

MEMBERS OF PARLIAMENT LOCAL AREA DEVELOPMENT SCHEME

Guidelines



APRIL 1, 2023
Ministry of Statistics and Programme Implementation
Government of India
www.mplads.gov.in



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राव इन्द्रजीत सिंह
RAO INDERJIT SINGH



सत्यमेव जयते



MESSAGE

राज्य मंत्री (स्वतंत्र प्रभार)
सांख्यिकी एवं कार्यक्रम कार्यान्वयन मंत्रालय;
राज्य मंत्री (स्वतंत्र प्रभार) योजना मंत्रालय तथा
राज्य मंत्री कॉर्पोरेट कार्य मंत्रालय
भारत सरकार

Minister of State (Independent Charge) of the
Ministry of Statistics and Programme Implementation;
MOS (I/C) of the Ministry of Planning and
MOS in the Ministry of Corporate Affairs
Government of India

The Ministry of Statistics and Programme Implementation administers the Members of Parliament Local Area Development Scheme (MPLADS), which enables Hon'ble Members of Parliament (MPs) to recommend works of developmental nature with emphasis on the creation of durable community assets based on the locally felt needs.

2. This Ministry, after having considered the suggestions/ inputs from stakeholders, viz., Hon'ble MPs, Parliamentary Committees, Ministries/ Departments, States/UTs and suggestions made in the report of a Third-Party Evaluation, has come-up with a revised set of Guidelines on the MPLADS, with the primary objective of making it simpler to understand, free from ambiguities, and easy to implement.

3. This scheme operates in a dynamic environment where the development needs of local community vary from one place to another due to diverse social, economic, cultural and other conditions, and it also keep on changing continuously. Accordingly, under the revised Guidelines, Hon'ble MPs have been given more flexibility in choosing the works that can be taken up under this scheme, provided it leads to creation of durable public assets for larger public good of the society. Further, subject to certain conditions, repair and renovation of immovable assets have also been permitted.

4. Under the new Guidelines, the fund flow mechanism has also been amended. The Hon'ble MPs will not be required to wait for the actual fund to be released by the Ministry before recommending new projects, as they will be allocated annual drawing limits at the beginning of each financial years, subject to certain conditions. The district authorities can also initiate the implementation of the works on receipt of drawing limits. The actual fund will now flow directly to the vendors, once payments have been authorized by the concerned implementing agencies.

5. I am pleased to release the revised Guidelines on MPLADS, which I am sure, will go a long way in improving the efficiency and effectiveness of this scheme.

(Inderjit Singh)



सत्यमेव जयते

डॉ. जी.पी. सामंता

सचिव एवं भारत के मुख्य सांख्यिकीविद्

DR. G.P. SAMANTA

Secretary & Chief Statistician of India



भारत सरकार

Government of India

सांख्यिकी एवं कार्यक्रम कार्यान्वयन मंत्रालय

Ministry of Statistics and Programme Implementation

खुशीद लाल भवन, जनपथ, नई दिल्ली-110001

Khurshid Lal Bhawan, Janpath,
New Delhi-110001

फोन/ Tel. : 011-23742150/23344689

फैक्स/Fax : 011-23742067

ईमेल/E-mail : secretary@mospi.gov.in**FOREWORD**

It gives me immense pleasure on release of the Revised Guidelines on MPLAD Scheme. The scheme aims at providing a mechanism for the Members of Parliament to recommend the works of development nature, based on locally felt needs. Preference under the scheme is given to works relating to national priorities, such as provision of drinking water, public health, education, sanitation, roads, etc. The decentralized nature of the scheme has helped Hon'ble Members of Parliament to address gaps in governance initiatives and implement small scale and time-sensitive projects within their respective constituencies.

2. With the objective of making the scheme more flexible, efficient and effective and to bring it in line with the changing development needs of the community, the guidelines have been revised based on the invaluable inputs and suggestions received from various stakeholders. All redundant provisions have been done away with and several new provisions have been incorporated to fulfill the developmental needs of the community in a dynamic environment.

3. I hereby wish to acknowledge the painstaking efforts of Sh. Alok Shekhar, Additional Secretary and Sh. Arindam Modak, Deputy Director General under whose dynamic leadership, the officers and staff of MPLADS Division of MoSPI have done an excellent job in bringing out such a quality document in record time and convey my sincere thanks to them for the same. I sincerely believe that the revised Guidelines will bring greater improvements in functioning, implementation and monitoring of the MPLAD Scheme.

(G.P. SAMANTA)



आलोक शेखर

अपर सचिव

Alok Shekhar

Additional Secretary

Email : as-mospi@nic.in

Tel. : 23742567



सत्यमेव जयते



भारत सरकार

Government of India

सांख्यिकी एवं कार्यक्रम कार्यान्वयन मंत्रालय

Ministry of Statistics & Programme Implementation

कमरा नंबर 311, खुरशीद लाल भवन, जनपथ

नई दिल्ली-110001

Room No. 311, Khurshid Lal Bhawan, Janpath,
New Delhi-110001

PREFACE

Over last more than 30 years since its launch on 23rd December, 1993 as a Central Sector Scheme, the MPLADS has contributed significantly in the creation of durable community assets of national priorities based on locally felt needs.

2. The Scheme is governed by a set of guidelines, which were first issued in February, 1994 and have since been revised from time to time. Last comprehensive revision of these guidelines was done in June, 2016. In the current exercise of its comprehensive revision, efforts have been made to make the guidelines simple, flexible and dynamic.

3. The entire process of fund flow under the new guidelines will operate on an IT platform, which will allow all the stakeholders, including Hon'ble Members of Parliament, the Central and State Government agencies, the district authorities, etc., to monitor in real time, the status of the funds and works. This is likely to bring in greater transparency and accountability in the system.

4. In the end, I would like to express my gratitude to Rao Inderjit Singh, Hon'ble Minister for Statistics and Programme Implementation, and Dr. G. P. Samanta, CSI and Secretary, for their continuous guidance and support during the revision of these guidelines. I would also like to acknowledge the hard work and dedication demonstrated by all officials of the MPLADS division, IFD, and the NIC team of this Ministry, during this exercise. I would further like to acknowledge the support of the Ministry of Finance (Department of Expenditure), PFMS division of the Ministry of Finance and officials of the State Bank of India.

Alok Shekhar
(Alok Shekhar)



DEFINITIONS

1. **The Central Nodal Agency:** The Project Management Unit under the MPLADS Division of Ministry of Statistics and Programme Implementation (MoSPI), hereinafter called PMU-MPLADS, shall be the Central Nodal Agency.
2. **State Nodal Authority:** Each State/ UT Government shall designate one of its departments as the State Nodal Department to coordinate and monitor the implementation of the Members of Parliament Local Area Development Scheme (MPLADS) in that State/ UT. The Administrative Secretary of that Department shall be referred to as the State Nodal Authority.
3. **Nodal District Authority:** Each Member of Parliament is required to select a District as per the provisions of these Guidelines, which will be known as Nodal District of the Member of Parliament concerned for coordinating his/ her allocation of funds and implementation of works under MPLADS. The administrative head of the selected Nodal District, i.e., the District Collector/ District Magistrate/ Deputy Commissioner of the District shall be referred to as the Nodal District Authority. The Commissioners of Municipal Corporations of Delhi, Chennai, Mumbai and Kolkata can also function as the Nodal District Authority.
4. **Implementing District Authority:** Subject to the conditions mentioned in these Guidelines, a Member of Parliament can also recommend works in districts other than his/ her Nodal District. The administrative head of the Implementing District, which can either be the nodal district or any other district, shall be referred to as the Implementing District Authority.
5. **Scheduled Commercial Bank:** The commercial bank selected by the Ministry of Statistics and Programme Implementation to implement the revised procedure for flow of funds under MPLADS as per instructions contained in the OM No. F.No. 1(18)/PFMS/FCD/2021 dated March 9, 2022 of the Department of Expenditure, Ministry of Finance, shall be referred to as the Scheduled Commercial Bank.
6. **Implementing Agency:** The department of the Government, including the local Government, and trust, societies, and cooperative societies with respect to the funds allocated to them, as selected by the Implementing District Authority to execute the recommended and sanctioned work of MPLADS shall be referred to as Implementing Agency.



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7. **User Agency:** The agency, to whom the assets, both movable and immovable, created under MPLADS, are handed over for public usage, and who shall be the custodian of such assets, and shall be responsible for their operation, upkeep and maintenance at their own cost, shall be referred to as User Agency.
8. **Year:** Wherever the word “Year” has been used in the Guidelines it means a “Financial Year”.



CHAPTER 1

APPLICATION

- 1.1** These Guidelines shall come into force with effect from 1st April, 2023, and shall supersede all previous Guidelines on MPLADS, and instructions issued thereunder.
- 1.2** These guidelines will be applicable to all Stakeholders, including Members of Parliament, Ministry of Statistics and Programme Implementation, Central Nodal Agency, State/ UT Governments, Nodal District Authorities, Implementing District Authorities, all Implementing Agencies, User Agencies, and the Scheduled Commercial Bank.
- 1.3** Clarification, if any, on these Guidelines, or any clause thereof, or interpretation of any provision thereof, shall be referred to the Ministry of Statistics and Programme Implementation, and its decision shall be final



CHAPTER 2

BACKGROUND

- 2.1 The MPLAD Scheme is a Central Sector Scheme, fully funded by the Government of India. This Scheme was announced on December 23, 1993 by the then Prime Minister of India in the Parliament.
- 2.2 The main objective of the Scheme is to enable each Member of Parliament to recommend works of developmental nature with emphasis on the creation of durable community assets based on the locally felt needs of the people.
- 2.3 Initially the administration of MPLADS was with the Ministry of Rural Development. However, since October 1994, the administration of the Scheme has been vested with the Ministry of Statistics and Programme Implementation.
- 2.4 Ministry of Statistics and Programme Implementation is responsible for prescribing Guidelines on how the Scheme would be implemented and monitored by the various authorities.
- 2.5 The first Guidelines on the Scheme were issued in February 1994. These were subsequently revised in December 1994, February 1997, September 1999, April 2002, November 2005, August 2012, May 2014 and June 2016.
- 2.6 The current comprehensive revision of guidelines is based on the experience gained over nearly 30 years, and after having considered the suggestions made by the Members of Parliament of both Lok Sabha and Rajya Sabha, feedback received from various Central Government Ministries and States/ UT Governments, various stakeholders, and report of the third-party evaluation instituted by the Ministry of Statistics and Programme Implementation etc.
- 2.7 In 1993-94, when the Scheme was launched, each Member of Parliament was allocated an amount of Rs. 5 (five) lakh per annum, which was enhanced to Rs.1 (One) crore per annum in 1994-95, and further to Rs. 2 (two) crore per annum in 1998-99 and it is currently fixed at Rs. 5 (five) crore per annum w.e.f. the financial year 2011-12.



- 2.8** In wake of the COVID pandemic, MPLADS was suspended from April 6, 2020 to November 9, 2021, and no funds were allocated to the scheme for FY 2020-21. For the balance period of FY 2021-22, i.e., from November 10, 2021 to March 31, 2022, Rs. 2 Crore was allocated under the Scheme for each Member of Parliament.



CHAPTER 3

IMPLEMENTATION

3.1 Choice of Nodal District and Recommendation of Works

- 3.1.1 At the beginning of their terms, each Member of Parliament is required to give his/ her choice of a Nodal District, in the format given in Annexure-I of these Guidelines, to the Central Nodal Agency under Ministry of Statistics and Programme Implementation. Each Member of Parliament can thereafter recommend eligible works to the Nodal District Authority through the web portal as per the format given in Annexure-II to these Guidelines. The choice of the Nodal District and the region within which works under MPLADS can be recommended by each Member of Parliament shall be as per the following table:

Sl. No.	Member of Parliament	Choice of Nodal District		Region in which works can be recommended
1.	Elected to Lok Sabha	If Lok Sabha Constituency is within the jurisdiction of one district	The district concerned	Within their respective constituencies, except as provided in para 3.1.2
		If the Lok Sabha Constituency is spread over the jurisdiction of more than one district.	Any one of these districts	
2.	Elected to Rajya Sabha	Any district in his/her State of Election		Within the State of Election, except as provided in para 3.1.2
3.	Nominated to Rajya Sabha	Any district in the country		Anywhere in the country

- 3.1.2 An elected Member of Parliament can also recommend works anywhere in the country outside the usual region in which he/ she can recommend work as mentioned in para 3.1.1 above, subject to the following conditions:



- 3.1.2.1 There shall be ceiling of Rs. 25 lakhs in a financial year per Member of Parliament for all such recommendations, except in case of calamity.
- 3.1.2.2 In case of calamity, a Member of Parliament can contribute his MPLADS fund for work in affected areas as per the conditions mentioned in Chapter 8 of these Guidelines.
- 3.1.3 In case the recommended work pertains to any Implementing District falling outside the jurisdiction of the Nodal District Authority, a copy of the proposed work would also be sent to such District Authorities by the Members of Parliament.

3.2 Sanction and Execution of Recommended Works

- 3.2.1 Each Implementing District Authority shall maintain and make available to the Member of Parliament, a “Shelf of Projects”. The Shelf of Projects should be suggestive only, and Member of Parliament will have the flexibility to go beyond the list in order to meet the felt needs of the people, subject to Chapter 5 of these Guidelines.
- 3.2.2 Where the Implementing District Authority considers that a recommended work cannot be executed, it shall inform the reasons thereof to the Member of Parliament concerned under intimation to the Central Nodal Agency, State Nodal Authority and Nodal District Authority as early as possible.
- 3.2.3 In case the estimated cost exceeds the amount indicated by the Hon’ble MP, the work shall be sanctioned by the Implementing District Authority only if the Hon’ble MP has consented and allocated the full estimated cost of the work.
- 3.2.4 The sanction/rejection in respect of all recommendations made by the Member of Parliament shall be issued by the Implementing District Authority within 45 days from the date of receipt of the recommendations to the Implementing District Authority.
- 3.2.5 The total estimated amount of all sanctioned works of each Member of Parliament in a particular Financial Year should not exceed his/ her entitlement up to that financial year, including amount of interest and amount of redistribution, if any.
- 3.2.6 The period of operation of model code of conduct notified by the Election Commission, as applicable to the jurisdiction of a particular Implementing District Authority, shall not be included in the reckoning of time limits as mentioned in the paras herein above.
- 3.2.7 The Implementing District Authority, before sanctioning any work, should obtain an undertaking in writing from the User Agency concerned about their willingness to bear the operation and maintenance cost of the proposed asset from their own resources.



- 3.2.8 The Implementing District Authority shall, before sanctioning the work, ensure that all statutory and regulatory clearances for such works have been obtained from the competent authorities and the work conforms to these Guidelines.
- 3.2.9 The minimum amount sanctioned under the MPLAD Scheme for any individual work shall, normally, be not less than Rs. 2.5 lakh. If, however, the Implementing District Authority is of the considered view that the work of lesser amount will be beneficial to the public at large, it may sanction the same for reasons to be clearly recorded in the sanction letter.
- 3.2.10 The Implementing District Authority shall make the selection of an appropriate Implementing Agency through which a particular work is to be executed. The selection of the Implementing Agency shall be undertaken in accordance with the State Government rules/ guidelines applicable for the purpose. Central Government agencies, viz. CPWD, NBCC etc., can also be designated as an implementing agency. However, it shall be mandatory to select the Central Government Ministries/ Organizations (like Railways, Archeological Survey of India, etc.) as Implementing Agency for works pertaining to their domain.
- 3.2.11 The Implementing District Authority shall maintain proper accounts for the recommended works, follow proper procedure for estimation, sanction and implementation of the proposed works as per the established administrative procedure of the State/ UT Government concerned, and shall furnish utilization certificates for such works to the Nodal District Authority (wherever applicable), Nodal District Authority shall furnish consolidated documents for each Member of Parliament to the State Nodal Authority and Central Nodal Agency.
- 3.2.12 The sanction letter issued by the Implementing District Authority shall stipulate a time limit for completion of the work by the Implementing Agency, which should generally not exceed one year. In exceptional cases, for instance in difficult/ hilly terrain, etc., where the implementation time is likely to exceed one-year, specific justification for the same shall be incorporated in the sanction letter. A copy of the sanction letter shall also be sent to the Member of Parliament concerned.
- 3.2.13 The Implementing Agencies, while executing the works shall follow the established work scrutiny process and procedure of the State/ UT Government concerned, shall examine the technical feasibility, undertake financial estimation of work as per the schedule of rates, identify a vendor through an open and transparent bidding process for execution of work, and shall be responsible for timely implementation of such works.



- 3.2.14 All works, for which recommendations are received in the office of the Nodal District Authority/ Implementing District Authority till the last date of the term of a Member of Parliament shall be executed, provided these comply with the MPLADS Guidelines, and are within the amount allocated to that Member of Parliament under MPLAD Scheme.
- 3.2.15 The work and the site selected for the work execution shall be changed by Implementing District Authority only with the concurrence of the Member of Parliament concerned. Also, concerned Member of Parliament can change/cancel the work and site before sanction of the work by the Implementing District Authority. However, no change shall be allowed once the work has been sanctioned by the Implementing District Authority. Further, a Member of Parliament, after expiry of his/ her term, cannot change any work or site of the works recommended by him/her during that term.
- 3.2.16 Works once recommended by the Member of Parliament cannot be changed by the successor Member of Parliament, even if the same person gets re-elected from that constituency, or on re-nomination chooses the same district as his nodal district.
- 3.2.17 As soon as a work under the MPLADS is completed, it should be put to public use. For greater public awareness, 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 Member of Parliament recommending the project, should be permanently erected at the project site and placed at eye level for better visibility. If required, the cost of plaque can be included in the sanctioned cost of the work. A sample of the Plaque has been given in Annexure-III to these Guidelines.
- 3.2.18 List of all works undertaken with MPLADS funds, both completed and ongoing, for each Member of Parliament under the jurisdiction of the relevant public authorities, viz. Nodal District Authority, Implementing District Authority, Tehsils, Sub-Tehsil, Municipal Corporations and Committees, Block, Gram Panchayat, etc., should be displayed at his/ her office as well as posted on their websites, wherever applicable.
- 3.2.19 If for some compelling reasons, stoppage/ abandonment of a work in progress becomes inevitable, the matter should be referred to the State Nodal Authority with full justification, under intimation to the Central Nodal Agency and to the Member of Parliament concerned, for a decision. If required by the Ministry of Statistics and Programme Implementation, the State Government shall fix responsibility and take necessary disciplinary action against the erring officials. In all such cases, the



State Governments shall also be liable to complete the stopped/ abandoned works at its own cost.

- 3.2.20 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, or executed under it. This may include any information on works recommended by the Members of Parliament, works sanctioned or not sanctioned, cost of works sanctioned, Implementing Agencies, User Agency, etc. The Implementing District Authorities are responsible to provide such information to the public in the manner as required under the Right to Information Act 2005.



CHAPTER 4

MONITORING

4.1 Role of the Ministry of Statistics and Programme Implementation

- 4.1.1 It shall regularly monitor the implementation of the MPLADS, including overall position of funds released, cost of works sanctioned, funds utilized, etc.
- 4.1.2 It shall hold a meeting with all the State/ UT Governments at least once in a year to review the implementation of the MPLAD Scheme.
- 4.1.3 It will bring out Annual Report on the implementation of MPLADS.

4.2 Role of Central Nodal Agency

- 4.2.1 It shall periodically review the physical and financial progress of MPLADS funds, and take up the matter with the State Nodal Authority, Nodal District Authority, or the Implementing District Authority, as the case maybe, for timely execution of MPLADS works.
- 4.2.2 It shall be responsible for the revised fund flow management as detailed in Chapter 10 of these Guidelines.
- 4.2.3 It shall monitor the receipt of Audit and Utilization Certificates from the District, and State/ UT Authorities, and issues arising out of them.
- 4.2.4 It shall engage an Auditor, from amongst the panel of auditors approved by the Comptroller and Accountant General of India, to audit the Central Nodal Account of MPLAD scheme as well as its Administrative Account. For purpose of continuity, the same auditor can continue for three years, and any fresh appointments should be made by January of a calendar year for the succeeding three financial years.
- 4.2.5 It shall periodically carry out independent third-party evaluation in sample districts for completed as well as ongoing works.
- 4.2.6 It shall provide training materials for conducting training of district officers on MPLADS as and when these are organized by the State Nodal Authorities.
- 4.2.7 It shall periodically organize workshops, training programmes (training for trainers), seminars/ video conferences for creating awareness among the stakeholders on



the MPLADS portal and Guidelines, and for capacity development of Members of Parliament, officers and staff of the Ministry, State Nodal Department, Nodal District Authorities, Implementing District Authorities, Implementing Agencies, User Agencies, etc.

4.3 Role of the State/ UT Governments

- 4.3.1 It shall designate a Department of the State/ UT to be the State Nodal Department, and the Administrative Secretary of that department to be the State Nodal Authority to coordinate and monitor the implementation of the MPLADS in that State/ UT.
- 4.3.2 To facilitate quick implementation of projects under MPLADS, full powers with regard to technical, financial and administrative sanctions shall be delegated by the State/ UT Governments to the Implementing District Authority, so that they can get the works technically evaluated, get financial estimates prepared by the competent district functionaries, and accord the final administrative and financial sanctions.
- 4.3.3 It shall setup a State Monitoring Committee under the Chairmanship of the Chief Secretary. This Committee shall be tasked to review the implementation of MPLADS, including the utilization of funds, with the Nodal and Implementing District Authorities and Members of Parliament at least once in a year. The Administrative Secretary of all the line departments should participate in such meetings.
- 4.3.4 In case of any material breach of MPLADS Guidelines by any individual/authority concerned, he/she shall become liable for disciplinary/ penal actions. The Government of the State/ UT concerned shall fix responsibility and take necessary disciplinary action against the erring/ delinquent officials, implementing agencies, vendors, etc. in all such cases of material breach and willful non-compliance of MPLADS Guidelines, viz., allowing non-permissible works, diversion of funds, inordinate delays, negligence, leakages with intentional delinquency etc.

4.4 Role of the State Nodal Authority

- 4.4.1 It shall authorize its officers, not below the rank of Deputy Secretary/ Executive Engineer, to inspect MPLADS works by making regular field visits. Officials of the State Nodal Department should inspect a minimum of 1% of the MPLADS works by value in every district each year. An inspection register should be maintained at the State Level and follow up action should also be taken on the findings during those inspections. They may also check and review the number of MPLADS works inspected by the District Authorities.



- 4.4.2 In addition to the inspection by its own officers, the State Nodal Department shall each year also carry out third party inspection, including physical audit and quality check, of MPLADS works in each District of their States, as per the following criteria: all works costing Rs. 25 lakh and more will be compulsorily covered; 50 per cent of all works in each District costing between Rs. 15 to 25 lakh must be covered; and 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 predominantly inhabited by Scheduled Caste and Scheduled Tribes, works of Societies, Trusts and Cooperative Societies and Bar Associations. A copy of all such inspection reports shall be submitted to the Central Nodal Agency on Annual basis before September 30 of the next Financial Year.
- 4.4.3 The State Nodal Department shall ensure submission of utilization certificates of MPLADS funds used for carrying out rehabilitation works in the natural calamity affected Districts. It shall also post data on MPLADS implementation in the state on their websites.
- 4.4.4 It shall engage an Auditor, from amongst the panel of auditors approved by the Accountant General of the State/ UT, to audit the Administrative Account of the State Nodal Authority as well as the Calamity Account, if any. For purpose of continuity, the same auditor can continue for three years, and any fresh appointments should be made by January of a calendar year for the succeeding three financial years.
- 4.4.5 The audit of all the MPLADS funds issued during the preceding year will be undertaken by the auditors, and the audit certificate to this effect shall be submitted to the Central Nodal Agency by September 30 of each year, along with the comments, if any, of the State Nodal Authority. The concerned State Nodal Authority shall be responsible to remove all audit objections/ observations in this regard.
- 4.4.6 It shall make arrangements for training of District Officers concerned regarding the implementation of the MPLADS.
- 4.4.7 It shall be responsible for providing all kinds of information/ clarifications sought by the Central Nodal Agency within a reasonable time period.

4.5 Role of the District Authority

- 4.5.1 They shall be responsible for overall monitoring and supervision of the works under the scheme at the district level.



- 4.5.2 They shall inspect at least 10% of the works under implementation every year, and would involve the Member of Parliament concerned in such inspections to the extent feasible.
- 4.5.3 They shall maintain the work-registers, for each Member of Parliament and for each of their tenure, indicating the position of each work recommended by them. This register will also contain the photographs of the work, when completed.
- 4.5.4 They shall inspect all works executed for societies and trusts under MPLADS and ensure that the conditions of agreement are being complied with. They should initiate action in case of violation, if any, of the terms of the agreement.
- 4.5.5 They shall mandatorily maintain inspection registers for works carried out for trusts and societies as per the provisions of Chapter 6 of these Guidelines.
- 4.5.6 It shall engage an Auditor, from amongst the panel of auditors approved by the Accountant General of the State/UT, to audit the Administrative Account and calamity accounts of the district, and the accounts of all the Trust, Societies, Cooperative Societies and Bar Associations under each Implementing District Authority for which funds were released under MPLADS. In addition, accounts of the Implementing District Authority shall be audited in each year, with the condition that such audit shall include the audit of all accounts of all the implementing agencies to which authorizations were released in that year. For purpose of continuity, the same auditor can continue for three years, and any fresh appointments should be made by January of a calendar year for the succeeding three financial years.
- 4.5.7 The audit of the MPLADS funds issued during the preceding year will be undertaken by the auditors, and the audit certificate to this effect shall be submitted to the Central Nodal Agency by September 30 of each year, along with the comments, if any, of the Implementing District Authority. The concerned Implementing District Authority shall be responsible to remove all audit objections/ observations in this regard.
- 4.5.8 They shall also maintain an Asset Register of all the assets created with the MPLADS funds and subsequently transferred to the User Agencies or beneficiaries and shall post these data on their website in public domain.
- 4.5.9 They shall review the implementation of MPLADS works with the Implementing Agencies at least once every month, where the Member of Parliament concerned shall also be invited. A report on such meetings should be duly sent to the Central Nodal Agency.



4.6 Role of the Implementing Agencies

- 4.6.1 It shall be the responsibility of the officers of the Implementing Agencies to regularly visit the work-site to ensure that the works are progressing satisfactorily as per the prescribed procedure, specifications and time schedule.
- 4.6.2 They should also maintain the work register showing details of the physical and financial progress of projects being undertaken by them. This register should also contain the details of work-site visit made by the Implementing Agencies. They must inspect 100% of the works.



CHAPTER 5

PERMISSIBLE WORKS UNDER MPLADS

5.1 Works Permissible under MPLADS

5.1.1 The basic principle to be followed by the Member of Parliament, the Nodal District Authorities, the Implementing District Authorities and the Implementing Agencies, while recommending and sanctioning the MPLADS works should be that it leads to creation of durable public assets for public good of the society at large, and it does not have any restriction in its access and its usage to any section of the society.

*5.1.2 MPLADS funds can be used for creation of immovable public assets on Government owned land, and movable public assets for Government owned and Government controlled institutions only, i.e. the Central, State/UT and local Governments, including Government aided institutions.

5.1.3 All movable assets purchased out of MPLADS funds shall be the property of the user Ministry/ Department concerned. Sanction for purchase of all movable assets will be given by a committee consisting of the Deputy Commissioner/ District Magistrate/ Collector as the Chairperson, a representative of the Government Department concerned, and other person(s) nominated by the Deputy Commissioner/ District Magistrate/ Collector, as member. User charges for such movable assets, if any, to be paid by the beneficiaries should also be fixed by the same committee.

5.1.4 Under these overall principles, MPLADS funds can be used for the following purposes:

5.1.4.1 Public and community buildings

5.1.4.2 Public conveniences, safety and security

5.1.4.3 Education

5.1.4.4 Public health

5.1.4.5 Drinking water and sanitation

5.1.4.6 Irrigation, drainage and flood control systems



5.1.4.7 Animal husbandry, dairy and fisheries

5.1.4.8 Agriculture and farmer welfare

5.1.4.9 Energy supply and distribution systems

5.1.4.10 Railways, roads, bridges and pathways

5.1.4.11 Environment, wild animals, forest and other natural resources

5.1.4.12 Public recreational facilities, sports and parks

- 5.1.5 In furtherance to the purposes listed in para 5.1.4 above, an indicative list of works that can be taken up under MPLADS is given in Annexure-VIII. However, this list is not exhaustive and new works can be added to the list on the recommendations of a Member of Parliament, only if it complies with overall principles of the scheme as mentioned herein above. Once a Member of Parliament has recommended a new work for inclusion in the list, the Implementing District Authority shall examine the proposal and submit its recommendations to the Central Nodal Agency, who may approve its inclusion in the list of works under MPLADS.
- 5.1.6 Notwithstanding, anything contained in para 5.1.1 to para 5.1.5 above, individual differently abled persons can be given prosthetics, wheel chairs, tricycles (manual or motorized), electric scooties, hearing aids and other such devices provided that such beneficiaries are identified and approved by a Committee under the Chief Medical Officer of the District, and items are distributed to the identified beneficiaries in a public function. The said Committee will also certify the reasonability of rates. No recurring expenses or cash grant will be admissible. Clubbing of grants by different Members of Parliaments for devices to be given to one person shall also not be permissible.
- 5.1.7 Each movable asset created from MPLADS funds, shall bear with bold markings, as far as possible: “.....(asset) procured/ constructed with MPLADS funds of Government of India, recommended by Mr./Ms....., Member of Parliament”. The details of all such assets shall be duly entered in the stock registers of the Government institutions concerned.
- 5.1.8 The District Authority will put up public notices at prominent places in the Government Offices and Institutions, etc., about the provision of such immovable assets for public use, together with the information about how to avail the services of such assets and where to lodge complaints in cases of any issue, including contact details thereof.



- 5.1.9 The MPLADS funds can be used for repair and renovation of immovable assets subject to the condition that a Member of Parliament can recommend funds only upto Rs. 50 lakhs per year for all such repairs and renovations put together, provided that renovation of the asset can be taken up only after a reasonable gap of time since its original construction or last repair.

5.2 Works not Permissible under MPLADS

- 5.2.1 The MPLADS funds shall not be used for operation and maintenance of any nature.
- 5.2.2 Construction of residential buildings, either for a Government Organization or a Public Sector Undertaking, or otherwise, shall not be allowed.
- 5.2.3 All work involving commercial and private establishments.
- 5.2.4 Naming of assets created under MPLADS fund after any person, living or dead shall not be allowed.
- 5.2.5 Any grants and loans.
- 5.2.6 Contribution to any Centre and State/ UT Relief Funds.
- 5.2.7 Acquisition of land or any compensation for land acquired.
- 5.2.8 Reimbursement of any type for completed or partly completed works, or for purchase of movable items or completion of incomplete/ ongoing projects/ abandoned works.
- 5.2.9 Assets for individual/ family benefits, except for as mentioned in para 5.1.6 of these Guidelines.
- 5.2.10 Pooling of MPLADS funds with funds under Corporate Social Responsibility (CSR).
- 5.2.11 Works of religious nature, or within the places/ premises of religious worship, and on land belonging to or owned by religious faith/ group.
- 5.2.12 Construction of Swagat Dwars or Welcome Gates.
- 5.2.13 Works in unauthorized colony.
- 5.2.14 Recurring expenditure of any kind.

5.3 Providing access to persons with disabilities

- 5.3.1 It shall be mandatory that all movable and immovable assets created under the MPLADS are friendly to persons with disabilities, wherever feasible. Retrofitting in



existing assets created under the MPLADS to make them friendly to persons with disabilities shall be permissible.

5.4 Development of Scheduled Castes and Scheduled Tribes areas

- *5.4.1 In order to give due attention to the development of infrastructure in the areas inhabited by Scheduled Castes and Scheduled Tribes, Members of Parliament are to recommend every year, works costing at least 15 percent of the total MPLADS entitlement for the year for areas inhabited by Scheduled Caste population and at least 7.5 percent of the total MPLADS entitlement for the year for areas inhabited by Scheduled Tribe population.
- 5.4.2 In case the constituency of a Lok Sabha Member has insufficient Scheduled Tribes population, such fund may be utilized in areas predominantly inhabited by Scheduled Castes and vice-versa.
- 5.4.3 In the Tribal areas and notified Scheduled areas, where transferring land title is not possible, the MPLADS works for the creation of community assets may be guided by the same practice through which the State Government undertakes the creation of all other public works, like schools, hospitals, roads, etc. under other Central/ State Government developmental scheme. This will, however, be subject to the conditions that an undertaking will be given by the land owner that he will not claim any right on such land or the assets created thereon once the land is given to the Government for public use and that there will be free access for use of the asset by all members of community besides fulfillment of all other conditions of the MPLADS Guidelines.
- 5.4.4 The Implementing District Authorities shall maintain information and data regarding works undertaken in areas predominantly inhabited by Scheduled Castes and Scheduled Tribes, and shall furnish the details on quarterly basis to the State Nodal Authority.



CHAPTER 6

ASSISTANCE TO REGISTERED SOCIETIES AND TRUSTS, COOPERATIVE SOCIETIES AND BAR ASSOCIATIONS

6.1 Notwithstanding, anything contained in para 5.1.2 of these Guidelines, MPLADS funds can be used for providing assistance to Bar Associations, Registered Societies and Trusts, and Cooperative Societies. The conditions under which such grants can be issued, are given in following paragraphs.

6.2 Assistance to Registered Societies/ Trusts

6.2.1 Under MPLADS, only the works for creating community infrastructure and durable public utility buildings are permissible for registered Societies/ Trusts, provided that such Society/ Trust is engaged in the social service/ welfare activity and has been in existence for at least preceding three years.

6.2.2 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.

6.2.3 The Implementing District Authority shall ensure that beneficiary Trust/ Society is registered with the Darpan Portal being maintained by NITI Aayog and has a Unique Identifier Number for NGOs.

6.2.4 The Implementing District Authority may also ensure that details of grants given to the beneficiary Trust/ Society under MPLADS is updated on the Darpan portal on a real time basis. Any violation of this provision would make the Trust/ Society liable for debarment from any future grant under MPLADS.

6.2.5 The beneficiary Society/ Trust shall be a well-established public-spirited non-profit making entity enjoying a good reputation. Whether such a society/ trust is well reputed or not, should be decided by the Implementing District Authority on the basis



of relevant factors, such as performance in the field of social service, welfare activities, non-profit orientation of its activities, transparency of its activities and sound financial position.

6.2.6 The works may be sanctioned to the Trust/ Society subject to the conditions stipulated at para 6.2.6.1 to 6.2.6.4 hereunder.

6.2.6.1 The structure constructed with MPLADS funds on the land either owned by the Society/ Trust, or on long term lease taken by them from a Government or Government controlled institution, shall be the property of State/ UT Government. The Society/ Trust shall undertake to operate, maintain and upkeep the asset created under MPLADS at its own cost. 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 issue of sanction by the Implementing District Authority for such work. A formal agreement (a model agreement form is at Annexure-IV) will be executed by the Society/ Trust with the Implementing District Authority in advance for this purpose for each recommendation made by the Member of Parliament. 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 such registration, as there is no formal transfer of assets.

6.2.6.2 A Member of Parliament can recommend funds only upto Rs. 50 lakhs per year to all Societies/ Trusts put together, provided that such Member of Parliament cannot recommend work of more than Rs. one crore for any particular Society/ Trust during his/her entire term. The limit of Rs. one crore will start again on start of a fresh term of the individual concerned as Member of Parliament after their re-election/ nomination.

6.2.6.3 The MPLADS funding is not permissible to a Society/ Trust, if the recommending Member of Parliament or any other sitting Member of Parliament or any of their family members are the President/ Chairman or Member of the Managing Committee or Trustee of the registered Society/ Trust in question. Family members would include Members of Parliament, their spouse, parents, brothers and sisters, children, grandchildren and their spouses and their in-laws. The Members of Parliament may ensure the spirit of the Guidelines is maintained by avoiding circular or mutual funding of Trusts/ Societies.



- 6.2.6.4 Further, when funds have been recommended for a Society/ Trust by a Member of Parliament, and clarifications/ documents as required under the Guidelines for scrutiny before sanctioning are requested by the Implementing District Authority, the said Society/ Trust shall provide the requisite documents within a maximum period of one month from the date of issue of the letter from the District Administration. In case the documents are not received within the period of one month, the recommendation by the Member of Parliament towards that Society/ Trust shall be cancelled by the District Administration under intimation to the recommending Member of Parliament.

6.3 Assistance to Cooperative Societies

- *6.3.1 Cooperative societies will be eligible for assistance under MPLADS at par with registered trusts/ societies only for creating durable assets for the community and public utility buildings, except Cooperative Housing Societies.
- 6.3.2 The cooperative society should be in existence for at least preceding three years and, in the opinion of the District Authority, based on an objective assessment of performance and records, etc., should be well-reputed and dedicated to community/ public good.
- 6.3.3 The asset created with MPLADS funds will be the property of the State/ UT Government (para 6.2.6 of the Guidelines will be applicable mutatis mutandis).
- 6.3.4 The upper ceilings for assistance to trusts/ societies (Rs. 50 lakhs by one Member of Parliament in one financial year) will be applicable (para 6.2.6.2 of the Guidelines) mutatis mutandis to cooperative societies.
- 6.3.5 The recommending Member of Parliament or any other sitting Member of Parliament or any of his/ her family members should not be an office-bearer or member or having patronage of the cooperative society. Mutual funding by Member of Parliament will not be allowed (para 6.2.6.3 of the Guidelines will be applicable mutatis mutandis).

6.4 Assistance to Bar Associations

- 6.4.1 A Member of Parliament can recommend their MPLADS funds for the Bar Association at the Tehsil/ Sub-Division/ District level for construction of new building of the Bar Association, provided that land for it is within the court premises concerned and belongs to the Central/ State/ UT Government or Local Self-Government or the Bar Association. No MPLADS funds will be allowed to meet any recurring expenditure of the Bar Association.



- 6.4.2 A Member of Parliament 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).
- 6.4.3 All such recommendations of the Member of Parliament shall be examined/ approved by a committee with the Deputy Commissioner/ District Magistrate/ Collector of the District as the Chairperson, and consisting of District Attorney, one subordinate Judge nominated by the District and Session Judge, and two eminent Lawyers nominated by the Bar Council, as members.



CHAPTER 7

POOLING OF MPLADS FUNDS WITH OTHER SCHEMES

7.1 The MPLADS funds, including those for the works to be executed for Trust, Societies and Cooperative Societies, can be pooled with individual/ stand-alone projects of other Central and State Government schemes, as well as with that of local bodies, provided such works are otherwise eligible under MPLADS Guidelines. Wherever such pooling is done, funds from other schemes should be used first and the MPLADS funds shall be used only in the end to fill the gap for completion of the project.

7.2 Pooling of MPLADS fund with MGNREGA

7.2.1 MPLADS fund shall be used only for procuring material component for the projects that have been approved by the competent authority as part of Annual Work Plan of the District for that financial year.

7.2.2 Once a work is recommended by a Member of Parliament for MGNREGA, it cannot be withdrawn.

7.2.3 The Gram Panchayat shall be the Implementing Agency for such projects.

7.2.4 Since the material and labour components are expected to flow simultaneously in such projects, it shall not be necessary in such pooling that MPLADS funds are used only at the end.

7.2.5 The accounts of Expenditure shall be separately maintained for both MPLADS and MGNREGA.

7.2.6 A joint plaque (stone/ metal) indicating the cost involved, extent of contribution from MPLADS and MGNREGA, commencement, completion and inauguration date, and the name of the Member of Parliament recommending the work under MPLADS should be permanently erected at the project site.

7.3 Pooling of MPLADS fund with Khelo India: National Programme for Development of Sports

7.3.1 A Member of Parliament can recommend works such as development of playfields, including leveling of playgrounds in hilly areas, construction of boundary wall, etc. in villages and blocks from out of the shelf of Khelo India: National Programme for Development of Sports, provided such projects are otherwise eligible under MPLADS.



- 7.3.2 Similarly, in the urban areas, convergence 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 MPLADS Guidelines, and subject to the provision of the Khelo India: National Programme for Development of Sports.
- 7.3.3 The accounts of expenditure shall be maintained separately for both MPLADS and Khelo India: National Programme for Development of Sports.
- 7.3.4 A joint plaque (stone/ metal) indicating the cost involved, extent of contribution from MPLADS and Khelo India: National Programme for Development of Sports commencement, completion and inauguration date, and the name of the Member of Parliament recommending the work under MPLADS should be permanently erected at the project site.

7.4 MPLADS funds to augment Centrally Sponsored Scheme

- 7.4.1 A Member of Parliament may recommend augmentation of a Centrally Sponsored Scheme by certain amount out of his MPLADS funds over and above the Central and State share, indicating the geographical area where the enhanced amount is to be implemented.
- 7.4.2 The Member of Parliament, however, cannot indicate the beneficiaries for such enhanced amount under the Centrally Sponsored Scheme. The beneficiaries will continue to be as per the priority list already drawn up by the Implementing District Authority, and the list would not be changed on the request of the Member of Parliament.

7.5 Swachh Bharat Abhiyan

- 7.5.1 Notwithstanding anything contained in these guidelines, a Member of Parliament may recommend augmentation of funds for 'Swachh Bharat Abhiyan' which provides for construction of individual toilets.
- 7.5.2 However, all such recommendations shall be subject to provisions contained in para 7.1 and para 7.4 of these Guidelines.

- 7.6 MPLADS funds shall not be used to substitute the public and community contribution in Central/ State Government Programme/ Scheme that provide for such contributions.
- 7.7 Public and community contribution to the works recommended by Member of Parliament is permissible. In such cases, MPLADS funds will be limited to the estimated amount minus the public and community contribution.



CHAPTER 8

MPLADS WORK FOR CALAMITIES AFFECTED AREAS

- 8.1** Any Member of Parliament from anywhere in the country can consent their MPLADS funds upto Rs. One Crore per annum for rehabilitation and reconstruction works in areas affected by natural “calamity of severe nature” declared by the Government of India in any part of the country, subject to other provisions of these Guidelines.
- 8.2** In addition to the provisions of para 8.1 above, when a “Calamity of Severe Nature” has been declared by a State Government through a notification in the official gazette and not by the Government of India, Lok Sabha Members of Parliament from any constituency in that State and any Rajya Sabha Members of Parliament of that State can consent up to a maximum of Rs. 25 lakh per annum in the affected area(s) of the State.
- 8.3** Each Member of Parliament shall convey their consent to their Nodal District Authority in the format given in Annexure-V to these Guidelines desirably within 90 days from the date of declaration of calamity by the Central Nodal Agency/ State Nodal Agency. In case transfer of consented authorization is not possible for any valid reason, it should be communicated by the Nodal District Authority to the Member of Parliament concerned within 7 days of receipt of his/ her consent.
- 8.4** In case of “Calamity of Severe Nature” declared by the Government of India, a separate subsidiary Account shall be opened by the Central Nodal Agency in the Scheduled Commercial Bank for the calamity affected States to receive the authorization with respect to the consented amount. In case of a “calamity of severe nature” declared by a State Government, such a separate subsidiary Account shall be opened by the State Nodal Agency in the Scheduled Commercial Bank to receive the authorization with respect to the consented amount.
- 8.5** Similarly, a separate subsidiary Account shall be opened by the State Nodal Agency in the Scheduled Commercial Bank for the calamity affected districts to receive the authorization with respect to that district.
- 8.6** On confirmation from the Nodal District Authority of the consenting Member of Parliament, the Central Nodal Agency shall enhance the drawing limit of the



calamity relief account of the State Nodal Authority of the affected State(s), while simultaneously reducing the drawing limit of that Nodal District

- 8.7 The State Nodal Authority shall prepare a list of permissible works as per MPLADS Guidelines and obtain administrative approval at the level of Chief Secretary of the State. However, such approval of works should not be treated as a one-time exercise. It should be concurrent vis-à-vis availability of funds.
- 8.8 The calamity affected State Nodal Authority shall be responsible to get the works for calamity relief approved within a maximum period of 45 days of the availability of drawing limits.
- 8.9 The State Nodal Department shall apprise the consenting Members of Parliament and Central Nodal Agency about the list of the approved rehabilitation and reconstruction works being undertaken from calamity fund.
- 8.10 The drawing limits of calamity accounts of Implementing Districts will be fixed by the State Nodal Authority of the calamity affected State, after verifying the works sanctioned, and should not exceed the total authorization received by it from the Central Nodal Agency.
- 8.11 The State Nodal Authority shall constitute a committee, headed by an officer not below the rank of Director to the Government of India, to regularly inspect the ongoing rehabilitation and reconstruction works.

8.12 Implementing Procedure

- 8.12.1 All rehabilitation works shall be completed within 18 months of their approval.
- 8.12.2 If works are not completed within 18 months despite availability of consented drawing limits, the State Nodal Authority shall furnish its explanation to the Ministry of Statistics and Programme Implementation with the approval of Chief Secretary of the State/ Administrator of UT.
- 8.12.3 If works are not completed within 18 months and entire consented drawing limits have also been utilized, then works in this case shall be classified as “abandoned/suspended works” and action shall be taken as mentioned in para 3.2.19 of these Guidelines.
- 8.12.4 The Audit Certificate and final Utilization Certificate of a particular calamity shall be furnished by the State Nodal Authority to the Central Nodal Agency within 21 months of the consented drawing limits having been made available for that calamity.



- 8.12.5 The unsanctioned balance of a particular calamity, if it remains unsanctioned beyond 12 months from the date of receiving drawing limits by State Nodal Authority, shall be transferred to the State Disaster Relief Fund of calamity affected State.
- 8.12.6 Following the completion of works, all unspent balance amount in drawing limits shall be transferred to the State Disaster Relief Fund of calamity effected State.



CHAPTER 9

ADMINISTRATIVE EXPENDITURE

- 9.1 The Central Nodal Agency, State Nodal Authority, Nodal District Authority and Implementing District Authority shall be eligible for funds to meet the administrative expenses of MPLADS. The drawing limits of such accounts shall be set as mentioned below:

Authority	Allocation for funds for administrative expenses
Central Nodal Agency	0.1% of total authorization released to the Nodal Districts Authorities put together
State Nodal Authority	0.1% of total authorization received in that State
Nodal District Authority	0.8% of total authorization received by Nodal District Authority
Implementing District Authority	1.0% of each authorization received from Nodal District Authority as drawing limit

- 9.2 The drawing limits of such accounts with the State Nodal Authority and the Nodal District Authority shall be fixed by the Central Nodal Agency. However, the drawing limits of the account with the Implementing District Authority shall be fixed by Nodal District Authority as 1.0% of the recommended amount for development work to an Implementing District.
- 9.3 The drawing limit available under such administrative accounts shall be used only for the following purposes:

9.3.1 Central Nodal Agency

- 9.3.1.1 Monitoring of MPLADS implementation by officials of the Ministry of Statistics and Programme Implementation.
- 9.3.1.2 Third party inspection-physical audit and quality check of MPLADS works.
- 9.3.1.3 Creating infrastructure, including office, meeting halls, video conference halls, office furniture, vehicles, IT systems (hardware and software), etc., for MPLADS planning/ monitoring.
- 9.3.1.4 Hiring of manpower for development and management of IT systems and portals for implementation of these Guidelines.



- 9.3.1.5 Creating awareness amongst public about the MPLAD Scheme and dissemination of information of ongoing and completed works.
- 9.3.1.6 Providing training materials for conducting training of district officers on MPLADS as and when these are organized by the State Governments or the Central Nodal Agency.
- 9.3.1.7 To periodically organize workshops, training programmes (training for trainers), seminars/ video conferences for creating awareness among the stakeholders on the MPLADS portal and Guidelines, and for capacity development of Members of Parliament, officers and staff of the Central Nodal Agency, Ministry, State Nodal Department, Nodal District Authorities, Implementing District Authorities, Implementing Agencies, User Agencies, etc.
- 9.3.1.8 Expenses incurred to get the audit of the accounts done and to obtain audit certificates.
- 9.3.1.9 Incurring cost for the court cases.

9.3.2 State Nodal Authorities

- 9.3.2.1 Third party inspection-physical audit and quality check of MPLADS works.
- 9.3.2.2 Monitoring of works at State level and assisting the Central Nodal Agency in implementation of the MPLAD Scheme.
- 9.3.2.3 Translating and printing the MPLADS Guidelines in their respective regional languages.
- 9.3.2.4 Hiring of technical personnel from the following categories on strictly casual basis: accountant/ programmer/ consultant/ monitoring officer.
- 9.3.2.5 Creating awareness among public about the scheme and dissemination of information of ongoing and completed works.
- 9.3.2.6 Purchase of office furniture, stationery, equipment, including IT systems.
- 9.3.2.7 Recurring expenditure on telephone, internet, fax, postal charges, etc.
- 9.3.2.8 Hiring of vehicles to carry out inspections, with the condition that total cost on this account shall be allowed only up to Rs. 5 lakh per annum.
- 9.3.2.9 Incurring cost for the court cases.

9.3.3 Nodal District Authorities and Implementing District Authorities

- 9.3.3.1 Setting up of the Facilitation center and subsequent capital expenditure thereon as explained in para 9.5 of these Guidelines.



- 9.3.3.2 Hiring of Technical personnel from the following categories on strictly casual basis: programmer/ accountant/ consultant/ monitoring officer.
- 9.3.3.3 Hiring of architect and consultants for preparation of Detailed Project Report in specific cases, where required.
- 9.3.3.4 Monitoring of works at District level and assisting the Central and State Nodal Agency in implementation of the MPLAD Scheme
- 9.3.3.5 Creating awareness among public about the Scheme and dissemination of information of ongoing and completed works.
- 9.3.3.6 Purchase of stationery, office furniture, and equipment, including IT systems.
- 9.3.3.7 Incurring recurring expenditure on account of telephone, fax, internet and postal charges.
- 9.3.3.8 Expenses incurred to get the audit of the accounts done and to obtain audit certificates.
- 9.3.3.9 Hiring of vehicles to carry out inspections, with the condition that total cost on this account shall be allowed only up to Rs. 3 lakh per annum.

9.4 The State Nodal Authority, Nodal District Authority and Implementing District Authority or any of its Implementing Agencies shall not levy any other expense, other than what has been provided for the administrative expenses under this chapter, in the implementation and supervision of works under the MPLADS.

9.5 Facilitation Centre in the Nodal Districts

- 9.5.1 A MPLADS Facilitation Centre shall be set up in the Nodal Districts to provide all information related to MPLADS at one place for the effective implementation and monitoring of the scheme.
- 9.5.2 The Facilitation Centre should be adequately equipped to provide all 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, both in physical as well as digital forms. It should also maintain details on shelf of projects, details of works recommended by the Member of Parliament, works pending examination, those found ineligible and rejected, works sanctioned, and those pending sanction, with reasons therefore.



- 9.5.3 Space for setting up of such Facilitation Centers shall be provided by the Nodal District Authority, preferably in the premises of the DRDA or the office of CDO/ CEO District Panchayat Office.
- 9.5.4 If a District has been opted by more than one Member of Parliament as their Nodal District, the same Facilitation Centre will provide service for MPLADS funds of all such Members of Parliament.
- 9.5.5 This Facilitation Centre would work under the direct control of the Nodal District Authority and under the supervision of the nodal officer for MPLADS.
- 9.5.6 The capital expenditure for setting up facilitation center, i.e. expenditure on equipment, furniture, etc. (excluding manpower), shall be charged on the MPLADS funds available for administrative expenditure with the Nodal District Authority, provided that total expenditure on one facilitation center does not exceed Rs. 5 lakh. Any subsequent expenditure on the facilitation center can be made only after a gap of five years.
- 9.5.7 Technical manpower, if required, can be engaged for each facilitation center, provided such engagements shall be on a strictly casual basis, and it shall not be against any post and shall not, in any form, be construed as government employment. The cost of hiring manpower can be charged as administrative expenditure on MPLADS
- 9.5.8 The Facilitation Centre should have their own e-mail address, which should be widely publicized for receiving any public query related to MPLADS. All queries received on this e-mail address should be duly responded within a reasonable period. If required, the district authority should take the assistance of the district NIC cell for IT support and setting up of email ID, etc. for the Facilitation Centre.



CHAPTER 10

FUND FLOW MANAGEMENT

- 10.1** The Project Management Unit under MPLADS Division (PMU-MPLADS) of Ministry of Statistics and Programme Implementation has been designated as Central Nodal Agency for implementation of the Scheme. The actual fund shall only be with Central Nodal Account and fund will be directly credited to vendor's account as and when the demands are raised electronically.
- 10.2 Bank Accounts**
- 10.2.1 The Central Nodal Agency shall open a savings account in the Scheduled Commercial Bank, to be called the Central Nodal Account, exclusively for receiving funds under MPLADS.
- 10.2.2 The Central Nodal Account shall centrally receive all funds under MPLADS from the relevant Budget Head from Ministry of Statistics and Programme Implementation, provided that fresh funds will be released to Central Nodal Agency only after the audit certificate have been received for all funds released in the year prior to the last year.
- 10.2.3 The funds transferred to the Central Nodal Account shall not be surrendered back to the Consolidate Fund of India at the end of the financial year and the balance funds remaining in this account can be utilized for MPLADS in the subsequent financial years.
- 10.2.4 The Central Nodal Agency/ Scheduled Commercial Bank shall neither transfer the MPLADS funds to any other account nor shall move the fund to fixed deposits/ flexi-Account/ Multi-option Deposit Account/ Corporate Liquid Term Deposit account, etc.
- 10.2.5 A separate subsidiary account for each sitting and former Member of Parliament, in case the MPLADS fund of former Members of Parliament is still to be utilized, shall be opened in the Scheduled Commercial Banks in the name of the Nodal District Authorities.
- 10.2.6 Similarly, subsidiary accounts shall be opened for each of the Implementing District Authorities.



- 10.2.7 Under each Nodal District Authority and Implementing District Authority, subsidiary accounts shall be opened for each of the Implementing Agencies assigned by them to execute the MPLADS works.
- 10.2.8 A separate subsidiary account should be opened each for the Central Nodal Agency, State Nodal Authorities, Nodal District Authorities and Implementing District Authorities, to receive authorization in respect of their share to meet the administrative expenditure as mentioned in Chapter 9 of these Guidelines.
- 10.2.9 Each State Nodal Authority and Implementing District Authority of the calamity affected States/ UT shall also open separate subsidiary account for receiving the authorization for funds committed for calamity relief as has been mentioned in para 8.4 and para 8.5 of these Guidelines.
- 10.2.10 Additional number of subsidiary accounts, if required, may be opened by the Nodal District Authority with prior approval of the Central Nodal Agency. In case such accounts are required to be opened by the Implementing District Authority and Implementing Agencies, prior approval of Nodal District Authority would only be required.
- 10.2.11 Holding accounts should be opened each for the Central Nodal Agency, State Nodal Authorities, Nodal District Authorities and Implementing District Authorities by Scheduled Commercial Bank for the collection of Tax Deducted at Source (TDS).

10.3 Mapping of accounts to PFMS

- 10.3.1 All accounts opened for the revised fund flow process, including accounts of Central Nodal Agency, State Nodal Authorities, Nodal District Authorities, Implementing District Authorities, Implementing Agencies, vendors, etc., shall be mandatorily mapped to PFMS.
- 10.3.2 The Scheduled Commercial Bank shall ensure that all these accounts are mandatorily registered on PFMS before flow of fund is initiated into these accounts. They should further ensure that information on PFMS is updated on a real time basis through the web portal of the Scheduled Commercial Bank duly integrated with PFMS.

10.4 Drawing limits

- 10.4.1 The Central Nodal Agency shall be authorized to fix the drawing limits for Nodal District Authorities to incur the expenditure for each account of Member of Parliament as per the instructions/ sanctions received from the MPLADS Division of Ministry of Statistics and Programme Implementation.



- 10.4.2 The drawing limit of each Subsidiary Account at Nodal District Authority will be fixed at the beginning of each financial year or at the start of the term of the Member of Parliament, as the case may be.
- 10.4.3 For a particular Financial Year, the allocation for a Member of Parliament is determined by the extent of his period as Member of Parliament in that year.

Period as Member of Parliament in a FY	Allocation
Less than 3 months	Nil
3 to 9 months	50% of annual allocation
More than 9 months	100% of annual allocation

- 10.4.4 Any unspent balance out of the annual allocation of a particular Member of Parliament shall be carried forward and added to the annual allocation for that Member of Parliament for the subsequent Financial Year, and the drawing limits of his account with Nodal District Authority shall be fixed accordingly.
- 10.4.5 The Utilization Certificate from the Implementing Agencies of the money released shall be submitted directly to the Central Nodal Agency.
- 10.4.6 At the time of the close of each Financial Year, the interest accrued in the account of Central Nodal Agency shall be distributed equally amongst all sitting Members of Parliament (both of Rajya Sabha and Lok Sabha) who have served more than 9 months in that Financial Year, and drawing limit of the concerned accounts shall get enhanced accordingly. This provision shall be applicable only till September 2023, unless extended or modified by the Ministry of Finance.
- 10.4.7 In case of sudden death or resignation of a Member of Parliament, notwithstanding the allocation formula in para 10.4.3 above, the works which may have been duly sanctioned by the Implementing District Authority as per original eligibility of that Member of Parliament, shall be completed. The entitlement for new incoming Members of Parliament would start afresh in accordance with the said formula.
- 10.4.8 The drawing limit of Implementing District Authorities will be fixed by the Nodal District Authorities based on the sanctions issued by the later for the works assigned to them as per the recommendations of the Member of Parliament concerned.
- 10.4.9 Similarly, the Implementing District Authorities shall fix the drawing limits of the Implementing Agencies within their jurisdictions based on the sanctioned amount for the works assigned to them.



10.4.10 The drawing limits of the State Nodal Authorities and the Implementing District Authorities to receive calamity relief funds shall be as per the provisions of Chapter 8 of these Guidelines.

10.4.11 The drawing limits for the Nodal District Authorities, Implementing District Authorities and Implementing Agencies will accordingly be dynamic and will change from time to time based on the fresh sanctions issued and the extent of payment released to the vendors.

10.4.12 Any special relaxation to be made for enhancement of drawing limit at any level, which is not exclusively covered in this Guidelines, will be decided by the Central Nodal Agency on a case-to-case basis.

10.5 Distribution of leftover amount (unutilized drawing limits) of Ex-Member of Parliament by Central Nodal Agency

10.5.1 In respect of an elected Members of Lok Sabha, the balances of MPLADS funds not committed to works of the predecessor Member of Parliament would be passed on to the sitting Member of Parliament from that constituency. In case of fresh delimitation, separate orders will be issued by the Government.

10.5.2 In respect of elected Member of Rajya Sabha, the balance of funds not committed to works and left with the Nodal Districts by the predecessor Member in a particular State on his/her demitting office, will be equally distributed amongst all sitting elected Rajya Sabha Members in that State. However, the balance of funds not committed for the recommended works of Rajya Sabha Members of Parliament re-elected in continuation of previous term from the same State/ UT, shall be transferred to his/her newly opted Nodal District.

10.5.3 The balance of funds, i.e., funds not committed to works of the predecessor nominated Members of Rajya Sabha in the Nodal District will be equally distributed amongst all the sitting nominated Members of Rajya Sabha.

10.5.4 The distribution of unspent MPLADS funds as mentioned in para 10.5.1 to 10.5.3 above shall be done by Central Nodal Agency only after obtaining the confirmation for closure of the account of the Ex-Member of Parliament in writing from the district authority concerned. However, funds not committed to work shall be transferred immediately to the accounts of the sitting Member of Parliament as mentioned in para 10.5.1 to 10.5.3 above. Thereafter, the drawing limit of account of the sitting Member of Parliament, who is eligible to receive the enhanced fund, will get additional enhancement to that extent.



10.5.5 Generally, a vacancy caused prematurely due to resignation, death, etc. of an elected/ nominated Member of Parliament is filled up by election/ nomination for the remaining term of the Member of Parliament vacating the seat. The new Member of Parliament will be treated as a successor of the Member of Parliament vacating the seat prematurely and balance funds will not be distributed among other Members of Parliament but shall be transferred to MPLADS account of the successor Member of Parliament.

10.6 Completion of works and settling of accounts of Ex-Members of Parliament

10.6.1 The Implementing District Authority shall ensure that all works, which are duly sanctioned, are completed within 18 months from the date of his/ her demitting office, and thereafter 3 months will be given to complete the formalities for closing the account. Therefore, the Nodal District Authorities shall be responsible to settle and close such accounts of an ex-Members of Parliament within a maximum period of 21 months from the date of his/ her demitting office.

10.6.2 Left-over sanctioned works, if any, beyond the 21 months period from the date of demitting office of an ex-Member of Parliament, as mentioned in para 10.6.1 above, shall be completed at the expense of State/ UT Government concerned, as the delay in utilization is squarely attributable to their implementing agencies.

10.7 Settlement of Payment

10.7.1 All payments under MPLADS shall be made directly to the vendors from the Central Nodal Account on real time basis, and flow of funds would be triggered only when such payments are authorized by the Implementing Agencies.

10.7.2 The subsidiary zero balance accounts of State Nodal Authorities, Nodal District Authorities, Implementing District Authorities and Implementing Agencies shall only be used as pass through accounts.

10.7.3 On completion of the assigned work, the Implementing Agencies shall remit the amount of savings, if any, to the MPLADS Account of the Implementing District Authority, which will further remit it to the Nodal District Authority.

10.8 Migration of all existing accounts

10.8.1 The State Nodal Authorities, Nodal District Authorities and Implementing District Authorities shall be responsible for closing all existing accounts under the MPLADS immediately after these Guidelines come into operation and shall transfer all the



unsanctioned amount as per OM No. F.No. 1(18)/PFMS/FCD/2021 dated 9th March 2022 of Department of Expenditure, Ministry of Finance, to the Central Nodal Account.

10.8.2 Once Subsidiary Accounts are opened, the Central Nodal Agency will give drawing rights equivalent to the unspent balance reverted as a one-time exercise.

10.8.3 The Central Nodal Agency shall not fix any drawing rights of Nodal District Authorities as per these Guidelines till they transfer all unsanctioned balance to the Central Nodal Account as mentioned above.

10.9 Role of Scheduled Commercial Bank

10.9.1 The Scheduled Commercial Bank shall develop systems and hierarchies for seamless flow of MPLADS fund and shall be responsible for opening of all Subsidiary Accounts and ensuring smooth flow of funds as per these Guidelines.

10.9.2 The Scheduled Commercial Bank shall integrate its MIS with the IT System/ Web Portal of the Ministry of Statistics and Programme Implementation, PFMS, as required, without any additional cost.

10.9.3 The Scheduled Commercial Bank shall conduct regular training and capacity building workshops for all concerned officials and staff of Central Nodal Agency, State Nodal Authorities, District Authorities, etc.



CHAPTER 11

ACCOUNTING PROCEDURE

- 11.1** All the State/ UT Government authorities and Implementing Agencies handling the funds flowing out of MPLADS, shall maintain Books of Accounts as per the State/ UT Government procedure.
- 11.2** On completion of a work, the Implementing Agency/ Authority shall quickly finalize the accounts for that work and shall furnish a Utilization Certificate.
- 11.3** Thereafter, the Implementing District Authority and the Implementing Agency would arrange to transfer the asset to the User Agency without any delay. The User Agency should take over the asset and make an entry in its own Asset Register to that effect.
- 11.4 Audit and Utilization Certificates**
- 11.4.1** The Implementing Authorities shall furnish Utilization Certificate in the form prescribed in Annexure-VI to these Guidelines as and when any payment is made to the vendor.
- 11.4.2** All accounts including the administrative account of the Central Nodal Agency, State Nodal Authority, Nodal District Authority, Implementing District Authority and Implementing Agency, and Utilization Certificates furnished by them, shall be audited by the Chartered Accountants or the Local Fund Auditors or any Statutory Auditors on the recommendation of the Accountant General of the State/UT concerned. All such Audit Reports for each year shall be submitted to the Central Nodal Agency by Nodal District Authority as per the timelines given in these Guidelines.
- 11.4.3** The Chartered Accountants shall submit their Audit Certificates as prescribed in Annexure-VII to these Guidelines.
- 11.4.4** The Audit report of the funds released in any year shall be furnished by the District Authority to Central Nodal Agency before 30th September of the following year.
- 11.4.5** It will be the responsibility of the Implementing District Authority to ensure that all audit objections are settled forthwith.
- 11.4.6** In addition, the Comptroller and Auditor General of India will undertake test audits and send reports to the District Authority, the State Government and the Ministry of Statistics and Programme Implementation.



ANNEXURE – I

Form for choice of the Nodal District

(For all Members of Parliament)

I have been elected/ nominated as Member of Rajya Sabha/ Lok Sabha with effect from (DD/MM/YYYY). My Choice of the Nodal District for implementation of MPLADS work is as under:

District Opted : _____ State/ UT: _____

(Signature of the Member of Parliament)

Date: _____

Full Name of Member of Parliament (in capital letters) _____

Permanent Address: _____

_____ PIN: _____

Delhi Address: _____

_____ PIN: _____

Contact Details:

Mobile No.: _____

Landline: (STD code) _____ (number) _____

Email: _____

(Any change in the address may be immediately intimated to the following authorities)

To,
Director (PMU-MPLADS),
Ministry of Statistics and Programme Implementation, Government of India,
Khurshid Lal Bhawan, Janpath,
New Delhi 110001.

Copy:
Secretary, (Nodal Department), State/ UT Government of _____.
District Collector/ District Magistrate/ Collector of _____.

Note:

1. All fields are mandatory for receiving alerts through SMS/ email.
2. This information can also be sent through email at pmu-mplads@nic.in



ANNEXURE – II

Format for Recommending Works

(Recommendations should be given only on Member of Parliament's letterhead)

Place:

Date:

From:

Mr./ Ms. _____

Member of Parliament (Lok Sabha/ Rajya Sabha)

Term/ Tenure: _____

To:

The District Collector / Deputy Commissioner / District Magistrate/
Commissioner of Municipal Corporation _____

Subject: Recommendation of works under MPLAD Scheme

Sir,

I recommend that the following works may please be scrutinized and sanctioned from the MPLADS fund:

Sl. No.	Nature of work	Location	Approximate cost (Rs. In lakh)
1			
2			
3			
4			
5			
6			
7			
8			
9			

The technical, financial and administrative sanction for the above works may be issued after they have been duly scrutinized. The sanctioned works should be undertaken and completed as per the provisions of the MPLADS Guidelines. I may please be kept informed of the sanction and the progress of the works.

Yours faithfully,

(Signature of the Member of Parliament)



ANNEXURE – III

Sample of plaque for MPLADS works

Recommended by (Name of Member of Parliament):

Mr./ Ms. _____

Member of Parliament (Lok Sabha/ Rajya Sabha)

Term/ Tenure: _____

Name of work: _____

Date of Commencement: _____

Date of Completion: _____

Date of Inauguration: _____

Total cost of work: _____

Details of funding sources (MPLADS and others): _____



ANNEXURE – IV

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 _____ (name of Member of Parliament concerned) 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 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

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:

Witness:

1. _____
2. _____



ANNEXURE – V

Format for Letter of Consent for Natural Calamity

Date: _____

To,

The _____

(Nodal District Authority, _____)

State _____

I Mr./ Ms. _____, Member of Parliament (Lok Sabha/ Rajya Sabha) hereby give my consent for the release of Rupees _____ from my MPLADS fund of current financial year for the relief and rehabilitation works in the calamity affected areas of _____ (State/ UT) caused by _____ (Name of Calamity).

2. I also give my consent to transfer the allocated funds immediately from uncommitted/ unspent balance of my MPLADS funds for calamity.

Note:- Information with regard to transfer of funds for calamity is to be furnished within 30 days of receiving this consent by the concerned District Authority to the Member of Parliament.

(_____)

Signature of Member of Parliament

Mr./ Ms. _____

Member of Parliament (Lok Sabha/ Rajya Sabha)

Term/ Tenure: _____

Copy to:-

1. The Director, PMU-MPLADS, Ministry of Statistics and Programme Implementation
2. State Nodal Department _____ (affected State(s)/ UT from calamity)



ANNEXURE – VI

Format for Utilization Certificate

(Note: only fill the columns that are applicable)

Nature of work: (Developmental/ Calamity/ Administrative)

Name of Member of Parliament:

Lok Sabha/ Rajya Sabha:

Term/ Tenure:

State: _____

Nodal District Authority: _____

Implementing District Authority: _____

Implementing Agency: _____

Name of Work: _____

Location of Work: _____

Work sanction date (approval date) (DD/MM/YYYY) _____

Total Sanctioned Amount for the Work: _____

Vendor details: (Vendor Name, Unique Code & Account No.)

Vendor Name	Vendor Unique Code	Account No.

Work Status: (completed/ in progress) _____

Payment Approval Date: _____

Approved Amount: _____

UTR No (Current): _____

Details of earlier payment released, if applicable (amount/ date): _____



MEMBERS OF PARLIAMENT LOCAL AREA DEVELOPMENT SCHEME GUIDELINES

No. of partial payments made	Payment Approval Date	Payment Approval Amount	UTR No.

☐ 1. Certified that out of Rs. <₹₹₹₹> of the MPLADS funds for <Name of workActivity> sanctioned on <dd/mm/yyyy> by the <CNA/SNA/NDA/IDA> has been utilized for the purpose of execution of works as per the details given above.

☐ 2. Having been fully satisfied I certify that the conditions on which the fund 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.

☐ I have physically inspected the asset created/ procured and am satisfied about its quality and usability.

☐ I have personally verified the expense incurred and am satisfied about its reasonableness.

☐ To the best of my knowledge and belief, no transactions have been entered that are in violation of relevant Rules and MPLAD guidelines.

(In case final payment has been made for asset creation, following additional undertaking should be given)

☐ 3. Having been fully satisfied I certify that the conditions on which the fund was sanctioned have been duly fulfilled and that the asset created under the MPLAD scheme has been duly handed over to the User Agency <Name of the User Agency>.

☐ 4. The unspent authorization of Rs. <₹₹₹₹> has been electronically remitted back to the MPLADS account of the Implementing District Authority <Name of the IDA>.

Place:

Name of Implementing Agency

Date:

Designation

Office Address

Email:

Telephone



ANNEXURE – VII

Format for Audit Certificate

Name of Member of Parliament: _____

Lok Sabha/ Rajya Sabha: _____

Term/ Tenure: _____

State: _____

Nodal District Authority: _____

Implementing District Authority: _____

It is certified that we have audited the balance sheet and accounts for **<purpose of the account> of <Name of the agency (CNA/SNA/NDA/IDA)>** as on 31st March, _____ (year) and receipt and payment, and income and expenditure for the year ending 31st March _____ (year) 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 Implementing 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 receipt and payment Accounts give a true and correct view of the transaction of the Scheme for the year ending 31st March _____ (year).
- (c) Expenditure shown in the income and expenditure Account is properly reflected in the Utilization Certificates.
- (d) There is no case of diversion of funds and inadmissible items of expenditure.
- (e) Asset Registers have been properly maintained by the District Authorities and Implementing Agencies.



MEMBERS OF PARLIAMENT LOCAL AREA DEVELOPMENT SCHEME GUIDELINES

- (f) The following Reports certified by the Competent Authority of the District Administration form part of the Audit Certificate:
- Physical and Financial Progress Report for the year ending 31st March ____ (year).
 - Cumulative Physical and Financial Progress Report up to 31st March ____ (year).
(In case of Lok Sabha, Members of Parliament right from the inception and for Rajya Sabha Members of Parliament for the period their tenure).
 - Physical and Financial Details of works in Scheduled Caste/ Scheduled Tribe areas up to 31st March ____ (year):

Physical and Financial details of works in SC/ ST areas	Physical (Number of works)		Financial (Cost of works)	
	Sanctioned	Completed	Sanctioned	Completed
SC Area				
ST Area				

- MPLADS Utilization Certificates
- (g) 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 along with the comments of the concerned authorities on these audit observations).
- (h) All works undertaken under the MPLADS by all Trusts/ Societies receiving funds under the MPLADS in the year ending 31st March ____ (year) have been audited and found to be in order.

(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)



ANNEXURE – VIII

Indicative List of works permissible under MPLADS

1. **Public and Community Building**

- 1.1. Construction of community centers and community halls
- 1.2. Construction of public libraries and reading rooms
- 1.3. Purchase of books for public libraries
- 1.4. Crematoriums or structures on burial/ cremation ground for public convenience
- 1.5. Construction of night shelters for homeless
- 1.6. Common work sheds for artisans
- 1.7. Construction of buildings for community cultural activities
- 1.8. Retrofitting in essential lifeline buildings
- 1.9. Construction of Government office buildings (Post office, Police station, Police chauki, etc.)
- 1.10. Construction of additional rooms and halls in the existing public and community building
- 1.11. Construction of boundary walls of existing public and community buildings
- 1.12. Retrofitting, preservation or conservation of heritage and archaeological monuments and buildings

2. **Public conveniences, safety and security**

- 2.1. Purchase of motor boats for flood and cyclone prone areas
- 2.2. Setting up of electric vehicle charging stations
- 2.3. Construction of cycle tracks and segregated non-motorized vehicle (NMV) lanes
- 2.4. Construction of bus-sheds or bus-stops
- 2.5. Purchase of fire tenders for Government run institutions
- 2.6. Providing CCTV camera system for security of public areas

3. **Education**

- 3.1. Construction of rooms and halls in school and colleges
- 3.2. Construction of toilet blocks
- 3.3. Purchase of IT systems, including hardware and software for educational purposes
- 3.4. Purchase of smart boards, visual display units and projectors
- 3.5. Purchase of training equipment
- 3.6. Setting up of laboratories



- 3.7. Setting up of kitchen and pantries
- 3.8. Purchase of school vans and buses (Four and three wheelers)
- 3.9. Purchase of furniture and fixtures for educational purposes
- 3.10. Development of playground
- 3.11. Purchase of sports equipment
- 3.12. Purchase of sanitary pad vending machine and incinerators
- 3.13. Purchase of vehicles for mobile libraries
- 3.14. Purchase of books and periodicals for libraries
- 3.15. Construction of buildings for crèches and anganwadies
- 3.16. Purchase of equipment for crèches and anganwadies

4. Public health

- 4.1. Construction of rooms and facilities for hospitals, family welfare centers, public health care centers and ANM centers
- 4.2. Purchase of hospital equipment
- 4.3. Purchase of ambulances (Four, three and two wheelers)
- 4.4. Purchase of hearse van
- 4.5. Purchase of vehicle for mobile dispensaries (Four, three and two wheelers)
- 4.6. Purchase of prosthetics, wheel chairs, tricycles (manual or motorized), electric scooties, hearing aids
- 4.7. Purchase of other aids / devices required for physically/ mentally/ visually / hearing impaired for differently abled deserving persons

5. Drinking water and sanitation

- 5.1. Installing tube-wells and borewells
- 5.2. Installing hand pumps
- 5.3. Construction of water tanks
- 5.4. Purchase of mobile water tankers
- 5.5. Installing community drinking water plants
- 5.6. Providing supply pipelines for drinking water
- 5.7. Providing drains and gutters for public drainage
- 5.8. Construction of public toilets and bathrooms
- 5.9. Providing garbage collection and disposal systems
- 5.10. Providing night soil collection and disposal systems
- 5.11. Purchase of mobile sanitation equipment
- 5.12. Setting up of community effluent treatment plants



6. Irrigation, drainage and flood control systems

- 6.1. Construction of public irrigation facilities
- 6.2. Establishing public lift irrigation projects
- 6.3. Establishing public ground water recharging facilities
- 6.4. Construction of flood control embankments
- 6.5. Construction of rainwater harvesting structures

7. Animal husbandry, dairy and fisheries

- 7.1. Construction of veterinary hospitals and dispensaries
- 7.2. Purchase of ambulance to transport sick and injured animals
- 7.3. Construction of building for veterinary aid centers
- 7.4. Construction of building for artificial insemination and breeding centers
- 7.5. Construction of buildings and providing fixed assets for semen banks
- 7.6. Construction of shelters for animals
- 7.7. Setting up mobile labs and clinics for animals
- 7.8. Setting up processing plants, cold storages, ice plants, freezing and packing plants for fish and fisheries products for community use

8. Agriculture and farmer welfare

- 8.1. Setting up of farmers' training and assistance centers
- 8.2. Setting up of soil testing laboratories
- 8.3. Installation of fixed weighing scale machine for agriculture and horticulture produce
- 8.4. Purchase of stubble clearing and super seeder machines for community use

9. Energy supply and distribution systems

- 9.1. Street lights
- 9.2. Lighting of public spaces
- 9.3. Improvement of electricity distribution infrastructure
- 9.4. Setting up public non-conventional energy plants
- 9.5. Setting up of community gohar-gas plant
- 9.6. Purchase of non-conventional energy system and devices for community use

10. Railways, roads, bridges and pathways

- 10.1. Construction of roads, approach roads, link roads and pathways
- 10.2. Construction of footpaths and pedestrian ways
- 10.3. Construction of culverts and bridges



- 10.4. Construction of passage at unmanned railway crossings
- 10.5. Construction of road under bridge
- 10.6. Construction of public staircase to access road over bridge
- 10.7. Construction of foot over bridge (FOB)
- 10.8. Provision of escalator and travellers for public use
- 10.9. Construction of Railway Halt Station
- 10.10. Construction of platforms and passenger sheds at railway stations
- 10.11. Installation of firmly fixed waiting chairs and benches at railway stations

11. Environment, wild animals, forest and other natural resources

- 11.1. Creation of new ponds
- 11.2. Tree plantation for community
- 11.3. Forest conservation infrastructure
- 11.4. Renovation of ponds and lakes
- 11.5. Construction of artificial reef
- 11.6. Setting up of Early Warning Systems for effective disaster mitigation
- 11.7. Purchase of biodigesters for community use

12. Public recreational facilities, sports and parks

- 12.1. Development of public parks
- 12.2. Development of playfields and sports grounds
- 12.3. Construction of buildings for sports facilities
- 12.4. Construction of buildings for training institutions
- 12.5. Construction of buildings for multi-gym
- 12.6. Construction of stadiums
- 12.7. Purchase of immovable sports equipment
- 12.8. Installation of multi-gym equipment
- 12.9. Installation of fixed garden gym equipment
- 12.10. Laying of synthetic turfs for hockey and football
- 12.11. Providing sports equipment, except consumable items



MPLADS TEAM INVOLVED IN THE REVISION OF THE GUIDELINES

Shri Arindam Modak

Shri Sunil Kumar Jassal

Shri Sunil Kumar

Ms. Remya P.

Ms. Sudha Meena

Shri Hauliankap Suantah

Shri Vikas Nigam

Ms. Sunita Choudhary

Ms. Jasleen Kaur Rekhi

Ms. Bharti Gautam

Ms. Roli

Shri Nitin Ranjan

Shri Rajeev Nandan Choudhary

Shri Sunil Abbott

Shri Amit Kumar

Shri Dhirender Chauhan

Shri Vivek Singh

Shri Amit Shukla

Shri Satyendra Kumar

Deputy Director General

Deputy Secretary

Deputy Secretary

Joint Director

Under Secretary

Under Secretary

Deputy Director

Deputy Director

Deputy Director

Senior Statistical Officer

Senior Statistical Officer

Senior Statistical Officer

Assistant Section Officer

Assistant Section Officer

Junior Statistical Officer

Junior Statistical Officer

Junior Statistical Officer

Junior Statistical Officer

Junior Statistical Officer



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Government of India
www.mplads.gov.in