any other remarks<br>and steps taken for Revival/early<br>commencement and completion of the work. |   |

## LIST OF SECTOR AND SCHEMES CODES

(This is sector wise type of works under MPLADS and is subject to the provisions in the Guidelines)

	SECTOR	SCHEME
<b>I. DRINKING WATER FACILITY</b>		
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	999
<b>II. EDUCATION</b>		
1. Building for Government educational institutions	02	001
2. Buildings for Government aided and unaided educational institutions	02	002
3. Computers for Govt. and Govt. aided educational institutions	02	003
4. Other projects for educational institutions	02	999
<b>III. ELECTRICITY FACILITY</b>		
1. Projects for lighting of public streets and places	03	001
2. Projects of Govt. Agencies for improvement of electricity distribution infrastructure	03	002
<b>IV. HEALTH AND FAMILY WELFARE</b>		
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



	SECTOR	SCHEME
5. Crèches and Anganwadies	04	005
6. Other health and family welfare projects	04	999
<b>V. IRRIGATION FACILITIES</b>		
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	999
<b>VI. NON-CONVENTIONAL ENERGY SOURCES</b>		
1. Community Gobar-gas plant	06	001
2. Non-conventional energy system/devices for Community use	06	002
<b>VII. OTHER PUBLIC FACILITIES</b>		
1. Construction of community centers	07	001
2. Construction of common shelters for old and 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 organisations	07	013
14. Other public works not covered elsewhere	07	999

	SECTOR	SCHEME
<b>VIII ROADS, PATHWAYS AND BRIDGES</b>		
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	004
<b>IX. SANITATION AND PUBLIC HEALTH</b>		
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	999
<b>X. SPORTS</b>		
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	999
<b>XI. ANIMAL CARE</b>		
1. Building for veterinary aid centers, artificial insemination centers & breeding centers	11	001
2. Shelters for animals	11	002

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 in .....District, 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 upkeep 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

By

In presence of following witness:

1. \_\_\_\_\_
2. \_\_\_\_\_

Executed for and on behalf of the  
Society/Trust/Second Party by  
\_\_\_\_\_ having authority to  
sign and execute this Agreement  
vide resolution dated \_\_\_\_\_ of

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

D D    M M    Y Y Y Y  
         

**I PARTICULARS :**

<p><b>STATE :</b></p> <p><b>Nodal District</b></p> <p><b>Address</b> .....</p> <p>.....</p> <p>.....</p> <p>Pin: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/></p>	<p><b>CONSTITUENCY/NODAL DISTRICT:</b></p> <p><b>TELEPHONE NUMBERS:</b></p> <p><b>STD CODE</b></p> <p><b>OFFICE:</b></p> <p><b>RESIDENCE:</b></p> <p><b>FAX:</b></p> <p><b>MOBILE:</b></p> <p><b>e-mail</b></p>
<p><b>NAME OF MEMBER OF PARLIAMENT</b> Shri/Smt.....</p> <p align="center"><b>MP's Tenure                      From    To</b></p> <p align="center"> <input type="text"/> <input type="text"/>    <input type="text"/> <input type="text"/>    <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>    <input type="text"/> <input type="text"/>    <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> </p> <p><b>Address</b> .....</p> <p>.....</p> <p>.....</p> <p>Pin: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/></p>	

**II PARTICULARS :**

YEAR	WORKS RECOMMEND		WORKS EDSANCTIONED		WORKS COMPLETED		WORKS NOT COMPLETED		
	Number	Estimated Cost	Number	Estimated Cost	Number	Actual Cost	Number	Expenditure Incurred	Expenditure to be incurred
<b>TOTAL</b>									

### III FUNDS RECEIVED AND UTILIZED

(Rs. In Lakh)

YEAR	FUNDS RECEIVED FROM GOI	INTEREST ACCRUED	FUNDS RECEIVED ON DISTRIBUTION	TOTAL FUNDS	FUNDS UTILISED			BALANCE FUNDS
					SC & ST area	Other	Total	
<b>TOTAL</b>								
(a) Funds received from the Government 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 Agencies								
(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								

### 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	Sanctioned	Completed	Recommended	Sanctioned	Completed
	2(a)	2(b)	2(c)	3(a)	3(b)	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	Sanctioned	Completed	Recommended	Sanctioned	Completed
	2(a)	2(b)	2(c)	3(a)	3(b)	3(c)

Bank and Branch Name with Address \_\_\_\_\_

Details: Saving Bank Account Number \_\_\_\_\_

Branch Code \_\_\_\_\_

Place

Dated:

Signature of District Authority

Name in

Capital Letters

Seal

Designation

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.

Date:

Signature of the Implementing Agency

Place:

District:

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

**Form of Utilization Certificate for funds received under MPLADS for the year.....and for the .....MP constituency**

S.No	Letter No. and date	Amount	<p>Certified that out of Rs..... of grants-in-aid 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 MPLADS 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.....</p>
	Total	_____	

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 Utilisation Certificate:-

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

Place

Seal

Date

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 31<sup>st</sup> 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 31<sup>st</sup> March..... (year)
- (c) The Receipt and Payment Accounts give a true and correct view of the transaction of the Scheme for the year ending 31<sup>st</sup> 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 31<sup>st</sup> March..... (year).
  - (ii) Cumulative Physical and Financial Progress Report up to 31<sup>st</sup> 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.)**

16/12/84  
-12th

**MEMBER OF PARLIAMENT  
LOCAL AREA DEVELOPMENT SCHEME**

GOVERNMENT OF INDIA  
MINISTRY OF STATISTICS AND PROGRAMME IMPLEMENTATION  
SARDAR PATEL BHAWAN, PARLIAMENT STREET  
NEW DELHI-110001

PHONE: 23344933  
FAX: 23364197