

Approved by
Executive Committee ***
held on 26.7.2017.

**GUIDELINES
FOR
UTILIZATION & ADMINISTRATION
OF
MEMBER OF DISTRICT COUNCIL
AREA DEVELOPMENT FUND
(MDCADF)
2017**

GUIDELINES FOR UTILIZATION & ADMINISTRATION OF MEMBER OF DISTRICT COUNCIL AREA DEVELOPMENT FUND (MDCADF)

1. Objectives of the Fund :

- 1.1 Members of District Council are approached by their Constituents, quite often, to solve their problems at least to some extent by assisting/rehabilitating on medical grounds, various cases of natural calamities, etc. or creates at least some assets that are badly needed by the public. As such, Members of District Council have strongly suggested to set aside some funds for their disposal for the welfare of their Constituents. Considering these suggestions, a provision is made for Member of District Council Area Development Fund (MDCADF) for which Detailed Guidelines, Concepts, Implementation and Monitoring for the same is prepared and made operational w.e.f. Financial Year 2017-18.
- 1.2 Under this Fund, each MDC will select works to the tune of Fund earmarked by the Council from time to time to be taken up in his/her Constituency. On the basis of suggestions/selections made by MDCs, priority shall be given based on the Guidelines.
- 1.3 MDCs can also recommend works/give assistances outside their Constituencies that are permissible in the Guidelines for rehabilitation measures in the event of natural calamity of rare severity in any part of the Council's area.

2. Salient Features of the Fund :

- 2.1 MDCADF may be utilized as follows –
 - (a) 30% of the Fund may be utilized for Financial Assistance on medical grounds, various cases of natural calamities and any other untoward incidents.
 - (b) Another 70% may be used for creation of locally felt need assets in convergence with work plan in the District Council Budget.
- 2.2 Financial Assistances/Works should not be awarded to the following Organisations/Agencies –
 - (a) Political Parties.
 - (b) Religious Organisations.
- 2.3 Assets created under MDCADF should be durable as far as possible and ownership of such assets should be vested in the hands of the Lai Autonomous District Council. Sale/transfer/disposal of assets created out of this Fund shall not be undertaken without prior permission from the Lai Autonomous District Council.

- 2.4. Illustrated list of works that can be taken up and cannot be taken up under this Fund are appended in Annexure-I.
- 2.5. Works already selected by the MDC should not be altered except with the concurrence of the MDC himself/herself.
- 2.6. In case a new MDC is elected upon vacating a seat by the previous MDC on account of termination, resignation, etc., the new MDC shall not alter any works already recommended by the earlier MDC and sanctioned by the competent authority before a new MDC assumed Office.
- 2.7. If any MDC ceases due to resignation, termination or otherwise the new MDC of the constituency will be entitled to the balance amount of the Fund remaining unsanctioned from assumption of Office.

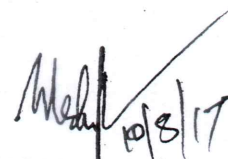
3. Sanction and Execution of Works :

- 3.1. The Planning and Development Department of the Lai Autonomous District Council shall be the Nodal Department of the MDCADF.
- 3.2. Administrative sanctions of the Fund shall be done/accorded by following proper official procedures of the Council.
- 3.3. Release of the Fund shall be done in One/single instalment. The same shall be released to each MDC in the 1st or 2nd Quarter of the Financial Year. For work component, 50% can be released as the 1st advance and subsequent advances shall be released on the basis of the progress of works and as per recommendation of the Supervising Officer/Engineer-in-charge. Non-work component i.e. Financial Assistance of various cases shall be released base on the recommendation of the concerned MDC. Quarterly Progress Report (QPR) for the same shall be prepared and furnished by the Supervising Officer/ Engineer-in-charge as per Performa in Annexure – III. Utilization Certificate (UC) of the same shall be signed by the Supervising Officer/Engineer-in-charge (not below the rank of Group 'B' Gazetted Officer/Assistant Engineer) and certified by the concerned MDC as shown in Annexure-IV. These documents shall be prepared by the Supervising Officer/Engineer-in-charge.
- 3.4. Implementing Agency should display Sign Board on the work site. Size of the Sign Board should be (1½ x 3) Sq. ft. and should write on horizontal way/line in White colour with Red colour in the background. Format of the same is shown in Annexure-V.
- 3.5. The Prevailing financial rules and audit procedures shall be applied for to all actions taken under this Fund.

4. Monitoring and Supervision :

- 4.1. The Engineer-in-charge shall have regular site inspection and monitoring of works taken up under this Fund. Moreover, Planning & Development Department of the Council i.e. LADC shall also conduct supervision of works as far as possible.
- 4.2. The Engineer-in-charge shall give a Quarterly Progress Report (QPR) for the works taken up under this Fund as per prescribed proforma as shown in Annexure-III not later than 15th of the month under report.
- 4.3. The Planning & Development Committee (P&DC) of the Lai Autonomous District Council, under the Chairmanship of Vice Chairman (P&DC) shall conduct a Meeting of all MDCs inclusive of the Engineer-in-charge to access the progress of works being taken up under this Fund at least twice in a year.
- 4.4. Utilization Certificate under this Fund shall be submitted at the end of the Quarter/Financial Year for which Sanction is accorded.

Certified that Guidelines for Utilization and Administration of Member of District Council Area Development Fund (MDCADF) 2017 is approved by the Executive Committee, Lai Autonomous District Council in its meeting held on 26th July 2017.



(H. LALRAMENGA)

Executive Secretary

Lai Autonomous District Council

Lawngtlai : Mizoram

'A' Grounds on which Financial Assistance can be given under MDCADF –

1. Medical Grounds.
2. Various cases of Natural Calamities.
3. Various cases of Untoward Incidents.

'B' List of Works that can be taken up under MDCADF –

1. Construction of Public Urinals/Toilets/Bathrooms.
2. Construction of M/Steps/Culverts/Side Drains.
3. Construction of Footpaths/Pathways/Footbridges.
4. Construction of Crematorium/Burial grounds.
5. Clearance of Landslips/Road blocks.
6. Construction/Preparation of Public Library/Reading Rooms or Village Library.
7. Construction of Crèches and Anganwadis.
8. Construction/Repair of Public Health Care Buildings including Sub-Centres.
9. Purchase of Machinery/Equipments of Public needs.
10. Construction/Repair of dwelling Houses for Destitute family in exceptional cases.
11. Veterinary Aid Centres.

P.O. + Revenue

List of Works Not Permissible Under MDCADF –

1. Works belonging to any Political Parties/Organisations/Trusts/Registered Societies/ Private Institutions/Co-operative Institutions engaged in Commercial/Business activities for profit motive.
2. Loans and Advances.
3. Land acquisition/compensation for land acquired.
4. Assets for individual benefit except which are permissible nature as per the Guidelines.
5. Places of Religious Worship.

- (Amount in ₹)

Signature of Supervising Officer : _____

Name (in Capital Letters) : _____

Designation : _____

Official Seal :

FORM OF UTILIZATION CERTIFICATE

Certified that the amount withdrawn under MDCADF to the tune of
₹ _____ (Rupees _____
_____) only has been utilized for the purpose for which it was sanctioned.

Kind of checks exercised :

1. Statement of Expenditure
2. Relevant Vouchers
3. Latest QPR.

Signature of Supervising Officer : _____

Name (in Capital Letters) : _____

Designation : _____

Official Seal : _____

I hereby certified that the above Utilization Certificate of my MDCADF for the
year _____ is found correct to the best of my knowledge.

CONTER-SIGNED BY ME : _____

NAME OF MDC (IN BLOCK LETTERS) : _____

MDC SEAL : _____

**FORMAT FOR
SIGN BOARD OF MDCADF**

Area : (1½ x 3) Sq. feet

MDCADF

1. Name of MDC :
2. Name of Work :
3. Estimates Cost :
4. Year of Construction :
5. Implementing Agency :