

Regd.

Annexure P3

GOVERNMENT OF PUNJAB
RURAL DEVELOPMENT AND PANCHAYATS DEPARTMENT
(Budget & Accounts Section)

To

All the District Development and Panchayat Officer in the State
Memo No.2/2/09-BS-9/ 1940
Chandigarh, dated 9-5-12

Subject:-

Allocations of Amount of Discretionary Grants to be sanctioned by the Hon'ble Chief Minister, Deputy Chief Minister, Cabinet Ministers and Chief Parliamentary Secretaries for the year 2012-13.

Finance Department vide their I.D.No.1/45/2012-FE-3/319, dated 24.2.2012 have sanctioned Rs. 59.50 Crores for the year 2012-13 for the disbursement of Discretionary Grants by the Hon'ble Chief Minister, Deputy Chief Minister, Cabinet Ministers and Chief Parliamentary Secretaries. In the present Cabinet, Hon'ble Chief Minister, Deputy Chief Minister, each Cabinet Minister & Chief Parliamentary Secretaries are empowered to sanction grants for development purposes as per the following fixed norms:-

Sr. No.	Designation	No.	Fixed Norms for every Minister (2012-13)	Total Amount (Rs.)
1.	Chief Minister	1	3.50 Crores ✓	3.50 Crores
2.	Deputy Chief Minister	1	3.00 Crores ✓	3.00 Crores
3.	Cabinet Ministers	16	2.00 Crores (Each) ✓	32.00 Crores
4.	Chief Parliamentary Secretaries	14	1.50 Crores (Each) ✓	21.00 Crores
Total				59.50 Crores.

2. The Expenditure under this scheme is met out of Budget Head "4515-

Capital Outlay on other Rural Programmes-800 other Expenditure-02 Discretionary Grants by Minister-50-others charges (Non-Plan)" for the year 2012-13.

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3. The Grants can be sanctioned in view of the following Conditions/Principles to the registered institutions subject to the condition that these benefit the common man and it does not relates to the single code/religion.

4. Generally, while sanctioning the grants the Hon'ble Chief Minister, Deputy Chief Minister, Cabinet Minister and Chief Parliamentary Secretaries can kept in view the following works/Schemes:-

- a) For the provision of Drinking Water for the Public Welfare/Development Schemes to the elected bodies.
- b) For the Creations of Infrastructure for Agricultural improvement by the elected bodies.
- c) For environmental improvement and Sanitation.
- d) For the construction/maintenance of small bridges/Culverts in the Villages.
 - (i) For the Provision of Street Lights including Solar Lights in the villages.
 - (ii) For the Provision of Gobar Bio-Gas Plants.
 - (iii) For giving Financial Aids for the Medical/Eyes/Blood Donations Camps.
 - (iv) For the purchase of Computer, Televisions and Fax machines for village Panchayats.
 - (v) For the drainage of rain water from the General Population area to prevent breeding of mosquitoes and diseases.
 - (vi) For the construction/repair of Chbotras in Panchayat and Panchayats Ghar.
 - (vii) For the purchase of books/Journals, Manuals and Maps for the Panchayats and Municipal Bodies.
 - (viii) For the preparation of Ayurvedic Medicines and for agricultural work on Panchayats Lands.
- e) For the improvement of Govt/Non.Govt.dispensaries subject to the condition that such social service/welfare institutions are already existed.
- f) For the purchase of books for the libraries of Panchayats/Municipal Bodies but does not include the books of Bar Associations/Counsels.
- g) For construction of godowns of Panchayats /Panchayat Samities.
- h) For the up keep of cremation ground/Muslim grave yard/Shiv puri.

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- i) For giving lump sum incentive to the below poverty line poor/orphans/handy-caped/helpless and intelligent children of Govt/Non Govt. Schools for the purchase of books, note books, bags, uniforms and Tri-Cycles.
 - j) For refreshment of children taking part in 15 August, & 26, January National festivals Programmes. (Amount must be kept at the disposal of Head of Institution)
 - k) For the common improvement works/promotion of sports to the Cultural Clubs/ Societies and Mahila Mandals subject to the conditions that such institutions are helpful in the social welfare cultural programmes and to promote brotherhood amongst the people.
 - l) For the promotion of local traditions through cultural activities of Drama/Ram Lila Clubs and other social & cultural institutions/Societies.
 - m) For creating co-operation to the various peoples of different clubs and societies., are given aid for purchase for tents, utensils, Daris, etc.
 - m-i) for the purpose of common use of Tents/Utensils/Furniture and other common used goods to the Harijan / Bazigars and others poor people dharma shalas up to Rs. 50,000/-
 - n) For providing Economics Aids to the village Panchayats for the treatment of Animal such as Medicines and fodders during the natural calamities.
 - o) For welfare schemes of all the categories of rural/urban students.
 - p) For treatment of serious diseases, financial assistance Rs. 50,000/-per case.
 - i) Built up toilets for individual families;
 - ii) Built up gates in memory of famous people.
 - iii) For common rooms of Bar Associations.
 - iv) For the library of Bar.
 - v) For purchase of land, for waterworks to the panchayats.

5. These grants can be sanctioned for repair/renovation/maintenance of Schools. Hospitals, Dispensaries. (Animal Hospital and Dispensaries are also included) subject to the condition that no such grants for such purpose is sanctioned to concerned department earlier.

6. Hon'ble Chief Minister, Deputy Chief Minister, Cabinet Minister and Chief Parliamentary Secretaries are empowered to sanction grants for such works or schemes for the improvement of rural and urban area or for the common benefits of people.

7.

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At the time of release of grants by the Hon'ble Chief Minister, Cabinet Minister and Chief Parliamentary Secretaries a condition of public share from the beneficiaries must be imposed if such beneficiaries are competent to give their share.

8.

The grants can be sanctioned for whole area of Punjab State. But grants can also be sanctioned to the institutions out of Punjab if such institutions are helpful in promoting Panjabi Culture and become the symbol of State Development. For this purpose Chandigarh will be treated as part of Punjab.

9.

During the year and amount of maximum of rupees 10.00/-Lakh could be sanctioned to institution at one time for single purpose. For which purposes grant has been got by the institution then grant will not be sanctioned for same purpose. A check register should be prepared for Head Office/District Development Panchyat Office in this case, details of grant purpose, grant during the year. A grant released by minister to an institution for which purposes, the grant not to be released for institution and same purposes, by the another minister. A copy of order regarding releasing grant will be sent to all the will be sent for information to all the hon'ble minister, C.M. and C.P.F. by the Office of minister. So that grant could not be released to institution for same purpose. If grant issued with mistake to an institution for same purposes. Then after checking the record of concerned DDPO. The grant will be returned to the department.

After getting the affidavit from the beneficers/institution, DDPO will released the grant and insured that this executive institution has not got any grant from the hon'ble C.M./Deputy C.M./ Cabinet Minister/Chief Parliamentary Secretary.

10.

In the light of Para 15&16 of the policy the grant cannot be sanctioned to the institution for any purpose until that institution send utilization Certificate of earlier sanctioned grant.

11.

Hon'ble Chief Minister, Deputy Chief Minister, Cabinet Minister and Chief Parliamentary Secretaries will release the grants duly signed by them after filling the amount of grant in prescribed proforma of the Department and send the same to the

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Controller Panchayati Raj (Finance), Rural Development & Panchayats for the sanction of grants.

12. Hon'ble Chief Minister, Deputy Chief Minister, Ministers/Chief Parliamentary Secretaries will not release more than 50% of the Discretionary Fund allotted to them through self code of conduct in their respective constituency.

13. The Discretionary grants will not be sanctioned for constructions/repair of religious building of religious institutions, such as Temple, Gurudwaras, Church or Masjid under the section 27 of Indian Constitutions.

13A. The Discretionary grants will also not be sanctioned for repair/construction/addition/alteration of the building of Dharamshala of religious institutions.

13.B) Financial Aid to the schedule Cases and other poor people for purchase of land for Dharamshala to Panchayats/societies/institutions. where Government land is not available. For this purpose a conditions must be imposed that such societies/institutions must be registered under the Punjab Govt. rules Act.

13.C) Financial aid upto Rs.15,000/ for repair & Rs. 50,000/- to be given for constructions of House of the poor people on the following conditions:-

- i) Poor people must have B.P.L Card or beneficiaries of Atta Dal Scheme.
- ii) Beneficiaries have not availed of this benefit earlier under the Indira Awas Yojna or any other scheme.
- iii) Beneficiaries must have bonafied resident of village/cities and he must have voter I.Card.
- iv) These grants can be released in the villages by B.D.P.O and in the cities by the S.D.M or Executive Officer of Municipal Committee.
- v) Beneficiaries must have their own land.
- vi) Beneficiaries cannot be sanctioned more than one grant.

13.D) Aid to weaker section of scheduled Caste and backward classes for the Purchase of land, built up houses, renovation. This aid will be sanctioned except the condition No.5 lay down in para No.(13-C).

- 13.(e) 1. Provision of Expenditure in regard to the lunch/Dinner of the Seminar to be conducted by the Education institutions or organizations, medical or other Professional associations.
2. Regarding Providing grant as surplus to skill development centres under the direct or indirect control of the Government.

13(f) Provision for funds to the Panchayats for Purchase of land for making playground, Cremation grounds and Dharamshals.

13(g) Discretionary grants for S.C and other weaker for constructions of marriage palace, Dharamshala/Repair and extra constructions.

13(h) 1. Land purchase for cremation ground, kabristan burial grounds and Electric cremation ground.

2. Purchase of land for Education institution and whole Development of Education.

3. Construcation for Dharamshala and cummunity centre.

4. Sports activities, Play material and Stadium.

5. Purchase of furniture, tents (for common use) and utensles.

13(i) 1. Sangeet samaleen organise by the social service socities.

2. Survey to prepare the plan of any development.

3. Construction/Renovation of Memorial gate.

13(j) 1. Creation of insfrastructure, upgradation and maintance civil works and purchase of common use of goods.

2. Colleges and other institution including Universities which provide higher education, technical education medical education and police education and dohes which are under the health and Family welfare Department and or purchase of equipments for local bodies and Pirs.

3. Grants of Mehala mundle for common purpose of villages.

14. These grants can be sanctioned for the educational institutions. Dispensaries or other public interest purposes being run by the religious institutions.

15. Controller Panchayati Raj (Finance) will allot funds to the concerned District Development and Panchayat Officer's on the basis of released/sanctioned grants by the Hon'ble Chief Minister. Deputy Chief Minister, Cabinet Minister and Chief Parliamentary Secretaries so that the amount of discretionary grant can be spent on the approved works/schemems. The Zila Parishad. Panchayat Samities or concerned Panchayats public Work's (Building & Roads) or Irrigation Department or any other

Government agencies or municipal Committee, which are nominated under the Government rules and regulations. can spent the amount of discretionary grants within 6 months and send the utilizations certificate before 30th September, 2011 to the Accountant General, Punjab with their report to the Government. Apart from this the concerned District Development and Panchayat Officer's must ensured that the accounts will be got Audited by Audit Department.

16. District Development and Panchayat Officer's are responsible to take care that the amount of grants being sanctioned by Hon'ble Chief Minister, Deputy Chief Minister, Cabinet Minister and Chief Parliamentary Secretaries are actually utilized and such approved works/Schemes are being run in view of prescribed rules/law. For any negligence in this regard the District Development and Panchayat Officer's will be fully responsible.

17. The letters issued by this departments to DDPO regarding purposes of discretionary grant executive agency or cancellation from the hon'ble C.M./Deputy C.M./ Cabinet Minister & Chief Parliamentary Secretary, action will be taken during 15 days & insure for the information of hon'ble minister if failed the responsibility will be the concerned the DDPO.

18. These instructions will be applicable to those grants which are issued in this financial year.

19. Mandatory of discretionary grants, audit will be essential from the Accountant General audit Punjab.

20. Purposes/Executive agencies of the discretionary grants already sanctioned cannot be changed at the end of Financial Year, 31-03-2011. If any such change is necessary in public interest the same can be done before 31-03-2011 on the receipt of written recommendation by Hon'ble Chief Minister, Deputy Chief Minister, Cabinet Minister and Chief Parliamentary Secretaries.

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Record of identification/photo identity card of the beneficiary and grantee society's registration certificate/recognition document will be placed on the file. Undertaking will be taken with the grant receipt from the beneficiary that grant will be utilized for the purpose for which the grant is released.

22.

In compliance of the orders of the Hon'ble high court in the C.W.P No. 2429 of 2010 H.C.Arora v/s Pb. State. A internal audit cell has been constituted at the level of sanction authorities to deduct the irregularities/ misappropriation, this agency will also carried of the pre audit of grants. Before releasing by the Head of the Department and also carried out the audit of the grants at the field level.

23.

District Development Panchayats officers will instruct at the time of releasing of the grants that no money will be draw from the treasury unless it is required for immediate disbursement as per financial rules 2.10(b) (5) the compliance of these rules will be shure by the District Development Panchayats officers.

Rule 2.10 (B) (5) That no money is withdrawn from the Treasury unless it is required for immediate disbursement or has already been paid out of the permanent advance and that it is not permissible to draw advances from the treasury for the execution of works the completion of which is likely take a considerable time.

24. As per order of the C.M all the Cabinet Minister, including Hon'ble C.M and Deputy C.M and Chief Parlimentry Secretry will spent 50% of their Deiscrctionary grants for Development for improvement of infactres of govt. School and good

Chandigarh, dated
3-5-2012

Mandeep Singh Sandhu
Financial Commissioner and Principal
Secretaries to Government of Punjab
Rural Development & Panchayats Deptt.

Endst. No. 2/2/09-BS-9/ 1941

Chandigarh, dated 9-5-12

A copy is forwarded to Accountant General (A&E) and G.I.Cell Punjab, Chandigarh for information.

Controller Panchayats Raj (Finance)

Encl. No. 2/2/09-BS-9/1942

Chandigarh, dated 9-5-12

A copy is forwarded to All Deputy Commissioners and Commissioners in the State for information.

Controller Panchayats Raj (Finance)

A copy is forwarded to Deputy Secretary Finance(U) to Government Punjab, Finance Department (Finance Expenditure-3 Branch) with reference to his I.D.No. 1/5/2009-1FE-1/305, dated 5.4.2010 for information and necessary action.

Controller Panchayats Raj (Finance)

To

Deputy Secretary Finance(U) to Govt. Punjab,
Finance Department (FE-3 Br.)

I.D No. 2/2/09-BS-9/1943

Chandigarh, dated 9-5-12

A copy is forwarded to Secretary/Personal Secretary, Hon'ble Chief Minister, Deputy Chief Minister, Cabinet Ministers and Chief Parliamentary Secretaries for information.

2. They are requested to maintain register regarding sanction of Grants and see that the Grants are issued/ sanctioned as per policy/guidelines. Grants may be sent in triplicate (3copies). To reconcile the grants with the Department they sent their representative on 10th of every month in the Budget and Account Section. It is also a condition that the Honourable Chief Minister, Deputy Chief Minister, Cabinet Ministers & Parliament Secretaries will not incur above 50% of the Discretionary Grants in their constituency.

Controller Panchayats Raj (Finance)

To

Secretary/Personal Secretary,
Hon'ble Chief Minister, Cabinet Ministers and
Chief Parliamentary Secretaries

I.D No2/2/09-BS-9/ 1944

Chandigarh, dated 9-5-12

Supdt.
H.O. Secy Punjab