

GOVERNMENT OF WEST BENGAL
MUNICIPAL AFFAIRS DEPARTMENT
Writers' Buildings
Kolkata - 700 001

No. 323/MA/C-10/35-23/2007

Date : 28.03.07

ORDER

Sub: Procedure of implementation of schemes on IHSDP & UIDSSMT Programmes under JNNURM in the Non KMA Urban Local Bodies

The Jawarharlal Nehru National Urban Renewal Mission, which has been launched by the Govt. of India, includes as its components for the non-Mission cities, the programmes of Urban Infrastructure Development scheme for Small and Medium Towns (UIDSSMT) and Integrated Housing and Slum Development Project (IHSDP). Projects have been sanctioned by Govt. of India under both these programmes. It is essential that the schemes are implemented in a time-bound manner and in strict conformity with the guidelines.

Based on various discussion held with the Urban Local Bodies and engineers of the Municipal Engineering Directorate, it has been decided to lay down the following procedures for implementation of the schemes sanctioned under UIDSSMT and IHSDP by the ULBs.

- (1) The State Urban Development Agency (SUDA) has been designated as the State Level Nodal Agency. Funds received from Govt. of India as well as the matching State contribution shall be placed with SUDA. SUDA shall have a separate bank account for each of the programmes.
- (2) The SUDA shall place funds with the ULBs where schemes are sanctioned for their execution. The ULBs shall open a bank account exclusively for each programme and keep the funds received from SUDA in the said account only.
- (3) On receipt of the tender documents from the MED, the Urban Local Bodies will invite the tenders. The Notice Inviting Tenders should be widely circulated in the print media as per the existing Government Rules. The guidelines for preparation and invitation of tender are at Annexure 1.

- (4) Intending tenderers will submit applications for Tender Papers to the tender inviting authority viz. the ULB who after preliminary verification of the applications, will forward the same for technical verification of Credentials and Certificates as per provision of NIT to the concerned Executive Engineer / Superintending Engineer of the MED depending upon the value of Tender, who will verify the same and submit his recommendation in favour of the eligible applicants. Tender Papers will accordingly be issued by the ULB to the eligible applicants.
- (5) After receiving the tenders, 'Tender Opening Statement' along with the original tender documents should be forwarded to the Executive Engineer, MED for preparation of the comparative statement and recommendation for selection of the contractor.
- (6) The Urban Local Body will issue 'Work Order' accordingly. However, for a single tender of value more than Rs 50.00 lakhs, clearance of the Technical Committee of SUDA should be obtained.
- (7) Officer of the MED under the concerned Executive Engineer who will act as Engineer-in-Charge, will supervise the execution of the work by the Contractor, record day to day entries in the Measurement Book which will be maintained in the office of the Executive Engineer.
- (8) The Executive Engineer in case of necessity, with prior consent of the Chairpersons of the Municipality, may place requisition for the service of the Assistant Engineer / Sub-Assistant Engineer of the ULB for any or all components of the programme. The said Assistant Engineer / Sub-Assistant Engineer will for that particular period and work act as Engineer of the MED and will be authorized to record entries in the Measurement Book
- (9) The community Development Society (CDS) / Beneficiary Committee shall be associated with the execution of the schemes under these programmes in their respective localities.
- (10) The running account bills as well as the final bills of the Contractors, prepared certified and recommended for payment by the Executive Engineer of the MED should be paid by the Municipality. Payment should normally be released by the Municipality within 7 days of receiving the bill under' intimation to the Executive Engineer. One copy of the paid bill with voucher no, immediately after payment, should be sent to the concerned Executive engineer of the MED for records.
- (11) The Municipality should ensure procurement of all important construction materials for departmental issue to the works well in advance as per the recommendation of the concerned Executive Engineer of the MED.

- (12) Materials should be procured, as far as practicable, directly from the authorised manufacturers or WBECSC as per demand of the situation. Preference may be given to the organizations, which are having rate contract with the Government or to the State based Organizations or public undertakings.
- (13) Proper stock and store account should be maintained by the ULB as per PWD norms.
- (14) Materials should be issued to Contractor only on the recommendation of the Executive Engineer of the MED and immediately after issuance of the materials, one copy of the HR is to be sent to the Executive Engineer for his office record.
- (15) The ULB should submit monthly report of Physical and Financial progress in the prescribed format for each month within 7th day of the following month to the Executive Engineer, MED who should authenticate and forward a copy to the designated Superintending Engineer of MED in charge of Monitoring and another copy direct to Director, SUDA.
- (16) Quarterly Utilization Certificates in the prescribed format shall be submitted at the end of each quarter to the Executive Engineer concerned for authentication and onward transmission to the Superintending Engineer, MED in charge of Monitoring and to the Director, SUDA.
- (17) In case of any ULB proposes to get any of the work under both the programmes executed by the MED directly as deposit work as per the provision of Govt. rules, they may do so. In that case, the entire amount sanctioned for the specific work shall be deposited with the MED.
- (18) The technical cell in the SUDA shall provide overall technical and monitoring supervision for schemes taken up under the two programmes.
- (19) A statement showing the Guidelines for management of the Programme enclosed in Annexure II.

A statement showing jurisdictions of the offices of the Executive Engineers of MED is enclosed herewith in Annexure III.

Enclo : As stated

sd/
Joint Secretary to the
Government of West Bengal
Date: 28.03.07

No. 323/1(7)/MA/C-10/35-23/2007

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Copy forwarded for information and necessary action to:

- (i) Mayor/ Chairman Municipal.....Corporation/Municipality
- (ii) Director, SUDA
- (iii) Chief Engineer, MED
- (iv) Director of Local Bodies
- (v) Joint Director ILGUS
- (vi) District Magistrate,
- (vii) Executive Officer /Finance Officer,
.....Municipality/Corporation

sd/

Joint Secretary to the
Government of West Bengal

Dated : 28.03.07

Guideline for preparation and Invitation of Tender on IHSDP & UIDSSMT

Price Schedule of the Tender will be prepared after sanction of Package of Schemes in the following manner :-

1. Tender for the Schemes on the Low Cost Housing Unit will be invited in the groups of 30, 60 or 100 units as per the requirement and suitability of the site conditions.
2. In case of infrastructure works sanctioned for specific slums, it would be preferable to take up execution of water supply and sewerage components first. The roads and drain works can be taken up thereafter.
3. Tender for Water Supply Schemes which are to be taken up first will be invited separately and the amount put to the tender will have to be kept within Rs 25 lakhs to Rs. 30 lakhs.
4. Tender for Sewer Lines may be taken up simultaneously with Water Supply Scheme and the tender value should be within Rs. 25 lakhs to Rs. 30 lakhs.
5. Tender for the schemes on Drain and Roads together will be invited separately and works are to be taken up after the completion of the works of SI. No. 2 & 3 above. The tender value should be within Rs. 25 lakhs to Rs. 30 lakhs.
6. Separate tenders for Community Center and Community Seva Kendras can be invited simultaneously and value of individual tender will be within Rs. 25.00 lakhs to Rs. 30.00 lakhs as per the suitability of the site conditions.
7. The works related to installation of Electric Posts and Street Lights will preferably be entrusted with WBSEB or CESC as the case may be.
8. The contingency amount provided @ 3% over the estimated cost of the approved schemes under IHSDP & UIDSSMT will be utilized for the purpose of administrative and office expenses. This will include the cost of vehicles for site inspection, Travelling Allowance, office stationeries, purchase of updated machineries like computers, survey equipments, photocopier etc. for keeping and submission of records, reports etc.
9. Out of the contingency @ 3% of the cost of work, SUDA, Municipal Authority and MED each will get 1% of the fund allotted for the purpose.

**GUIDELINES FOR MANAGEMENT OF IHSDP & UIDSSMT
PROGRAMMES**

Procedures for implementation, supervision and monitoring of the projects under above Programmes are mentioned separately in details.

For Administration and Fund Management the following points are to be noted :-

ADMINISTRATION:

1. A separate cell shall be created in the local body for administration and management of the Project. The Cell shall comprise of :
 - a) Chairman/Vice Chairman of the Concerned Municipality
 - b) Chairman in Council, PW Committee/Health/Accounts of the Concerned Municipality
 - c) Assistance Engineer/Sub Assistant Engineer of the Concerned Municipality
 - d) Health Officer, Concerned Municipality
 - e) Accountant, Concerned Municipality
 - f) Community Organiser, Concerned Municipality
 - g) Representative from the District Authority
 - h) Representative from the local Health Authority
 - i) Representative from the local DLB Office
 - j) Executive Engineer / Assistant Engineer of the local MED Office
 - k) Executive Engineer / Assistant Engineer of the local PHED/PWD/I & W Dte
2. The Cell should meet at least once in a month. It should review the progress of the works and fix up a time schedule for different component of works.
3. The list of beneficiaries for Housing Infrastructure shall be approved by the Cell before commencement of execution.
4. The Cell should look into the overall management of the programmes and arrange for removal of any bottlenecks/difficulty in respect of site, materials, fund, local condition etc. that may affect the implementation of the programmes.

5. The Cell will verify the position of the land tenureship position and co-ordinate speedy transfer of Govt. / Khas Land to ensure availability of site for construction works as per the time schedule.
6. The Cell will verify the title/ownership of the land proposed for construction of Housing unit. For this a sub-cell may be constitute with the representatives of the DM and the respective councilor of the ULB of the area where the land is situated. This unit will assist the cell for verification of the lands for Housing.
7. The municipality should prepare a complete data bank in respect of beneficiary in whose favour houses have been sanctioned. Efforts should also be made to bring the member women under the self-help group and to take up their skill development through vocational training to enable them to improve their earning level.
8. The municipality shall review the progress under the schemes in the meeting of the board of councilors as a regular agenda at least once in two months so all the councilors are fully aware of the programme and its progress & implementation.
9. Complete details in respect of the works sanctioned, list of beneficiaries etc. should be informed to the Ward Committee as well as the Community Development Societies. The Ward committee and CDS should also be involved with the execution of works at the local levels. All possible means be taken to ensure effective public participation.

FUND MANAGEMENT

1. A Separate Bank Account ~ one each for IHSDP and UIDSSMT is to be opened by the Municipality.
2. Cheques are to be issued jointly by two signatories out of the three operators stated below
 1. Chairman, 2. Executive Officer, 3. Finance Officer of the Municipality
3. Separate Cash Book is to be maintained for each programme.
4. Statements of accounts are to be submitted for each month within 7th day of the following month along with the Bank statement to the Monitoring office.
5. Before construction of houses for any beneficiary, his contribution shall have to be collected and put into the bank account. A separate register regarding collection of beneficiary contribution shall be maintained by the municipality.

Jurisdiction of the Officer of the Municipal Engineering Directorate for assisting the mission towns for IHSDP & UIDSSMT Programmes

Sl No.	Circle Offices	Division Offices	No. of (Non-KMA) U. L. B.s	District
1.	S.E. (North)	E. E. (Siliguri)	5	Darjeeling
		E. E. (Jailpaiguri)	6	Coochbehar
			4	Jalpaiguri
		E. E. (Malda)	2	Malda
			4	Uttar-Dinajpur
			2	Dakshin Dinajpur
2.	S. E. (South)	E. E. (Bankura)	3	Bankura
			3	Purulia
		E. E. (Midnapur)	8	Midnapur (West)
			5	Midnapur (East)
3.	S. E. (West)	E. E. (Burdwan)	6	Burdwan (Except 5 mission towns under ADDA)
			6	Birbhum
		E.E. (Hooghly)	2	Hooghly
4.	S. E. (East)	E. E. (24 Parganas)	7	North 24-Parganas
			2	South 24-Parganas
		E. E. (Berhampore)	7	Murshidabad
		E. E. (Krishnanagar)	8	Nadia
Total			80	