

M.P.'s LOCAL AREA DEVELOPMENT SCHEME SECTION -ALLOCATION WORK.

Work of UDC Smt. Nancy T. Fernandes.

1. All the recommendations received from the M.P. (Lok Sabha) have to be scrutinized and in case they are incomplete to request the concerned Municipality/ Panchayats/Local bodies to comply with the observations.
2. The recommendation received from the MP (Lok Sabha) in case they are for civil works, they have to be sent to the concerned PWD (implementing Agency) for preparation of estimates/technical sanction as proposed by the M.P. In cases like recommendations for computers have to called from the concerned agencies.
3. Once the works are feasible, they are put up for sanction of the Collector and conveyed by the Additional Collector-I to the PWD for execution.
4. The amount of each work is being released in installments, i.e. 50% of the sanctioned amount is released once the Work Order is received from the PWD and later as per the requisitions received from the PWD. Before issuing the cheques to the concerned, a Note is issued for release of the payment.
5. Regular meetings are convened as and when MP(Lok Sabha) desires. All the Engineers, concerned officials are communicated about the meeting. The progress report of ongoing works is placed before the Hon'ble MP as well as status of funds is placed before him.
6. Regularly prepare the Progress report of the works being executed and submit the same to the Director(MPLADS), Ministry of Statistics and Programme Implementation, New Delhi and other concerned.
7. Regularly prepare the financial monthly statement of the amount received and released and submit the same to the Director (MPLADS), New Delhi.
8. Maintain registers for sanctioned works, Register for Income and Expenditure, Cash Register, Cheque issued Register, Asset Register, Expenditure register, Register for LAQ, Inspection Register, Register for right to information. Any policy matters/instructions issued by the Department of Programme Implementation, New Delhi are communicated to the executing departments.
9. Whenever a work is completed, The Additional Collector inspects the same and upon satisfactory performance, the final payment of the bill is being released and the said completed works are handed over to the

beneficiary for which Collector issues an Order. Thereafter the PWD is requested to furnish an Utilisation Certificate for finalization of accounts.

10. There are number of works pending for finalization of accounts during the tenure of Xth, XIth, XIIth, XIIIth and XIVth Lok Sabha M.Ps, for which reminders are sent regularly.
11. Whenever the Audit party visits the office, assist the Auditors with their requirements and reply to paras raised by the Audit Party.
12. Typing, dispatch related to Lok Sabha work.

Work of L.D.C . Ms. Benedicta Vaz

1. All the recommendations received from the M.P. (Rajya Sabha) have to be scrutinized and in case they are incomplete to request the concerned Municipality/ Panchaytas/Local bodies to comply with the observations.
2. The recommendation received from the MP (Rajya Sabha) in case they are for civil works, they have to be sent to the concerned PWD (implementing Agency) for preparation of estimates/technical sanction as proposed by the M.P. In cases like recommendations for computers have to called from the concerned agencies.
3. Once the works are feasible, they are put up for sanction of the Collector and conveyed by the Additional Collector-I to the PWD for execution.
4. The amount of each work is being released in installments, i.e. 50% of the sanctioned amount is released once the Work Order is received from the PWD and later as per the requisitions received from the PWD. Before issuing the cheques to the concerned, a Note is issued for release of the payment.
5. Regular meetings are convened as and when MP(Rajya Sabha) desires. All the Engineers, concerned officials are communicated about the meeting. The progress report of ongoing works is placed before the Hon'ble MP as well as status of funds is placed before him.
6. Regularly prepare the Monthly Progress report of the works being executed and submit the same to the Director(MPLADS), Ministry of Statistics and Programme Implementation, New Delhi and other concerned.
7. Regularly prepare the financial Monthly Progress Report (MPR) on-line and monthly statement (through post) of the amount received and released and submit the same to the Director (MPLADS), New Delhi.

8. Maintain registers for sanctioned works, Register for payments and receipts, Cash Register, Cheque issued Register, Asset Register, Expenditure register, Register for LAQ, Inspection Register, Register for right to information. Any policy matters/instructions issued by the Department of Programme Implementation, New Delhi are communicated to the executing departments.
9. Whenever a work is completed, the Additional Collector inspects the same and upon satisfactory performance, the final payment of the bill is being released and the said completed works are handed over to the beneficiaries for which Collector issues an Order. Thereafter the PWD is requested to furnish an Utilisation Certificate for finalization of accounts.
10. Whenever the Audit party visits the office, assist the Auditors with their requirements and reply to paras raised by the Audit Party.
11. Typing work and dispatch pertaining to Rajya Sabha works.