

CHAPTER - I

INTRODUCTION

1.1 The Right to Information Bill 2004 (RTI Bill) was introduced in the Lok Sabha on 23rd December 2004 and the Act received the assent of the President on 15th June 2005.

The Right to Information Act serves two purposes viz.,

1. All citizens have the right to information. Hence, as per the provisions of the Act the citizens can get access to information they desire regarding the functioning, activities, schemes implemented and services rendered by the Government Department /Public Sector Undertaking.
2. Ensures transparency and thereby eliminates corruption and promotes accountability in the working of every public authority.

As per the provisions of the Act every Public authority should maintain all its records duly catalogued and indexed in a manner and the form which facilitates the right to information under this Act and ensure that all records that are appropriate to be computerised are within a reasonable time and subject to availability of resources computerised and connected through a network all over the country on different systems so that access to such records is facilitated .

Moreover, all the public authorities should publish within one hundred and twenty days from the enactment of the Act 17 manuals on the activities of the Public authority.

Hence, as per the instructions of the Government of Pondicherry, this Right To Information Handbook on DRDA comprising 17manual incorporating all the information as per the templates provided by GOI is brought out. The booklet gives a comprehensive picture on functions, activities, organisation structure, administrative set up, Financial powers of officers, schemes implemented and benefits extended to disadvantaged sections of society and Budget allocation and procedures followed in the implementation of schemes, decision making process, procedure to avail the benefits, details of Public Information Officers and contact Persons.

It is expected that this booklet will serve as a useful reference book for Public to get information regarding the activities of DRDA and to administration for monitoring the activities and utilisation of funds by DRDA.

1.2 OBJECTIVE/PURPOSE OF THIS HANDBOOK

Objective :- The main objective of this Hand Book is to provide the public complete information regarding the functioning of the District Rural Development Agency and thereby promote transparency and accountability in working of DRDA.

Purpose :- The main purpose of publishing the details in this Hand Book is

- (1) To inform the public about the organization, its functions and Programmes so that the public can easily access the organization and get the information desired.
- (2) To get the views / feed back from the public on the implementation of the schemes so as to widen the scope of decision making and to ensure transparency in administration and eliminate corruption.

1.3 USERS /ORGANISATIONS :-

Planners, Researchers, Academicians, Economists, Politicians, Central/State Government, Other State Governments, DRDAs of other States, Rural Development Departments and Banking Institutions. Public, NGOs, Social Organizations, Members of SHGs.

1.4 . ORGANIZATION OF THE INFORMATION IN THE HAND BOOK :-

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|----|---------------------------|--|
| 1. | Chapter - I | Introduction |
| 2. | Chapter – 2
(Manual-1) | Particulars of Organization, Functions and Duties. |
| 3. | Chapter – 3
(Manual-2) | Powers and Duties of Officers and Employees of DRDA. |
| 4 | Chapter – 4
(Manual-3) | Rules Regulations. Instructions, Manuals and Records used by DRDA for Discharging Functions. |
| 5 | Chapter – 5
(Manual-4) | Particulars of arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation of schemes. |
| 6 | Chapter – 6
(Manual-5) | Statement of categories of documents that are held by or under control of DRDA. |

- 7 Chapter – 7
(Manual-6) Statement of Boards, Council, Committees and other Bodies constituted by DRDA.
8. Chapter – 8
(Manual-7) The Names, Designations and other particulars of the Public Information Officers.
9. Chapter – 9
(Manual-8) Procedure followed in Decision Making Process
- 10 Chapter – 10
(Manual-9) Directory of Officers and Employees of DRDA.
- 11 Chapter – 11
(Manual-10) The monthly Remuneration Received by the Officers and Employees of DRDA including the system of Compensation as provided in regulations
- 12 Chapter – 12
(Manual-11) Fund allocation and release
- 13 Chapter – 13
(Manual-12) The manner of Execution of Subsidy Programme
- 14 Chapter – 14
(Manual-13) Particulars of Recipients of Concessions, permits or authorization granted by DRDA.
- 15 Chapter – 15
(Manual-14) Norms set by DRDA for the discharge of its functions.
- 16 Chapter – 16
(Manual-15) Information available in an Electronic form
- 17 Chapter – 17
(Manual-16) Particulars of the facilities available to citizens for obtaining information.
- 18 Chapter – 18
(Manual-17) Other useful Information

1.5 DEFINITIONS (TERMS WHICH ARE USED IN THIS HAND BOOK) :-

Sl. No.	Items	Explanation
1.	BPL Population	As per the 1997 BPL Survey, people whose annual income is less than Rs.20,000/- belong to BPL population.
2.	Ariankuppam Block	Ariankuppam Block consists of Ariankuppam, Nettapakkam and Bahour Communes.
3.	Villianur Block	Villianur Block consists of Villianur, and Mannadipet Communes.
4.	Karaikal Block	Karaikal Block consists of Kottucherry, Thirunallar, Neravy, Nedungadu and T.R. Pattinam Communes
5.	Schedule of Rates	The Rates prescribed by the Public Works Department for Building labourers.
6.	Minimum Wages	The minimum wages fixed by State Govt. under the Minimum Wages Act for Agricultural Labourers.
7.	Self Help Group	SHG is a group of rural poor who have volunteered to organise themselves into a group for eradication of poverty of the members
8.	Monitoring	A continuous / periodic review and surveillance by Management at every level of the implementation of an activity to ensure that input deliveries work schedules targeted output are proceeding according to plan.
9.	Civil Works	Construction works under taken under SGRY, TSC, MPLAD Schemes
10	Social Mobilisation	Formation, Development and Strengthening of the groups to evolve into self-managed people's organisation at grassroots level.
11	Swarozgari	Under Swarnjayanti Gram Swarozgar Yojana (SGSY), the beneficiaries are known as Swarozgaris

1.6 CONTACT PERSONS

Sl. No.	Officers	Subject
1.	<p>The Project Director, District Rural Development Agency, 2nd Floor, Housing Board Building, Nellithope Post, Pondicherry – 605 005. Phone No. Office 0413 - 2203601 Residence 0413 - 2257465 FAX No. 0413 - 2203601 E-mail - Drdapdy0405.sify.com</p>	<p>Over all incharge of DRDA Schemes</p>
2.	<p>The Project Officer (Self Employment) District Rural Development Agency, 2nd Floor, Housing Board Building, Nellithope Post, Pondicherry – 605 005. Phone No. Office 0413 - 2205794 Residence 0413 - 2332150 FAX No. 0413 - 2203601 E-mail -</p>	<p>Rural Development Programmes viz., Anti Poverty Programme Wage Employment, Housing Scheme, Area Development and Energy Programmes.</p>
3.	<p>The Executive Engineer District Rural Development Agency, 2nd Floor, Housing Board Building, Nellithope Post, Pondicherry – 605 005. Phone No. Office 0413 - 2205101 Residence 0413 - 2213404 FAX No. 0413 - 2203601</p>	<p>SGRY/MPLAD (LS/RS) Scheme</p>

4. The Project Officer (IREP)
District Rural Development Agency,
2nd Floor, Housing Board Building,
Nellithope Post,
Pondicherry – 605 005.
- Integrated Rural Energy
Programme
- Phone No. Office 0413 - 2205102
 Residence 0413 - 2213404
FAX No. 0413 - 2203601
5. The Block Development Officer,
Ariankuppam Block,
Karikalambakkam.
- Rural Development Programmes
viz., Anti Poverty Programme Wage
Employment, Housing Scheme,
Area Development and Energy
Programmes relating to
Ariankuppam Block
- Phone No. Office - 0413- 2666604
6. The Block Development Officer,
Oulgaret Block,
Gundu Salai, Mothilal Nagar,
Marie Oulgaret,
Pondicherry-605 010.
- Rural Development Programmes
viz., Anti Poverty Programme Wage
Employment, Housing Scheme,
Area Development and Energy
Programmes relating to Oulgaret
Block
- Phone No. Office - 0413-2290823
7. The Block Development Officer,
Villianur Block,
G.K.Moopanar Complex,
Padmini Nagar, Villianur
- Rural Development Programmes
viz., Anti Poverty Programme Wage
Employment, Housing Scheme,
Area Development and Energy
Programmes relating to Villianur
Block
- Phone No. Office - 0413-2666325

8. The Block Development Officer,
Karaikal Block,
Nehru Nagar, Thalatheru,
Karaikal.

Phone No. Office - 04368-230623

Rural Development Programmes
viz., Anti Poverty Programme Wage
Employment, Housing Scheme,
Area Development and Energy
Programmes relating to Karaikal
Block
9. The Joint Block Development Officer,
Block Development Office,
Palloor, Mahe

Phone No. Office - 0490-2332730

Rural Development Programmes
viz., Anti Poverty Programme,
Wage Employment, Housing
Scheme, Area Development and
Energy Programmes relating to
Mahe Block
10. The Joint Block Development Officer,
Block Development Office,
Yanam.

Phone No. 0884-2324271

Rural Development Programmes
viz., Anti Poverty Programme,
Wage Employment, Housing
Scheme, Area Development and
Energy Programmes relating to
Yanam Block

1.7 PROCEDURE AND FEE STRUCTURE :-

A Requisition letter along with the additional details required may be sent to the Project Officer (SE) DRDA. A model Form of application for seeking information is as furnished below:-

FORM – ‘A’**Form of application for seeking additional information**

I.D. No.....(For official use)

To

The Project Officer (SE),
District Rural Development Agency,
Pondicherry.

1. Name of the applicant :
(in capital Letters)
2. Address :
3. Particulars of information :
 - a) Concerned Office / Section :
 - b) Particulars of information required:-
 - i) Details of information required :
 - ii) Period for which information asked for :
 - iii) Other details :
4. I state that the information required is not available in the RIT Hand Book of DRDA. The information sought does not fall within the restrictions contained in Section 6 of the Act and to the best of my knowledge it pertains to your office.
5. A fees of Rs..... has been deposited in the office of the Competent Authority vide No.....dated

Place :.....

Date :.....

Signature of Applicant

e-mail Address if any :

Telephone No. (Office).....

(Residence).....

1.8. FEE STRUCTURE :-**Notification**

1.8.1. Short Title and Commencement:-

In exercise of the powers conferred by Clauses (b) and (c) of sub-section (2) of Section 27 of the Right to Information Act, 2005 (22 of 2005) the Central Government hereby makes the following rules, namely “ Right to Information (Regulation of Fee and Cost) Rules, 2005. They shall come into force on the date of their publication in the Official Gazette.

1.8.2. Definitions:-

- a) “Act” means the Reight to Information Act, 2005;
- b) “Section” means Section of the Act
- c) All other words and expressions used here but herein but not defined and defined in the Act shall have the meanings assigned to them Act.

1.8.3. A request for obtaining information under sub-section(1) of section 6 shall be accompanied by an application fee of rupees ten by way of cash against proper receipt or by demand draft or bankers cheque payable to the Accounts Officer of the Publi Authority.

1.8.4. For providing the information under sub-section (1) of section 7, the fee shall be charged by way of cash against proper receipt or by demand draft or bankers cheque payable to the Accounts Officer of the Public Authority at the following rates:-

- a) Rupees two each page (in A-4 or A-3 size paper) created or copied;
- b) Actual charge or cost price of a copy in large size paper
- c) Actual cost of price for samples or models and

or bankers cheque payable to the Accounts Officer of the Public Authority at the following rates:-

- a) For information provided in diskette or floppy rupees fifty per diskette or floppy; and
- b) For information provided in printed form at the price fixed for such publication or rupees two per page of photocopy for extract from the publication.

CHAPTER – 2

MANUAL -1

PARTICULARS OF ORGANISATION FUNCTIONS AND DUTIES

2.1 OBJECTIVE / PURPOSE OF DRDA

2.1.1 Objective :-

The Primary objective of the DRDA is to effectively manage the anti-poverty programmes of the Ministry of Rural Development and interact effectively with other agencies/Line Departments.

2.1.2. Purpose :-

1. To implement the Rural Development Programmes of the Ministry of Rural Development in the U.T of Pondicherry through the Block Development Offices strictly in accordance with the guidelines
2. To Plan for effective implementation of anti-poverty programmes;
3. To execute the plans for the benefit of the target groups either directly or through others in co-ordination with the existing agencies engaged in this direction in the field whether Private/ Public / Co-operative /Corporation/Agency/Banks(Co-operative Banks, Commercial Banks) Department of the State and Central Government etc.
4. To liaison with other agencies-Governmental, Non-Governmental, Technical and Financial for successful programme implementation and to secure inter-sectoral and inter-departmental coordination and cooperation for reducing poverty in the district in the U.T of Pondicherry
5. To enable the community and the rural poor to participate in the decision making process,
6. To oversee the implementation of Rural Development Programmes and to ensure that the benefits specifically earmarked for certain target groups (SC/ST, women and disabled) reach them. DRDA will also take necessary steps to achieve the prescribed norms.

7. To review the progress of the execution of these activities as well as effectiveness of the benefits directed towards the target groups.
8. To ensure adherence to guidelines, quality, equity and efficiency; reporting to the prescribed authorities on the implementation; and promoting transparency in decision making and implementation.

2.2 MISSION/VISION STATEMENT OF DRDA

To constantly strive to give the rural poor of the Union Territory of Pondicherry, the information, Education, Financial and Physical means to better their standard of living and quality of life. To foster the economic and social development of the rural areas of the union Territory of Pondicherry and to strengthen infrastructure, employment and entrepreneurial opportunities of the ordinary person in quick, efficient, transparent, just and equitable and sustainable manner, always by trying to understand their genuine needs.

2.3 BRIEF HISTORY OF THE DRDA AND CONTEXT OF ITS FORMATION

2.3.1. Marginal Farmers' and Agricultural Labourers' Development Agency

The 'Marginal Farmers' and 'Agricultural Labourers' Development Agency (MFAL) was established in Pondicherry on 8th December 1970. The Agency strove to uplift the weaker sections of the rural population, particularly the category of farmers with very small holdings and agricultural labourers, through market based and employment oriented schemes.

In the beginning, the area of operation of the agency was confined to the Pondicherry Region and after a period of one year and a half, extended to the Karaikal region. Upto 31st March, 1976, the agency was in operation in Pondicherry and Karaikal regions only. The projects' activities were extended to all the four regions with effect from 1st April 1976.

2.3.2. Small Farmers' Development Agency

Subsequently when the activities of the agency were further expanded by bringing the 'small farmers' also under its ambit, the agency was re-designated as the 'Small Farmers Development Agency (SFDA) with effect from 18.2.1977. This was designed to assist the small farmers also. Activities designed to increase crop production were given added importance. Possibilities of supplementing the income of farmers by utilizing family labour more profitably received special attention.

2.3.3. District Rural Development Agency (DRDA)

All the schemes under the Small Farmers' Development Agency, Marginal Farmers' and Agricultural labourers' Development Agency were implemented only through the field functionaries of Community Development Blocks. While implementing the Integrated Rural Development Programme and other national programmes through the blocks, it was found that there was not enough co-ordination at the field-level. It was realized that multi-disciplinary co-ordination at the field level would be possible only if there is an effective block machinery. Accordingly, DRDA came into existence on 2nd April 1980 in Pondicherry with the Project Director as the Chief Executive functionary. The block in Pondicherry was trifurcated with Headquarters at Villianur, Karikalampakkam and Reddiarpalayam. The schemes of DRDA were subsequently extended to other regions in phases.

District Rural Development Agency, Pondicherry is a Society registered under the Society Registration Act, 1860. DRDA is implementing various Rural Development Programmes sponsored by the Ministry of Rural Development for achieving sustainable holistic development of the rural areas. The main objectives of the Rural Development Programmes are Poverty Alleviation, Employment Generation, Area Development and to implement other developmental programmes in the rural areas. This Agency gets its funds from Government of India for implementing the Schemes. The Schemes are implemented by DRDA through the six Community Development Blocks viz., Ariankuppam, Villianur, Oulgaret, Karaikal, Mahe and Yanam.

2.4 DUTIES OF DRDA :-

1. To oversee the implementation of the following Rural Development Programmes in the UT of Pondicherry:-
 - I. Swarnjayanti Gram Swarozgar Yojana (SGSY)
 - II. Sampoorna Grameen Rozgar Yojana (SGRY)
 - III. Housing Schemes :- a) Indira Awaas Yojana (IAY)
b) Pradhan Mantri Gramodaya Yojana (PMGY)
 - IV. Total Sanitation Campaign Programme (TSCP)
 - V. MPLAD (Lok Sabha/ Rajya Sabha) Scheme
 - VI. Integrated Rural Energy Programme (IREP)
2. Monitor the performance of the Rural Development Programmes, Area Development and Energy Programmes and take corrective action.
3. Collect the Action Plan proposals under all schemes from the Block Development Offices and finalise the District Action Plan in February of each year.
4. Conduct the Governing Body meeting once in six months to approve the Action Plan, other proposals and for ratification of works carried out in the previous year without approval, for policy directions and for approval of audited and unaudited statement of accounts of DRDA
5. Conduct meetings, Conferences and arrange for discussions for creation of awareness among the public and sharing of experiences
6. Submit 1st and 2nd instalment proposals to GOI alongwith Utilisation Certificates for expenditure incurred for getting funds under various Rural Development programmes.
7. Funds received under all schemes will be reallocated among the Block Development Offices based on their needs and released within 15 days after receipt of funds from GOI.
8. Applications received under SGSY will be verified and eligible SHGs will be released with Revolving Fund and subsidy
9. Regular training Programmes will be arranged for the Self Group members in the activities chosen by them and through reputed institutions and agencies/Govt. Departments.

10. Arrangements will be made for provision of marketing linkages and infrastructure support to the SHGs.
11. Applications received from the Block Development Offices under IAY will be scrutinized and sanction will be issued for issue of work order by the Block Development Offices.
12. Estimates received under Civil works viz., in SGRY, TSC and MPLADs work will be scrutinized and sanction will be issued.
13. Popularize the use of Energy Conserving Devices among the public.
14. Monthly Progress Reports are collected and compiled and a consolidated Report under each scheme is sent to GOI. Quarterly Reports and Annual Reports are also sent to GOI.
15. Conduct of regular inspection at the Project Director level, Project Officer level and at the APO level to assess the progress under various schemes.
16. Conduct of District Level SGSY Committee meeting, District Committee on TSC meeting Vigilance and Monitoring Committee meetings and District Advisory Committee meeting on IREP (once in three months)
17. Conduct of BPL Survey at the beginning of every Five Year Plan as per the guidelines of Ministry of Rural Development and prepare the list of Below Poverty Line Population (BPL).

2.5 MAIN ACTIVITIES / FUNCTIONS OF DRDA

2.5.1 FUNCTIONS OF DRDA , PONDICHERRY.

1. Effective implementation of the Rural Development Programmes (Viz., SGSY, SGRY, IAY, PMGY and TSC) through the Block Development Offices in accordance with the guidelines.
2. Implementation of the MPLAD (LS/RS) scheme
3. To prepare and implement area based Integrated Rural Energy Programme (IREP) through which the optimum mix of all types of Energy sources is utilised for meeting Energy needs of Rural People for subsistence and productive purpose.
4. To keep the Block level agencies informed of the basic parameters, the requirements of the programmes and the tasks to be performed under the Programmes.
5. To co-ordinate and oversee the surveys , preparation of the perspective plans and Action Plans of the blocks and finally prepare a District Plan.

6. To conduct the BPL Survey for identification of BPL population for targeting under various rural development programmes.
7. To evaluate and monitor the programme to ensure its effectiveness.
8. To secure inter sectoral and inter –departmental co-ordination and co-operation.
9. To give publicity to the achievements made under the programme and disseminate knowledge and build up awareness about the programme.
10. To send periodical returns to the GOI & State Govt., in the prescribed formats.

2.5.2. FUNCTIONS AND DUTIES OF IMPLEMENTING AGENCIES –

2.5.2.1 Block Development Offices

The District Rural Development Agency is the Nodal Agency for implementation of Rural Development Programmes, Energy Programmes and Area Development Programmes. These programmes are implemented through the six Block Development Offices viz., Ariankuppam Block, Villianur Block, Oulgaret Block in Pondicherry Region, Karaikal Block in Karaikal Region, Mahe Block , in Mahe Region and Yanam Block, in Yanam Region.

The Block is the basic unit for preparation of Annual Action Plan, implementation of the Programmes as per the approved plan and provide feedback on the impact of the programme. Therefore the Block Development Officer (BDO) is required to perform the role of the Chief Co-ordinator in the block and also see that plans are prepared in time and implemented effectively. Senior Officers are posted as Block Development Officers. The BDOs are assisted by Joint Block Development Officers/Extension Officers/Mukiya Sevikas/Grama Sevaks.

Block Development Office being the implementing agency are equipped with strong administrative, technical and logistic support and they play a pivotal role in the implementation of various poverty alleviation, employment and infrastructure development programmes. The main functions of Block Development Offices in regard to the Rural Development Programmes of the Ministry of Rural Development are as follows:-

2.5.2.2. Functions :-

- a) implementation of the Rural Development Programmes (Viz., SGSY, SGRY, PMGY, IAY and TSC), Area Development Programme (MPLADS) and Integrated Rural Energy Programme (IREP) in accordance with the guidelines of Ministry of Rural Development.
- b) Preparation of the Annual Action Plan in respect of Rural Development Programmes;
- c) Selection of beneficiaries under individual oriented schemes and the places for SGRY work and construction of community assets.
- d) Furnishing of utilisation certificates on the expenditure incurred to DRDA.
- e) Review and advise on the progress and implementation of the development programmes.
- f) Supervision and monitoring of the quality of works
- g) Preparation of audit report and accounts.
- h) Promotion of social integration and all round development of the rural economy

2.6. LIST OF SERVICES BEING PROVIDED BY DRDA.

DRDA is implementing various Rural Development Programmes in the U.T. of Pondicherry as per the guidelines of the Ministry of Rural Development. Sustained efforts are being taken by the District Rural Development Agency, Pondicherry to implement rural development schemes successfully in the rural areas giving high priority to the disadvantaged sections of the society.

The Centrally sponsored /Plan Schemes implemented by DRDA are as follows:-

1. Swarnjayanti Gram Swarozgar Yojana (SGSY)
2. Sampoorna Grameen Rozgar Yojana (SGRY)
3. Housing Schemes :-
 - a) Indira Awaas Yojana (IAY)
 - b) Pradhan Mantri Gramodaya Yojana (PMGY)
4. Total Sanitation Campaign Programme (TSCP)
5. MPLAD (Lok Sabha/ Rajya Sabha) Scheme
6. Integrated Rural Energy Programme (IREP)

2.6.1. Swarnjayanti Gram Swarozgar Yojana (SGSY)

Poverty is an obstruction to a dignified life. Self Employment is a significant step to have sustained incomes and remove the shackles of poverty. DRDA provides self employment to rural poor by organizing them into SHGs , motivating to savings habit providing skill upgradation training and bring the assisted poor families (Swarozgaris) above the poverty line by providing them subsidy and bank credit so as to enable them to undertake economic activities and earn regular income.

2.6.2. Sampurna Grameen Rozgar Yojana (SGRY)

Provides additional and supplementary wage employment to rural poor especially to the agricultural labourers and thereby ensures food security and improve nutritional levels. Creates durable Community, Social and Economic assets and provides infrastructure in the rural areas and thereby increases opportunities of employment through access to the market oriented economy.

2.6.3. Housing Schemes :- a) Indira Awaas Yojana (IAY) & b) Pradhan Mantri Gramodaya Yojana (PMGY)

Housing is one of the basic requirements for human survival. For a normal citizen, owning a house provides significant economic security and dignity in society. DRDA implements two housing schemes viz., Indira Awaas Yojana and the Pradhan Mantri Gramodaya Yojana and provides subsidy for construction of houses to the rural poor.

2.6.4. Total Sanitation Campaign Programme (TSCP)

Individual Health and hygiene is largely dependent on adequate availability of drinking water and proper sanitation. There is, therefore, a direct relationship between water, sanitation and health. DRDA accelerates sanitation coverage in rural areas and bring about an improvement in the general quality of life in the rural areas. Encourages cost effective and appropriate technologies in Sanitation by providing incentive subsidy for construction of individual household toilets.

2.6.5. Member of Parliament Local Area Development Scheme (Lok Sabha/ Rajya Sabha) - MPLAD (LS/RS)

Undertakes area development works as per the recommendations of the Hon'ble Member of Parliament (LS/RS).

2.6.6. Integrated Rural Energy Programme (IREP)

Popularize the use of non-conventional energy sources like solar wind, bio-energy and the devices such as Solar Water Heating system, Solar Cooker, Solar Street Light and Biogas plant etc., in the U.T of Pondicherry by providing subsidy as per the guidelines of Ministry of Non-conventional Energy Sources. (MNES)

2.7. ORGANIZATIONAL STRUCTURE:-

District Rural Development Agency, Pondicherry is a Society registered under the Society Registration Act, 1860. DRDA is implementing various Rural Development Programmes sponsored by the Ministry of Rural Development for achieving sustainable holistic development of the rural areas. The main objectives of the Rural Development Programmes are Poverty Alleviation, Employment Generation, Area Development and to implement other developmental programmes in the rural areas. This Agency gets its funds from Government of India for implementing the Schemes. The Schemes are implemented by DRDA through the six Community Development Blocks viz., Ariankuppam, Villianur, Oulgaret, Karaikal, Mahe and Yanam.

2.7.1. GOVERNING BODY OF DRDA

A Governing Body carries out the administration of the DRDA. The Governing Body of the DRDA provide policy directions, approve the annual plan and also review and monitor the implementation of the plan, including the different programmes. It also gives such directions to the DRDA as may be necessary from time to time. The Chairman, DRDA, heads the Governing Body.

The following is the list of members of the Governing Body:-

- | | | | |
|-----|--|---|------------------|
| 1. | Chairman, DRDA | - | Chairman |
| 2. | Project Director, DRDA | - | Member Secretary |
| 3. | Deputy Conservator of Forest | - | Member |
| 4. | Director of Agriculture | - | Member |
| 5. | Registrar of Co-op, Societies | - | Member |
| 6. | Director of Animal Husbandry | - | Member |
| 7. | Director of Fisheries | - | Member |
| 8. | Regional Manager (Lead Bank) | - | Member |
| 9. | Superintending Engineer, Electricity Dept. | - | Member |
| 10. | Managing Director, PSC Bank. | - | Member |
| 11. | Managing Director, PSCLD Bank. | - | Member |
| 12. | LDM, Indian Bank, Pondicherry | - | Member |

2.7.2. ESTABLISHMENT AND ADMINISTRATION

Since its inception, the administrative costs of the DRDA were met by way of setting apart a share of the allocations for each programme. However, of late, the number of the programmes had increased and while some of the programmes provided for administrative costs of the DRDA, others did not. There was no uniformity among the different programmes with reference to administrative costs. Keeping in view the need for an effective agency at the district level to coordinate the anti-poverty effort, a new Centrally Sponsored Scheme for strengthening the DRDAs has been introduced with effect from 1st April, 1999. Accordingly, the administrative costs are met by providing separate budget provisions.

The table below presents the financial Position under DRDA Administration during 2003-2004 & 2004-2005

(Rs. In Lakhs)

Year	Opening Balance	Funds Received	Interest/ Other Receipts	Total availability of Funds	Expenditure
2003-04	19.82	63.83	0.35	84.00	57.55
2004-05	22.02	52.42	16.52	90.96	68.29

DRDA as the Nodal Agency receives the funds from Government of India, for implementation of the Schemes, which then is distributed to Blocks as per the approved Annual Action Plan. The Scheme are implemented through the field level functionaries of the Block Development Office viz., Grama Sevaks/Mukiya Sevika/Extension Officers and Engineering Staff.

The designation of the staff of DRDA and their scale of Pay and section are given below:-

2.7.3. DISTRICT RURAL DEVELOPMENT AGENCY, PONDICHERRY.

Project Director

(Rs.)

Project Officer (Self Employment)

(Rs.10,000-15,200)

Name of the Post	Scale of Pay	NAME OF THE WING								
		Self Employment	Engineering	Finance	Audit	IREP	Women	Wage Employment	Monitoring	General Admn.
Executive Engineer	10000-15200		1							
Senior Accounts Officer	7500-12000			1						
Junior Accounts Officer	6500-10500				1					
Project Officer (IREP)	6500-10500					1				
Superintendent, Gr.I	6500-10500									1
Asst. Project Officer (Tech)	6500-10500	1								
Asst. Project Officer (Credit)	6500-10500	1								
Asst. Project Officer (Women)	6500-10500						1			
Asst. Project Officer (Wage Emp.)	6500-10500							1		
Project Economist	6500-10500								1	
Economist	5500-9000					1				
Junior Engineer	5500-9000		1							
Steno, Gr.II	5000-8000									1
Steno, Gr.III	4000-6000	1	1							
UDC	4000-6000		1	2	1	2*	1		1	1
Statistical Investigator	4000-6000								1	
Tech. Assistants	4000-6000	1				3*				
LDC	3050-4590			1		1*				1
Driver Gr.I	4500-7000					1*				2
Driver Gr.II	4000-6000									2
Driver Gr.III	3050-4590					1				1
Attender	2610-3540					1*				1
Peon	2550-3200		1	1		3*				2
Watchman	2550-3200					1*				
Cleaner / Sanitary Helper	2550-3200					2*				2

* = UDC - 1 in Mahe Block;

* = LDC - 1 in Karaikal Block;

* = Peon -2 in Karaikal Block;

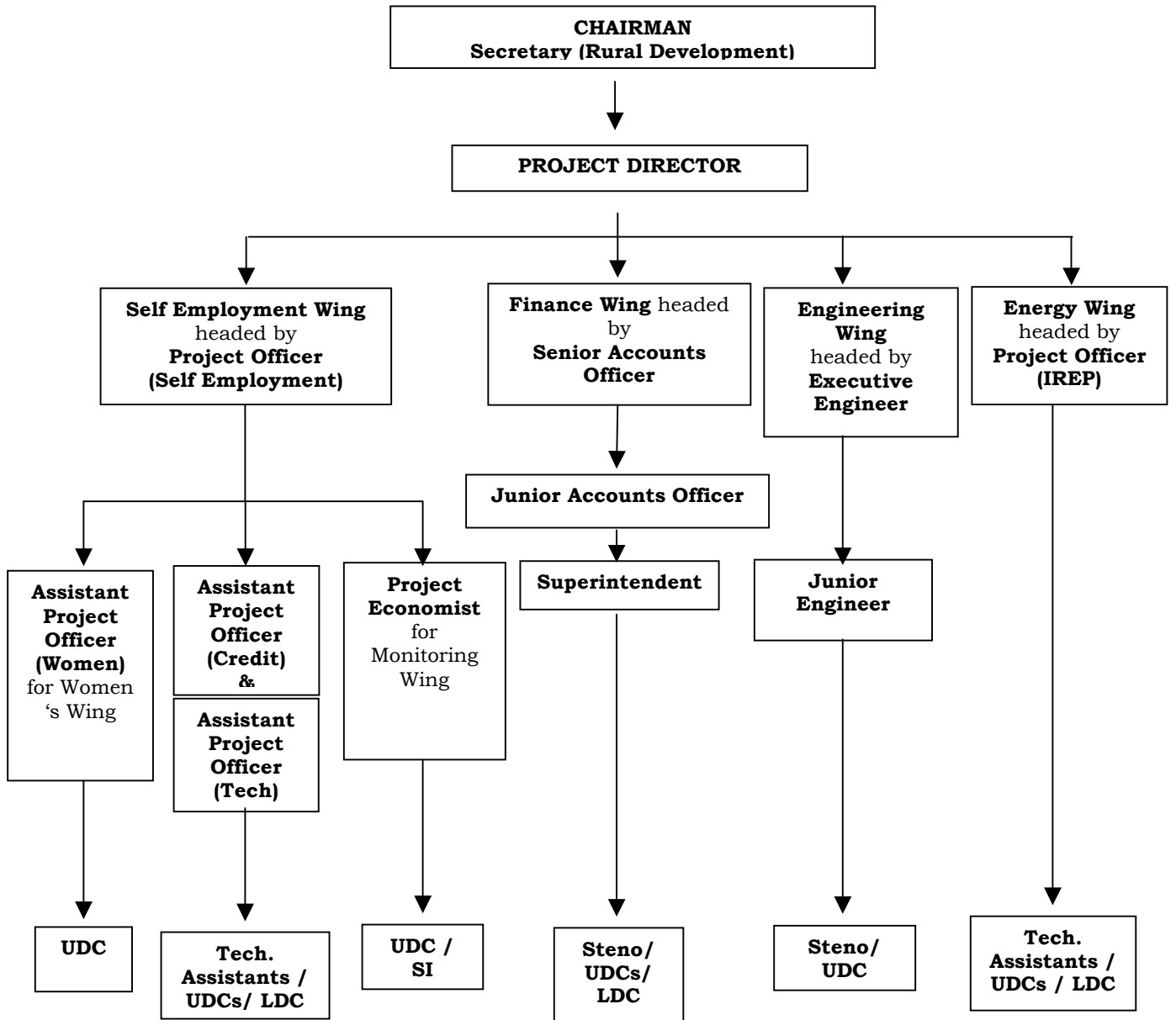
* = Sanitary Helper-1 in Karaikal Block

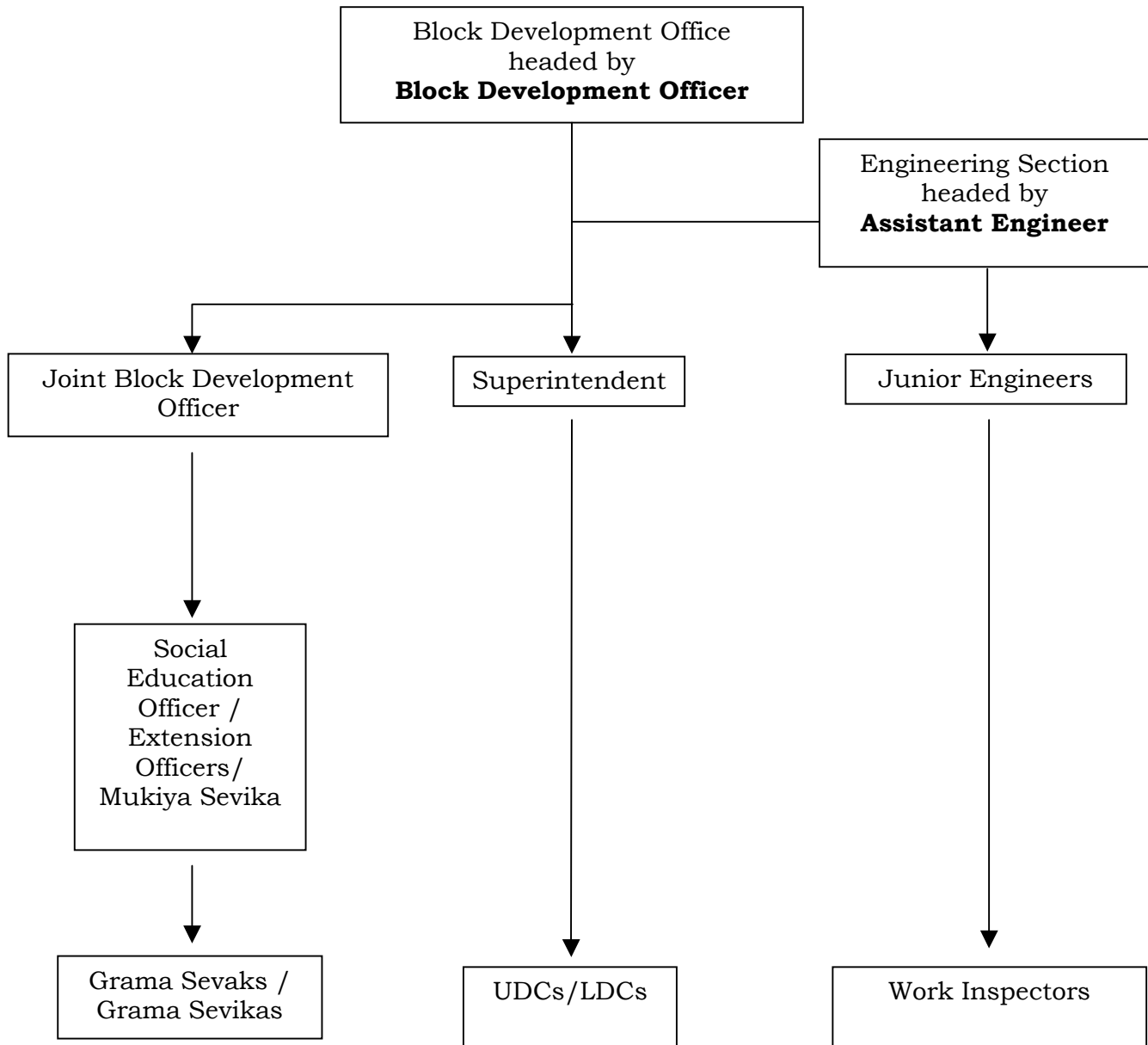
* = Technical Assistant -1 in Karaikal Block;

* = Attender - 1 in Karaikal Block;

* = Watchman - 1 in Karaikal Block;

2.7.4. ORGANIZATION CHART OF DRDA



2.7.5. ORGANISATIONAL DIAGRAM AT BLOCK LEVEL

2.8. EXPECTATION OF DRDA FROM THE PUBLIC FOR ENHANCING ITS EFFECTIVENESS AND EFFICIENCY: -

1. Most of the Programmes implemented by DRDA are self targeting in nature. Motivation and guidance are given by the field level functionaries of DRDA. But the rural BPL people should come forward and take active participation in the programmes, extend support and co-operate with the field level functionaries of Block Development Offices and avail the benefits extended under various programmes implemented by DRDA.
2. DRDA provides subsidy under various Rural Development Programmes. The people who avail the subsidy should spend the money for the purpose for which it was given.
3. The field level functionaries are assessing the local needs in consultation with local people and the action plan under various programmes are prepared. However, public should also bring the projects or works which are needed in a particular place to the notice of DRDA.
4. In the U.T. of Pondicherry, Block Development offices are vital institutions of democracy. In order to enable the BDOs to play significant role in the eradication of poverty in rural areas , it is necessary that all villagers in general and rural poor, women, weaker sections in particular should participate in the meeting of the Block Development Offices and in the decision making process.
5. If deserving People are denied the benefits or if there is any problem in getting the benefits, it may also be brought to the notice of the DRDA officers.
6. Corruption or malpractice found in respect of any scheme and if there is any deviation of guidelines in the implementation of the schemes, it may be intimated to DRDA for taking necessary corrective action.

2.9. ARRANGEMENTS AND METHODS MADE FOR SEEKING PUBLIC PARTICIPATION / CONTRIBUTION

1. Annual /bi-annual conferences with the participation of the public are conducted by Blocks for popularizing and creating awareness among the public about the schemes viz., concepts, objectives, target groups and benefits extended to rural BPL population under various schemes implemented by DRDA. Feed back on the implementation of the schemes are also obtained from the public for taking necessary remedial action.
2. Conference of the SHGs are conducted to create awareness among rural women about the concept of SHGs. Members of successful SHGs share their experience in the Conference with other members. New activities proposed are introduced to the SHGs and their opinion regarding the feasibility of the activity in the context of marketing and infrastructure are obtained.
3. The field staff of the Blocks viz., Extension Officers, Grama Sevaks enlist the works to be carried out under SGRY circle-wise through Participatory Rural Appraisal involving public representative.
4. Village-wise meeting are conducted to identify beneficiaries under IAY/PMGY/TSC and places for civil work under SGRY, MPLAD and TSC.
5. The BDO, Programme Officers/field level functionaries of the Block undertake tours and visit SHGs and interact with public representatives and obtain sensitive first -hand insights.
6. Group members and community leaders and Members of legislative Assemblies are interviewed to have a feel of their perceptions towards the implementation of the schemes and resultant behavioral changes.
7. NGOs as representatives of public participate in the State Level Banker's Meeting and highlight the problems faced by the SHG members with the Banks and suggest the ways to solve the problems
8. Members of SHGs participate in the Block Level SGSY meeting and represent their problems with regard to taking up of various activities, in getting loan from banks and training/ Infrastructure facilities and marketing linkages needed under SGSY.

9. State/District Vigilance and Monitoring committees are constituted and functioning in the U.T of Pondicherry from May 2005. Hon'ble Minister for Rural Development and Hon'ble Member of Parliament (LS) are Chairman of the Committees respectively. Hon'ble members of the Legislative Assembly representing the rural areas, and representatives of NGOs, SC/ST, Women , Minority community, people in social service are included as members of the Committees. The performance of DRDA and the proposed activities to be undertaken and the various issues involved in the implementation of the schemes are placed before the Committees for comments and suggestions. The suggestions and feed back given by the representatives of the public are used for taking remedial action.

2.10. MECHANISM AVAILABLE FOR MONITORING THE SERVICE DELIVERY AND PUBLIC GRIEVANCE RESOLUTION

1. A booklet entitled 'Union Territory Development Priorities Monitoring System' incorporating physical priorities along with date of commencement and date of completion for all works under various schemes has been prepared for the year 2005-2006 which acts as an effective monitoring tool for the Project Director to assess:-
 1. Whether the various tasks are carried out according to schedule
 2. Whether results are likely to lead to realization of the targets
 3. Whether the targets/execution needs any adjustment
2. Monthly/Bi-monthly review meetings are conducted by the Project Director to review the performance under various schemes. Minutes alongwith instructions are sent to the implementing officers for necessary action.
3. Regular field inspection is carried out by the Project Director, Project Officer and Assistant Project Officers.
4. A Monitoring section headed by the Project Economist is set up in DRDA to monitor the performance under various schemes. Monthly, Quarterly, Annual progress reports on the performance of schemes are prepared by the section and submitted to the GOI/Project Director
5. In order to ensure effective implementation of Total Sanitation Campaign implemented by DRDA a District Committee has been constituted and functioning from 2004. The Committee meets once in a quarter and reviews the progress under TSC.

6. Governing Body Meeting of DRDA is conducted once in six months. In the Governing Body meeting, statements on the performance and progress of the schemes are placed for perusal and suggestions of members. The audited and unaudited statement of Accounts are also placed for the perusal of Governing Body.
7. State/District Vigilance Monitoring Committees are constituted and functioning in the U.T of Pondicherry. These committees are important instruments of effective monitoring of implementation of schemes by DRDA. These committee meetings are conducted once in three months to monitor, review the performance under various schemes.
8. Project Officer (SE) is appointed as the Public Grievance Officer. If any petition or complaint received from the public , immediate action is taken to conduct enquiry and sort out the issues in consultation with the Block Development Officers and Assistant Programme Officers

2.11. ADDRESS OF THE MAIN OFFICE AND OTHER OFFICES AT DIFFERENT LEVELS

In the Union Territory of Pondicherry, DRDA works under the control of Project Director. It is at present functioning in the second floor of Housing Board Complex, Anna Nagar, Nellithope, Pondicherry. The schemes are implemented through the six Block Development Offices viz. Ariankuppam, Oulgaret, Villianur, Karaikal, Mahe & Yanam.

Sl. No	Name of the Office	Address	Telephone No.
<u>Main Office:-</u>			
1.	District Rural Development Agency, Pondicherry.	Housing Board Complex, 2 nd Floor, Anna Nagar, Nellithope, Pondicherry 605 005.	0413-2203601 0413-2205794 0413-2204974 0413-2205101 0413-2205102 0413-2203705 0413-2200077

Pondicherry Region:-

- | | | | |
|----|---|--|--------------|
| 2. | Office of the Block Development Officer,
Oulgaret Block. | Gundu salai,
Mothilal Nagar,
Marie Oulgaret,
Pondicherry 605 010. | 0413-2290823 |
| 3. | Office of the Block Development Officer,
Villianur Block. | G.K. Moopnar
complex,
Padmini Nagar,
Villianur | 0413-2666325 |
| 4. | Office of the Block Development Officer,
Ariankuppam Block | Bahour Road,
Karikalampakkam,
Pondicherry 605 007. | 0413-2666604 |

Karaikal Region:-

- | | | | |
|----|---|--|--------------|
| 5. | Office of the Block Development Officer,
Karaikal Block. | Nehru Nagar,
Thalatheru,
Karaikal 609 605. | 04368-230623 |
|----|---|--|--------------|

Mahe Region:-

- | | | | |
|----|--|---------------------------|--------------|
| 6. | Office of the Joint Block Development
Officer,
Mahe Block. | Palloor,
Mahe 673 310. | 0490-2332730 |
|----|--|---------------------------|--------------|

Yanam Region:-

- | | | | |
|----|---|----------------|--------------|
| 7. | Office of the Joint Block Development
Officer,
Yanam Block. | Yanam 533 464. | 0884-2324271 |
|----|---|----------------|--------------|

2.12 MORNING HOURS OF THE OFFICE :- 8.45 A.M

CLOSING HOURS OF THE OFFICE :- 5.45 P.M

CHAPTER -3

[MANUAL - 2]

3.1. POWERS AND DUTIES OF OFFICERS AND EMPLOYEES OF DRDA

3.1.1. SECRETARY (RURAL DEVELOPMENT)

I. Administrative Powers:-

1. The Secretary, Rural Development is overall charge and final deciding authority of DRDA .
2. After selection, the posting orders of Project Directors (the Project Officers, APOs) should be issued by the Secretary/ Rural Development and not by any other department.
3. The cadre controlling authority of the Project Directors / other officers; may place the services of the concerned officers (after selection) at the disposal of the Rural Development Department for appointment to the concerned posts.
4. The Secretary, Rural Development is also responsible for making incharge arrangements when Project Directors go on long leave.
5. The Secretary, Rural Development should actively associate himself / herself in the training requirements of Project Directors and other DRDA staff

II. Financial Power:-

The Approval and signature of the Secretary (Rural Development) is mandatory to draw cheques more than Rs.5.00 lakhs in respect of all DRDA schemes and MPLAD schemes

III. Duties:-

1. To oversee the Programmes implemented by DRDA
2. To supervise & monitor the progress under the schemes of DRDA.
3. Guide and advise the Project Director for better implementation of Schemes

3.1.2. PROJECT DIRECTOR, DRDA.

I. Administrative Powers:-

1. DRDA is headed by the Project Director.
2. Overall incharge of the activities of the DRDA and the controlling Officer of all Scheme implementing Officers and guides them for better implementation of the schemes.
3. Project Director is responsible for interaction with the District/State administration as well as with the Government of India.
4. It shall be Project Director's responsibility to ensure that the administration of DRDA and the programmes are conducted in accordance with the guidelines.

II. Financial Powers:-

1. Project Director issues expenditure sanction for all the Schemes and furnishes Utilization Certificates to Ministry of Rural Development, GOI.
2. Project Director is permitted to draw cheques up to Rs.5.00 lakhs in respect of all DRDA schemes and MPLAD schemes.

III. Duties:-

a) Administrative:-

1. DRDA is headed by the Project Director.
2. He is overall in charge of the activities of the DRDA and the controlling Officer of all Scheme implementing Officers.
3. Conduct of BPL survey as per the guidelines of Ministry of Rural Development once in five years
4. Guides & Advises the Project Officers/ Executive Engineer/Asst. Project Officers in the implementation of the Schemes.
5. Monitors implementation of the schemes
6. Conduct of Monthly/Bimonthly Review Meeting and issue of instructions to the implementing Agencies
7. Identifies problems if any and take corrective action
8. Ensures that the programmes are proceeding as per schedule and the Scheme objectives are realized
9. Conduct of Governing Body Meeting once in six months
10. Conduct of State Level/District level Vigilance & Monitoring Committee Meeting once in three months.
11. Furnishing the Periodical Progress Reports to the Ministry of Rural Development, Govt. of India

b) Financial Management :-

1. Shall sign all entries of Receipts and Payments made in the cash Book on each transacting day and monthly statement
2. Shall sign monthly Bank Reconciliation Statement
3. Closing balance in Cash book along with certificate and summary of Monthly statement is to be signed and dated by the Project Director.
4. Monthly review of advances paid to various executing agencies and adjustment of bills thereon
5. Project Director must sign all the Utilization Certificates being sent to the Ministry of Rural Development along with Annual Statement of Accounts.
6. Forward the proposals for 1st and 2nd instalment under all the schemes enclosing a Certificate that no funds are kept in FD receipt.
7. Shall take action for up-gradation of the skills of official at all levels in Accounting and Financial Management
8. Shall take action for imparting training to accounting personnel in accounting procedure that have to be followed as prescribed by GOI.
9. Project Director shall examine the pass book from time to time at least once in a month and shall immediately call attention of the bank of any discrepancy noticed in the bank reconciliation statement
10. Monthly receipts and expenditure statement should be signed by the Project Director and he should ensure that scheme wise expenditure met in accordance with allocation
11. Project Director shall be responsible for getting the Annual Accounts prepared which include Receipts & Payments account, Income & Expenditure Account and Balance Sheet. He will sign these before getting the same audited from the Chartered Accountant.
12. Must ensure that negative (-) balance do not figure in the opening and closing balances of each scheme
13. Must ensure that the imp-rest amount is adjusted at the close of every financial year 31st March
14. Must ensure that Opening Balance in each scheme is communicated to the Ministry of Rural Development, Govt. of India at the commencement of the financial year latest by 30th May of every year.
15. Should maintain a watch on the expenses of Blocks with reference to the allocation under different schemes

3.1.3. PROJECT OFFICER (SELF EMPLOYMENT), DRDA.

I. Administrative Power:-

He is the Head of office in charge of establishment and administration of DRDA

II. Financial Powers:-

The Project Officer (SE) is delegated with financial powers to sign cheques upto Rs.50,000/-

III. Duties:-

1. He is also overall in-charge of all schemes implemented by the Assistant Project Officers.
2. Monitoring, Inspection and Supervision of the performance of the schemes and submission of reports to Project Director/Secretary (Rural Development)
3. Conduct of Review Meeting for assessing the performance of the schemes & take corrective action and submission of Reports to the Project Director.
4. Any other works assigned to by the Project Director/Secretary (RD).

3.1.4. EXECUTIVE ENGINEER, DRDA.

I. Administrative Power:

1. Implementing Officer of MPLAD scheme and SGRY scheme

II. Financial Power:

1. Accord Technical sanction for estimates upto Rs. 6.00 lakhs
2. Finalise tender upto Rs. 6.00 lakhs
3. Award of work to the contractors without calling tender upto Rs. 1.00 lakhs
4. Award of work negotiation with lowest tender upto Rs. 4.00 lakhs
5. Sanction of EIS /SIS upto Rs. 2.00 lakhs
6. Award of 'Extension of Time' (EOT) upto Rs. 1.00 lakhs
7. Grant of EOT upto Rs.10.00 lakhs for delay not more than one third of the stipulated period.

III. Duties

1. He is the implementing Officer of the schemes of SGRY and Member of the Parliament Local Area Development Scheme (LS/RS).
2. His role is to supervise and co-ordinate with Blocks in the implementation of the Scheme SGRY.
3. In case of MPLADs, he has to co-ordinate with all the implementing Agencies.
4. Preparation of Action Plan under SGRY.
5. According Technical Sanction for SGRY, TSC, CD and MPLADs Scheme works undertaken by the BDOs. with the approval of Project Director.
6. Allotment of works to the various implementing Agencies under MPLADs
7. Providing guidance to the BDO/Assistant Engineers in the execution of all civil works.
8. Conduct of periodical review meeting on MPLADs & SGRY works.
9. Fund release to the Implementing Agencies for MPLADs works
10. Field inspection and monitoring of all Civil Works

3.1.5. SENIOR ACCOUNTS OFFICER, DRDA.

I. Duties

1. He is in-charge of the Finance Wing of DRDA
2. Maintenance of all accounts of DRDA
3. Collection of Utilization Certificates for SGSY, SGRY, IAY, PMGY, TSC from the Block Development Offices
4. Preparation of financial accounts/statement for each Scheme which after auditing is sent every year to the Government of India.
5. All functions relating to Drawing & Disbursement Officer's in DRDA

3.1.6. JUNIOR ACCOUNTS OFFICER, DRDA.

I. Duties

1. He is in-charge of the Audit Section of DRDA
2. He is responsible for Auditing of scheme expenditure in all Blocks based on the guidelines issued for the schemes concerned and
3. Attending to Audit observation by GOI, C &AG including PAC matter

3.1.7. PROJECT OFFICER (IREP), DRDA.

I. Duties

1. He is in-charge of the Energy Wing
2. Implementation of Integrated Rural Energy Programme in the UT of Pondicherry
3. Preparation of State Plan proposal based on the Programme with specific physical Targets.
4. Monthly/Quarterly review of the Programmes both physical and financial achievements.
5. Field level Inspection & Monitoring the Energy Programmes.
6. Submission of proposal regarding need based/Area specific Energy Programme to the Project Director for approval

3.1.8. SUPERINTENDENT, DRDA.

I. Duties

1. In-charge of Establishment and Accounts
2. Any other matter assigned to him by the Project Director & Project Officer (SE)

3.1.9. ASSISTANT PROJECT OFFICER (CREDIT), DRDA

I. Duties

1. Implements the IAY and PMGY Schemes and is also in-charge of SGSY viz., release of Revolving fund , subsidy and loan to SHGs. He is also responsible for liaison with the bank managers and conduct of District/Block Level SGSY Committee meeting and attending the SLBC meeting
2. All matters relating to credit mobilization under SGSY
 - a) Revolving Fund
 - b) Subsidy
 - c) Loan release by Banks
 - d) Co-ordination with the Banks
 - e) SLBC/BLBC meeting
3. Implementation of IAY and PMGY /SGRY Schemes

3.1.10. ASSISTANT PROJECT OFFICER (Tech), DRDA

I. Duties

1. He is in-charge of the implementation of the scheme TSC, and SGSY relating to
 - a) Capacity Building and Skill Up gradation Training,
 - b) Marketing Support and Linkages
 - c) Provision of infrastructure facilities.
2. Any other work assigned by Project Officer (SE)/Project Director

3.1.11. ASSISTANT PROJECT OFFICER (Women), DRDA

I. Duties

1. She is in-charge of the implementation of the scheme SGSY relating to Social Mobilization of SHGs
2. Inspection/Asset verification under SGSY and submission of periodical reports to the Project Officer/Project Director
3. Any other work assigned to her by Project Officer (SE)/Project Director.

3.1.12. PROJECT ECONOMIST, DRDA

I. Duties

1. The main duty of the Project Economist is to monitor the progress of the Schemes in the Blocks and prepare Reports.
2. Information and Co-ordination
3. Collection and compilation of Progress Reports and furnishing Monthly, Quarterly, Annual Progress reports to Ministry of Rural Development, GOI.
4. BPL Survey
5. Preparation & Consolidation of Annual Action Plan under all schemes.
6. Governing Body meeting
7. Vigilance and Monitoring Committee Meeting
8. Monitoring the progress under all schemes.
9. Conduct of Evaluation Studies on the Schemes
10. Preparation of Review/Status Reports as and when required by the PO(SE)/PD
11. All matters relating to computerization of Scheme data and Accounts of DRDA
12. Citizen's Charter
13. Any other work assigned by Project Officer (SE) & Project Director.

3.1.13. DUTIES OF EMPLOYEES.

a) Junior Engineer, DRDA.

1. Assisting the Executive Engineer in sanctioning of Estimates.
2. Scrutinizing tenders, Extension Of Time (EOT), Deviated Item Statement(DIS), Extra Item Statement(EIS), Substitute Item Statement, under Sampoorna Gramin Rozgar Yojana (SGRY), Member of Parliament Local Area Development Scheme (MPLADS), Community Development (CD) and Total Sanitation Campaign (TSC) programmes.
3. Any other work assigned to by the Executive Engineer.

b) Stenographers, DRDA.

1. Maintenance of Confidential Reports
2. Personal Assistance to Project Director/Executive Engineer.
3. Any other work assigned to by the Project Director/ Executive Engineer.

c) Upper Division Clerks/ Statistical Investigator/ Technical Assistants/ Lower Division Clerks, DRDA.

1. Preparation of Pay Bill/ other Bills
2. Maintenance of Accounts/Audit works.
3. Cash maintenance and other related works.
4. Maintenance of Personal Register and other related Register
5. Scheme related works and maintenance of Registers.
6. Computerization of Accounts/Schemes detail
7. Preparation of Monthly Progress Reports of all schemes implemented by DRDA
8. Any other works assigned to by the concerned officers

3.2. POWERS AND DUTIES OF IMPLEMENTING OFFICERS AND EMPLOYEES

DRDA is implementing the various Rural Development Programmes through the Block Development Offices viz., Ariankuppam, Villianur, Oulgaret, Karaikal, Mahe and Yanam

3.2.1. BLOCK DEVELOPMENT OFFICERS

I. Powers:-

1. Establishment and administration as Head of Office.
2. Overall control of the Block Development Office

II. Duties:-

1. To implement the Rural Development Programmes at Block level.
2. Preparation of the Annual Action Plan in respect of Rural Development Programmes
3. Furnishing of Periodical Report to DRDA.
4. Selection of beneficiaries in respect of individual oriented schemes and the places for construction of Community Assets.
5. Review and advise on the progress and implementation of the development programmes.
6. Supervision and monitoring of the quality of works
7. Preparation of audit report and accounts.
8. Promotion of social integration and all round development of the rural economy

3.2.2. ASSISTANT ENGINEER OF BLOCK DEVELOPMENT OFFICES

I. Duties:-

1. Acts under the control of Block Development Officer/ Executive Engineer, DRDA
2. Preparation of Block level Action Plan,
3. Preparation of Estimates under civil works
4. Execution of civil works after finalizing tender process in accordance with the CPWD specifications.
5. Monitoring of civil works and overall in charge of Engineering wing of Block Development Office
6. Any other works assigned to by BDO/EE.

3.2.3. Joint Block Development Officers

I. Duties:-

1. Assist the Block Development Officer in the implementation of Rural Development Programmes in accordance with the guidelines of Ministry of Rural Development, GOI.
2. Supervising the performance of SEO/EO, Mukhya Sevika, Grama Sevaks/Grama Sevikas, Work Inspectors and Daily Rated Sevak and guiding them for effective implementation of the Rural Development Schemes

3.2.4. Junior Engineers of Block Development Offices

I. Duties:-

1. Acts under the control of the Assistant Engineer
2. Preparation of Circle level Action Plan and Preparation of Estimates
3. Execution of civil works as directed by the Assistant Engineer
4. Tender procedures and Preparation of Bills

3.2.5. Mukhya Sevika / Social Education Officer / Extension Officers:-

I. Duties:-

1. Scrutinizing the applications of IAY/PMGY/TSC schemes collected by the Grama Sevaks and recommend for suitable beneficiaries for issue of work order.
2. Verification of stage-wise completion reports received under IAY, PMGY, TSC Schemes and release of subsidy.
3. Verification of assets created by the SHGs and furnishing reports to the Block Development officer.
4. Responsible for regular submission of reports by Grama Sevaks/Grama Sevikas
5. Arranging for disbursement of wages to labourers under SGRY with the assistance of Grama Sevaks/Grama Sevikas without default
6. Responsible for maintenance of Master Registers under SGSY
7. Responsible for prompt remittance of amount collected from beneficiaries who have received chulhas.
8. Supervising the performance of Grama Sevak/Grama Sevikas and guiding them properly for effective and successful implementation of the schemes

3.2.6. Grama Sevikas / Grama Sevaks :-

I. Duties:-

1. Identification of members of Below Poverty Line families and motivate them to form into groups.
2. Forming of SHGs with reference to the BPL Register.
3. Guiding the members of the SHGs in maintenance of Account Books, Minutes Books, General Ledger, Bank Pass Book and individual Pass Book.
4. Making arrangements for first grading in co-ordination with the Banks.
5. Conduct of periodical visit to the SHGs, attending their meeting, verification of their registers/accounts books
6. Recommending for the release of Revolving fund
7. Receipt of Form-I from banks
8. Arrangements for second grading of the SHGs.
9. Preparation of loan applications for the SHGs in co-ordination with the Groups and Bank Managers.
10. Recommending the release of Subsidy
11. Training and guiding the SHGs in the selection of suitable /viable economic activities with the help of Bank/DRDA officials.
12. Provide skill up gradation training based on the activity selected by the groups.
13. Assess infrastructure needs of SHGs for manufacturing and marketing.
14. Providing assistance in marketing of the products
15. Arrangements for the creation of assets within 30 days from the date of receipt of subsidy and receipt of Form II from the Banks.
16. Periodical verification of assets and claim of Insurance in respect of loss /death of members and reporting of the death of beneficiaries for claiming insurance amount under GLIS
17. Timely arrangements for the sanction of second animal to the SHGs.
18. Arrangement for prompt repayment of loans.
19. Conduct of joint recovery camps along with Bank Officials wherever needed.
20. Arrangements for Block-wise Conference of SHGs

21. Responsible for the maintenance of SGSY Master Register for the release of revolving Fund/subsidy for economic assistance sanctioning of subsidy for second milch animals
22. Identification of places like Ponds, Kulam, Kuttais and minor irrigation tanks.
23. Identification of works/Improvement of link roads
24. Improvement and strengthening of water harvesting structures
25. Mobilization of labour for SGRY
26. Identification of eligible applicants for construction of houses under IAY
27. Arranging for issue of work order
28. Reporting of stage-wise construction /Recommending for the release of subsidy
29. Arrangement for payment of wages, distribution of rice tokens
30. Popularization of rural sanitation with better coverage of families under individual house hold latrines, school toilets and community latrines in the villages.
31. Identification of eligible applicants under TSC
32. Arranging for issue of work order under TSC
33. Reporting, completion/Recommending for the release of subsidy
34. Arranging for installation of Community chullahs at Government Institutions /supply of domestic chullahs to the Public, inspection and report of the usage of chulhas

3.2.7. Work Inspectors:-

I. Duties:-

1. Acts under the control of the Block Development Officer/Assistant Engineer
2. Assist the Junior Engineer in the carrying out civil works
3. Monitoring of the civil works
4. Computerization of Scheme details.
5. Any other works assigned to by AE/BDO

CHAPTER - 4

[MANUAL-3]

RULES REGULATIONS INSTRUCTIONS MANUAL AND RECORDS FOR DISCHARGING FUNCTIONS

4.1. Swarnjayanthi Gram Swarozgar Yojana (SGSY)

<p>1. Name / Title of the Manual</p>	<div style="border: 1px solid black; padding: 5px; display: inline-block;">SGSY Guidelines</div>
<p><u>Write-up on the Document</u> : SHG approach has been rightly recognized as the best way of Socio - Economic Empowerment of people living Below Poverty Line in India. The Ministry of Rural Development has accordingly launched a rural self employment scheme called SGSY that has striven to bring a paradigm shift in development process by focusing on mobilisation of rural poor into SHGs, their capacity building, skill up gradation, training assistance for taking up different economic activities, credit linkage, infrastructure, technology and marketing support as important elements of development strategy SGSY Guidelines is a manual prepared by the Ministry of Rural Development for providing a well - equipped guidance to DRDA/Block Development Offices/Facilitators to understand various concepts and rules and regulations, procedures inbuilt within the SGSY to follow in the implementation of SGSY</p>	
<p>Copy of the Manual can be obtained from</p> <p>Project Officer (SE), Public Information Officer, District Rural Development Agency, 505, Anna Nagar Nellithope House Board Complex , Pondicherry -5.</p> <p>Telephone No. : 2205794, 2203705 & 2200077.</p> <p>FAX No. 2203601</p> <p>E-mail Address:</p> <p>Fee Charged by the Department :</p>	

4.2. Sampoorna Gramin Rozgar Yojana (SGRY)

2. Name / Title of the Manual

SGRY Guidelines

Write-up on the Document : To provide a greater thrust to additional wage employment, infrastructure development and food security in the rural areas, the SGRY scheme was introduced merging the two then ongoing schemes of Employment viz., EAS and JGSY. The new Wage Employment Programme came into force in the U.T of Pondicherry from 2002-2003, to be followed in the implementation of SGRY. The manual, SGRY Guidelines provides the rules and regulations, special safeguards to be given to the SC/ST/Women/disabled, Wages to be paid & food grains to be distributed, and the works to be taken-up and not to be taken-up under SGRY.

Copy of the Manual can be obtained from

Project Officer (SE),
Public Information Officer,
District Rural Development Agency,
505, Anna Nagar Nellithope
House Board Complex ,
Pondicherry -5.

Telephone No. : 2205794, 2203705 & 2200077.

FAX No. 2203601

E-mail Address:

Fee Charged by the Department :

4.3 Indira Awaas Yojana (IAY)

IAY Guidelines

3. Name / Title of the Manual

Write-up on the Document : Indira Awaas Yojana is a housing scheme implemented by DRDA from 1996-97. The main objective of the scheme is primarily to help construction/up gradation of dwelling units by members of Scheduled Caste/Scheduled Tribes, freed bonded labourers and also below the poverty line non-SC/ST rural households by providing them with grants-in-aid. The Manual IAY Guidelines gives the rules and regulations to be followed in the selection of beneficiaries, criteria for SC/ST, allotment of dwelling units and procedure to be followed in the construction of houses.

Copy of the Manual can be obtained from

Project Officer (SE),
Public Information Officer,
District Rural Development Agency,
505, Anna Nagar Nellithope
House Board Complex ,
Pondicherry -5.

Telephone No. : 2205794, 2203705 & 2200077.

FAX No. 2203601

E-mail :

Fee Charged by the Department :

4.4 Pradhan Mantri Gramodaya Yojana (PMGY)

PMGY Guidelines

4. Name / Title of the Manual

Write-up on the Document : The Ministry of Rural Development has been entrusted the responsibility of providing shelter to the poor in the rural areas. While the Ministry is already implementing Schemes, including the India Awaas Yojana (IAY), in the sphere of Rural Housing, considering the magnitude of the task it has been felt to be imperative to supplement the efforts being made in this direction through the introduction of a Comprehensive Scheme which aims at reducing the shortage of houses for Below Poverty Line (BPL) families in the rural areas and also assists in the healthy development of the habitat in these areas. It is towards this end that a new initiative has been introduced as part of the Pradhan Mantri Gramodaya Yojana (PMGY), for the provisioning of Rural Shelter, with emphasis on extending maximum benefits to the rural poor. The Manual PMGY Guidelines gives the rules and regulations to be followed in the selection of beneficiaries, criteria for SC/ST, allotment of dwelling units and procedure to be followed in the implementation

Copy of the Manual can be obtained from

Project Officer (SE),
Public Information Officer,
District Rural Development Agency,
505, Anna Nagar Nellithope
House Board Complex ,
Pondicherry -5.

Telephone No. : 2205794, 2203705 & 2200077.

FAX No. 2203601

E-mail Address:

Fee Charged by the Department :

4.5 Total Sanitation Campaign (TSC)

TSC Guidelines

5. Name / Title of the Manual

Write-up on the Document : Individual Health and hygiene is largely dependent on adequate availability of drinking water and proper sanitation. Although the Central Rural Sanitation Programme (CRSP) was launched in 1986 with the aim to improve the coverage, much headway could not be made owing to the systemic weakness of the CRSP. CRSP was restructured in 1999, in place a demand responsive community led Total Sanitation Campaign (TSC) was introduced. The TSC is under implementation in the U.T of Pondicherry with effect from 2001-2002 . The TSC guidelines are compilation of various instructions issued and policy decisions taken by the Ministry to accelerate sanitation coverage giving special emphasis to schools and Anganwadi sanitation, hygienic education etc.,

Copy of the Manual can be obtained from

Project Officer (SE),
Public Information Officer,
District Rural Development Agency,
505, Anna Nagar Nellithope
House Board Complex ,
Pondicherry -5.

Telephone No. : 2205794, 2203705 & 2200077.

FAX No. 2203601

E-mail Address:

Fee Charged by the Department :

4.6. Member of Parliament (Lok Sabha / Rajya Sabha) Local Area Development Scheme MPLADS (LS/RS)

MPLAD (LS / RS) Guidelines

6. Name / Title of the Manual

Write-up on the Document : Member of Local Area Development Scheme was launched by the Department of Programme Implementation, Govt. of India in 1993. Under this scheme each Member of Parliament (LS/RS) will have the choice to suggest to the Head of the District works to the tune of Rs. 2 crore per year to be taken up in his/her constituency. The Manual MPLAD (LS/RS) Guidelines gives the objective of scheme, works to be taken-up and works not to be taken-up, rules and regulations and procedure to be followed in the implementation

Copy of the Manual can be obtained from

The Executive Engineer,
District Rural Development Agency,
505, Anna Nagar Nellithope
House Board Complex ,
Pondicherry -5.

Telephone No. 2205101 2203705 & 2200077

FAX No. 2203601

E-mail Address:

Fee Charged by the Department :

4.7. Accounts

Accounting procedure for DRDAs /Societies
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7. Name / Title of the Manual

Write-up on the Document : Ministry of Rural Development has laid down certain procedures to be followed in the financial management and maintenance of accounts by DRDAs. The Manual on Accounting procedure is user friendly and provides the guidelines, information regarding maintenance of cash books, ledgers, maintenance of receipt register, procedure for bank reconciliation, co-ordination functions of Bank and DRDAs and Block Development Offices, guidelines for auditing the accounts of DRDA etc.,

Copy of the Manual can be obtained from

Project Officer (SE),
Public Information Officer,
District Rural Development Agency,
505, Anna Nagar Nellithope
House Board Complex ,
Pondicherry -5.

Telephone No. : 2205794, 2203705 & 2200077.

FAX No. 2203601

E-mail Address:

Fee Charged by the Department :

4.8. DRDA Administration.

8. Name / Title of the Manual

DRDA Administration

Write-up on the Document : Since the number of Programmes implemented by DRDA has increased manifold in recent years, a new scheme DRDA Administration was introduced by the Ministry of Rural Development with effect from 1999. DRDA Administration guidelines gives the Role and functions of the District Rural Development Agency, Organizational Structure, Administrative costs, Personal Policy, Administration, and the Financial Procedures and audit of accounts to be adopted by all DRDAs. The instructions given in the Booklet has proved to be useful to streamline the system of maintenance of Annual Accounts by the DRDAs and in segregating the expenditure made under each Rural Development scheme.

Copy of the Manual can be obtained from

Project Officer (SE),
Public Information Officer,
District Rural Development Agency,
505, Anna Nagar, Nellithope
House Board Complex ,
Pondicherry -5.

Telephone No. : 2205794, 2203705 & 2200077.

FAX No. 2203601

E-mail Address:

Fee Charged by the Department :

4.9. CPWD Works Manuel

9. Name / Title of the Manual

CPWD Works Manual

Write-up on the Document : DRDA is undertaking various Civil Works under the SGRY/MPLAD Scheme/TSC Scheme. The CPWD manual is used as a guide for the technical procedures to be adopted in carrying out the Civil Works.

Copy of the Manual can be obtained from

M/s. J.M. Jaina & Brothers,
3622, Mori Gate, Delhi - 110 006
Ph. 011-23915064, 23950936
Fax : 011- 23986793

E-mail Address:sales@jmjaina.com
Jmjaina@mantraonline.com

Price : Rs. 300/- (Excluding postage, forwarding and other charges)

4.10. Pondicherry Schedule of Rates (PSR)

<p>10. Name / Title of the Manual</p> <p><u>Write-up on the Document :</u> DRDA is undertaking Civil Works under the SGRY/MPLAD Scheme/TSC Schemes per the guidelines of Ministry of Rural Development. DRDA is following CPWD procedures and specifications for building works. Wages are paid as per the schedule of rates prescribed by the PWD for building labour. This booklet Schedule of Rates incorporates the basic rates for labour and materials for building works, road works, water supply and sewerage works.</p> <p>Copy of the Manual can be obtained from</p> <p>The Chief Engineer, Public Works Department, Pondicherry</p>	<p>Pondicherry Schedule of Rates</p>
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CHAPTER -5

[MANUAL-4]

Particulars of arrangement that exists for consultation with or representation by, the members of the public in relation to the formulation of its policy or implementation thereof

5.1. FORMULATION OF POLICY : - NIL

5.2. IMPLEMENTATION OF POLICY :

Sl. No.	Subject/Topic	Is it mandatory to ensure public participation ? (Yes/No)	Arrangements for seeking public participation
1.	2.	3.	4.
1	Implementation of all schemes as per the guidelines of Ministry of Rural Development & Ministry of Non-Conventional Energy Sources	Yes	<p>1. Annual /Bi-annual Conferences are conducted by the Block Development Offices with the participation of public. In the Conferences, Public are invited to share their views/suggestions on the implementation of the schemes of DRDA</p> <p>2. Conferences of the SHGs are conducted to have a feel of the perceptions of the Group members on the implementation of SGSY and to give them an opportunity to express their problems and to suggest modifications if any needed in the implementation of the programme.</p> <p>3. Education Tours are undertaken by the field level functionaries of Block Development Offices to meet the public and create awareness regarding Rural Development Programmes and to get feed back on the implementation of the Programmes.</p>

1.	2.	3.	4.
			<p>4. The GOI has constituted State/District Vigilance Monitoring committees with Hon'ble Minister for Rural Development and Hon'ble Member of Parliament (LS) as Chairman respectively to supervise, monitor, oversee and guide and suggest in the implementation of the Schemes in the U.T of Pondicherry. These Committees oversee whether the Programme benefits reach the disadvantaged and underprivileged people as envisaged in the guidelines. Hon'ble Members of Legislative Assemblies representing rural areas, NGOs, representatives of SC/ST, Minority Communities, Voluntary Agencies, Women, representatives in the field of Social Service / Social Work, and 4 Non Official Members appointed by Ministry of Rural Development are members of the Committee. These committees are convened once in a quarter to review the performance under various schemes. DRDA places the problems faced in the implementation of the schemes and relaxation needed in the guidelines and procedures followed in the implementation to the Committee members. The suggestions and recommendations of the public representatives are followed for sorting out the problems and for better implementation of the Programmes.</p>

1.	2.	3.	4.
			<p>5. A District Committee functions in the U.T to review the progress of TSC Programme. NGOs are members of the committee. The committee meets once in a quarter and reviews the performance under TSC. The views of the NGOs are given due consideration in the implementation of the schemes</p> <p>6. A District Advisory Committee has been constituted to support Ministry of Non-Conventional Energy Sources for planning and co-ordination of various Renewable Energy Programmes. Public representatives are appointed as members of the committee for suggestions of formulation and implementation of village energy plan and programme to cover remote villages for electrification through renewable energy system.</p>

CHAPTER - 6

[MANUAL – 5]

STATEMENT OF THE CATEGORIES OF DOCUMENT THAT ARE HELD BY DRDA

Sl. No.	Category of Document	Name of the Document	Procedure to obtain the Document	Held by or under Control
1.	Accounts Register	Bill Drawn Register - Details of all bills passed	Copy of pages of Register may be obtained on request through an application	Senior Accounts Officer, DRDA
2.	-do-	Pay bill Register - Details of pay and allowances of Officers / Employees	-do-	-do-
3.	-do-	Receipt Register - Details of Receipts	-do-	-do-
4.	-do-	Cheque Register-Details of Cheques	-do-	-do-
5.	-do-	Cash Book	-do-	-do-
6.	-do-	Bank Reconciliation Ledger	-do-	-do-
7.	-do-	Bank Statement / Pass Book	-do-	-do-
8.	-do-	Audit Report under all schemes 1994 -95 to 2003-2004	-do-	-do-
9.	SGSY Scheme Register	SGSY Register - List of Beneficiaries who received RF /Subsidy / Loan	-do-	Project Officer (SE) Assistant Project Officer (Credit)

Sl. No.	Category of Document	Name of the Document	Procedure to obtain the Document	Held by or under Control
10.	SGRY Scheme Register	SGRY Register - Details of Rice allotment by MRD & Rice release to BDOs	-do-	Project Officer (SE)
11.	MPLAD (LS/RS) Scheme Register	Asset Register - gives the details of assets created under the MPLAD (LS/RS) Scheme	-do-	Executive Engineer
12.	-do-	Release Register - details of funds released to implementing agencies	-do-	-do-
13.	-do-	DR Register - Estimates sanctioned under MPLAD Scheme	-do-	-do-
14	IREP Registers	Asset Register – Details of energy devices installed	-do-	Project Officer (IREP)
15	-do-	Chulha Register – details of chulhas sent to BDOs for distribution	-do-	-do-
16	-do-	CSS Grant Register – Details of CSS fund release received from GOI	-do-	-do-
17	-do-	MEV Demonstration Register – Awareness creation - Details of people participated	-do-	-do-
18	-do-	EMD Register – details of EMD particulars of contractors	-do-	-do-

Sl. No.	Category of Document	Name of the Document	Procedure to obtain the Document	Held by or under Control
19	Monitoring Section Documents	Memorandum of Association of DRDA-Details of Governing Body – Powers	-do-	Project Economist
20	-do-	56 th & 57 th Governing Body Agenda /Minutes	-do-	-do-
21	-do-	Monthwise Progress Reports on the performance of the schemes	-do-	-do-
22	-do-	Agenda/ Minutes of the State/District Vigilance Committee Meetings	-do-	-do-
23	-do-	Library Register-Names of Books in the Library	-do-	-do-
22	-do-	Citizen Charter	-do-	-do-
23	-do-	Development Priorities – 2005-06	-do-	-do-
24	Registers maintained by Block Development Offices	BPL Register - showing the list of BPL families & Members of BPL families	-do-	BDO
25	-do-	Asset Register - details of assets created under various schemes implemented by DRDA.	-do-	-do-
26.	-do-	Beneficiaries Register - details of scheme wise Beneficiaries	-do-	
27.	-do-	Cash awards - Register - details of Cash awards distributed to the members of SHGs	-do-	-do-

Sl. No.	Category of Document	Name of the Document	Procedure to obtain the Document	Held by or under Control
28.	-do-	TSC Register - details of Beneficiaries under TSC	-do-	-do-
29.	-do-	SGSY Register - details of Office bearers and members of SHGs	-do-	-do-
30	-do-	SGRY - Muster Rolls - details of name and address of labourers and total mandays	-do-	-do-
31	-do-	CLR Register - details of name and address of the labourers appointed for urgent work	-do-	-do-
32	-do-	Quotation Register - details of quotation called for and the lowest quotation.	-do-	-do-
33	-do-	Tender Register - Details of Tender called for and item of tender	-do-	-do-
34	-do-	EMD Register - Details of EMD amount on material purchase	-do-	-do-

CHAPTER - 7

[MANUAL-6]

COMMITTEES CONSTITUTED IN DRDA

7.1 GOVERNING BODY

1. Name : Governing Body of DRDA
2. Type of Affiliated Body : Governing Body
3. Brief Introduction :-

The administration of the DRDA is carried out by a Governing Body. DRDA is a Society registered under the Societies Registration Act 1860. The Memorandum of Association of Small Farmer's Development Agency including the Composition of Governing Body was registered with the Registrar of Companies vide No.41/1970. The change of name as DRDA was registered in May 1985.

A. Objective :-

The Governing Body of DRDA will provide policy directions, approve the annual plan and also review and monitor the implementation of the plan, in respect of different programmes. The Governing Body shall give such directions to the DRDA as may be necessary from time to time.

B Establishment Year : 02.04.1980

C. Main Activities :-

All the duties, powers, functions and rights which are consequential and incidental to the carrying out of the objectives of the society will be exercised or performed by the Governing Body.

The Governing Body may

- a) Make demand or repeal any by-law relating to the administrative and management of the affairs of the society subject to the observance of the provisions contained in the societies Act.
- b) To consider the annual budget and its subsequent alternations passed before it by the Member Secretary from time to time and to pass it with a such modification as the Governing Body may think fit.

- c) To delegate any of its powers other than these of making rules to the Chairman, Secretary or other authorities as it may deem fit.
- d) To appoint committees, boards and sub-committees, etc., for such purpose and on such terms and as it may deem fit and to remove them.
- e) To do generally all such acts and things as may be necessary or incidental to carrying out of the objectives of the Society.
- f) Approval of Action Plan.
- g) To monitor and review the progress under various schemes implemented by DRDA
- h) To ratify the works/activities under taken without inclusion in the Action Plan.
- i) Comments/Suggestions for the better implementation of the Schemes.

4. Role : Managing/Monitoring/Advisory

5. Structure and Member Composition / Head of Body

7.1.5.1. The Governing Body is headed by the Chairman, DRDA. The following is the list of members of the Governing Body:-

- | | |
|--|------------------|
| 1. Chairman, DRDA | - Chairman |
| 2. Project Director, DRDA | Member Secretary |
| 3. Deputy Conservator of Forest | - Member |
| 4. Director of Agriculture | - Member |
| 5. Registrar of Co-op, Societies | - Member |
| 6. Director of Animal Husbandry | - Member |
| 7. Director of Fisheries | - Member |
| 8. Regional Manager (Lead Bank) | - Member |
| 9. Superintending Engineer. Electricity Department | - Member |
| 10. Managing Director,
Pondicherry State Co-operative Bank | - Member |
| 11. Managing Director,
Pondicherry State Co-operative Land Dev.Bank | - Member |
| 12. Lead District Manager, (Indian Bank), Pondicherry | - Member |

6. Address : Project Director,
Member Secretary,
District Rural Development Agency,
Housing Board Complex,
Anna Nagar, Nellithope,
Pondicherry 605 005.
7. Frequency of Meetings : Twice in a year
8. Public participation : Nil
9. Minutes : Minutes of the meeting are prepared and circulated among the members

7.2. VIGILANCE AND MONITORING COMMITTEES

1. Name : 1. State Level Vigilance & Monitoring Committee,
Pondicherry
2. District Level Vigilance & Monitoring
Committee, Pondicherry
2. Type of Affiliated Body : Committee

3. Brief Introduction :-

A. Objective:

The Vigilance and Monitoring Committees are constituted with a view to fulfilling the objective of ensuring quality of expenditure, particularly, in the context of large public funds being spent under all the programmes of the Ministry of Rural Development. These Committees would keep a close watch on the implementation of the Programmes as per the prescribed procedures and Guidelines. The major objective of the reconstitution of Vigilance & Monitoring Committees include providing a crucial role for the Members of Parliament and elected representatives of the people in State Legislatures and Panchayati Raj Institutions (PRIs) in the implementation of the Rural Development Programmes and to put in place a mechanism to monitor the execution of the Schemes of the Ministry of Rural Development, in the most effective manner and within the given time frame, as a result of which, the public funds are put to optimal use and the Programme benefit may flow to the rural poor in full measure.

- B Establishment Year : These Committees were constituted vide G.O.MS.NO.2/3/RD, dated :2.5.2005

C. Main Activities :

- I. The primary responsibility is to effectively monitor the implementation of all the schemes and programmes of the Ministry of Rural Development as also ensure that the funds are used for the purpose for which they are meant.
- II. The Committee would monitor the flow of funds at various channels , including allocations, releases, utilization and unspent balances.
- III. The Committees should effectively liaison and co-ordinate with the Ministry of Rural Development and State Government.
- IV. The Committee should ensure that all schemes of Ministry of Rural Development are implemented as per the guidelines issued by the Ministry of Rural Development.
- V. Vigilance and Monitoring Committees would undertake continuous internal assessment of project implementation in relation to agreed schedules, and of the inputs, infrastructure and services by project beneficiaries. The committee would also track the progress of the implementation processes, especially of inputs and outputs to ensure that the agreed targets are met. The committee would undertake both Input Monitoring (i.e., whether resources are being mobilized as planned) and Output Monitoring (i.e., whether services and projects are being delivered on schedule.
- VI. The Committee should look into the complaints/alleged irregularities received by them in respect of the implementation of the Programmes, including complaints of wrong selection of beneficiaries mis-appropriation /diversion of funds of various schemes of the Ministry and recommend follow-up actions. The committee shall have the authority to summon and inspect any record for this purpose. The committee may refer any matter for enquiry to the DC/CEO/PD or suggest suitable action to be taken as per rules which shall be acted upon by him within 30 days.
- VII. The Committee shall exercise preventive vigilance so as to ensure that irregularities, diversion and misappropriation of funds are avoided and the selection of beneficiaries is strictly in accordance with the Guidelines of the Programmes
- VIII. The Committee would take all necessary measures to ensure the programme benefits flow to the rural poor in full measure.

4. Role : Advisory / Monitoring

5. Structure and Member Composition / Head of Body

7.2.5.1. COMPOSITION OF STATE LEVEL VIGILANCE & MONITORING COMMITTEE

<u>Tvl/Tmt:</u>	
1. Minister for Rural Development of the State.	Chairman
2. V. Narayanasamy, Member of Parliament (Rajya Sabha)	Member
3. Dr. M. Ramadass, Member of Parliament (Lok sabha)	Member
4. MLA's to be nominated by State Govt.	Members
R. Nalamaharajan, M.L.A.	
R. Kamalakannan, M.L.A.	
P. Rajavelu, M.L.A.	
P. Angalan, M.L.A.	
T. Jayamoorthy, M.L.A.	
5. Secretary (RD)	Member Secretary
6. Project Director, DRDA	Member
7. Project Executive Officer, DRD.	Member
8. Director, Planning and Research Dept.	Member
9. Director, Agriculture Dept.	Member
10. Director, Animal Husbandry Dept.	Member
11. Director, Social Welfare Dept.	Member
12. Director, Women and Child Welfare Dept.	Member
13. Director, Adi-dravidar Welfare Dept.	Member
14. Registrar of Co-operative societies, Pondicherry.	Member
15. Deputy Conservator of Forests, Forest Dept.	Member
16. Director, Fisheries & Fisherman Welfare Dept.	Member
17. Director, Local Administration Dept.	Member
18. General Manger, District Industries Centre.	Member
19. Manager, Lead bank, Indian Bank.	Member
20. Assist. General Manager, NABARD	Member
21. Managing Director, SC/ST Development Corporation	Member
22. Managing Director, Women Development Corporation.	Member
23. Representative of KVIC nominated by Ministry of Rural Development	Member
24. 4 Non- Official members to be nominated by the Ministry of Rural Development, GOI	Member
25. One representative each of two reputed NGOs/Voluntary Agencies nominated by the Ministry of Rural Development , Pondicherry. Thiru. A.K. Nehru & Mrs. Saikumari	Member
26. One representative (Area Officer of the UT) nominated by the Ministry of Rural Development.	Member

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6. Address : Secretary (Rural Development),
Member Secretary,
State level Vigilance and Monitoring
Committee,
Chief Secretariat, Pondicherry

7.2.7. COMPOSITION OF DISTRICT LEVEL VIGILANCE & MONITORING COMMITTEE

Tvl/Tmt:

1	Dr. M. Ramadass, Member of Parliament (Lok Sabha)	Chairman
2	V. Narayanasamy Member of Parliament (Rajya Sabha)	Co-Chairman
3	Project Director, DRDA.	Member Secretary
4	MLAs of Rural Areas	Members.
	1. N. Gangadaran, M.L.A.	
	2. R. Radhakrishnan, M.L.A.	
	3. T. Jayamoorthy, M.L.A.	
	4. A.V. Subramanian, M.L.A.	
	5. A.M.H. Nazeem, M.L.A.	
5	Nominee of the State Govt. - Subramanian, Advocate.	Member
6	Director, Local Administration Department	Member
7	Commissioners of all Commune Panchayat	Member
8	Nominee (Professional)from the field of Social work/ Social Science by the District Collector -Dr. Murugaiyan	Member
9	Nominee of the Chairman from a reputed NGO - Tmt. Renuka Appadurai	Member
10	Nominee of the Chairman representing SC/ST - Thiru. R. Perumal	Member
11	Nominee of the Chairman representing Women - Thiru. K. Vasanthi	Member
12	Nominee of the Chairman representing Minority Community - Thiru. Napoleon Antonyamy	Member

7.2.8. Address : Project Director,
Member Secretary,
District Rural Development Agency,
505, Housing Board Complex,
Anna Nagar, Nellithope,
Pondicherry -605 005.

7.2.9. Frequency of Meetings : Once in a Quarter

- 7.2.10. Public Participation : Representatives of the public are members of committees and hence they participate in the Meeting
- 7.2.11. Minutes : Minutes of the meeting are prepared and circulated among the members

7.3. BLOCK LEVEL SGSY COMMITTEES

1. Name : Block Level SGSY Committee
2. Type of Affiliated Body : Committee
3. Brief Introduction : Block Level SGSY Committee was constituted to supervise, exercise vigilance and monitor the implementation of SGSY scheme at the Block level viz., Ariankuppam/ Oulgaret/ Villianur/ Karaikal/ Mahe/ Yanam Blocks
- A. Objective : The main objective of the Committee is review the progress under SGSY and adequacy of financing by Banks to SHG members and to ensure that the guidelines of GOI are strictly followed.
- B. Establishment Year : G.O. Ms. No.1/2/3/4/5/6/ dated:13.01.2000
- C. Main Activities:-
- a) Selection of key activities at the beginning of the SGSY programme;
 - b) Selection of villages and number of Swarozgaris to be covered each year;
 - c) Distribution of the work among the bank branches;
 - d) Monitoring of the performance by different agencies;
 - e) Co-ordination issues in respect of infrastructure, credit, technology and marketing;
 - f) Review of incomes being earned by Swarozgaris;
 - g) Review of the recovery performance; fixing dates for recovery camps etc.
 - h) Conduct of sample checks for verification of assets;
 - i) Drawing up of the monthly report (the monthly report may be drawn by BDO based on information furnished by the banks. A review of the report in the monthly meeting will help the block level committee in identifying different problems. It is, however, not necessary to hold up the preparation of the report in the absence of this monthly meeting);
 - j) Review of progress of Swarozgaris in crossing the poverty line.

4. Role : Advisory / Monitoring

5. Structure and Member Composition / Head of Body

7.3.5.1. ARIANKUPPAM BLOCK

Tvl/Tmt:

1. Project Director, DRDA	Chairman
2. Project Officer (SE), DRDA	Member
3. Manager Service Area Banks	
(i) Indian Bank, Ariankuppam	Member
(ii) Indian Bank, Madukarai	Member
(iii) Indian Bank, Kariamanickam	Member
(iv) Indian Bank, Karayamputhur	Member
(v) Indian Bank, Kirumampakkam	Member
(vi) Indian Overseas Bank, Nettapakkam	Member
(vii) UCO Bank, Bahour	Member
(viii) S.B.I, Manapet	Member
(ix) S.B.I, Karikalampakkam	Member
(x) Pondicherry State Co-operative Bank, Ariankuppam	Member
(xi) Pondicherry State Co-operative Bank, Embalam	Member
(xii) Pondicherry State Co-operative Bank, Bahour	Member
4. The Joint Director, Animal Husbandry Department	Member
5. The Additional Director, Agricultural Department	Member
6. The Deputy Director, Fisheries Department	Member
7. The Deputy Director, Social Welfare Department	Member
8. The Deputy Registrar, Co-operative Department	Member
9. The Representative from Centre for Ecology & Rural Development, Pondicherry	Member
10. The Block Development Officer	Convenor
11. The Lead District Manager, Indian Bank, Pondicherry	Spl. Invitee
12. The Asst., General Manager, NABARD, Pondicherry	Spl. Invitee

7.3.5.2. OULGARET BLOCK

Tvl/Tmt:

- | | |
|--|--------------|
| 1. Project Director, DRDA | Chairman |
| 2. Project Officer (SE), DRDA | Member |
| 3. Manager Service Area Banks | |
| (i) Indian Bank, Lawspet | Member |
| (ii) Indian Bank, Mettupalayam | Member |
| (iii) S.B.I, (ADB), Pondy | Member |
| (iv) UCO Bank, Kalapet | Member |
| (v) Pondicherry State Co-operative Bank, Ilango Nagar | Member |
| 4. The Joint Director, Animal Husbandry Department | Member |
| 5. The Additional Director, Agricultural Department | Member |
| 6. The Deputy Director, Fisheries Department | Member |
| 7. The Deputy Director, Social Welfare Department | Member |
| 8. The Deputy Registrar, Co-operative Department | Member |
| 9. Representative from (NGO) Centre for Ecology & Rural Development, Pondicherry | Member |
| 10. The Block Development Officer | Convenor |
| 11. The Lead District Manager, Indian Bank, Pondy | Spl. Invitee |
| 12. The Asst., General Manager, NABARD, Pondy | Spl. Invitee |

7.3.5.3. VILLIANUR BLOCK

1. Project Director, DRDA	Chairman
2. Project Officer (SE), DRDA	Member
3. Manager, Service Area Banks	
(i) Indian Bank, Ariyur	Member
(ii) Indian Bank, Katterikuppam	Member
(iii) Indian Bank, Kariamanickam	Member
(iv) Indian Bank, Thirukkanur	Member
(v) Indian Bank, Mettupalayam	Member
(vi) Indian Bank, Villianur	Member
(vii) Indian Overseas Bank, Nettapakkam	Member
(viii) UCO Bank, Villianur	Member
(ix) SBI(ADB), Pondy	Member
(x) S.B.I, Karikalampakkam	Member
(xi) Pondicherry State Co-operative Bank, Thirukkanur	Member
(xii) Pondicherry State Co-operative Bank, Villianur	Member
(xiii) Pondicherry State Co-operative Bank, Thirubuvani	Member
(xiv) Bank of Baroda, Pondy	Member
4. The Joint Director, Animal Husbandry Department	Member
5. The Additional Director, Agricultural Department	Member
6. The Deputy Director, Fisheries Department	Member
7. The Deputy Director, Social Welfare Department	Member
8. The Deputy Registrar, Co-operative Department	Member
9. Representative from (NGO) from M.S. Swaminathan Research Foundation, Pondicherry.	Member
10. The Block Development Officer	Convenor
11. The Lead District Manager, Indian Bank, Pondicherry	Spl. Invitee
12. The Asst., General Manager, NABARD, Pondicherry	Spl. Invitee

7.3.5.4. KARAIKAL BLOCK

1. Regional Executive Officer, Karaikal Region	Chairman
2. Project Officer (SE), DRDA	Member
3. Manager Service Area Banks	
(i) Indian Bank, Neravy	Member
(ii) Indian Overseas Bank, Karaikal	Member
(iii) Indian Overseas Bank, Thirunallar	Member
(iv) Indian Overseas Bank T.R.Pattinam	
(v) Indian Overseas Bank Nedungadu	
(vi) Indian Overseas Bank Ambagarathur	Member
(vii) Canara Bank Karaikal	Member
(viii) SBI , Kottucherry	
(ix) SBI(ADB), Karaikal	
(x) Pondicherry State Co-operative Bank, Neravy	Member
4. The Joint Director, Animal Husbandry Department	Member
5. The Joint Director, Agricultural Department	Member
6. The Deputy Director, Fisheries Department	Member
7. The Deputy Director, Social Welfare Department	Member
8. The Deputy Registrar, Co-operative Department	Member
9. The Block Development Officer	Convenor
10. The Lead District Manager, Indian Bank, Pondy	Spl. Invitee
11. The Asst., General Manager, NABARD, Pondy	Spl. Invitee

7.3.5.5. MAHE BLOCK

- | | | |
|-----|--|--------------|
| 1. | Regional Executive Officer, Mahe Region. | Chairman |
| 2. | Project Officer (SE), DRDA | Member |
| 3. | Manager of Service Area Banks | |
| | (i) Indian Bank, Mahe | Member |
| | (ii) S.B.I, Mahe | Member |
| | (iii) Syndicate Bank, Mahe | Member |
| | (iv) Canara Bank , Mahe | Member |
| | (v) Pondicherry State Co-operative Bank, Mahe | Member |
| 4. | Veterinary Assistant Surgeon Animal Husbandry Department | Member |
| 5. | Deputy Director, Agricultural Department | Member |
| 6. | The Deputy Director, Fisheries Department | Member |
| 7. | The Deputy Director, Social Welfare Department | Member |
| 8. | The Deputy Registrar, Co-operative Department | Member |
| 9. | The Block Development Officer | Convenor |
| 10. | The Lead District Manager, Indian Bank, Pondicherry | Spl. Invitee |
| 11. | The Asst., General Manager, NABARD, Pondicherry | Spl. Invitee |

7.3.5.6. YANAM BLOCK

Tvl/Tmt:

1. Regional Executive Officer	Chairman
2. Project Officer (SE), DRDA	Member
3. Manager Service Area Banks	
(i) Indian Bank, Yanam	Member
(ii) S.B.I, Yanam	Member
4. Veterinary Assistant Surgeon, Animal Husbandry Dept.	Member
5. Deputy Director, Agricultural Department	Member
6. The Deputy Director, Fisheries Department	Member
7. The Deputy Director, Social Welfare Department	Member
8. Co-operative Officer , Co-operative Department	Member
9. The Joint Block Development Officer, Yanam	Convenor
11. The Lead District Manager, Indian Bank, Pondicherry	Spl. Invitee
12. The Asst., General Manager, NABARD, Pondicherry	Spl. Invitee

7.3.6. Address	: 1. Project Director, Chairman Block Level SGSY Committee (Ariankuppam/ Oulgaret/Villianur Blocks) District Rural Development Agency, Pondicherry
	2. The Regional Executive Officer, Chairman, Block Level SGSY Committee, Karaikal / Mahe / Yanam Region.
7.3.7. Frequency of Meetings	: The Committee shall meet once in a month.
7.3.8. Public Participation	: NIL
7.3.9. Minutes	: Minutes of the meeting are prepared and circulated among the members

7.4. DISTRICT LEVEL SGSY COMMITTEE

1. Name : District Level SGSY Committee
2. Type of Affiliated Body : Committee
3. Brief Introduction : District Level SGSY Committee was constituted to supervise, exercise vigilance and monitor the implementation of SGSY scheme
- A. Objective : The main objective of the Committee is to review the progress under SGSY and suggest corrective action and to ensure that the guidelines of GOI are strictly followed.
- B. Establishment Year : The Committee was constituted vide G.O.MS.NO.7/CD, dated 13.1.2000
- C. Main Activities :
4. Role : Advisory / Monitoring
5. Structure and Member Composition / Head of Body
- | | |
|--|----------|
| 1. Secretary (Rural Development) , Pondicherry | Chairman |
| 2. Deputy General Manager , NABARD | Member |
| 3. Lead District Officer (RBI) | Member |
| 4. Lead District Manager (District Level Co-ordinator) | Member |
| 5. Directors of Line Departments viz.,
Agriculture, Animal Husbandry, Fisheries, Co-operation,
Industries, Social Welfare, Adi-draavidar Welfare,
General Manager, DIC, Chief Executive Officer, KVIC/ KVIB,
Planning and Research and LAD | Members |
| 6. NGO representative (one) from M.S. Swaminathan
Research Foundation and another from Centre for
Ecology and Rural Development (CERD) | Member |
| 7. Project Director, DRDA | Convener |
6. Address : Secretary (RD),
Chairman
District Level SGSY Committee
District Rural Development Agency, Pondicherry
7. Frequency of Meetings : The Committee shall meet once in a month
8. Public Participation : NIL
9. Minutes : Minutes of the meeting are prepared and circulated among the members

7.5 COMMITTEE ON TOTAL SANITATION CAMPAIGN PROGRAMME

1. Name : District Committee on Total Sanitation Campaign Programme
2. Type of Affiliated Body : Committee
3. Brief Introduction : District Committee on Total Sanitation Campaign was constituted by DRDA to monitor the performance of the TSC Programme in the U.T of Pondicherry.
- A. Objective : The main objective of the Committee is to review the progress under Total Sanitation Campaign and to ensure that the guidelines of GOI are strictly followed.
- B. Establishment Year : The Committee was constituted vide G.O.MS.NO.3/RD, dated 19.7.2004
- C. Main Activities :-
1. To review the progress under TSC Programme
 2. To take any decision according to the guidelines in respect of various components of TSC
 3. Approval for engagement of new NGOs in TSC Programme.
 4. To give suggestions for the improvement of the performance under TSC
4. Role : Advisory / Monitoring
5. Structure and Member Composition / Head of Body

7.5.5.1. Composition

- | | |
|---|------------------|
| 1) Chairman , DRDA | Chairman |
| 2) Project Director , DRDA | Member Secretary |
| 3) The Director, Education Department, Pondicherry | Member |
| 4) The Director, Local Administration Department, Pondicherry | Member |
| 5) The Director, Department of Women and Child Welfare | Member |
| 6) The Project Executive Officer, DRD | Member |
| 7) The Executive Engineer , PHD(RWS) PWD, Pondicherry | Member |
| 8) The Secretary, Building Centre, Villianur, Pondicherry | Member |
| 9) The Non- Government Organisation (3 Nos.) | Member |
| 10) The Block Development Officers | Members |
| 11) The Project Officer, DRDA, Pondicherry | Convener |

- 7.5.5.2. Address : Project Director,
Member Secretary,
District Committee on
Total Sanitation Campaign,
District Rural Development Agency, Pondicherry
6. Frequency of Meetings : Once in a Quarter
7. Public Participation : Representatives of the public are members of committee and hence they participate in the Meeting
8. Minutes : Minutes of the meeting are prepared and circulated among the members

7.6.COMMITTEE ON INTEGRATED RURAL ENERGY PROGRAMME

1. Name : District Advisory Committee (DAC)
2. Type of Affiliated Body : Committee
3. Brief Introduction : Ministry of Non-Conventional Energy Sources, GOI, advised the State Nodal Agency to constitute a District Advisory Committee to support the Ministry for planning and co-ordinating of various Renewable Energy Programmes and to create mass awareness in the Union Territory on a continuing basis with immediate effect. Hence , a District Advisory committee was constituted vide G.O.Ms. No. 8/CD dated 25.1.2005.

A. Objective

The main objective of the District Advisory Committee (DAC) would be to create awareness about various renewable energy devices and systems appropriate for a District

B Establishment Year : 25.1.2005

C. Main Activities :-

1. To support the Ministry in planning and co-ordination of various renewable energy programmes and creation of mass awareness in the District on a continuing basis.
2. To suggest mechanism for formulation and implementation of village energy Plan and programme to cover remote and forest fringe villages for electrification through renewable energy systems.

3. To co-ordinate and integrate implementation of various renewable energy programme in the District and suggest measures for accelerated progress.
4. To review the achievements made under different programmes and suggest corrective measures if any and
5. To organise and monitor post- installation servicing of renewable energy devices/systems installed in the District and to safeguard interests of the public and consumers

4. Role : Advisory / Monitoring

5. Structure and Member Composition / Head of Body

<u>Tvl/Tmt:</u>		
1.	Secretary (RD) and Chairman, DRDA	Chairman
2.	Regional Administrator, Karaikal	Member
3.	Superintending Engineer - I, Electricity Department	Member
4.	General Manager, DIC	Member
5.	Deputy Conservator of Forests	Member
6.	State Informatics Officer, NIC, Pondicherry	Member
7.	Government Pleader	Member
8.	President ASIUTOP, Pondicherry	Member
9.	Ln.V.V . Dass, Regional Chairman, Lions Club	Member
10.	Associate Director, M.S. Swaminathan Foundation, Chennai	Member
11.	Dr. Brahmanand Mohanty, Zamindar Garden, Pondicherry	Member
12.	Hemant Lamba Centre of Scientific Research, Auroville	Member
13.	Lead District Manager, Indian Bank (Lead bank)	Member
14.	Project Executive Officer, DRD	Member
15.	Block Development Officer, Ariankuppam	Member
16.	Block Development Officer, Villianur	Member
17.	Block Development Officer, Karaikal	
18.	M.Gnanasekaran, Thanampalayam	} Nominated by MP Lok Sabha) Members
19.	A.Vizea Coumare, Nallavadu	
20.	S.Samraj, Subbaiah Nagar.	} Nominated by MP Rajya Sabha) Members
21.	P. Saravanane , Mudaliarpet	
22.	Project Director	Member Secretary

- 7.6.6. Address : Project Director,
Member Secretary,
District Rural Development Agency,
505, Housing Board Complex,
Anna Nagar, Nellithope, Pondy -5
- 7.6.7. Frequency of Meetings : Once in a Quarter
- 7.6.8 Public Participation : Representatives of the public are members of
committee and hence they participate in the
Meeting
- 7.6.9 Minutes : Minutes of the meeting are prepared and
circulated among the members

CHAPTER - 8

[MANUAL -7]

8.1 NAME OF THE PUBLIC AUTHORITY OF DISTRICT RURAL DEVELOPMENT AGENCY, PONDICHERRY.

8.1.1. ASSISTANT PUBLIC INFORMATION OFFICER:-

1. Name :
2. Designation : Project Economist.
3. STD Code : 0413
4. Phone Number:-
 - a) Office : 2203705 & 2200077
 - b) Home : 2210510
5. Fax No. : 0413-2203601
6. E-Mail Address : drda.pon@nic.in
7. Address : District Rural Development Agency,
2nd Floor, Housing Board Building,
Anna Nagar, Nellithope Post,
Pondicherry 605 005.

8.1.2. PUBLIC INFORMATION OFFICER:-

1. Name : **S. Nagarajan**
2. Designation : Project Officer (Self Employment)
3. STD Code : 0413
9. Phone Number:-
- a) Office : 2205794, 2203705 & 2200077
- b) Home : 2332150
10. Fax No. : 0413-2203601
11. E-Mail Address : drda.pon@nic.in
12. Address : District Rural Development Agency,
2nd Floor, Housing Board Building,
Anna Nagar, Nellithope Post,
Pondicherry 605 005.

8.1.3. DEPARTMENT APPELLATE AUTHORITY:-

1. Name : **A.S.P.S. RAVIPRAKASH.**
2. Designation : Project Director.
3. STD Code : 0413
13. Phone Number:-
- a) Office : 2203601
- b) Home : 2257465
14. Fax No. : 0413-2203601
15. E-Mail Address : drda.pon@nic.in
16. Address : District Rural Development Agency,
2nd Floor, Housing Board Building,
Anna Nagar, Nellithope Post,
Pondicherry 605 005.

CHAPTER – 9

[MANUAL – 8]

PROCEDURE FOLLOWED IN DECISION MAKING PROCESS

9.1/9.2 Procedure followed to take decision for various matters/documented procedures/laid down procedures/Defined Criteria /rules to arrive at a particular decision for important matters

9.1.1 IMPLEMENTATION OF SCHEMES :-

The Schemes are implemented as per the procedures given in the SGSY/ SGRY / IAY / PMGY / TSC / DRDA Administration guidelines prescribed by Ministry of Rural Development, GOI.

The MPLAD scheme is implemented as per the prescribed procedures of MPLAD guidelines of Ministry of Statistics and Programme Implementation.

The CPWD manual is used for the technical procedures to be adopted in carrying out Civil Works under SGRY/MPLAD Scheme/TSC. The Schedule of Rates prescribed by the PWD is used for fixing wages for building labour.

The guidelines prescribed by the Ministry of Non-Conventional Energy Sources is followed in taking decisions under Energy Programme.

9.1.2. ACCOUNTS OF DRDA :-

The guidelines prescribed in DRDA Administration guidelines and the guidelines given in the manual Accounting procedure for DRDAs/Societies is followed in the Financial management of DRDA

Separate accounts shall be maintained of all scheme under which the DRDA receives funds. Such maintenance of accounts is governed by the principles that the expenditure incurred is not repugnant to the objective of the scheme and is made, in accordance with the prescribed procedures. DRDA accounts are to be maintained on double entry system. The accounting procedure for DRDAs has been described in detail in the Government of India, Ministry of Rural Development Publication entitled “Revised Accounting Procedure for District Rural Development Agencies / Societies”, 1984 and subsequent instruction issued / to be issued from time to time. Internal Audit Cells should be specifically charged with the responsibility of overseeing and the observance of these principles. One of the Accounts Officers should perform the role of internal audit.

9.1.3. AUDIT OF THE ACCOUNTS

- i) The Project Director should cause the annual accounts of the DRDA to be prepared by a date not later than 30th June comprising Receipt and Payment Accounts, Income and Expenditure Account and Balance sheet. After approval by the Governing body, he shall have the accounts audited by the Chartered Accountant or any other auditor appointed for the purpose. A copy of such audit report (duly signed by auditor) alongwith the annual statement of accounts certified by the auditor and the Chairman of the DRDA thereon should be furnished simultaneously to Government of India and the State Government not later than 30th September.
- ii) The Comptroller and Auditor General (CAG) has the right to conduct the audit of the accounts of the society and for this purpose shall have the right of access to the books of accounts and other relevant records of the DRDA. For this purpose a copy of the annual accounts alongwith the audit report and the comments of the DRDA thereon shall be sent to the audit office nominated by CAG.
- iii) The accounts of the DRDA shall also be open to inspection by such individual or parties as are nominated to carryout such inspections by the Ministry of Rural Development at the State level or at the level of the Government of India, all Officers of and above the level of Under Secretary in the Ministry of Rural Development, Govt. of India.

9.1.4. SERVICE MATTERS :-

- i) As a matter of policy, the DRDA should not have any permanent staff. Staff should be posted on deputation to the DRDA for specific periods has the advantage of better choice of staff, flexibility in staffing pattern and of motivating the staff. The objective of strengthening of DRDAs is to provide them with certain professional capacity and have a flexible-staffing pattern. DRDAs are no longer be allowed to make any direct recruitment. Action is being taken for absorption of the staff into the line departments.

- ii) The Project Directors, Project Officers, APOs and all technical posts are to be manned by officer with proven capability and motivation and are selected in an objective manner by specific Selection Committees. The Project Directors should be selected by a Committee headed by the Chief Secretary / Development Commissioner / Addl. Chief Secretary of the State and with the Secretary (RD) being the member convenor, similarly, for officers at the level of APOs and other technical officers, there should be a selection Committee headed by Secretary (RD). For other staff too, other than ministerial and lower rank, the selection should be by an appropriate selection committee.

- iii) In the selection of Project Directors and APOs, emphasis should be on selecting officers of young age. Indicatively, the PDs and APO should be more than 40-45 years of age, and in any case not more than 50 years of age.

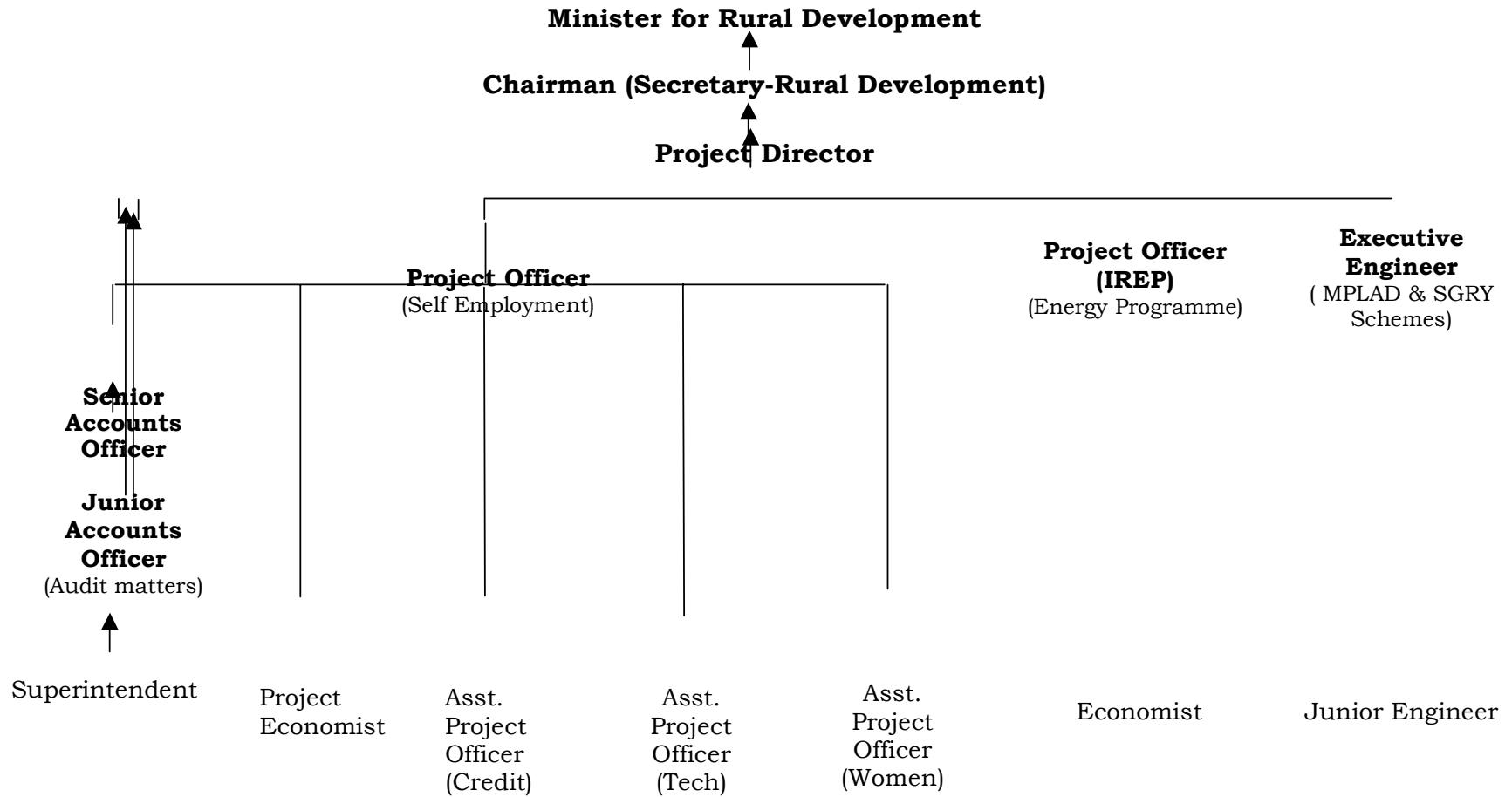
- iv) Lack of sufficient length of tenure to the project personnel has been a worrisome factor in the implementation of the anti-poverty programmes. In order to avoid this risk, it is necessary to insist on a minimum tenure and also ensure its compliance. The Project Directors, APOs and other technical staff must have a minimum tenure of 2-3 years and only under exceptional circumstances can they be shifted that too after recording the specific reasons in writing. Any violation should mean suspension of funds to the concerned DRDA.

- v) The Secretary, Rural Development of the state should be in overall charge of the Project Directors of DRDAs. To start with, after selection the posting orders of Project Directors (the project officers, APOs) should be issued by the Secretary, Rural Development and not by any other department. The cadre controlling authority of the Project Directors / other officers may place the services of the concerned officers (after selection) at the disposal of the Rural Development Department for appointment to the concerned posts. The Secretary, Rural Development should also be responsible for making incharge arrangements when Project Directors go on long leave. The Secretary, Rural Development should actively associate himself / herself in the training requirements of Project Directors and other DRDA staff.

- vi) In order to make the DRDA a professional body, the officials and staff of DRDAs should be constantly trained in the general field of management of rural areas and poverty. The personnel to be posted to the DRDA should be given a pre-service training to orient them suitably to their tasks.

- vii) There should also be a system of an annual in-service training where the officers could be given the updates about the relevant fields and which would also afford them an opportunity of exchanging their experiences.

9.2.1. DIFFERENT LEVELS THROUGH WHICH A DECISION PROCESS MOVES



9.2.2. ACCOUNTS MATTERS & ESTABLISHMENT MATTERS:-

All proposals in regard to Accounts and Establishment are prepared by the Superintendent with the assistance of LDCs/UDCs and submitted to Project Director through Senior Accounts Officer and Project Officer (SE).

9.2.3. AUDIT MATTERS:-

Audit matters are prepared by JAO with the assistance of UDC and submitted to Project Director through SAO and Project Officer(SE)

9.2.4. SCHEME MATTERS

1. All proposals relating to SGSY, SGRY, IAY, PMGY & TSC Schemes are prepared by Assistant Project Officers with assistance of section staff and submitted to Project Director through Project Officer (SE).
2. All proposals relating to Energy Programme are prepared by the Project Officer (IREP) with assistance of section staff and submitted to Project Director.
3. All proposals relating to MPLAD Schemes are prepared by Junior Engineer/UDC and submitted to Executive Engineer and Project Director.

9.2.5. IMPORTANT NEW DECISIONS

Proposals requiring new decisions are prepared by the Asst. Project Officers/ Project Officers/Executive Engineer as per the instructions of the Project Director and submitted to the Chairman DRDA for approval

9.2.6. POLICY DECISIONS

Policy decisions are taken after getting approval of the Minister for Rural Development

9.2.7. TENDER PROCESS - AWARD OF WORK AND PROCUREMENT OF MATERIALS:-

Sl. No.	Subject	Official/Officer	Financial Limit
1.	Preparation of Estimates	Junior Engineer , Block Development Office	
2.	Verification and finalisation of Estimates for approval	Assistant Engineer, Block Development Office	
3.	Forwarding of Estimates to Executive Engineer, DRDA	Block Development Officer	
4.	Scrutiny of Estimates and submission for Technical Sanction/ Expenditure Sanction	Junior Engineer, DRDA.	
5.	According Technical Sanction	Executive Engineer, DRDA.	Upto Rs.10.00 lakhs
		Superintending Engineer, Local Administration Department.	More than Rs.10.00 lakhs
6.	According Expenditure Sanction	Project Director, DRDA.	
7.	a) Preparation of draft Notice Inviting Tender (NIT)	Assistant Engineer with assistance of Junior Engineer and	
	b) Submission to Executive Engineer, DRDA	Block Development Officer	
8.	Approval of NIT	Executive Engineer.	
9.	Calling of Tender	Junior Engineer/ Assistant Engineer/ Block Development Officer	Up to Rs.2.00 lakhs tender notice will be displayed in the notice board of BDO
			For more than Rs.2.00 tender notice will be published in the News papers

- | | | |
|-----|--|--|
| 10 | Receipt of Tenders | Block Development Officer |
| 11. | Preparation of Comparative Statement and submission of Tenders for approval to Executive Engineer, DRDA. | Junior Engineer/Assistant Engineer/BDO |
| 12 | Approval of Lowest Tender | Executive Engineer |
| 13 | Issue of Work Order | Block development Officer |

In addition, important new decisions are placed before the Governing Body of DRDA and a resolution is passed to execute the decision.

9.3 ARRANGEMENTS TO COMMUNICATE THE DECISION TO THE PUBLIC

1. Annual Conference is conducted by the Block Development Officer every year and decision taken in respect of the schemes appraised to the public.
2. Conference of the SHGs with the participation of the Bank Officials are also conducted by DRDA/BDOs to communicate the decision to the SHG members and to get their feedback
3. Citizen Charter;
4. Advertisements of Achievement on the Schemes;

9.4 OFFICERS WHOSE OPINION ARE SOUGHT FOR THE PROCESS OF DECISION MAKING

1. Secretary (RD)
2. Project Director, DRDA.
3. Project Officer (SE), DRDA.
4. Executive Engineer, DRDA.
5. Senior Accounts Officer, DRDA.
6. Junior Accounts Officer, DRDA.
7. Project Officer (IREP), DRDA.
8. Asst. Project Officers (Credit/Tech./Women), DRDA.
9. Project Economist.

AT BLOCK LEVEL

1. The Block Development Officer,
Ariankuppam Block/Villianur Block/Oulgaret Block/ Karaikal Block.
2. The Joint Block Development Officer,
Mahe Block/Yanam Block.

9.5 FINAL AUTHORITY WHO WETS THE DECISION

Chairman, DRDA.

**9.6 INFORMATION ON DECISION TAKEN ON IMPORTANT MATTERS BY
PASSING A RESOLUTION IN THE GOVERNING BODY HELD ON 8.6.2005
ARE AS FOLLOWS:-**

Sl. No	Subject on which decision was taken	Guideline /Direction
1	The proposal for requirement of additional funds for SGSY during 2005-2006 was approved by Governing Body subject to need based and consolidation of the existing groups.	Chairman instructed that 1. Action should be taken to consolidate all the SHGs that are in existence 2. Emphasis should be given for strengthening and stabilising the SHGs. 3. DRDA should concentrate in filtering the SHGs and all the eligible SHGs should be given subsidy
2	Additional activities under SGSY proposed 1. Video coverage and Digital Camerapersons (Women) 2. Mosquito net making 3. Mushroom cultivation 4. Paper Cup & Paper Bag making 5. Embroidery 6. Beautician	It is opined by the Governing Body that the Project Video coverage, the cost would be very high and hence it should be worked out to know whether it is feasible. Activities like Rural Godown, Information Kiosk and Herbal products may be considered for promotion among SHGs.
3	Setting up of Community Centres	Governing Body suggested that instead of setting up Community Centres in all the Constituencies, action may be taken to set up one Community Centre on a pilot basis in a Govt. land . A marketing outlet for SHGs may be arranged in PAPSCO, Amudhasurabi and in Municipal Marketing complexes.

4. Selection of beneficiaries under IAY The proposal to select the beneficiaries from the BPL Survey list 2003 was dropped as communication has been received from the GOI that BPL list of 1997 can be followed till the court gives its decision in the case before it.
5. Payment of Advance under IAY The proposal to pay Rs. 10,000/- as advance from the State's share on trial basis for one year for construction of IAY houses was recommended by Governing Body subject to collection of materials before the advance is made.
6. State's share of TSC for construction of toilet under IAY The proposal to obtain State's share of TSC for construction of toilets in IAY/PMGY houses was approved by Governing Body.
7. Non-achievement of targets under PMGY by Karaikal Region The proposal to carry forward the spill over targets of 2001-2002 and 2002-2003 to 2005-2006 and issue 16 work orders was approved by Governing Body.
8. Payment of balance money of Rs. 30,000 and 20,000 to the Contractors for the construction of Community Sanitary complex at Peria Kalapet Kuppam and Pillaichavady Kuppam which were washed away by Tsunami Payment of balance amount to the contractors who have built the Community Toilet Blocks at Peria Kalapet Kuppam and Pillaichavady Kuppam was recommended by Governing Body.
9. Process of execution As per the prescribed procedures in the guidelines and as per the instruction given by Chairman DRDA and resolution passed EE/SAO/BDOs/ APOs/ will execute the decision.

- | | | |
|-----|---|--|
| 10. | Designation of officers involved in decision making | <ol style="list-style-type: none"> 1. S. Kumaraswamy I.A.S.,
Chairman - cum Chairman
Secretary (RD) - 2. P. Mathew Samuel Member
Project Director - Secretary 3. Dr. P. Devaraj, Member
Dy. Conservator of Forest.,
Forest Dept.- 4. T.Karikalan Member
Project Executive Officer,
DRD. - 5. C.Thandapani , Member
Executive Engineer III 6 V.Kannabiran , Member
Under Secretary (RD) 7. Dr. V.K. Dhanraj , Member
Joint Director, AHD 8. C. Balu , Member
Deputy Director,
Fisheries, Dept. - Member 9. G. Rajmohan Member
Deputy . Registrar
Co-operative Dept. 10. V.Ramakrishnan, Member
Managing Director PSC Bank - 11. M.Nagarajan, Member
Lead Bank Manager,
Indian Bank |
| 11. | Contact information of above mentioned officers | As above. |
| 12 | If not satisfied by the decision where to appeal | Does'nt arise |

CHAPTER-10

(MANUEL – 9)

DIRECTORY OF OFFICERS AND EMPLOYEES

10.1. DIRECTORY OF OFFICERS:-

Sl. No.	Name	Designation	STD Code	Phone Number		Fax	E-mail	Address
				Office	Home			
1	P. Mathew Samuel	Project Director	0413	2203601	2257465	0413-2203601	Drdapdy0405.sify.com	B4 Quarters, Lawspet, Pondicherry
2	B. Santhanakrishnan	Project Officer (Self Employment)	0413	2205794	2332150	0413-2203601		232, Ranga Pillai street, Pondicherry.
3	P. Vedarathinam	Executive Engineer	0413	2205101	2213404	0413-2203601		Ellaiamman Koil Street, Pondicherry.
4	K. Selvaraj	Senior Accounts Officer	0413	2204974		0413-2203601		Maraimalai Adigal Salai, Pondicherry-5.
5	D. Selvi	Project Officer (IREP)	0413	2205102	2213404	0413-2203601		Arabindo Street, Ajiz Nagar, Pondy.
6	R. Venkatesan	Junior Accounts Officer	0413	2203705	2255955	0413-2203601		Govt. Quarters , Lawspet,Pondicherry

Sl. No.	Name	Designation	STD Code	Phone Number		Fax	E-mail	Address
				Office	Home			
7	S. Kaliamoorthy	Superintendent	0413	2203705	2356573	0413-2203601		MUKAI' Illam, No.5, Vellalar St., Ist Cross, Mudaliarpet, Pondicherry
8	Edward Bonpapa	Asst. Project Officer (Credit)	0413	2203705	2293994	0413-2203601		22, 2 nd Cross, Annai Therasa Nagar, Moolakulam, Pondicherry.
9	P. Sagunthala	Asst. Project Officer (Women)	0413	2203705	2291083	0413-2203601		No.29, 6th Cross, Kamban Nagar, Reddiyarpalayam, Pondicherry.
10	K. Sittaranjdane	Asst. Project Officer (Tech.)	0413	2203705	2344974	0413-2203601		151, Vysial Street, Pondicherry-1
11	K. Revady	Project Economist	0413	2203705	2210510	0413-2203601		50, Ezhil Nagar, Sandosh Nivas, Pondicherry-3

10.2. DIRECTORY OF EMPLOYEES:-

Sl. No.	Name	Designation	STD Code	Phone Number		Residential Address
				Office	Home	
12	M. Jayakumar	Junior Engineer	0413	2203705		13, Srinivasapuram, Veema Nagar, Pondicherry
13	P. Arumugam	Steno	0413	2200077		7, Sundaramaistry Street, Kuyavarpalayam, Pondicherry-13.
14	K. Raveendrakumar	Steno	0413	2200077		133, Manavelly Road, Subbayah Nagar, Ariyankuppam, Pondicherry-7
15	R. Vennila	Steno	0413	2200077	2355630	9, 'D' Block, Thiyagu Mudaliar Nagar, Mudaliyarpet, Pondicherry
16	P. Paramasivam	Upper Division Clerk	0413	2200077		100, South Street, Bahour, Pondy
17	G. Caliaperumal	Upper Division Clerk	0413	2200077		155, Akka Sami Madam Street, Vazhaikulam, Pondicherry.
18	M.K.B. Badji Rao	Upper Division Clerk	0413	2200077		12, Parasuramapuram Main Road, Villianur, Pondicherry -10
19	V. Muthukrishnan	Upper Division Clerk	0413	2200077	2271944	12, Kurunji Street, Kamaraj Nagar (Extn.) Pondicherry-6.
20	K.K.Nambiar	Upper Division Clerk	0413	2200077		12, 13th Cross, Anna Nagar Extn. Pondicherry-5
21	D. Balaraman	Upper Division Clerk	0413	2200077		9, Mariamman Koil Street, Kalmedupet, Pondicherry-9.

Sl. No.	Name	Designation	STD Code	Phone Number		Residential Address
				Office	Home	
22	D. Sivapaquiammale	Upper Division Clerk	0413	2200077		130, Savarirayalu Street, Pondicherry
23	G. Paramanandam	Statistical investigator	0413	2200077		48, Pettit Canal Street, Pondicherry.
24	K. Sankaran	Upper Division Clerk	0413	2200077		238, MIG, Cauvery sheet, Asok Nagar, Lawspet, Pondicherry-8.
25	KS. Srinivasan	Lower Division Clerk	0413	2200077		3/6 Ist Cross, Ezhil Nagar, Pondicherry-3
26	S. Ravindran	Lower Division Clerk	0413	2200077		Maraimalai Adigal Street, Chinna Veerampattinam, Ariankuppam, Pondicherry-7.
27	E. Parasuraman	Technical Assistant	0413	2200077		15, Main Road, Kanabathy Chettykulam, Pondicherry - 14.
28	A. Balasubramanian	Technical Assistant	0413	2200077		No.30&31 Kamaraj Street Extn., Murungapakkam, Pondicherry-4
29	V.P Danesh	Technical Assistant	0413	2200077		176/5, Needarajapayar Street, Pondicherry -1.
30	S. Rajasekharan	Driver Gr.-I	0413	2200077		96, Gangaiyamma Koil Street, Pillaitthottam, Pondicherry.
31	K. Karunanandhan	Driver Gr.-I	0413	2200077		22, I Viduthalai Nagar, Mudaliarpet, Pondicherry
32	M. Coumaraguruparane	Driver Gr.-II	0413	2200077		11, VII Cross, Subbayah Nagar, Pondicherry-5.

Sl. No.	Name	Designation	STD Code	Phone Number		Residential Address
				Office	Home	
33	A. Paquirisamy	Driver Gr.-II	0413	2200077		23, Cuddalore Road, Keezh Parikalpet, Bahour, Pondicherry.
34	D. Fredrick	Driver Gr.-III	0413	2200077		26, Bharathiyar Street, Indira Nagar (Extn.), Pondicherry -6.
35	M. Jayasankar	Driver Gr.-III	0413	2200077		25, Murugesu Nagar, Ist Cross, Pudupet, Lawspet (post)Pondicherry-8.
36	M. Rajasekharan	Attender	0413	2200077		92, Perumal Koil Street, Pondicherry.
37	C. Caliaperumal	Peon	0413	2200077		21, Pambatti Street, Muthirapalayam, Pondicherry.
38	S. Dhanapal	Peon	0413	2200077		33, Viasar Street, Santhi Nagar, Pondicherry-8
39	V. Pannerselvam	Peon	0413	2200077		Mariamman Koil Street, Pudukadai, Pondicherry-7.
40	D. Ramamoorthy	Peon	0413	2200077		15/B, Bharathidasan Street, Periya Samiyar thoppu, Vanarapet, Pondicherry.
41	P. Selvaraj	Peon	0413	2200077		16, Edayanchavady Road, Karuvadikuppam, Pondicherry-8.
42	R. Kaliaperumal	Helper	0413	2200077		68, Braminal Street, Mudaliarpet, Pondicherry - 4
43	E. Vasanthi	Sanitary Helper	0413	2200077		Periyar Nagar, Pondicherry-5.
44	Dhanalakshmi	Sanitary Helper	0413	2200077		Orlayanpet, Pondicherry-5

CHAPTER – 11

[MANUAL – 10]

MONTHLY REMUNERATION RECEIVED BY OFFICERS / EMPLOYEES

Sl. No	Name	Designation	Monthly Remuneration	Compensation / Compensatory Allowance	Procedure followed to determine the remuneration as given in the regulation
<u>11.1 MONTHLY REMUNERATION RECEIVED BY OFFICER</u>					
1.	S. Kumarasamy	Chairman, DRDA	Rs.1,500/-	--	
<u>11.2 MONTHLY REMUNERATION RECEIVED BY EMPLOYEES</u>					
1.	K.K. Nambiar	UDC	Rs.200/-	--	Sanction is obtained from Project Director /Chairman DRDA
2.	R. Vennila	Stenographer Gr-II	Rs.200/-	--	

CHAPTER -12

MANUAL 11

ALLOCATION AND RELEASE OF FUNDS

12.1 RURAL DEVELOPMENT PROGRAMMES

DRDA is implementing the Rural Development Schemes SGSY, SGRY, IAY, TSC as per the guidelines of Ministry of Rural Development, GOI. All are centrally sponsored schemes and 100% funded by GOI.

The Centre releases the funds in two installments.

12.1.a) Release of First Installment

- i) The release of first installment is made without any formal request if the second installment in the previous year had been released without any condition. If latter installment was not released at all or was released with some conditions, formal requests for release of first installment are required from the DRDAs after the conditions have been fulfilled / reasons for non-release of the second installment have been met.
- ii) The release of the first installment should ordinarily be completed by the end of the second month of the financial year.

12.1.b) Release of Second Installment

The second instalment of Central funds is released on the request of the DRDAs in the prescribed proforma on fulfillment of the following conditions:-

1. The second installment of Central funds shall be released on the request of the DRDAs in the prescribed performa on fulfillment of the following conditions.
2. Budget provision for the current year may be indicated by the State Governments. The Central release will not exceed it proportionately.
3. The State Government should have released its contribution during the previous year. Deficiency in release of its share will be deducted from the second installment. Also the contribution of the State Government for the first current year should have been released.
4. Available funds including carry forward funds should have been utilized at least to 60%.

5. The opening balance of the DRDAs should not exceed 15% of the allocation of the year in which funds are being released. In case, the opening balance exceeds this limit, the Central share of the amount by which it exceeds this limit will be deducted at the time of release of second installment.
6. Audit reports, utilization certificates for the previous year should be furnished.
7. Any other terms and conditions imposed at the time of the last release should have been met.
8. The DRDA shall maintain the funds in a separate bank account for each in any of the nationalized bank. Interest earned on the funds will necessarily be used only for admissible items of expenditure under the guidelines. They shall not be diverted for any other programme funding or non-admissible items of expenditure, such as purchase of vehicles.

12.2. MPLAD SCHEME

12.2.a) Release of Funds

1. Ideally it would be desirable that the MPs suggest individual works costing not more than Rs.25 lakhs per work. However, the limit of Rs.25 lakhs per work should not be too rigidly construed. Amounts higher than Rs.25 lakhs per work can be spent depending upon the nature of the work. (For example a single check dam to provide minor irrigation or water supply or a sports stadium may cost more than Rs.25 lakhs. In the case of such works higher amount can be legitimately spent).
2. Funds shall be released to the Districts each year immediately after the Vote on Account/Budget is passed. The funds released by the Govt. of India under the scheme would be non-lapsable. Funds released in a particular year, if they remain unutilised can be carried forward to the subsequent year without detracting from the allocation of rupees two crores per year per constituency. However, release of funds will be made with reference to the actual progress achieved in expenditure and execution of works. In other words, funds would be available in the budget to the extent of rupees two crores per year per MP and works will not suffer for want of provisions. At the same time release will be regulated according to progress. The idea is that at any given time no excessive money should remain outside the Government treasury than is reasonably expected to be spent within a year. For example, if out of Rs.2 crore allotted for a constituency in a year, Rs.150 lakhs are spent the balance of Rs.50 lakhs can be carried over for the year when this amount together with fresh allocation of Rs.2 crore (total of Rs.2.5 crore) would be the entitlement of the year and could be spent. But actual

physical release of funds will be with reference to the amount expected to be spent. It should be seen, however, that unspent amounts do not excessively snowball into huge entitlements.

3. The release of funds by the Ministry of Statistics and Programme Implementation, will be done two times a year on the basis of the physical and financial progress of the works under implementation and further requirement of funds for works.
4. At the time of release of funds, the Ministry of Statistics and Programme Implementation, in consultation with the Heads of the concerned Districts will make an assessment of the funds required to complete the on-going works. Such requirements of funds will be met first and then only the balance allocation will be considered for new works. Instalment of Rs.1 crore in respect of an MP would be released once the balance amount, after taking into account the cost of all the works sanctioned (unsanctioned balance,) comes to less than Rs.50 lakhs.
5. Funds for individual works should be promptly released. 75% of the cost of the works can be released in the first instalment itself, the balance of 25% being released watching progress. To the maximum extent possible release of funds should be arranged through the administrative authority available nearest to the work spot, like for example a Block Development Officer. The objective should be that release of funds also is made through decentralised administrative mechanisms already available on the ground and that implementing agencies have the quickest feasible access to such decentralised authorities.
6. In case the concerned MP is not interested in utilising the funds, he may write to the Ministry of Statistics and Programme Implementation, so that the release of funds is withdrawn.
7. Funds released under the scheme shall be deposited in nationalized banks.
8. Interest accrued on the funds deposited in nationalized banks may be used for the works approved under these guidelines.

12.3. INTEGRATED RURAL ENERGY PROGRAMME (IREP)

Funds for Integrated Rural Energy programme are received from Ministry of Non-Conventional Energy Sources for Solar Photovoltaic Programme centrally sponsored Scheme and Battery Operated Vehicle (BOV) Programme.

12.4. STATE BUDGET

Funds for PMGY , and State's share of IAY are allocated in the State Budget every year.

Under Integrated Rural Energy Programme, Funds are provided in the state Budget under the following Schemes:-

1. Maintenance of Rural Energy Cell.
2. Subsidy for various Energy Conserving Devices;
3. New Sources of Energy;
4. Promotion of Bio-Energy Plantation and Bio-fuel extraction.

12.5 ALLOCATION AND RELEASE OF FUNDS TO DRDA -2004-2005

SIN	Name of the scheme	Activity	Starting date of the activity	Planned end date of the activity	Amount proposed/Amount allocated by GOI/State 2004-05	Amount released/distributed by GOI/State 2004-05	Total amount available including opening balance and interest	Actual expenditure (Rs.in lakhs)	Responsible officer for the quality and the complete execution of the work
1	SGSY	Formation of SHGs among BPL families and bring them over the poverty line by providing them income generating assets through a mix of bank credit and governmental subsidy	1.4.1999	Continuous	100.00	100.00	129.79	96.26	Block Development Officers:- Ariankuppam Oulgaret Villianur Karaikal Jt.BDO , Yanam Assistant Project Officer (Credit), (Tech) & (SM)
2	SGRY	Employment Generation by Providing wage employment and creation of infrastructure facilities in rural areas	1.4.2002	Continuous	223.94	205.09	305.55	34.06	Executive Engineer DRDA Block Development Officers:- Ariankuppam Oulgaret Villianur Karaikal Jt.BDO , Mahe & Yanam Assistant Project Officer (Credit)

12.5 ALLOCATION AND RELEASE OF FUNDS TO DRDA -2004-2005 contd....

(Rs. In lakhs)

Sl No	Name of the scheme	Activity	Starting date of the activity	Planned end date of the activity	Amount proposed/Amount allocated by GOI/State 2004-05	Amount released/disbursed by GOI/State 2004-05	Total amount available including opening balance and interest	Actual expenditure (Rs. in lakhs)	Responsible officer for the quality and the complete execution of the work
3	IAY	Providing subsidy for construction of houses to BPL population	1.4.1996	Continuous	158.59	144.43	174.76	12.83	Block Development Officers :- Ariankuppam Oulgaret, Villianur Karaikal Jt.BDO , Yanam Assistant Project Officer (Credit)
4	PMGY	Providing subsidy for construction of houses to BPL population	1.4.2000	Continuous	46.40	46.40	77.47	23.95	Block Development Officers:- Ariankuppam Oulgaret Villianur Karaikal Jt.BDO , Mahe/ Yanam Assistant Project Officer (Credit)

12.5 ALLOCATION AND RELEASE OF FUNDS TO DRDA -2004-2005 contd....

(Rs. In lakhs)

Sl. No.	Name of the scheme	Activity	Starting date of the activity	Planned end date of the activity	Amount proposed/Amount allocated by GOI/State 2004-05	Amount released/disbursed by GOI/State 2004-05	Total amount available including opening balance and interest	Actual expenditure (Rs. in lakhs)	Responsible officer for the quality and the complete execution of the work
5	TSC	Providing subsidy for construction of Individual Household toilets	1.4.2001	Continuous	158.06 *	47.42	82.83	39.70	Block Development Officers :- Ariankuppam Oulgaret Villianur Karaikal Assistant Project Officer (Tech)
6	IREP	Providing subsidy for energy conserving devices	1.4.1985	Continuous	5.00	5.00		51.55*	Project Officer (IREP)

NOTE : * Project cost

@ The expenditure was met from the previous years balance amount available with this agency

12.6. ALLOCATION AND RELEASE OF FUNDS TO DRDA -2004-2005**(Rs. In lakhs)**

Sl. No	Name of the scheme	Activity	Starting date of the activity	Planned end date of the activity	Amount proposed/Amount allocated by GOI/State2004-05	Amount released/disbursed by GOI/State 2004-05	Total amount available including opening balance and interest	Actual expenditure (Rs. In lakhs)	Responsible officer for the quality and the complete execution of the work
1	MPLAD (LS)	Undertaking works recommended by MP(LS)	1.4.1994	Continuous	200.00	100.00	574.05	137.82	Executive Engineer, DRDA
2	MPLAD (RS)	Undertaking works recommended by MP(RS)	1.4.1994		200.00	-	313.95	64.94	
3	DRDA Administration	Administration of DRDA	1.4.1999		52.42	52.42	90.96	68.29	Project Officer (SE) Senior Accounts Officer

12.7. FUND RELEASE TO BLOCK DEVELOPMENT OFFICES BY DRDA ` -2004-2005

(Rs. In lakhs)

Sl. No	Name of the scheme	Ariankuppam	Villianur	Oulgaret	Karaikal	Mahe	Yanam	Total
1	SGSY	26.37	44.27	0.91	31.36	-	-	102.91
2	SGRY	16.00	10.98	3.70	40.71	0.89	8.05	80.33
3	IAY							
	Central Share	19.50	19.00	5.50	14.20	-	2.50	60.70
	State's share	11.25	19.95	6.00	11.25	-	-	48.45
4	PMGY	26.90	20.40	11.00	18.50	-	-	76.80
5	TSC	8.00	8.00	8.00	8.00	-	-	32.00
	Total	108.02	122.60	35.11	124.02	0.89	10.55	401.19

CHAPTER –13

(MANUAL-12)

MANNER OF EXECUTION OF SUBSIDY PROGRAMMES

13.1. SWARNJAYANTI GRAM SWAROZGAR YOJANA (SGSY)

13.1.1. Name of Programme/Scheme

Swarnjayanti Gram Swarozgar Yojana (SGSY)

13.1.2. DURATION OF THE PROGRAMME

1999-2000 to till date (Continuous)

13.1.3. OBJECTIVE OF THE PRGRAMME:

The objective of SGSY scheme is to bring the assisted poor families (Swarozgaris) above the poverty line by providing them income – generating assets through a mix of Bank Credit and Governmental Subsidy.

13.1.4. PHYSICAL AND FINANCIAL TARGETS OF THE PROGRAMME FOR THE LAST YEAR 2004-2005

SGSY is a target free scheme. The credit targets fixed for loan assistance under SGSY for the year 2004-2005 is as follows

<u>No. of groups</u>	<u>Loan Amount</u>
	(Rs. in lakhs)
65	104.00

13.1.5. ELIGIBILITY OF THE BENEFICIARY:

Below Poverty line families in rural areas constitute the target groups of the SGSY. Within the target group, special safeguards have been provided to vulnerable sections by way of reserving 50% benefits for SCs / STs 40% for women and 3% for disabled persons.

13.1.6. PRE-REQUISITES FOR THE BENEFIT:

Organization of the rural poor into SHGs and their capacity building by DRDA in co-ordination with Block Development Offices.

13.1.7. PROCEDURE TO AVAIL THE BENEFITS OF THE PROGRAMME:-

The SHGs formed are monitored by the field officials of Block Development Offices and concerned Banks for 6 months. A well-run SHG is graded by the BDO and the Bank and becomes eligible for Revolving Fund. After a spell of 6 months since receipt of the Revolving Fund, the SHG is graded by the BDO and Bankers for the second time for consideration of loan with subsidy for the economic activity.

13.1.8. (a) CRITERIA FOR DECIDING ELIGIBILITY:

GRADING OF SHGS

Sl. No.	Category	Indicators	Rating
i	Number of Members	Less than 10	02
		Between 10-15	03
		From 16 and upto 20	05
ii	Composition	Target group only	05
		Having 1 to 5 target group members	03
		Having more than 5 non-target members	01
iii	Age of the SHG	More than 2 years	10
		1-5 years	07
		6 months to 1 year	05
iv	Monthly meetings during last 6 months	4 and above	05
		Two to three	03
v	Attendance of members in the group meetings	More than 90 %	10
		70% to 90%	05
		Less than 70 %	02
vi	Participation of members in group meetings (should be ascertained through interview)	High	05
		Medium	03
		Low	02
vii	Savings : a. Regularity b. Quantum of Saving through members only)	If default rate is	
		Upto 10%	10
		Upto 25%	07
		Upto 50%	05
		But default is met during succeeding month	
		More than Rs. 5000/-	10
		Between Rs. 2000/- and Rs. 5000/-	07
Below Rs. 2000/-	05		

viii	Groups internal loaning	Above 90%	10
		51 to 90%	07
	a. Utilisation of savings by grants of internal loans	30% to 50%	05
	b. Interest rate on groups internal loans	Depending upon purpose	05
		18 % to 30 %	03
	c. Groups internal loan Recovery Rate	less than 18 %	02
d. Members benefited out of groups internal loaning		100 %	10
		Between 80% to 95 %	07
		Between 70 % to 80 %	05
		More than 50 %	05
		Between 25 % to 50 %	03
	Less than 25 %	02	
ix	Awareness among members knowledge of SHG rules, functions, procedures of meeting, maintenance of books and records etc.,	Known to all members	05
		Known 50% or more	03
		Known to less than 50 %	02
X	Education level	If 25 % or more members read , write, speak and sign	05
		Read and sign	03
		Sign only	02
xi	Rotation of group leaders	Once in two years	03
		Between 1-2 years	04
		Every year	05
xii	Maintenance of books and records	Without Outside assistance	With outside Assistance
	a. Attendance Register	1	1
	b. Minutes Book	4	2
	c. Loan Ledger	4	2
	d. Savings ledger	4	2
	e. Internal passbook	2	1

Selection Criteria of SHGs for linkage

SCORING

- I. SHG scoring more than 90 points
- II. SHG scoring 60 - 89 points
- III. SHG scoring less than 60 points

Status for selection

- Selection without any reservation
 Selection with caution
 Not suitable for linkage

13.1.8. (B)ASSESSING OF SHGS FOR CREDIT LINKAGE WITH BANK:

SL. NO.	CATEGORY	INDICATORS	RATING
1.	Sangha Size	a. Members less than 10 b. Members from 10 to 15 c. Members from 15 to 20	5 8 10
2.	Composition	I. a. Target group only b. Having 1-5 non-target group c. Having more than 5 non-target group II. a. Homogeneous b. Mixed group	10 5 0 10 5
3.	Meeting	I. Monthly 4 meetings 2-3 meetings 1 meeting II. a. Irregular b. Regular III. Timings a. Night or after 6 p.m. b. Evening (between 3 and 6 p.m.) c. Morning (between 7 and 9 p.m.) d. Other timings	10 8 5 5 10 10 5 8 3
4.	Attendance of members	More than 90% 70% to 90% Less than 70%	10 8 3
5.	Participation	High Medium Low	10 8 3
6.	Savings	I. Frequency - Monthly 4 times 3 times 2 times 1 time II. Regular Irregular III. Fixed (rate) Optional (rate) IV. Interest on Sangha Loans Nil More than 36% Depending upon the purpose V. Full utilisation Less utilisation No utilisation	10 8 5 3 10 8 10 8 0 5 8 10 10 8 1
7.	Loan Recovery	a. Dues recovered More than 90% 70% to 90% Less than 70% Nil recovery since no loan was given For more than 6 months	10 8 5 3

8.	Documentation (Maintenance, upkeep, custody etc.) (General)	a. Good b. Medium c. Bad	10 8 3
9.	Accumulated Savings	a. More than Rs.5000 b. Rs.3000 to Rs.5000 c. Rs.2000 to Rs.3000 d. Less than Rs.2000	10 8 5 3
10.	Accounts & other records of Sangha (SHG) (Specific)	a. Attendance Register b. Minutes Book c. Loan Register d. Savings Ledger e. Cash Book f. General Ledger g. Bank Pass Book (Group) h. Receipts voucher file i. Payments voucher file j. Visitors Book	1 1 1 1 1 1 1 1 1 1
11.	Sangha rules and Knowledge of functions	If known to all members If not known to all members	10 5
12.	Educational level	If 20% or more members having functional literacy If less than 20%	10 3
13.	Awareness about Government programmes by members and banking procedures	a. If all are aware b. If Partially aware c. If not aware	10 5 0

Selection Criteria

1. SHGs scoring more than 150 points can be selected without any reservation
2. SHGs scoring less than 150 but more than 100 points can be selected with caution
3. SHGs scoring less than 100 points need not be considered.

13.1.9. DETAILS OF THE BENEFITS GIVEN IN THE PROGRAMME:

The Self Help Group which passes the grading is eligible for receipt of Revolving Fund. The DRDA's share is Rs.10,000/- As per the latest revised guidelines, the Revolving fund has been linked to the group corpus. Accordingly, DRDA may release subsidy, which is equal to the group corpus with a minimum of Rs. 5,000/- and a maximum of Rs, 10,000/- linked with Bank credit. The bank would sanction credit, which would be multiplies of the corpus and could go upto 4 times of the group corpus. For individual swarozgaris, subsidy under SGSY is uniform at 30% of the project cost, subject to a maximum of Rs.7500/-. In respect of SC/STs, however, these will be 50% and Rs.10000/- respectively. For groups of Swarozgaris, the subsidy for Economic assistance is 50% of the cost of the scheme subject to a ceiling of Rs.1.25 lakhs. There is no monetary limit on subsidy for Irrigation Projects. Subsidy is back ended.

13.1.10. PROCEDURE FOR DISTRIBUTION OF SUBSIDY:

a) Revolving fund / Subsidy

After completion of 1st grading/2nd grading, applications for Revolving fund/subsidy duly certified by the Bank are collected by the Field level functionaries of Block Development Offices. After certification by the Block Development Officer the applications are forwarded to DRDA for release of Revolving fund/subsidy

The applications are scrutinized in DRDA and Revolving fund/subsidy is released in the form of cheques drawn in favour of the SHGs and the cheques are sent to the concerned Block Development Offices. The Block Development Officer in turn forwards the cheque to the service area bank of the SHG concerned. 15 days after release of Revolving fund/subsidy by DRDA, the Banker's share of Revolving Fund/loan is also released to the groups.

Subsidy will be back-ended. Banks would disburse the full project cost including subsidy to the Swarozgaris as loan. The benefits of subsidy will also be available to Swarozgaris who prefer to avail themselves of required working capital in the form of cash credit. The operation of subsidy amount by the bank will be as follows:-

- i) The subsidy admissible to the Swarozgaris under SGSY should be kept in the Subsidy Reserve Fund Account Swarozgari-wise instead of in term deposit in the name of the Swarozgari. Banks should apply no interest on the Subsidy Reserve Fund Account. In view of this, for the purpose of charging interest on the loan, the subsidy amount should be excluded. The balance lying to the credit of subsidy Reserve Fund Account will not form part of DTL for the purpose of SLR/CRR.
- ii) In the case of Working Capital advances also, subsidy may be kept in the Reserve Fund Account as stated above without any interest being offered. However, the amount standing to the credit of the account should be withdrawn and credited to a Cash Credit Account of the SGSY Swarozgaris after a period of 5 years.

13.1.11. CONTACT PERSON

At DRDA Level:-

Project Officer (Self Employment),
DRDA., Pondicherry-5.

At Block Level:-

Block Development Officer,
Ariankuppam Block/ Villianur Block/ Oulgaret Block / Karaikal Block /
Mahe Block / Yanam Block.

13.1.12. APPLICATION FEE : - NIL

13.1.13. OTHER FEES : - NIL

13.1.14. APPLICATION FORMAT :-

DISTRICT RURAL DEVELOPMENT AGENCY, PONDICHERRY

SWARNAJAYANTI GRAM SWAROZGAR YOJANA
APPLICATION FOR LOAN FOR ECONOMIC ACTIVITIES

To
The Manager,

.....

Dear Sir,

We the members of

 hereby apply for a loan of Rs.....
 (Rupees) for our group for taking up economic
 activities.

GROUP PROFILE

1. Name of the Group :
2. Name of the Village :
3. a). Date of inception :
 b). Date of opening of bank account :
4. Whether Registered : Yes/ No
 If yes, furnish the true copy of the
 Certificate of Registration
5. Name of the Agency / NGO that :
 formed the SHG
6. Number of Members in the Group : Male _____ Female _____
 SC _____ OC _____ PH _____
7. Name of the Bank and SB A/c No. :
8. Name of the Representatives & Address: 1.
 2.
9. I) Savings : Rs.
 ii) Interest : Rs.
 iii) Grant by Agency / NGO : Rs.
 iv) Other funds : Rs.
- TOTAL** : Rs.
10. Cash and Bank Balance as on date of : Rs. _____
 application

11. Loan Details :

<u>Type of Loan</u>	Outstanding as on	<u>Recovery Performance since inception</u>		
		Demand*	Collection	Balance
	No. Amt.	No. Amt.	No. Amt.	No. Amt.
I. From group to members				
II. From others to Group				
a). Bank				
b). NGO				
c). Others.				

=====

* Demand including arrears demand

DETAILS OF THE PROPOSED ECONOMIC ACTIVITY

1. Purpose :
2. Total Project Cost : Rs.
(Project Report enclosed)
3. Loan Amount : Rs.
4. Subsidy Eligible : Rs.
5. Repayment : Monthly/Quarterly/Half Yearly/
instalments.

We agree to repay the loan amount as per the repayment schedule fixed by the bank.

We hereby declare that the particulars given above are true and correct to the best of our knowledge and belief. It will be in order for bank to disqualify the SHG from receiving any credit facilities from the Bank and /or recall the entire loan amount or any part there of granted on this application, if any, of the information pertaining to the Group, furnished herewith is found incorrect and / or containing misrepresentation of facts.

- Encl.: 1. SHG resolution copy
2. Inter - se- agreement
3. Project Report

SIGNATURE / THUMB IMPRESSION

1. _____
2. _____
3. _____
4. _____

CERTIFICATE

1. *Certified that the households / applicants are identified in the BPL survey list.*
2. *Certified that the Swarozgaries do not have any due.*
3. *Certified that no Govt. Servant is in their families.*

I recommend that the applicants be sanctioned loan-cum-subsidy under SGSY.

**Signature of the Grama Sevak /
Grama Sevika**

**Signature of the Extension Officer
/ Mukiya Sevika**

Date:

13.1.15. LIST OF ATTACHMENTS :-

1. SHG resolution copy
2. Inter – se- agreement
3. Project report

13.1.16. CONTACT PERSON IN CASE OF PROCESS RELATED COMPLAINTS

Project Officer (SE),
Public Information Officer,
DRDA., Pondicherry.

13.1.17. A. DETAILS OF AVAILABLE FUND AT DISTRICT LEVEL 2004-2005 :-

Sl No	Name of the Scheme	Opening Balance as on 1 st April 2004	Funds received from GOI during the year 2004-05	Interest / Other receipt	Total Funds Available
1.	2.	3.	4.	5.	6.
1.	SGSY	24.39	100.00	5.40	129.79

13.1.17 B . DETAILS OF AVAILABLE FUND AT BLOCK LEVEL - 2004-2005 :-

Sl .N	Name of the scheme	Rs. In lakhs.					Total
		Ariankuppam	Villianur	Oulgaret	Karaikal	Mahe	
1	SGSY	26.37	44.27	0.91	31.36	-	102.91

13.1.18. LIST OF BENEFICIARIES 2004-2005 :-

13.1.18.A. REVOLVING FUND RECEIVED AFTER COMPLETION OF 1ST GRADING2004-2005

Sl. No.	Beneficiaries Name & Address	DRDA share of RF
ARIANKUPPAM BLOCK:		
1.	Malar SHG, Bahour	8,900
2.	Athirai SHG, Nonankuppam	7,998
3.	Kalaimagal SHG, Vadukuppam	10,000
4.	Elanthalir Madhar SHG, Nettapakkam	10,000
5.	Manimegalai SHG, Nettapakkam	10,000
6.	Avaramboo SHG, Eripakkam	10,000
7.	Thiagasudar SHG, Eripakkam	10,000
8.	Abirami SHG, Pandasozhanallur.	10,000
9.	Sangaraparani SHG, Edayarpalayam	10,000
10.	Kalki SHG, Kudiyirupu palayam	10,000
11.	Indira Gandhi SHG, Seliamedupet	10,000
12.	Sakthi SHG, Seliamedupet	10,000
13.	Mother Theresa SHG, Seliamedupet	10,000
14.	Kamaraj SHG, Seliamedupet	10,000
15.	Kavikuil SHG, Bahour	10,000
16.	Kurunji Magalir SHG, Bahour pet	10,000
17.	Nathaji SHG, Bahour pet	10,000
18.	Sri Durgai SHG, Madhikrishnapuram	10,000
19.	Annai Indira SHG, Kanniakoil	10,000
20.	Vizhipunarvu SHG, Moorthikuppam	10,000
21.	Bharathi Kannamma SHG, Moorthikuppam	10,000
22.	Thamarai SHG, Panaiyadikuppam.	10,000
23.	Amaithi Poonga SHG, Panaiyadikuppam.	10,000

24.	Nilā SHG, Manamedu pet	10,000
25.	Malligai SHG, Adingapet	10,000
26.	Roja SHG, Adingapet	10,000
27.	Mahalakshmi SHG, Bahour.	10,000
28.	Amman SHG, Abishekapakkam	10,000
29.	Mahatma Gandhi SHG, Chinakarayamputhur	10,000
30.	Thamaraipoo SHG, Adingapet	10,000
31.	Adingapet SHG, Adingapet	10,000
32.	Vallalar SHG, Aranganoor	10,000
33.	Annai Thresa SHG, Kudiyirupupalayam	10,000
34.	Arul jothi SHG, Kottaimedu	10,000
35.	Thillai Amman SHG, Nallavadu.	10,000
36.	Singaravelar Magalir SHG, Nallavadu	10,000
37.	Sooriyaganthi SHG, Kattukuppam	10,000
38.	Kanniakoil Patchai Vazahi Amman, SHG, Kanniakoil	10,000
39.	Thanakoteswari SHG, Manavadu	10,000
40.	Annai Indira Gandhi SHG, R.K.Nagar,Ariankuppam	10,000
41.	Santhana Lakshmi SHG, Ariankuppam, Manavelly.	10,000
42.	Vijaya Magalir SHG, Veerampattinam	10,000
43.	Subam SHG, Molapakkam.	10,000
44.	Vanavil SHG, M. Kutchipalayam	10,000
45.	Vasandam SHG, Molapakkam	10,000
46.	Vennila SHG, Sooramangalam	10,000
47.	Mugil Magalir SHG, Sooramangalam	10,000
48.	Dhanalakshmi SHG, Ramji Nagar, Maducarai	10,000
49.	Sri Devi SHG, Maducarai, Periapet.	10,000
50.	Everest SHG, Maducarai, Indira Nagar.	10,000
51.	Vanmathi SHG, Sooramangalam	10,000

OULGARET BLOCK

1.	Vannamathi SHG, Sanjeevi Nagar.	10,000
2.	Annai Indira SHG, Sanjeevi Nagar.	10,000
3.	Jai Hind Suya Udhavi Kuzhu, Karuvadikuppam	10,000
4.	Amutham SHG, Pudu Nagar, Reddiarpalayam	10,000
5.	Kumudam SHG, Pudu Nagar, Reddiarpalayam	10,000
6.	Anandam SHG, Muthupillaipalayam	10,000
7.	Velan SHG, Arumpartha puram.	10,000
8.	Kadalarasan SHG, Peria Kalapet kuppam.	10,000
9.	Muthu Chippi Magalir Suya Udhavai Kuzhu, Periakalapet.	10,000

VILLIANUR BLOCK

1.	Nesam SHG, Kaikalapet	10,000
2.	Pavaigal SHG, Kaikalapet	10,000
3.	Thazhampoo SHG, Anandapuram	10,000
4.	Mahanathi SHG, Sanyasikuppam	10,000
5.	Vijaya Vinayagar SHG, Sadagapet	10,000
6.	Sri Murugan SHG, Kottapurinatham.	10,000
7.	Sri Ashta Lakshmi SHG, Keezhagraharam	10,000
8.	Sri Atchaya, SHG, Keezhagraharam	10,000
9.	Thiru Kumaran SHG, Sedarapet	10,000
10.	Kambar, SHG, Karasur Pet.	10,000
11.	Aravindar SHG, Karasur Pet.	10,000
12.	Sonia SHG, Thuthi Pet.	10,000
13.	Periyar, SHG, Sedarapet.	10,000
14.	Kamaraj SHG, Sedarapet.	10,000
15.	Vinnarasi SHG, Thuthi Pet.	10,000
16.	Bhavani Amman SHG, Katterikuppam.	10,000
17.	Navarathinam SHG, Katterikuppam.	10,000
18.	Theepanja Amman SHG, Thethampakkam	10,000
19.	Anandam, SHG, Thethampakkam	10,000
20.	Saraswathy SHG, Agaram	10,000
21.	Vanavil SHG, Koodapakkam.	10,000
22.	Chidambaranar SHG, Ramanathapuram.	10,000
23.	Narmatha SHG, Ramanathapuram.	10,000
24.	Akshaya SHG, Thondamanatham.	10,000
25.	Magarantham SHG, Thondamanatham.	10,000
26.	Dr. Muthulakshmi SHG, Thondamanatham.	10,000
27.	Manimegalai, SHG, Thondamanatham.	10,000
28.	Kurinji Malargal SHG, V. Manavelly	10,000
29.	Elakiya SHG, G.N. Palayam pet	10,000
30.	Siddhanandasamy SHG, Koodapakkam	10,000
31.	Thai Mogambigai SHG, Senthatham.	10,000
32.	Annai Sonia SHG, Koodapakkam Pet.	10,000
33.	Deepaoli SHG, Thirubuvani Periyapet	10,000
34.	Vaigai SHG, Thiruvandarkoil, Chinnapat	10,000
35.	Chithirai Pookal SHG, Thiruvandarkoil	10,000
36.	Sri Ezhumalayan SHG, Odiampet	10,000
37.	Shri Patchivazhiamman SHG, Sorapet	10,000
38.	Thai Mogambigai SHG, Sellipet	10,000
39.	Iswariyam SHG, Ramanathapuram.	10,000
40.	Soundariyam SHG, Ramanathapuram.	10,000
41.	Putalaiamman SHG, Ariapalayam	10,000
42.	Thendral Magalir SHG, Madagadipet.	10,000

KARAIKAL BLOCK

1.	Ananthiamman SHG, Thirvettakudy, Kottucherry	10,000
2.	Porkalanchiyam SHG, Nedungadu	10,000
3.	Agalvillaku SHG, Polagam, T.R. Pattinam.	10,000
4.	Senthamizh SHG, Kottapady	10,000
5.	Sri Kamatchi Amman SHG, Sethur	10,000
6.	Sri Periyanaigayi Magalir SHG, T.R. Pattinam.	10,000
7.	Sri Mazhai Mariamman, SHG, Keezhaiyar. T.R. Pattinam.	10,000
8.	Thiyaga Oli, SHG, Polagam, T. R. Pattinam.	10,000
9.	Sri Sithi Vinayagar SHG, Mela Kottucherry, Nedungadu.	10,000
10.	Mullai Magalir SHG, Puthakudy.	10,000
11.	Ilantharagai Magalir SHG Kanchipuram Koilpathu.	10,000
12.	Sri Sivasakthi Magalir, SHG, Vizhithiyoor.	10,000
13.	Vellai Roja SHG, Nedungadu.	10,000
14.	Vigneswara SHG, Kulakudy, Kurumbagaram.	10,000
15.	Durgai SHG, Vadakattalai, Kurumbagaram.	10,000
16.	Sri Mathi Kanni SHG, Kottucherry.	10,000
17.	Iswariya Lakshmi SHG, Mela Annavasal, Nedungadu.	10,000
18.	Amutham Magalir SHG, Kurumbagaram, Nedungadu.	10,000
19.	Sendumalli SHG, Narikurumbai, Kurumbagaram.	10,000
20.	Thamizh Thendral SHG, Mathalankudy, Nedungadu.	10,000
21.	Jenia Magalir SHelp Group, Narikurumbai, Kurumbagaram.	10,000
22.	Iru Malargal SHG, Mathalankudy, Kurumbagaram.	10,000
23.	Veeralakshmi SHG, Neravy	10,000
24.	Thai Moogambigai, SHG, Neravy	10,000
25.	Sri Bannari Amman, SHG, Neravy	10,000
26.	Nambikkai SHG, Sethur.	10,000
27.	Ambigai SHG, Sethur.	10,000
28.	Sri Mother, Magalir, SHG, Kottucherry	10,000
29.	Sri Alady Amman SHG, Neravy	10,000
30.	Sri Mahishasuramarthini SHG, Neravy	10,000
31.	Sri Durga Devi SHG, Neravy	10,000
32.	Gemini Magalir SHG, Thirunallar	10,000
33.	Thenmalar SHG, Thirunallar	10,000
34.	Tamizh Malar Suya Udhavi Kuzhu, Thirunallar	10,000
35.	Tamizh Aruvi SHG, Thirunallar	10,000
36.	Maha Saraswathy SHG, Aranga Pet, Thirunallar	10,000
37.	Sumangali Suya Udhavi Kuzhu, Thirunallar	10,000
38.	Avvai, SHG, Valatha Mangalam, Thirunallar	10,000

39.	Kalangiyam SHG, Sethur.	10,000
40.	Vanmathi Suya Udhavi Kuzhu, Oozipathu.	10,000
41.	Vanavil, SHG, T.R. Pattinam	10,000
42.	Sri Mani Mariamman, SHG, T.R. Pattinam	10,000
43.	Neelavanam Suya Udhavi Kuzhu, Nallambal	10,000
44.	Sevvanam Magalir Suya Udhavi Kuzhu, Nallazhandur.	10,000
45.	Madurai Meenatchi Suya Udhavi Kuzhu, Thirunallar.	10,000
46.	Thamizh Magal Magalir Suya Udhavi Kuzhu, Thirunallar	10,000
47.	Vanji Malar Magalir Suya Udhavi Kuzhu, Mela Subrayapuram, Thirunalla	10,000
48.	Bharatha Annai Indira SHG, Subrayapuram, Thirunallr	10,000
49.	Kulamagal Magalir SHG, Kezha Subrayapuram, Thirunallar	93,720
50.	Nanbergal SHG, Jeevanagar, Kottucherry.	10,000
51.	Chandirapiriya Magalir SHG, Sayampalayam, Thirunallar.	10,000
52.	Thamizhmani Magalir SHG, Puthakadi.	10,000
53.	Sindunathipoo Magalir SHG, Valathamangalam.	10,000
54.	Ilaya Indira, SHG, Subrayapuram	10,000
55.	Sri Maha Mariamman SHG, Thirunallar	10,000
56.	Anbu Malar Magalir SHG, Valathamangalam.	10,000
57.	Gowri Annai Magalir SHG, Keezhaputhakudy	10,000
58.	Kalpna Savla Magalir SHG, Keezhaponpathi	10,000
59.	Vaigarai, Magalir SHG, Adaikalapuram.	10,000
60.	Pangaja Annai Magalir SHG, Keezhaparuthikudy	10,000
61.	Sandanamullai Magalir SHG, Vadamattam.	10,000
62.	Neduvai Magalir SHG, Indira Nagar, Nedungadu, Keezhaparuthikudy	10,000
63.	Adaikala Annai Magalir SHG, Adaikalapuram	10,000
64.	Mahakavi Magalir SHG, Nallathur,.	10,000
65.	Sakthi, Magalir SHG, Nallambal	10,000
66.	Kundhavai, SHG, Muppaitthankudy	10,000
67.	Durgambigai Magalir SHG, Nallambal	10,000
68.	Ponmalar SHG, Thennankudy.	10,000
69.	Eyarkai Magalir SHG, Thennankudy.	10,000
70.	Komatha SHG, Kumarakudy.	10,000
71.	Nagakanni, Magalir SHG, Sorakudy	10,000
72.	Deivakanni Magalir SHG, Sorakudy	10,000
73.	Boomadevi SHG, A.G.R. Nagar Sorakudy.	10,000
74.	Pavai SHG, Arangapet, Thirunallar	10,000
75.	Anbumalar SHG, K.P.M.Thottam, T.R.Pattinam	10,000
76.	Gangai SHG, Melayur, T.R.Pattinam	10,000
77.	Poonthalir SHG, Muthampalayam street, T.R.Pattinam	10,000

78.	Masaniamman SHG, Athipadugaipet, Thirunallar	10,000
79.	Sri Selvaganapathy SHG, Melakasakudy	10,000
80.	Desiya Malar Magalir SHG, LGR Nagar, Nedungadu	10,000
81.	Sri Manonmani Magalir SHG, Nedungadu	10,000
82.	Mettioli Magalir SHG, Melakottucherry, Nedungadu	10,000
83.	Srimathi Chinnapillai Ammayar SHG, Kamaraj Nagar, Neravy.	10,000
84.	Annai Fathima SHG, Neravy.	10,000
85.	Sri Ramajayam SHG, Neravy.	10,000
86.	Sri Veeramaha Kalliamman Magalir SHG, Vizhithiyur.	10,000
87.	Sri Santhaiveli Mariamman, SHG, Vizhithiyur.	10,000
88.	Shanmugapriya SHG, Mela Subrayapuram	10,000
89.	Jeeva nathi SHG, Puthutheru, Kottucherry	10,000
90.	Idayam, Magalir SHG, Keezhakonnakavali, Kottucherry	10,000
91.	Imayam Magalir SHG, Konnakavelly, Varichikudy	10,000
92.	Ilanthalir SHG, Gandhi Nagar, Varichikudy	10,000
93.	Ilanthendral, SHG, Kottucherry	10,000
94.	Thenaruvi Magalir SHG, Anna Nagar, Kottucherry	10,000
95.	Isaiaruvi SHG, Anna Nagar, Kottucherry	10,000
96.	Thangamalar SHG, Panchatchapuram.	10,000
97.	Rose Magalir SHG, Pandaravadi	10,000
98.	Bharatha Jothi SHG, Ilayankudi, Thirunallar	10,000
99.	Sri Iyyappan SHG, Annai Indira Nagar, Thirunallar	10,000
100.	Sri Mahadevi Magalir SHG, Shanmugapuram	10,000
101.	Jeniva Magalir SHG, Shanmugapuram	10,000
102.	Nilal Mahal SHG, Subrayapuram	10,000
103.	OM Maha Sakthi Mariamman SHG, Pettai, Thirunallar	10,000
104.	OM Annai Pra Sakthi SHG, Pettai	10,000
105.	Sri Manmatha Eswaran Magalir SHG, Pettai	10,000
106.	Sri Ambu Mariamman Magalir SHG, Sorakudy.	10,000

13.1.18.B.LIST OF BENEFICIARIES WHO HAVE TAKEN UP ECONOMIC ACTIVITIES
2004-2005

Sl. No.	Beneficiaries Name & Address	DRDA Subsidy	Bank Loan	Activity	Criteria for selection
ARIANKUPPAM BLOCK					
1.	Saraswathy SHG, Kariamanickam	53600	120000	Dairy	2 nd grading completed
2.	Sembaruthi, SHG, Kariamanickam	58960	132000	Dairy	"
3.	Muthallamman SHG, Thavalakuppam	90000	180000	Multipurpose	"
4.	Bharatham SHG, Bahour	53600	120000	Milch animal	
5.	Pattu Roja SHG, Bahour.	53600	120000	"	"
6.	Ponmudi Iyyanar SHG, Aranganur	64320	132000	"	"
7.	Ganapathy, SHG, Andiyarpalayam	84580	131000	"	"
8.	Sri Murugan SHG, Andiyarpalayam	91830	90750	"	"
9.	Sangamam SHG, Pillaiyarkuppam.	79470	153500	"	"
10.	Kannagi SHG, Koravalimedu.	67900	184000	"	"
11.	Vidivelli SHG, Moorthykuppam pet.	67540	168000	"	"
12.	Roja Malar SHG, Varkalodai	64320	144000	"	"
13.	Thenaravi SHG, Sellimedu pet.	58960	122000	"	"
14.	Roja SHG, Veerampattinam	125000	250000	Departmental store	"
15.	Sri Muthalamman SHG, Manapet.	67900	156000	Milch animal	"
16.	Pavai SHG, Bahour pet	67180	156000	"	"
17.	Mullai SHG, Bahour pet	67540	156000	"	"
18.	Sri Angalamman SHG, Manapattu	67180	156000	"	"
19.	Chinna Pillai Ammal, SHG, Manapet.	67180	156000	"	"
20.	Kalimagal SHG, Chinna karayambathur	120000	*	Metador Van	"
21.	Roja SHG, Karayambathur	125000	159500	Floriculture	"
22.	Kurunjimalargal SHG, Kuruvinatham	42880	120000	Milch animal	

23	Ethirneetchal SHG, Kuruvinatham	67540	168000	"	"
24	Poonthalir SHG, Irulanchandai	67180	163000	"	"
25	Thyagam SHG, Aranganur	64320	144000	"	"
VILLIANUR BLOCK					
1	Kiran Bedi SHG, Koodapakkam	67180	156000	Dairy	"
2	Chittoor Rani SHG, Koodapakkam	64320	144000	"	"
3	Sri Ezhaimariamman SHG, Villianur.	62520	184000	Milch animal Petty shop, grocery, fish vending flower shop	"
4	Pothiamman SHG, Koodapakkam	64320	144000	Dairy	"
5	Sri. Raghavendra SHG, Kalitheerthalkuppam	58960	132000	"	"
6	Sri. Ganeshwara SHG, Madagadipet	58960	132000	Milch animal	"
7	Silkariamman SHG, Silkaripalayam	58960	132000	"	"
8	Navammal SHG, N. Kutchipalayam	58960	132000	"	"
9	Om Shakthi SHG, Kalitheerthalkuppam	58960	132000	"	"
10	Angalamman SHG, Uruvaiyar	57160	132000	Dairy, Grocery Coconut leaf weaving	"
11	Annai SHG, Kodathur Manavelly	64320	144000	Dairy	"
12	Malligai SHG, Kodathur Manavelly	63240	180000	Dairy, Mobile van, Grocery/ Fancy store, Sound service	"
13	Siva Shakthi SHG, Koodapakkam	62880	191000	Milch animal, mat weaving, grocery rice vending	"
14	Nandini SHG, Koodapakkam	64320	144000	Milch animal	"
15	Dr. Ambedkar SHG, Koodapakkam Pet	125000	195000	Tiffin Centre, Goat rearing meat stall, STD booth, canteen , chicken centre centring sheet	"
16	Rajakaliamman SHG, Koodapakkam	120000	160000	Cloth sales, Cool drinks, cycle shop, grocery flower shop, meat stall, chicken centre	"

17	Saraswathy SHG, Pillayarkuppam	120000	300000	Petty shop, grocery, Fancy stall, Rice shop, Tiffin Centre, Poultry, Cattle Feed	"
18	Thirumagal SHG, Kanuaipet	120000	150000	Cloth, rice, Agarbathi making, others	"
19	Sri. Porayathamman SHG, Kottaimedu	110000	165000	Mixed activity	"
20	Kavikuyil SHG, Kanuaipet	100000	150000	"	"
21	Sri. Meenatchi SHG, Pillayarkuppam	67180	156000	Milch animal	"
22	Surabi SHG, Pillayarkuppam	62880	196000	Milch animal, floriculture	"
23	Bharathamatha SHG, Pillayarkuppam	63960	139500	Milch animal, Grocery	"
24	Sri. Sankari SHG, Sellipet	58960	432000	Milch animal	"
25	Sri Durga SHG, Sorapet	64320	444000	"	"
26	Sri Bhavani SHG, Sellipet	65740	252000	Milch animal, Kitchen garden, Cattle feed shop, Others	"
27	Sri Saraswathy SHG, Sellipet	101080	264000	Milch animal, Kitchen garden, Cattle feed shop, Cycle shop, Floriculture, Grocery	"
28	Sri Puthumariamman SHG, Sorapet	62880	192000	Milch animal, Grocery, Toys Making	"
29	Venmalar SHG, Sorapet	67180	144000	Milch animal	"
30	Porayathal SHG, Sorapet	64320	144000	Milch animal	"
31	Sri Ganga SHG, Sellipet	100720	216000	Milch animal, Kitchen garden, Bullock Tyre cart, Cut piece cloth sale	"
32	Ramji SHG, Sorapet	66820	168000	Milch animal, Grocery	"
33	Baratha Boomi SHG, Chinnapet	66460	192000	Milch animal, Bullock Tyre cart, Grocery	"
34	Kurunji SHG, Sorapet	63240	192000	Milch animal, Grocery, Toys Making, Plough Bullock	"
35	Godavari SHG, P.S. Palayam pet.	67180	156000	Milch animal,	"
36	Vasantham SHG, Vinayagampet	58240	156000	Milch animal, Kitchen garden,	"
37	Udhayam SHG, Kothapurinatham	64320	144000	Milch animal	"
38	Rajashree SHG, Sanyasikuppam	53600	120000	Milch animal	"
39	Bharatha Boomi SHG, Mannadipet	67180	192000	Milch animal, Cattle feed sale	"
40	Sudaroli SHG,	58600	144000	Milch animal, Kitchen	"

	P.S.Palayam pet			garden,	
41	Vinayagar SHG, Koodapakkam	120000	436000	Mahendra Tractor,	"
42	Gangaimariamman SHG, Villianur	120360	254000	Milch animal, Textile Business, Others	"
43	Vakkarakaliamman SHG, Sorapet	64320	144000	Milch animal	"
44	Sri Krishna SHG, Sorapet	64320	144000	Milch animal	"
45	Sri Yamuna SHG, Sellipet	67180	156000	Milch animal	"
46	Navasakthi SHG, Koodapakkam	63600	155000	Milch animal, Tyre cart animal, Grocery, Mat Weaving	"
47	Kulmagal SHG, Kunichampet	52520	156000	Milch animal, Shop, Oil store	"
48	Bharatha Thai SHG, Poraiyurpet	125000	315000	Cart, Cloth sale, Grocery, Chicken Stall, Fish Vending, Tiffen Center, Mutton stall, Others	"
KARAIKAL BLOCK					
1.	Sri Iyyanar SHG, Puthakudi, Nedungadu	67900	205000	Rice Vending, Milch animal	"
2.	Sri Magalakshmi SHG, Agaraputhakudy, Nedungadu	58960	132000	Milch animal	"
3	Sri Seethala Devi SHG, Melakottucherry	63960	157000	Grocery, Milch animal	"
4	Sri Parameswari SHG, Kottucherry	67900	168000	Milch animal	"
5	Sri Kaliamman SHG, Nallambal	62520	146500	Milch animal, Sweet Stall, Vessel Hiring & Vending, Grocery	"
6	Pooncholai SHG, Melakasakudy	58960	132000	Milch animal	"
7	Venthamarai SHG, Thiruvettakudy	65980	216000	Milch animal, Goat rearing, Tailoring, Petty shop, Vessel Hiring	"
8	Sri Kanniga SHG, Varichikudy	66400	150000	Milch animal, Tri-cycle with motor	"
9	Brundha SHG, Nallambal	66820	127000	Milch animal, Goat rearing, Readymade garments, Vessel Hiring	"
10	Sengazhuneeramman SHG, Kottucherry	68260	287000	Milch animal, Goat rearing, Grocery, Tailoring	"
11	Senthamarai SHG, Nedungadu	67840	180000	Milch animal, Goat rearing,	"
12	Sri Palmariamman SHG Vizhithiyur	67840	162000	Milch animal, Goat rearing, Tyre cart with Bullock, Battery service	"
13	Sri Kalaimagal SHG, Manalmedu,	67900	180000	Milch animal, Goat rearing	"

	Nedungadu				
14	Alaimagal SHG, Manalmedu, Nedungadu	64680	156000	Milch animal, Goat rearing	"
15	Malaimagal SHG, Manalmedu, Nedungadu	61320	144000	Milch animal, Goat rearing	"
16	Srithala Devi SHG, Kottucherry	67900	249000	Mobile Vegetable vending, Milch animal, Grocery, Goat rearing, Art printing	"
17	Siva Sakthi SHG, Keezhavanjore	66100	170000	Milch animal, Cycle shop	"
18	Sri Visalatchiamman SHG, T.R.Pattinam	126800	206000	Milch animal, Petty shop, Restaurant, Others	"
19	Sarsawathy SHG, Polagam	67900	168000	Milch animal	"
20	Bharathamangai SHG, Pandaravadai	67180	181000	Milch animal, Vessel Hiring	"
21	Vinmeen SHG, Pandaravadai	65380	184000	Vegetable vending, Milch animal, Grocery, Poultry, Readymade Garments	"
22	Jasmine SHG, Sellur	67180	189000	Milch animal, Readymade Garments	"
23	Kadalpura SHG, Arangapet	121800	208000	Milch animal, Grocery, Goat rearing, Others.	"
24	Annai Marial SHG, Serumavilangai	127160	197000	Milch animal, Goat rearing, Rice vending, Screen Printing	"
25	Sri Rajakaliamman SHG, T.R.Pattinam	67540	168000	Milch animal	"
26	Sri Rajarajeswariamman SHG, Melaiyur	66820	194000	Milch animal, Grocery	"

13.2. .INDIRA AWAAS YOJANA/PRADHAN MANTRI GRAMODAYA YOJANA :-

1. Name of Programme/Scheme :-

1. Indira Awaas Yojana (IAY)
2. Pradhan Mantri Gramodaya Yojana

2. Duration of the Programme/Scheme : IAY : 1.4.1996 to till date

PMGY : 1.4.2000 to till date

3. Objective of the Programme :-

The main objective of the schemes is to provide houses free of cost to BPL families in the rural areas and also assist in the healthy development of the habitat in these areas.

4. Physical and Financial targets of the Programme (For the last year)

	<u>No. of Houses</u>	<u>Expenditure</u> (Rs. In lakhs)
IAY	333	133.20
PMGY	100	40.00

5. Eligibility of Beneficiary :-

Rural BPL Scheduled Castes and Scheduled Tribes and Non- Scheduled Castes and Scheduled Tribes poor subject to the condition that non - SC/ST households shall not receive more than 40% of IAY allocation. Benefits of the scheme have also been extended to families of Ex-Service men of the armed and paramilitary forces killed in action. 3% of the houses are reserved for BPL physically & mentally challenged persons living in rural areas.

6. Pre-requisites for the benefit :-

Indira Awaas Yojana /Pradhan Mantri Gramodaya Yojana provides for financial assistance through cent percent subsidy to BPL families who own a patta for constructing a house with built- in area of 215 Sqft.

7. Procedure to avail the benefits of the Programme :-

Advertisement calling for applications for construction of houses under IAY Programme will be given in Newspapers by DRDA. Beneficiaries should send application forms for subsidy to the Block Development Offices along with the Xerox copy of the Patta, Ration Card and Election Card. If their applications are accepted, work order will be placed within 15 days of submission of the original Patta and first instalment will be released after collection of materials by the beneficiary.

8. Criteria for deciding eligibility :-

Prioritization of beneficiaries is as follows :-

- (i) Freed bonded labourers
- (ii) SC/ST households
 - a) SC/ST households who are victims of atrocity
 - b) SC/ST households, headed by widows and unmarried women
 - c) SC/ST households affected by flood, natural calamities like earthquake, cyclone and man made calamities like riot.
 - d) Other SC/ST households
- (iii) Families/Widows of personnel from defence services/paramilitary forces, killed in action
- (iv) Non-SC/ST BPL households
- (v) Physically and mentally challenged persons
- (vi) Ex-servicemen and retired members of the paramilitary forces
- (vii) Displaced persons on account of developmental projects, nomadic semi-nomadic and de-notified tribals, families with physically/mentally challenged members.

The selection of the beneficiaries will be subject to the condition that the households of all the above categories except (iii) are Below Poverty Line. (BPL)

9. Details of benefits given in the Programme :-

1. Rs.40,000/- per unit for plain areas for new construction.
(IAY - Central Subsidy Rs. 25,000 + State subsidy Rs. 15,000)

(PMGY - State subsidy = Rs. 40,000/-)
2. Rs.12,500/- for upgradation of house to semi -pucca /pucca house.

Action is being taken to get State's share of IAY to the tune of Rs25,000/- and give a subsidy of Rs.50,000/- for construction of a house for 2005-06.

10. Procedure for distribution of subsidy :-

Subsidy is distributed in IV instalments

Ist instalment :- Rs. 10,000

IIInd instalment : Rs. 15,000

IIIrd instalment : Rs. 10,000

IVth instalment : Rs. 5,000

- | | | |
|----------------------------|----|--------------------------------------|
| 11. Contact person | :- | Block Development Officer concerned. |
| 12. Application Fee | :- | NIL |
| 13. Other Fee | :- | NIL |

13.2.13. APPLICATION FORMAT :-

**DISTRICT RURAL DEVELOPMENT AGENCY
PONDICHERRY**

Application for Indira Awaas Yojana / Pradhan Mantri Gramodaya

Yojana Housing scheme

Name of the Applicant :

Father / Husband's Name :

Address :

Age :

Occupation :

Annual Income :

Schedule Caste - \$ No :

(if yes certificate should be attached)

Name of the Village in which plot is situated :

Survey No, length & breadth of the plot :

Boundaries : North :

South

East

West

Whether the applicant is the Owner of the plot or tenant :

Whether household members have own house / plot in any other place. :

Whether the applicant or members of the household have obtained benefits under any other scheme of the Government :

Any other particulars :

I declare that the above mentioned particulars are true. If selected under this scheme, I will submit the Patta to the Block Development Officer and get the work order. As per the rules prescribed by the Govt., under the scheme, I assure that I will complete the construction of the house with Sanitary latrine within 6 months in respect of New houses/within 1 month for upgradation. I hereby agree to accept that legal action may be taken against me in case of default. I also assure that neither I nor my family members have so far availed any benefit under the housing scheme, Indira Awaas Yojana implemented by DRDA, or other housing schemes implemented by Government.

Signature:

14. List of Attachment :-

1. Original Patta
2. Xerox copy of the Ration Card First page
3. Xerox copy of the Election Card

13.2.15. Contact Person in case of procedure related complaints :-

Project Officer(SE), DRDA, Pondicherry.

13.2.16. a.Details of the available fund at District level

Sl No	Name of the Scheme	Opening Balance as on 1 st April 2004	Funds received from GOI during the year 2004-05	Interest / Other receipt	Total Funds Available
1.	2.	3.	4.	5.	6.
1	IAY Central State's share of IAY Total	28.30 - ----- 28.30 -----	94.43 50.00 ----- 144.43 -----	2.03 - ----- 2.03 -----	124.76 50.00 ----- 174.76 -----
2	PMGY	31.07	46.40	-	77.47

b.Details of the available fund at Block level

Sl. NO	Name of the scheme	Ariankuppam	Villianur	Oulgaret	Karaikal	Total
1	IAY					
a)	Central Share	19.50	19.00	5.50	14.20	58.20
b)	State's share	11.25	19.95	6.00	11.25	48.45
2	PMGY	26.90	20.40	11.00	18.50	76.80

13.2.17. Details of Beneficiaries :-

LIST OF BENEFICIARIES UNDER IAY PROGRAMME

Sl. No.	Name of the beneficiaries and address
ARIANKUPPAM BLOCK	
1.	Jaya & Jayamurthy, S/o Deivasigamani, Komandhanmedu
2.	Kamatchy W/o Ravi, Thamaraiikulathunatham, Bahour
3.	Mariyammal W/o Irisappan, Sivankoil backside, Bahour
4.	Visalatchy & Vairakannu, S/o Vadivelu Theduvannatham
5.	Vasantha & Kaliamurthy, S/o Gobal Padayatchy Street, T.N.Palayam
6.	Vimala, W/o Muthuvelu (Late) Newkamaraj Nagar, Bahour.
7.	Anbu & Singaravelu, S/o Kuppusamy Pudunagar, Kalmandapam
8.	Sengeni & Balaraman, S/o Jeganathan LGR Plot, P.S.Nallur
9.	Kasthury, W/oRasu @ Rajaram, Andarasikuppam, Kalmandapam
10.	Alamelu & Balu, S/oRamachandiran, Pudunagar, Vadukuppam
11.	Unnamalai & Mannangatti, S/o Gurunathacounder Mariyamankoil thoppu, P.S.Nallur
12.	Poongavanam & Sivamani S/o Thangavel MGR Nagar, Nettapakkam
13.	Deivanai, W/o Puthupattan Balaji Nagar, Thanampalayam
14.	Palanivel, S/o Ganapathy, 78, Cross Street, Eripakkam
15.	Pommi @ Santhy W/o Rathinavelu, Nallavadu Road, Thanampalayam
16.	Rajeswary & Kesavan S/o Kuzhanthai Counder V.S Nagar, Maducarai
17.	Saroja & Segar S/o Nagamani Kuruvanpet, Maducarai
18.	Murugan S/o Krishnan Vanniyar Street, Maducarai
19.	Rani & Subbrayan, S/o Veeramuthu Vinayagar Koil Street, Nettapakkam
20.	Indirani & Sivaramulu @ Sriramulu, S/o Muthunaidu Pudunagar, Vadukuppam
21.	Ansar Beevi & Beermohamed, S/o Abdukahib, Indira Nagar. Maducarai
22.	Meenatchytilagam & Ramanujam, S/o Vengatapathy Nathamettu theru, Molapakkam
OULGARET BLOCK	
1.	Parvathy, Ganapathy Chetty Kulam, Pondicherry
2.	Venugopal, Ganapathy Chetty Kulam, Pondicherry
3.	Rajakumari @ Kumari, Chinnakalapet, Pondicherry
4.	Kannagi, Shanmugapuram, Pondicherry
5.	Leema Rose, Oulgaret, Pondicherry
6.	Sundarambal, Gandhi Thirunallur, Pondicherry

7. Adhimoolam, Sanjeevi Nagar, Pondicherry
8. Krishnaveni, Pillaichavady, Pondicherry
9. Aroquiamary, Pudu Nagar, Reddiarpalayam, Pondicherry
10. Andal, Pudu Nagar, Reddiarpalayam, Pondicherry
11. Kumari, Jeevanandhapuram, Pondicherry
12. Lakshmi, Muthirapalayam, Pondicherry
13. Arumugam, Pillaichavady, Pondicherry
14. Mailambal. Pitchaiveeranpet, Pondicherry
15. Irichappan, Periyakalpet, Pondicherry
16. Rajendiran, Sanjeevi Nagar, Pondicherry
17. Bharathy, Poraiyur, Pondicherry
18. Mary, Kuravar Medu, Lawspet, Pondicherry
19. Vasantha, Pudu Nagar, Alankuppam Pondicherry
20. Sankar, Karuvadikuppam, Pondicherry
21. Susila, Pudu Nagar, Chinnakalpet, Pondicherry

VILLIANUR BLOCK

1. V. Uma W/o Vinayagam, 4, Anna Nagar, Madagadipet Post
2. M. Ezhumalai S/o Muthan, No.10, Pudunagar, Thiruvandarkoil, Pondy
3. Shanmugam S/o Arumugam, 2, Mariamman Koil Street, Snadhai Pudukuppam, Pondy
4. R. Subramanian S/o Rasu, 3rd New House, Pidarikuppam Post, Pondy
5. P.Parvathy, W/o Perumal, 8, Pudu Veedhi, Pidarikuppam Pet, Mannadipet Commune
6. M. Balakrishnan S/o Malayan, Palvaadi Street, Sanyasikuppam, Pidarikuppampet, Pondy
7. R. Nadarajan S/o Rathinam, Manakuppam pet, Villianur Nettareppakkam Via
8. S. Perumal S/o Sengeni, IInd Cross Street, Uthiravahinipet, Odhiampet Post
9. E. Nadesan S/o Egambaram, 5, Pudu street, Pidarikuppam
10. S. Patchaiammal W/o Subbrayan, No.9 Pudu Nagar, Thiruvandarkoil, Pondy
11. K. Nagalakshmi, W/o Gurusamy, No. 5, Thoppu Street, Lingareddipalayam
12. N. Parameshwari W/o Nehru, Pudunagar, Uruvayaru, Villianur
13. P. Periyasamy, S/o Pitchaikaran, No.40, Palvadi Street, Periapet, Villianur
14. R. Dhandapani S/o Raj, 5, Vaikalkarai Via Chettipet
15. R. Arjunan S/o Raji, 6, Koonichempet Via Chettipet
16. V. Kalivaradhan S/o Vengadasamy, School Street, Anandhapuram, Pondy
17. R. Patchaimuthu, S/o Ranganadha Kavundar, No.7, Mariamman Koil Street, Melsathamangalam
18. Santhanam S/o Ramakrishnan, No.6, Mariamman Koil Street, Anandhapuram, Chinnababusamudram P.O
19. Kalairasu S/o Kuppusamy, 115, Pondy Main Road, Ariyur Post, Pondicherry

20. G. Balakrishnan, S/o Govindasamy,
32, Mariamman Koil Street, Keezhsathamangalam
21. Ezhumalai, S/o Murugesan, No.11, Main road, Karasur, Pondicherry
22. Krishnamurthy, S/o S. Shanmugam, 9, Mettu Street, Suthukeni Post
23. Muthulakshmi, W/o Rajaram, No.5 School First Street, Kumarapalayam.
24. S. Murugasamy S/o Saravanan, 123, Thiruvannamalai Road, Thirukanur
25. V. Pakkiyam(Suresh) W/o Viswanathan
No.4, Mettu Street, Nadutheru, Kumarapalayam, Mannadipet, Pondicherry
26. D. Kalavani W/o Danasegaran,
No.15 Mariamman Koil Street Kailasapuram Santhaipudhukuppam
27. Vanaja w/o Vasudevan, Anna Street, Kodathur
28. Jayalakshmi w/o Jayapal, Murugan Koil Street, Manalipet
29. Poorani W/o Mahadevan, 32, South Street, L.R. Palayam, Katterikuppam
30. M. Munusamy S/o Manickam, L.R. Palayam, Thenadai Theru, Katterikuppam
31. S. Manjini S/o Singaram, Iyyanar Koil Street, Sompert, Mannadipet
32. D. Mannangatti S/o Deivanayagam,
9, Iyyanar Koil Street, Sompert, Mannadipet
33. K. Vijayarangam S/o Kannayan, No. 102, Pudunagar, Mannadipet
34. Vasantha w/o Settu, 80, Pudunagar, Mannadipet
35. V. Narayanasamy S/o Veerappan, No.63, Pudunagar, Koonichempet, Kodukkur
36. V. Arunachalam S/o Varadappan, 17, Mariamman Koil Street, Manalipet
37. T. Kalivaradhan S/o Thirusangu, 18, Murugan Koil Street., Manalipet
38. Govindammal W/o Subramani, Pudukuppam , Mariamman Koil back side
Indira Nagar, Sandhai Puthukuppam,
39. Kuppusamy S/o Haridoss, Murugan Koil Street, Manalipet
40. Kaliavaradhan S/o Munusamy, No. 23 Vazhadavur Road, Kodathur Manavelly.
41. M. Kala W/o Munisamy, Mettu Street, Karasur, Katterikuppam
42. A. Jaya W/o Ayothi, 6, Pudunagar, Thiruvandarkoil, Mannadipet
43. A. Manjini, S/o Angamuthu, 21, Pudunagar, Porayurpet.
44. N.Sundaramurthy S/o Nadesan, No.56, Pudunagar Porayurpet
45. M. Sengeni S/o Murthy, No.83, Rajankulam, Katterikuppam
46. S. Kathavarayan S/o Samikannu, 12, Mariamman Koil Street, Anandhapuram
47. M. Darman S/o Mottai, First Street, Pudunagar, Porayurpet
48. K. Ambujam S/o Kanagaraj, 3rd Street Pudunagar, Porayurpet
49. K. Vedanayagi W/o Kathavarayan, 71, Pudunagar, Porayurpet
50. S. Rathinambal W/o Sundaram, First Street, Pudunagar, Porayurpet
51. R. Dakshinamurthy S/o Rajamanickam, 32, Pudunagar, Porayurpet
52. K. Sinnathai W/o Kalrayan, 24, Pudunagar, Porayurpet
53. R. Sakrapani S/o Ramanujam, No.16, Metttu Theru, Karasur, Kadaperikuppam
54. P. Dananjayan S/o Parasuraman, III rd Cross Street, Pudunagarpet, Porayur

55. N.Kalyani W/o Nagappan, 5th Cross, No.42 Pudunagar, Porayurpet
56. V. Neelakandan S/o Vadivel, 5th Cross, Pudunagar, Porayurpet
57. S.Sundaram S/o Sinnathambi, No.37, Pudunagar, Oussudupet, Porayurpet
58. R. Harigovindan S/o Rangasamy, No.7, Pillayar Koil Street, Kumarapalayam Mannadipet, Pondicherry
59. K. Perumal S/o Kuppusamy, No.25, Vazhudavur Main road, Katterikuppam
60. K. Settu S/o Kannan, No.17, Mettu Theru, Karasur, Kadaperikuppam
61. A. Pachaiyammal W/o Arumugam, No.23, Purakoil theru, Karasur
62. D. Krishnan S/o Daramalingam Therku theru, Lingareddipalayam
63. N. Lalitha W/o Nadesan
Manjolai theru, Ramanathapuram, Thondamanatham
64. P. Kuppusamy S/o Perumal No.54, Mariamman Koil theru, Kumarapalayam
65. S. Duraisamy S/o Somasundaram, Pudu theru , Ramanathapuram
66. K. Babu S/o Kadirvelu Mela Theru, Chettipet, Kodukkur
67. U. Shanthi W/o Udayakumar, No.2, Pudunagar, K.R. Palayam, Thirukanur
68. V. Kamala W/o Vengadesa Kavundar, Manjolai Street, Ramanathapuram
69. P. Kannayiram S/o Parayavaratha Kavunda, No.57, Pudutheru, Ramanathapuram
70. P. Felix Anthonyraj, S/o Palraj, 4-B Mariammankoil Street, Thuthipet, Kadaperikuppam
71. K. Arjunan S/o Krishnamurthy, No.4, Kanniammankoil Street, Ossudu
72. S. Dhanam W/o Subbrayan, Mariammankoil street, Senthatham, Koodapakkam.
73. P. Gnambal, W/o Balakrishnan, Mariammankoil Street, Senthatham, Koodapakkam
74. R. Prabakaran S/o Ramachandiran, No.12, Mettu Theru, Kumarapalayam.
75. P. Kesavan S/o Ponnai, No.31, Pudutheru, Pidarikuppampet
76. K. Shanmugam, S/o Krishnan, K. Manavelly, Mutrampet Post
77. K. Thaiyanagi W/o Krishnan, 46, Vaikal Street, Katterikuppam
78. M. Shanmugam S/o Muthukumarasamy, L.R. Palayam, Big Street, Katterikuppam
79. S. Vaithianathan S/o Sangarakounder, Pillaiyarkoil Street, Chettipet
80. R. Saradambal W/o Ramasamy, No.38, Thoppu Theru, L.R. Palayam
81. M. Amudavalli W/o Munisamy Kavunder, 37, Pudunagar, Kanuvpet
82. M. Mumtaz W/o Meera Moideen,
No.35, Odai Theru, Pudu Nagar, Villianur
83. P. Rajavalli W/o Balasundaram,
No.8, First Street, Pudunagar II, Villianur
84. R. Sivanessammal W/o Ramaiyan,
No.25, Second Street, Pudunagar II, Kanuvapet
85. P. Mangalakshmi W/o Pandiyan, Murthi Nagar, Villianur
86. P. Jaya W/o Periyasamy, Bramanal Veedhi , Villianur
87. M. Keerthikarunakaran, S/o Munisamy
29, West Street, Villianur

88. P. Mohanraj S/o Parasuraman, 37, First Vanniyar Street, Kanuvapet, Villianur
89. M. Ramadoss S/o Manikkampillai, 18-A, Perumal Koil Street, Villianur
90. T. Chithra W/o Thirumalai, 36, Fourth Street, Pudunagar, Kanuvapet.
91. R. Vijaya W/o Ravi, 32 Odai Street, Kanuvapet, Villianur
92. M. Sadagoban S/o Muthusamy, 26, Bramanal Veedhi, Villianur
93. A. Abibunnisa W/o Ansari, 5, Odai Street, Pudunagar-I, Villianur
94. M. Shankar S/o Muthukrishnan, 37, IV th Street, Pudunagar-I, Villianur
95. S. Mallika W/o Srinivasan, IV th Street, Pudunagar-I, Villianur
96. S. Mallika W/o Srinivasan, Mariamman Koil Street, Pangur.
97. R. Saminathan S/o Rangappakounder,
Alamarathu Street, C.B. Samuthram, Anandhapuram
98. J. Valarmathi W/o Jaganathan, Mariamman Koil Street, Anandhapuram
99. A. Muniyammal W/o Arumugam, 67, Thoppu Theru, L.R. Palayam,
Katterikuppam
100. R. Selvi W/o Rajendiran, Quarters, Koodapakkampet.
101. S. Anjalai, W/o Sengeni, 385, Nadutheru, Koodapakkam
102. S. Chandhira W/o Selvarasu, 37, Thoppu Theru, L.R. Palayam
103. S. Jamuna W/o Selvam, 53, Mariamman Koil Street, Manakuppampet.
104. T. Kaliamurthy S/o Duraikannu, Thoppu Street, L.R. Palayam
105. E. Theepanjan S/o Ezhumalai, 22, First Street, Thethampakkam
106. R. Thandapani S/o Raj, 5, Vaikkal Karai Street, Chettipet
107. A. Kandasamy S/o Arunasalam, 26, Mettu Street, Karasur
108. M. Arumugam S/o Mannankatty,
7, Meenatchi Amman Koil St., Thondamanatham
109. P. Ambrose, S/o Pushpam, No.3, 5th Cross Sedarapet
110. R. Kalyani W/o Rajaram, No.2, Kulathu Mettu Street, Thondamanatham
111. V. Krishnaveni W/o Vijayan, No.6, Ramanadhapuram Road,
Thondamanatham
112. K. Arumugam S/o Kannan, No.6 Ramanadhapuram Road, Thondamanatham
113. G. Anthonisamy S/o Gnanaprakasam, No.5 Nagathammal Koil street,
5th Cross, Sedarapet.
114. M. Arumugam S/o Malayalathan, No.3, Vadaku Street, Sedarapet
115. M. Malliga W/o Murugesan, No.40, Main Road, Thondamanatham
116. M. Vijaya W/o Manickam, No.21, Mariammankoil St. Porayur
117. A. Rani W/o Anbarasan/Amaresan, Mariammankoil Street, Porayur
118. V. Pushpa, W/o Venugopal, 10, Murugan Koil Street, Bharathi Nagar, Ariyur

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- 119 R. Santhi W/o Ramar, Murugan Koil Street, Ramanathapuram
120 P. Murugan, S/o Periyasamy, Hospital Street, Ramanathapuram
121 S. Kuppusamy S/o Sadagopan, Main Road, Thondamanatham
122 P.Ramalingam S/o Periathambi, Murugan Koil Street, Ramanathapuram
123 T. Sadagopan S/o Thambusamy, 41, Main Road, Thondamantham
124 R. Ezhumalai S/o Rangasamy, Main Road, Karasur
125 S. Lakshmi W/o Sundarasu, Meenatchiammankoil Street, Thondamnatham
126 R. Rani W/o Rajendiran, 32/C, Muthamizh Nagar, Sedarapet
127 J. Ranganayagi W/o Jayaraman, 22, Mettu Street, Sedarapet
128 K. Rajamanickam S/o Kuppusamy, Nagathamman Koil Street, Sedarapet
129 K. Kaliamurthy S/o Kalyanadar, Mettu Theru, Sedarapet
130 P. Rajaram S/o Ponnusamy, Mettu Theru, Sedarapet
131 K. Rajendiran S/o Kullavandu, 36, Mettu Street, Sedarapet
132 E. Kannammal, W/o Ellappan, Vadaku Theru, Sedarapet
133 V. Ezhumalai S/o Venkatesan, Mettu Street, Sedarapet
134 P. Venugopal S/o Bangaru Naidu, Chinnakulathumettu Street,
Thondamanatham
135 L. Munian @ Munisamy, S/o Lakshmanan, 33, Pulianthoppu Street,
Thondamanatham
136 G. Kathavarayan S/o Govindasamy Koundar, 39, Main Road, Karasur

KARAIKAL BLOCK

1. Sagunthala W/o Jayabal, 59, Annanagar, Kottucherry.
2. Saratha W/o Selvarasu (late), 105, Gandhinagar, Varichikudy, Kottucherry.
3. Packirisamy S/o Mariappan,
11, Kaliamma koil theru, Koozhkuditha Agraharam Kottucherry.
4. Kaliamoorthy S/o Krishnasamy& Kamala W/o Kalianmoorthy,
46, Keezhatheru, Kottucherry.
5. Janakiraman S/o Ganesan,
Green gardan (Extension), Mariamma koil (Near), Varichikudy , Kottucherry.
6. Selvaraj S/o Kunju, Chandrakala W/o Selvarajan,
First Cross, Soniya Gandhi Nagar, Varichikudy , Kottucherry.
7. Soundiravalli W/o Uthirapathy, 30, Poovampet, Poovam, Kottucherry
8. Veerammal W/o Murugan,
IV-th Cross, Soniya Gandhi Nagar, Varichikudy , Kottucherry
9. Thirugnana Sambantham S/o Ayyasamy, Nirmala W/o Thirugnana
Sambantham, II-nd Cross, Soniya Gandhi Nagar, Varichikudy , Kottucherry

10. Alamelu W/o Muthusamy, IV-th Cross St., Soniya Gandhi Nagar, Varichikudy , Kottucherry
11. Bhanumathi W/o Mohan, I-st Cross St., Soniya Gandhi Nagar, Varichikudy , Kottucherry
12. Packiri S/o Veerappan, Malarkody W/o Packiri, 66, Mathakoiltheru, Poovampet, Kottucherry
13. Vadivelu S/o Samiyappan, Bremavathi W/o Vadivelu, I-st Cross St., Soniya Gandhi Nagar, Varichikudy , Kottucherry
14. Rajagopal S/o Vaithilingam, 7, Melakottucherry, Nedungadu.
15. Kannadhasan S/o Rajagopal, Mariamman koil theru, Melakottucherry
16. Achiyammal W/o Rajagopal, Mariamman koil theru, Melakottucherry
17. Rangasamy S/o Gopal Padayatchi, 15, Kudiyanatheru, Kiliyanur, Kurumbagaram.
18. Murugavelu S/o Ramu, 17/1, Mariamman koil theru, Vadakattalai
19. Kaliaperumal S/o Govindasamy, 28, Pandaravadai, Kurumbagaram.
20. Thamilarasi W/o Mahendiran, Adaikkalapuram, Kurumbagaram.
21. Arumaidoss S/o Arockiyasamy, 3, Kottapackam, Kurumbagaram, Nedungadu.
22. Sengolmarianathan S/o Arulananthasamy, 7, Melapadugai, Nallathur.
23. Thethiravumary W/o Arumaidurai, 12/4, Melapadugai, Nallathur.
24. Soosai S/o Aboorvasamy, Arockiyamary W/o Soosai 32/1, Thenpathipet, Andoor
25. Nadesan S/o Packiri, 77, Manalmettu theru, Nedungadu.
26. Ganapathy S/o Duraisamy, 4, Keezhaparithikudy, Nedungadu.
27. Sekar S/o Packirisamy, Kasthuri W/o Sekar 6, Kanjipuram Koilpathu, Melakasakudy
28. Arumugam S/o Malaiperumal, Parvathi W/o Arumugam Kanjipuram Koilpathu, Melakasakudy
29. Jegathambal W/o Sundarrasu, 15/1, Kanjipuram Koilpathu, Melakasakudy
30. Rajendiran S/o Shanmugam, Selvi W/o Rajendiran Kanjipuram Koilpathu, Melakasakudy
31. Saminathan S/o Vazhiyan, Dhanalakshmi W/o Saminathan, 26, Kanjipuram Koilpathu, Melakasakudy
32. Kumar S/o Subramanian, Vasantha W/o Kumar, 28, Kanjipuram Koilpathu, Melakasakudy
33. Rajamanickam S/o Marimuthu, Thaiyalnayagi W/o Rajamanickam 21, Kanjipuram Koilpathu, Melakasakudy
34. Thangavelu S/o Muthusamy, Malliga W/o Thangavelu, 15, Kanjipuram Koilpathu, Melakasakudy
35. Thamizharasan S/o Ganapathy, 18, Vadakkupet, Surakudy
36. Sankar S/o Karuppaiyan, Periyamayagi W/o Sankar, 1, Therkkuthamarai Kulam Thenur, Surakudy

37. Marimuthu S/o Nadesan, 27, Therkkuthamarai Kulam Thenur, Surakudy
38. Kaliamoorthy W/o Karuppaiyan, Therkkuthamarai Kulam Thenur, Surakudy
39. Mahalingam S/o Rengasamy, Sundarambal W/o Mahalingam, Therkkuthamarai Kulam Thenur, Surakudy
40. Anjan S/o Vaithilingam, 9, Keezhapet, Valathamangalam.
41. Arumugam S/o Pitchaikaran 17, Keezhapet, Valathamangalam.
42. Veerappan S/o Raman, 2, Keezhapet, Valathamangalam.
43. Arumugam S/o Subban, Indira Nagar, Elayankudy, Thirunallar.
44. Murugaiyan S/o Muniyandy 36, Keezhatheru, Elayankudy.
45. Nagarajan S/o Rengasamy, Mahalakshmi W/o Nagarajan 29, Nethaji Nagar, Surakudy
46. Nagarajan S/o Rathinam, Packiyam W/o Nagarajan, Therkkuthamarai Kulam Thenur
47. Govindarasu S/o Thambusamy, 6, Melatheru, Surakudy
48. Sinnapillai S/o Ariyappan, Amaravathi W/o Sinnapillai, 18, Pallatheru, Sethur.
49. Kanniyammal W/o Packirisamy, 26, Kumarakudypet, Sethur.
50. Ramasamy S/o Sattaiyappan, Sellammal W/o Ramasamy, 33, Avvaiyarmoolai, Valathamangalam.
51. Mani s/o Govindasamy, Muniyammal W/o Mani, 42, Vadakkupet, Surakudy
52. Vanamayil W/o Ramalingam, 35, Vadakkupet, Surakudy
53. Sinnaponnu W/o Vaithilingam, 31, Vadakkupet, Surakudy
54. Kannusamy S/o Natesan, Santhi W/o Kannusamy, 69, Vadakkupet, Surakudy
55. Vasugi W/o Kaliamoorthy, 31, Vadakkupet, Surakudy
56. Rajangam S/o Thaiyan, 78, Vadakkupet, Surakudy
57. Anjammal W/o Saminathan, 46, Vadakkupet, Surakudy
58. Govindarasu S/o Sockalingam, Amsavalli W/o Govindarasu Vadakkupet, Surakudy
59. Balasubramanian S/o Datchnamoorthy, Sagunthala W/o Balasubramanian, 15, Nethaji Nagar, Sorakudy.
60. Subramanian S/o Manickam, Sellam W/o Subramanian, 11, Keezhatheru, Nallambal.

61. Thangavelu S/o Packiri, Lakshmi W/o Thangavelu, Keezhapet, Valathamangalam.
62. Veerappan S/o Ayyakannu, Santha W/o Veerappan 10, Keezhapet, Valathamangalam
63. Sepayee W/o Packirisamy, 31, Vadakkutheru, Manampettai, Neravy.
64. Punithavalli W/o Sockalingam 16, Periyakulathu theru, Manampettai
65. Nagooran S/o Ayyakannu,24, Kamaraj Nagar, Neravy.
66. Manoharan S/o Sowarirajan,19, Kamarajtheru Neravy.
67. Anbazhagan S/o Kanjamalai, Thilagavathi W/o Anbazhagan, 13, Subbaiya Nagar Neravy.
68. Ayyaru S/o Mottaiyan, 37, Manampettaipet, Neravy.
69. Sankar S/o Sinnayan, Thamizhmani W/o Sankar 28, Valluvartheru, Neravy.
70. Kaliaperumal S/o Veerappan, Chandra W/o Kaliaperumal 19, Vadakkupet, Neravy.
71. Subbaiyan S/o Murugaiyan, 140, Bangalatheru, T.R.Pattinam
72. Thangavel S/o Ramasamy, Sivagami W/o Thangavel, 9, VIII-th Cross Theru, K.P.M. Thottam, Polagam, T.R.Pattinam
73. Kaliaperumal S/o Krishnan, Santhi W/o Kaliaperumal, 19, K.P.M. Thottam, T.R.Pattinam
74. Thangasamy S/o Kuppan, Vadakkupet, Polagam, T.R.Pattinam
75. Ronickaimary W/o Mariadoss, 70, Padutharkollai Road, Melaiyurpet, T.R.Pattinam

YANAM BLOCK

1. Masa Subhadra, Mettakuru
2. Vaddi Venkataramana, Mettakuru
3. Dadala Raghupathi, Mettakuru
4. Kata Ganendra Prasad, Mettakuru
5. Pydimatta Murarji, U.K.V. Nagar
6. Veedhi Prabhakara Rao, U.K.V. Nagar
7. Puvvala V. Satyanarayana, U.K.V. Nagar
8. Abbireddy Satya, Kanakalapeta
9. Puvvala Anantha Lakshmi, U.K.V. Nagar
10. Kamidi China Narasimha Murthy, Farampeta
11. Undru Venkatarathanam, Kurasampeta
12. Dayala Nagaratnam, Mettakuru
13. Moka Venkata Prasad, Ambedkar Nagar.

LIST OF BENEFICIARIES UNDER PMGY PROGRAMME

Sl. No.	Name of the beneficiaries and address
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ARIANKUPPAM BLOCK

1. Amirtham, W/o Kangalingam, Pudhu Nagar, Embalam
2. Punithavathy, W/o Sundaramurthy 59, Subbrayan Nagar, Manavelly
3. Angalammal, W/o Rasu, Manavelly, Ariyankuppam
4. Thulasiammal, & Kumarasamy, S/o Sengeni Karikalampakkam
5. Mangalatchumi, W/o Panjanathan, Karikalampakkam
6. Usha, W/o Purushothaman, S/o Sundararajan, Pudhu Nagar, Karikalampakkam
7. Murugan, S/o Arumugam, 32, T.V. Nagar, Embalam
8. Anchana, W/o Kathavarayan, Pudhu Nagar, Nallavadu
9. Rukumani & Madhiazhagan, S/o Balakrishnan, Dobby Cana, Dr.R. K. Nagar.
10. Sundary, W/o Vinayagam, Indira Nagar, Ariankuppam
11. Manickam, S/o Marimuthu, 8, Perumal Koil Street, Embalam
12. Suguna & Veerappan, S/o Irisappan, Main road, Embalam
13. Rajendiran, S/o Kaliaperumal, Ramsingh Nagar, Ariyankuppam
14. Chitra & Vengatesan, S/o Thangavel Bahour Road, Karikalampakkam
15. Pushpa & Gopalakrishnan, S/o Ramachandiran Karikalampakkam

OULGARET BLOCK

1. Kamalavathy, Muthirapalayam, Pondicherry
2. Vanitha, Sanjeevi Nagar, Pondicherry
3. Pattammal, Sanjeevi Nagar, Pondicherry
4. Raju, Arumarthapuram, Pondicherry
5. Jayabathy, Arumarthapuram, Pondicherry
6. Kannamal, Alankuppam, Pondicherry
7. Vijayalakshmi, Thakkakuttai, Pondicherry
8. Selvarasu, Sanjeevi Nagar, Pondicherry
9. Kannan, Sanjeevi Nagar, Pondicherry
10. Ariyaputhiri, Sanjeevi Nagar, Pondicherry
11. Raja, Kottupalayam, Pondicherry

VILLIANUR BLOCK

1. R.Venkatakrishnan, S/o Ramakrishnan
No.7, Vinayagar Koil Street, Sagadapet, Mannadipet
2. N. Valar, W/o Narayanan, Sanyasikuppam, Konerikuppam, Villianur
3. K. Santhi W/o Kaliamurthy L.S.K. Road Konerikuppam,
Koodapakkam, Pondicherry
4. C.Sekar S/o Sinnadurai, Mariammankoil Street, Konerikuppam.
5. V. Ramanujam S/o Varadarajou Naidu,
Sannasikuppam, Kuyavar Street, Thirubhuvani
6. V. Jaganathan, S/o Venkatesan
Pillayar Koil Street, Thirubuvanai Palayam
7. S.Vijayalakshmi, W/o Shanmugam,
Sanyasikuppam, Konerikuppam, Koodapakkam post, Villianur
8. J. Narayanasamy, S/o Jayaraman,
No.10, Sanyasikuppam, Konerikuppam, Koodapakkam Post Villianur
9. P.Padma, W/o Perumal, No.36, Pudunagar, Agaram
10. M. Subbarayan, S/o Manickam,
No. 38, Pudunagar Agaram, Villianur
11. G. Lakshmi, W/o Govindan,
4, Mariammankoil Street, Porayur Road, Ulavaikal
12. A. Malligambal W/o Arumugam,
Mariammankoil Street, Senthanatham, Koodapakkam Post, Pandy
13. M. Najirabegam, W/o Mohammed Kabir,
No.154, Pudumettu Street, Sultanpet, Villianur
14. R.Selvi W/o Ravi,
Puliansalai Road, Ramanathapuram, Pandy
15. R. Anandhayee, W/o Rathinam,
Murugan Koil Street, Ramanathapuram, Pandy
16. B. Rajendiran, S/o Balakrishnan,
172 Murugan Koil Street, Ramanathapuram, Pandy
17. S. Poongothai W/o Munusamy,
14, Pudutheru, Ramanathapuram, Pandy
18. S. Sumathi, W/o Selvam,
Main Road, Thondamanatham
19. D. Thamizhselvam S/o Devarasu,
No.9, Bharathi Veedhi, Anandapuram, Pandy
20. S. Sarasu, W/o Devanathan
63, Bharathy Street, Anandhapuram, Ariyur, Pandy
21. M. Muthupillai S/o Mudali,
No.42, VTC Street, Periyapet, Thirubuvanai
22. N. Angammal W/o Nagappan,
No.6 Pudunagar, First Street, Ossudupet,
Porayur pet, Pandy
23. P. Mangalakshmi, W/o Perumal,
IV th Street, Pudunagar, Porayurpet, Villianur
24. M. Arumugam S/o Moreesan,
No.4, Mariamman Koil St.
Ariyurpet Post, Pandy.

25. M. Rajendiran S/o Manickam,
Mariamman Koil Street, Kanuvapet, Villianur
26. Adimoolam, S/o Deivanayagam
52, Bharathi Street, Anandhapuram, Ariyur
27. M. Kasiraja S/o Muthu
Bharathy Street, Anandhapuram, Pondicherry
28. Jayarani W/o Gunasekaran
17, School Street, Anandhapuram, Pondicherry
29. K. Dhanalakshmi W/o Kadirvel,
Bharathi Street, Anandapuram, Pondy
30. R. Saravanan S/o M. Ramakrishnan.
12, Bharathy Street, Anandapuram, Ariyur, Pondicherry

KARAIKAL BLOCK

1. Subaramaniyan S/o Kanthayan, 39, Perumal Koil Street, Varichikudy
2. Joyce Helan W/o Emanuvel, 39, Poovam Pet, Poovam, Kottucherry
3. Gunapathy W/o Krishnan, 34, Mathakoil street, Poovam, Kottucherry
4. Ravi S/o Sundaram, Soniya Gandhi Nagar, Varichikudy, Kottucherry
5. Deisy W/o Amburose, 19, Poovam Pet, Kottucherry
6. Kuppambal W/o Murugaiyan, Iind cross, Soniya Gandhi Nagar,
Varichikudy, Kottucherry
7. Bastein S/o Philip, Jelin Marry W/o Bastein
36, Madhakoiltheru, Thiruvettakudy, Kottucherry
8. Sagayaraj S/o Arockiyasamy, 9, Thenpathy pet, Melakasakudy, Nedungadu.
9. Sathiyathan S/o Sebaestin, Apoorvamarry W/o Sathiyathan,
1, Melanathampet, Thennakudy, Thirunallar
10. Krishnan S/o Gopalasamy, Therrku Theru, Pandaravadai Sethur, Thirunallar
11. Ranjithamary W/o Nazareth, 3, Vadakkupet, Muppathankudy, Thirunallar
12. Dhanapackayam W/o Rathinam, 3, Keezhapet, Valathamangalam, Thirunallar
13. Govindammal W/o Thirumudi, 50, Keezhapet, Valathamangalam, Thirunallar
14. Thambusamy S/o Marudhan, 4, Railady Theru, Devamapuram, Thirunallar
15. Kaliyaperumal S/o Rajagopal, 1, Kammalar Street, Surakudy, Thirunallar
16. Jayagopal S/o Samidurai, 30, Nethaji Nagar, Surakudy, Thirunallar
17. Packrisamy S/o Govindasamy, 12, Nethaji Nagar, Surakudy, Thirunallar
18. Sambandam S/o Ramasamy, 3, Surakudy Salai, Thirunallar
19. Nadesan S/o Muniyandi, 20, Devamapuram pet, Thirunallar
20. Kaliyaperumal S/o Narayanasamy, 12, Pudhutheru, Oozhiyapathu, Neravy
21. Selvaraj S/o Thangavelu, 10, Thaigalpudhutheru, Neravy.
22. Mohan S/o Kaliyaperumal, 20, Thaigalpudhutheru, Neravy.
23. Ratchaganathan S/o Velankanni, 67, Melaiyurpet, T.R.Pattinam.
24. Arumainathan S/o Anthonisamy, 66, Melaiyurpet, T.R.Pattinam.
25. Maruthaiyan S/o Muthu, 10, Vadakku theru, Polagam, T.R.Pattinam.

13.3. TOTAL SANITATION CAMPAIGN PROGRAMME :-

1. Name of Programme/Scheme :- Total Sanitation Campaign Programme

2. Duration of the Programme/Scheme : IAY : 2001-02 to 2004-05

3. Objective of the Programme :-

1. Accelerating sanitation coverage in rural areas
2. Bring about an improvement in the general quality of life in the rural areas.
3. Generate felt demand for sanitation facilities through awareness creation and health education.
4. Cover Schools/Anganwadis in rural areas with sanitation facilities and promote hygienic education and sanitary habits among students
5. Encourage cost effective and appropriate technologies in Sanitation
6. Eliminate open defecation to the minimise rise of contamination of drinking water sources and food
7. Convert dry latrines to flush latrines, and eliminate manual scavenging practice, wherever in existence in rural areas.

4. Physical and Financial targets of the Programme (2004-05)

(Rs. In lakhs)

Sl. No	Item	Target	
		Physical	Financial
1	Latrines Constructed	2000	10.00
2	Community Sanitary Complex	20	10.00
3	Anganwadi Toilet	15	3.00
4	Rural Sanitary mart	3	7.00

5. Eligibility of Beneficiary : The programme is aimed to cover all the rural families

5. Pre-requisites for the benefit : BPL household should possess a house with place for construction of toilet.

6. Procedure to avail the benefits of the Programme : Below Poverty line people who require subsidy should submit the application to the Block Development Officers. The BDO will make arrangements for supervision of the area within 10 days. After one week, work order will be issued

7. Criteria for deciding eligibility : All existing dry latrines in rural areas should be converted to pour flush latrines. The

programme is aimed to cover all the rural families. BPL families are given an incentive Incentive subsidy of Rs.500/- for construction of a toilet

8. Priority in the selection of beneficiaries : For adequate coverage of the weaker sections and disadvantaged sections of the people while selecting the districts, blocks, villages and demand for sanitary latrines, preference should be given to the Scheduled Castes and Scheduled Tribes. Out of the total funds earmarked for the construction of household latrines, a minimum of 25 % should be earmarked for the individual households for Scheduled Castes and Scheduled Tribes.

Further, reservation for individual toilets to the disabled persons shall be provided at the rate of 3% of the total numbers in the Project. It may also be noted that while constructing toilets in schools and other institutions, the construction should be made in such a way that the facilities can also be used by the disabled students and persons..

9. Details of benefits given in the Programme :-

A duly completed household sanitary latrine comprises of a Basic Low Cost Unit (without the super structure). The financing pattern including the (subsidy) provision for the Basic Low Cost Unit is as follows:-

Basic Low Cost Unit Cost (Rs.)	Contribution					
	GOI		State		Household	
	BPL	APL	BPL	APL	BPL	APL
Upto Rs.625/-(single pit)	60%	NIL	20%	NIL	20%	100%
Between Rs.625/- and Rs.1000/-	30%	NIL	30%	NIL	40%	100%
Above Rs.1000/-	Nil	NIL	NIL	NIL	100%	100%

10. Procedure for distribution of subsidy :-

After completion of construction of toilet , subsidy is distributed to the beneficiary.

- 11. Contact person :-
Block Development Officers concerned.
- 12. Application Fee :- Nil
- 13. Other Fees :- Nil
- 14. Application Format :-

**DISTRICT RURAL DEVELOPMENT AGENCY
PONDICHERRY**

Total Sanitation Campaign (TSC)

Application No.

To.

Block Development Officer.

Application for Construction of Household Toilet

(Application form should be filled up by the Beneficiary)

Name:.....	
Father/Husband's Name:.....	
Address of the Beneficiary	Street..... Village..... Block.....

No. of Household members Male Female

Caste: SC/ST Others

Thiru/Tmt.....wants to construct a toilet under the Sanitation scheme to be implemented under the Total Sanitation Campaign. I accept that as per the guidelines of the scheme, I will construct the toilet with my own money and then will get the subsidy from DRDA. I assure that, I will complete the construction of the toilet within two months of submission of the Application. Further, I also assure that there is no toilet in my house. I assure that the toilet will not be used for other purposes and will be maintained well. I request that my assurance and request may kindly be accepted and approval may be granted for construction of the toilet.

Date:

Signature of the Beneficiary

Note:- Filled-in applications should be submitted to the Block Development Officer. Copy should be submitted to the Project Officer of District Rural Development Agency.

14. List of attachment :-

4. Original Patta
5. Xerox copy of Ration Card
6. Xerox copy of Election Card

15. Contact person for procedure related complaints: -

Project Officer (SE) , DRDA., Pondicherry.

13.3.16.A.Details of available fund at District Level :-

Sl No	Name of the Scheme	Opening Balance as on 1 st April 2004	Funds received from GOI during the year 2004-05	Interest / Other receipt	Total Funds Available
1.	2.	3.	4.	5.	6.
1.	TSC	32.42	47.42	2.99	82.83

13.3.16.B.Details of available fund at District Level under TSC

(Rs. In lakhs)		
Sl. No	Name of the scheme	Funds Available
1	Ariankuppam	8.00

2	Villianur	8.00
3	Oulgaret	8.00
4	Karaikal	8.00
5	Mahe	-
6	Yanam	-
Total.....		32.00

Details of beneficiaries

LIST OF BENEFICIARIES UNDER TSC PROGRAMME

Sl.No.	Name of the beneficiaries and address
OULGARET BLOCK	
1.	S. Navaneetham, W/o Sabapathy 64, Nagathamman Koil St., South Barathipuram, Pondicherry
2.	M. Rajamani, W/o Murugan, Barathipuram, Pondicherry
3.	A. Mannangatti, 84, Sanmargar St., North Barathipuram, Pondicherry
4.	Murugavel, S/o Kannan, 23, Anna St., Shanmugapuram, Pondicherry
5.	S. Kala, W/o Segar, Barathipuram, Pondicherry
6.	D. Manikam, S/o Duraisamy, North Barathipuram, Pondicherry
7.	T. Mahboonisa, W/o Thaslim, North Barathipuram, Pondicherry
ARIANKUPPAM BLOCK	
1.	Saroja W/o Arumugam, 5 th Street., Indira Nagar, Ariankuppam
2.	Vasanth W/o Krishnamurthy, Anna Nagar, Ariankuppam
3.	Subramani S/o Manjini Throwpathiamman Koil St., Poornankuppam
4.	Kasiyappan S/o Maduraimuthu, Abishegapakkam
5.	Vijaya W/o Kannan, Thavalakuppam
6.	Pazhaniammal W/o Sivabalan, Thavalakuppam
7.	Chandra W/o Subramani Karikalampakkam
8.	Renugadevi W/o Parasuraman, Thanikuppam
9.	Kalaiselvi W/o Arumugam, Thanikuppam
10.	Sundari W/o Deivanayagam, Thanikuppam
11.	Revathi W/o Ramesh, Korkadu
12.	Annamalai S/o Subrayan, Thavalakuppam

13.	Selvaraj S/o Perumal, Karikalampakkam
14.	Arumugam S/o Seeralan, Abishegapakkam
15.	Amudha W/o Krishnan, Nettareppakkam
16.	Veerapan S/o Samikannu, Nettareppakkam
17.	Subramani S/o Chinnappan, Nettareppakkam
18.	Kuppusamy S/o Gothandapany, Nettareppakkam
19.	Varathan S/o Dulasi, Maducarai
20.	Sengulathanpillai S/o Kuppu Pillai, Eripakkam
21.	Nadarajan S/o Malayalathan, Maducarai
22.	Arikrishnan S/o Subrayan, Kuruvinaatham
23.	Datchanamurthy S/o Ponnusamy, Melandai St., Kuruvinaatham
24.	Irusappan S/o Narayanasamy, Kuruvinaatham
25.	Sambasivam @ Rangasamy S/o Perumal, Kuruvinaatham
26.	Rajeswari W/o Kathavarayan, Seliamedu
27.	Murugan S/o Ranganathan, Seliamedu
28.	Pandiyam S/o Rajagopal, Seliamedu
29.	Vijayalakshmi W/o Ramalingam, Seliamedu
30.	Adinarayannan S/o Ramnujam, Seliamedu
31.	Venkatarishnan S/o Venu, Seliamedu
32.	Sivasankar S/o Sakkaravarthy, Seliamedu
33.	Kuppusamy S/o Gopal, Seliamedu
34.	Vanajatchy W/o Perumal, Kirumampakkam
35.	Lalitha W/o Vengatesan, Kandan pet
36.	Govindarasu S/o Ponnusamy, Bahour
37.	Selvaraj @ Ramasamy S/o Kuppan, Bahour
38.	Manavalan S/o Seetharaman, Bahour
39.	Vimala W/o Muthalu, Bahour
40.	Deivanai W/o Jagadeesan, Bahour
41.	Kuppu S/o Iyyanar, Seliamedu
42.	Thaiyalnayagi W/o Sundaraj, Bahour
43.	Susila W/o Kaliamurthy, Bahour
44.	Ragavan S/o Chinnathambi, Seliamedu
45.	Selvi W/o Ramamurthy, Bahour
46.	Lakshmi W/o Jayamurthy, Bahour
VILLIANUR BLOCK	
1.	Selvi W/o Rukkumangathan , Thondamanatham
2.	Mathina Begam W/o Thajitheen, Sultanpet
3.	Poorani W/o Samikannu, Thondamanatham
4.	Kanagavalli W/o Kanagasabai, Karasurpet
5.	Samanthipoo W/o Perumal, Karasurpet
6.	Narayanasamy S/o Namaskaram, Karasurpet
7.	Dhanam S/o Kadavul, Karasurpet
8.	Angammal W/o Chandarakasu, Karasurpet
9.	Ravi S/o Palani, Thondamanatham
10.	Mani S/o Shanmugam, Thirubhuvani
11.	Ravi S/o Dhatchanamurthy, Thondamanatham
12.	Murugan S/o Ramamoorthy, Thondamanatham
13.	Suburayan S/o Murugesan, Uruvaiyar
14.	Neela W/o Iyyanar, Kurumbapet
15.	Lakshmi W/o Suburamani, Kurumbapet
16.	Visalatchi W/o Vengataperumal, Kurumbapet
17.	Ramasamy S/o Murugesan, Pedarikuppam
18.	Murugesan S/o Subramani, Villianur

19.	Tamizhselvi W/o Arumugam, Villianur
20.	Vijayalatchumi W/o Mani @ Arikrishnan, Ulavaikalpet
21.	Perumal S/o Singaram, Chettipet
22.	Sheela W/o Muthurasu, Thirubhuvanai
23.	Jayachandiran S/o Sambasivam, Pidarikuppam
24.	Sivaparagasam S/o Navan, Thirubhuvanai
25.	Sarasu W/o Sivalingam, Muthupillaipalayam
26.	Charles S/o Jhon, Agraharam
27.	Jaya W/o Krishnan, Muthupillaipalayam
	KARAIKAL BLOCK
1.	Usha Jaya kumari W/o Ravi, Gandhi Nagar, Varichikudy, Kottucherry
2.	Jayasudha W/o Thangarasu, Gandhi Nagar, Varichikudy, Kottucherry
3.	Susila W/o Kaliyaperumal, Gandhi Nagar, Varichikudy, Kottucherry
4.	Kaveri W/o Govindarasu, Gandhi Nagar, Varichikudy, Kottucherry
5.	Sandha W/o Some, Gandhi Nagar, Varichikudy, Kottucherry
6.	Sumathi W/o Balakrishnan, Gandhi Nagar, Varichikudy, Kottucherry
7.	Kalyani W/o Selvarasu, Gandhi Nagar, Varichikudy, Kottucherry
8.	Vasuki W/o Rajendiran Gandhi Nagar, Varichikudy, Kottucherry
9.	Selvarani W/o Rasu, Gandhi Nagar, Varichikudy, Kottucherry
10.	Indira Gandhi W/o Suriyamoorthy, Gandhi Nagar, Varichikudy, Kottucherry
11.	Manjula W/o Selvam, Gandhi Nagar, Varichikudy, Kottucherry
12.	Ambiga W/o Maharajan, Gandhi Nagar, Varichikudy, Kottucherry
13.	Renuga W/o Balakrishnan, Gandhi Nagar, Varichikudy, Kottucherry
14.	Kanniyammal W/o Nagarajan Gandhi Nagar, Varichikudy, Kottucherry
15.	Rani W/o Ravi, Gandhi Nagar, Varichikudy, Kottucherry
16.	Indira W/o Kaliyaperumal, Gandhi Nagar, Varichikudy, Kottucherry
17.	Saradham W/o Eyathiaraj Gandhi Nagar, Varichikudy, Kottucherry
18.	Poongodi W/o Durairaj, Gandhi Nagar, Varichikudy, Kottucherry
19.	Valarmathi W/o Nadarajan Gandhi Nagar, Varichikudy, Kottucherry
20.	Kodimayil W/o Muthu Gandhi Nagar, Varichikudy, Kottucherry
21.	Santhi W/o Marimuthu, Gandhi Nagar, Varichikudy, Kottucherry
22.	Amudha W/o Balakrishnan, Gandhi Nagar, Varichikudy, Kottucherry

23.	Amsavallie W/o Singaram Gandhi Nagar, Varichikudy, Kottucherry
24.	Pachaiyammal W/o Saminathan Gandhi Nagar, Varichikudy, Kottucherry
25.	Muthulakshmi W/o Lakshmanan Gandhi Nagar, Varichikudy, Kottucherry
26.	Boopathy W/o Uthirapathy Gandhi Nagar, Varichikudy, Kottucherry
27.	Kalaiselvi W/o Gunasekaran Gandhi Nagar, Varichikudy, Kottucherry
28.	Susila W/o Ambazhagan Gandhi Nagar, Varichikudy, Kottucherry
29.	Susila W/o Singaram Gandhi Nagar, Varichikudy, Kottucherry
30.	Chithra W/o Elangovan Gandhi Nagar, Varichikudy, Kottucherry
31.	Ranganayagi W/o Lakshmanan Gandhi Nagar, Varichikudy, Kottucherry
32.	Allirani W/o Vasudevan Gandhi Nagar, Varichikudy, Kottucherry
33.	Tamizharasi W/o Ganapathy Gandhi Nagar, Varichikudy, Kottucherry
34.	Vasantha W/o Vasu Gandhi Nagar, Varichikudy, Kottucherry
35.	Packriyammal W/o Masilamani Gandhi Nagar, Varichikudy, Kottucherry
36.	Jothi W/o Nagarasu Gandhi Nagar, Varichikudy, Kottucherry
37.	Saradham W/o Velayadham, Gandhi Nagar, Varichikudy, Kottucherry
38.	Kanniyammal W/o Ponnusamy Gandhi Nagar, Varichikudy, Kottucherry
39.	Indirani W/o Nagalingam Gandhi Nagar, Varichikudy, Kottucherry
40.	Bhanumathi W/o Rajagopal Gandhi Nagar, Varichikudy, Kottucherry
41.	Sundari W/o Palanivelu Gandhi Nagar, Varichikudy, Kottucherry
42.	Umarani W/o Murugan Gandhi Nagar, Varichikudy, Kottucherry
43.	Vasantha W/o Jayabal Gandhi Nagar, Varichikudy, Kottucherry
44.	Bhanumathi W/o Iyyasamy Gandhi Nagar, Varichikudy, Kottucherry
45.	Sumathi W/o Nagarajan Gandhi Nagar, Varichikudy, Kottucherry
46.	Saradha W/o Selvarasu Gandhi Nagar, Varichikudy, Kottucherry
47.	Maheswari W/o Nagooran Gandhi Nagar, Varichikudy, Kottucherry
48.	Kannan S/o Ramasamy No.20, Sandhavellithoppu, Thirunallar.

13.4. INTEGRATED RURAL ENERGY PROGRAMME:-

1. Name of Programme/Scheme :- Integrated Rural Energy Programme

2. Duration of the Programme/Scheme : 1.4.1985 to till date

3. Objective of the Programme :-

The objective of the programme is to prepare and implement area based integrated rural energy plan and programmes through which the optimum mix of all type of energy sources is provided for meeting energy needs for subsistence and production of the particular area. Meeting the minimum requirements through conventional sources is limited due to the increasing demand, spiraling fuel cost and depletion in the availability. It is high time to exploit alternative energy sources, which are commercially viable, and environment friendly in a big way. The best way to approach this problem is to popularize the use of non-conventional energy sources like solar wind, bio-energy and the devices such as solar water heating system, solar cooker, solar street light and bio-mass plant etc.,

4. Physical and Financial targets of the Programme (For the last year)

TARGET FOR 2004-2005

Sl. No	Item	Target 2004-2005
1	Improved Chulha	4000
2	Biogas Plant	15
3	Community Chulha	50
4	Compact Fluorescent Lamp	500
5	Nutan Stove	1000
6	Mud Pot Cooler	100
7	Solar Water heating System	7000 LPD
8	Solar Lantern	50
9	Solar Street Light	75
10	Solar Home Light	15
11	CFL Street Light (72 W)	25
12	5% Subsidy for Battery Operated Vehicle	4

13.5. ELIGIBILITY / PRE REQUISITE / PROCEDURE TO AVAIL THE BENEFITS

Under Integrated Rural Energy Programme subsidy is given to the public for various energy conserving devices as detailed below:-

13.5.1 SMOKELESS CHULHA:

Objective	:	Promotion of scientifically developed and user friendly model of Improved Chulha. To save Women and children from the drudgery of collecting wood, exposure to smoke in kitchen.
Eligibility	:	Public
Pattern of Assistance	:	Cost of Chulha Rs.50/-, State Subsidy 50% i.e., Rs.25/- Supplied through Block Development Office

13.5.2. COMPACT FLOURESCENT LAMP:

Objective	:	To save electricity and cut down the electricity bill and at the same time illuminate the house with more comfortable light.
Eligibility	:	Public
Pattern of Assistance	:	Cost of C.F.L Rs. 230/- State Subsidy 50 % i.e. Rs.115/-Per Ration Card two lamps are given at subsidized rates

13.5.3. BIOGAS PLANT:

Objective	:	To give a clean efficient inflammable fuel for cooking & thermal application and the slurry coming out is a very good organic manure which does not produce any odor and free from pollution. Sanitary toilets could be linked with Bio gas plant.
Eligibility	:	Public / Government / Private Institutions.
Pattern of Assistance	:	State Subsidy Rs.1800/- per cum to be installed by reputed firms

13.5.4. NUTAN STOVE :

- Objective : To save fuel consumption, time and provide smoke free environment.
- Eligibility : BPL families
- Pattern of Assistance : Cost of Stove Rs. 220/- State Subsidy 50 % i.e. Rs.110/-
Supplied through Block Development Office

13.5.5. SOLAR COOKER:

- Objective : To cook the food by utilizing the Solar energy without polluting the Environment. To conserve the use of conventional energy to the maximum extent thereby reducing the expenditure.
- Eligibility : Public
- Pattern of Assistance : Cost of Solar Cooker Rs.2,500/-, State subsidy 50% i.e-Rs.1,250/- Supplied through Aditha Solar Shop

13.5.6. SOLAR WATER HEATING SYSTEM:

- Objective : To promote the solar energy utility towards thermal application and to reduce the conventional energy cost and environmental degradation.
- Eligibility : Public/ Government/ Private Institutions/ Commercial purpose.
- Pattern of Assistance : Cost of 100LPD Rs.18,000/-, State subsidy Rs.5,000/- per LPD upto maximum Rs.20,000/-
Procured from Bureau of Indian Standard approved manufacturers

13.5.7. SOLAR LANTERN:

Objective	:	To make use of the available sun light in the day time for lighting in the night and for indoor and outdoor uses.
Eligibility	:	Public
Pattern of Assistance	:	Cost of Solar Lantern Rs.3,100/-, State subsidy Rs.50%. Subject to maximum of Rs. 1550/-. To be procured from MNES approved Manufacturer/Dealer

13.5.8. SOLAR STREET LIGHT:

Objective	:	To provide uninterrupted light throughout the night, and lighting facilities in the remote areas and to reduce the consumption of Electricity.
Eligibility	:	Public Places, Government Institutions & All categories of Non-Commercial Institutions/Organizations
Pattern of Assistance	:	Cost of Solar Street Light Rs.19,500/-, Central subsidy Rs.9,100/- State subsidy Rs.4,000/- To be procured from MNES approved Manufacturer/Dealer

13.5.9. SOLAR HOME LIGHTING:

Objective	:	To provide uninterrupted light throughout the night, and to reduce the consumption of Electricity.
Eligibility	:	All categories of Individual Beneficiaries & Non-Profit Institutions/Organizations. No individual would be given more than one system
Pattern of Assistance	:	Cost of Solar Home Light Rs.9,850/-, Central subsidy Rs.4,550/- State subsidy Rs.3,000/- To be procured from MNES approved Manufacturer/Dealer

13.5.10. BATTERY OPERATED VEHICLE:

Objective	:	To promote non- polluting, eco friendly vehicles.
Eligibility	:	Registered Society, Public/Govt. Organization, Educational Institutions, Hospitals & Tourism.
Guidelines	:	Central subsidy is applicable for purchase of new Indigenously manufactured Battery Operated Vehicle. Balance cost to be borne by the Society. 50% Central subsidy will be released from M.N.E.S. only on acceptance of purchase order by manufacturer/supplier. The conditions of MNES should be fulfilled and the vehicle should not be sold or disposed for a period of at least 5 years from the date of supply.
Pattern of Assistance:		Central subsidy Rs.80,000/-, State subsidy 5% maximum of Rs.15,000/- Additional subsidy of Rs. 5000/- will be granted for those who buy the vehicle for operating in rural areas. To be procured from MNES approved Manufacturer/Dealer

13.6. CONTACT PERSON

People who are interested in getting the above mentioned energy sources can approach the Project Officer (IREP), DRDA for application forms.

13.7. APPLICATION FEE: NIL13.8. OTHER FEES: NIL

13.9 . APPLICATION FORMAT

13.9.1. Integrated Rural Energy Programme

13.9.1.1. Application for Solar Water Heating System

Date:

From

To
The Project Director,
D.R.D.A.,
Pondicherry.
Sir,

Sub: Installation of Solar Water Heating System –
Registration of Proposal – Reg.

I propose to install a Solar Water Heating System in my house / Building /
Business / Premises / Factory located at
as detailed below:-

1. Name of the Owner (proof of ownership such as House Tax receipt or Electricity Bill to be enclosed) :
2. Occupation :
3. Capacity of the Solar Water Heating System proposed to be installed. :
4. Probable date of installation :
- 5 To be installed by (Name of the Company and its local dealer) :
6. Total cost of the System :
- 7 a) Means of Finance :
b) Own funds :
c) Details of Loan, if any :

I request that my name may please be registered for release of subsidy as admissible after implementing the installation of the Solar Water Heating System.

Yours faithfully,

**DISTRICT RURAL DEVELOPMENT AGENCY
PONDICHERRY.**

13.9.1.2 Requisition for subsidy for Solar Lantern

1. Name of Beneficiary :
2. Father's Name :
3. Complete Postal Address :
4. Category : SC/ST/OTHERS
5. Ration Card No. / Photo Identity Card No. / Passport No. /
Bank A/C / Telephone Bill / Electricity Bill No. :

I am to inform that I intend to purchase Solar Lantern. After purchasing the same I will produce the lantern along with relevant documents for inspection within 15 days of submission of this application.

Date:

Signature of the applicant,

FOR OFFICE USE

SOLAR LANTERN DETAILS

1. Date of Purchase :
2. Name & Address of supplier :
3. Serial No. & Year of
Manufacture of Solar Lantern :
4. Make, SL. No. & type of SPV
Module :
5. Date of inspection :
6. Verified by :
7. Remarks :

Block Development Officer

Certificate to be furnished by the beneficiary

13.9.1.3. Solar Photovoltaic Lantern

From

To

The Project Director,
DRDA,
Pondicherry.

Sub: Purchase of Solar Photovoltaic Lantern – Reg.

This is to certify that I,
have purchased one Solar Photovoltaic Lantern from the supplier /
manufacturer

.....

Warranty / Guarantee card in the prescribed format, operation and
Maintenance Manual have been received by me.

I hereby undertake that I will not sell or transfer the Photovoltaic module and
lantern. I would send a report to DRDA Pondicherry, every month whether the
lantern is working or not.

Sl. No. of the SPV module

Sl. No. of the Lantern

I have paid only the cost of the lantern minus subsidy. Hence the subsidy of
Rs.1800/- may be released to the supplier.

Yours faithfully,

CHAPTER - 14
(MANUAL - 13)

Particulars of Recipients of Concession, Permits or Authorization
granted by DRDA

-----Not applicable -----

CHAPTER -15

MANUAL -14

THE NORMS/STANDARDS SET FOR THE DISCHARGE OF FUNCTIONS

15.1. GENERAL INFORMATION :-

The DRDAs should deal only with the anti-poverty programmes of the Ministry of Rural Development. If DRDAs are to be entrusted with programmes of other Ministries or those of the State Governments, it should be ensured that these have a definite antipoverty focus. Entrusting of any programme to the DRDAs, other than anti-poverty programmes of the Ministry, be it of any other Ministry of Government of India or the respective State Government will have to be done with the approval of the Secretary, Rural Development of the respective State (s), who should examine such request in consultation with the Ministry of Rural Development, Government of India. In such cases, it must be ensured that adequate provision is made for requisite staffing needed for proper implementation of the programme.

15.2. BELOW POVERTY LINE POPULATION :-

Ministry of Rural Development, Government of India conducts a Below Poverty Line Census at the beginning of each Five Year Plan. The objective of the Census is to identify the households living Below Poverty Line who could be assisted under various Anti-Poverty Programmes implemented by the Ministry. As per the instructions of the Ministry of Rural Development, GOI, the DRDA, Pondicherry conducts the BPL survey once in five years to identify the BPL population as per the norms prescribed by the Ministry of Rural Development. The results of the survey are compiled and list of BPL population village-wise and block-wise are prepared. These BPL population are the target groups for implementation of the Rural Development Programmes of DRDA, Pondicherry.

15.2.1 Swarnjayanti Gram Swarozgar Yojana (SGSY)

a) Target Groups :-

Below Poverty line families in rural areas constitute the target groups of the SGSY.

b) Special Safeguards :-

Special safeguards have been provided to vulnerable sections by way of reserving 50% benefits for SCs / STs 40% for women and 3% for disabled persons.

c) Expenditure Pattern

The allocation under SGSY is the corpus fund for SGSY scheme. The fund will be utilised as per the guidelines of the scheme i.e., for Economic Assistance- 40%, Revolving Fund-25%, Infrastructure-20%, Training-10% Marketing 5% .

15.2.2. SAMPOORNA GRAMIN ROZGAR YOJANA (SGRY)

a) Target Groups:

The SGRY will be open to all rural poor who are in need of wage employment and desire to do manual and unskilled work in and around his village / habitat. While providing wage employment, preference shall be given to agricultural wage earners, non-agricultural unskilled wage earners, marginal farmers, women, members of Scheduled Castes/ Scheduled Tribes and parents of child labour withdrawn from hazardous occupations, parents of handicapped children or adult children of handicapped parents who are desirous of working for wage employment.

b) Special safeguards for the weaker sections and women

1. 22.5 % of the annual allocation (inclusive of foodgrains) under SGRY shall be earmarked for individual/group beneficiary schemes of SC/ST families living below the poverty line (BPL)
2. Minimum 50% of the allocation to the village Panchayat (inclusive of foodgrains) shall be earmarked for the creation of need based village infrastructure in SC/ST habitations/wards under SGRY.
3. 15% of the funds can be used for the maintenance of the public assets created under the Wage Employment Programme.
4. 30% of the employment opportunities are reserved for women

C. Wages :-

The wages under the Programme will be paid partly in cash and partly in foodgrains. Minimum wages fixed by Government authorities will be paid both for skilled and unskilled labour. Equal wages will be paid to both men and women workers. Wages will be paid on a fixed day in a week preferably a day before the local market day, in the presence of the Village Pradhan/Sarpanch or Panchas.

In the U.T of Pondicherry, under SGRY, the wages are paid as per the schedule of rates fixed by Public Works Department i.e., Rs.80/- ; Rs.55/- as cash and 5 kg of rice at the rate of Rs. 5/- per kg.

15.2.2.1. Works to be taken up under the SGRY

1. Priority should be given to the works of soil and moisture conservation, minor irrigation, rejuvenation of drinking water resources and augmentation of ground water, traditional water harvesting structures, desiltation of ponds/tanks etc., and such other schemes of individual nature which are necessary for watershed development. Other priority works may be construction of rural link roads, farm roads linking agricultural fields, drainage works and afforestation. Other than these , works that result in creation of durable socio-economic assets such as schools, kitchen sheds for schools, dispensaries, community centres, Panchayat Ghars, development of markets etc.,
2. Works taken up under the Programme should be of a durable nature and should meet technical standards and specifications, if any for the concerned work area. Efforts should be made to use local materials and cost effective and disaster resistant technology developed by various institutions and as applicable to the area. .
3. Infrastructure support for Swarnjayanti Gram Swarozgar Yojana (SGSY)
4. Infrastructure required for supporting agricultural activities in the Village Panchayat area
5. Community infrastructure for education (including kitchen sheds) health and internal as well as link roads (roads linking the village to the main road, even if it falls outside the Panchayat area).
6. Other socio-economic community assets
7. Desiltation, renovation of traditional village tanks/ponds..
8. All works that result in the creation of durable productive community assets can be taken up under the programme as per the felt needs of the area/people of the Village Panchayat.
9. While creating rural infrastructure, emphasis should be given on labour intensive works. Purely material oriented works are not to be taken up. It should be ensured that sustainable and cost effective works are taken up under the Programme.

15.2.2.2. WORKS NOT TO BE TAKEN UP

While there is no ceiling on the cost of works to be taken up their size and cost and nature should be such that they could be completed within a period of one year and in exceptional situations within a maximum period of two years. At the Village Panchayat level, the nature of works should be such that they do not involve high level technical inputs.

The following works shall not be taken up under the programme.

1. Buildings for religious purposes such as temple, mosque, gurudwara, churches etc.,
2. Monuments, Memorials, Statues, Idols, Arch Gate/Welcome Gate
3. Bridges (except culverts, small bridges on local "nalas" small streams)
4. Building for Higher Secondary/Senior Secondary schools
5. Building for colleges
6. Black topping of road

15.2.3. Indira Awaas Yojana (IAY) /Prime Minister's Rozgar Yojana (PMGY)

a) Target Group:

The target groups for houses under the IAY are Below Poverty Line households living in the rural areas belonging to Scheduled Castes and Scheduled Tribes, freed bonded labourers and and Non- SC/ST BPL rural households, widows and next of-kin to defence personnel/paramilitary forces killed in action residing in rural areas (irrespective of their income criteria), ex-servicemen and retired member of paramilitary forces fulfilling the other conditions.

b) Earmarking of funds for SC/ST Beneficiaries

Funds available under the Scheme in a District are earmarked for various categories as under :-

1. Atleast 60 % of the total IAY allocation during a financial year should be utilized for construction /upgradation of dwelling units for SC/ST BPL households.
2. A maximum of 40 % for non-SC/ST BPL rural households
3. 3 % of the above categories for physically and mentally challenged persons.

c). Priority in selection of beneficiaries

Prioritization of beneficiaries is as follows :-

1. Freed bonded labourers
2. SC/ST households
3. SC/ST households who are victims of atrocity
4. SC/ST households, headed by widows and unmarried women
5. SC/ST households affected by flood, natural calamities like earthquake, cyclone and **man made** calamities like riot.
6. Other SC/ST households
7. Families/Widows of personnel from defence services/paramilitary forces, killed in action
8. Non-SC/ST BPL households
9. Physically and mentally challenged persons
10. Ex-servicemen and retired members of the paramilitary forces
11. Displaced persons on account of developmental projects, nomadic semi-nomadic and de-notified tribals, families with physically/mentally challenged members.

The selection of the beneficiaries will be subject to the condition that the households of all the above categories except (iii) are Below Poverty Line. (BPL)

15.2.4. Total Sanitation Campaign (TSC) :-

a) Main Components of the Scheme :-

1. Start-up activities
2. Information Education, Communication activities
3. Rural Sanitary Marts and Production Centres
4. Construction of individual household latrines
5. Community Sanitary complex
6. School Sanitation
7. Anganwadi Toilets

The various technological options and models are provided to the rural people and they can select the affordable model for construction of individual household latrines. The basic low cost unit models are made available in the rural areas through the production centres and Rural Sanitary Marts.

b) Special Provisions

For adequate coverage of the weaker sections and disadvantaged sections of the people while selecting the districts, blocks, villages and demand for sanitary latrines, preference should be given to the Scheduled Castes and Scheduled Tribes. Out of the total incentive earmarked for the construction of household latrines, a minimum of 25 % should be earmarked for the individual households for Scheduled Castes and Scheduled Tribes.

Further, reservation for individual toilets to the disabled persons shall be provided at the rate of 3% of the total numbers in the Project. It may also be noted that while constructing toilets in schools and other institutions, the construction should be made in such a way that the facilities can also be used by the disabled students and persons..

15.2.4.1. Norms for Expenditure :

1. Total cost for the start up activities should not exceed 5% of the total project outlay.
2. Total cost of the IEC should not be less than 15% of the project outlay.
3. The total cost for the Rural Sanitary Mart should be less than 5% of the total TSC Project cost
4. The basic low cost unit for the construction of the individual household latrine ranges from Rs. 625/- to Rs. 1000/-. The subsidy has been restricted to the level of Rs. 500/- for the basic low cost unit.
5. The total expenditure on Women Sanitary Complexes and Individual Household Toilets should be 60% of the total project cost.
- 6 More than 10% of the project cost can be utilized for school sanitation and Anganwadi toilet

15.2.5. Member of Parliament Local Area Development Scheme (MPLADS) :-

Member of Parliament are approached by their constituents quite often for small works of capital nature to be done in their constituencies. Hence under this scheme each MP will have the choice to suggest to the Head of the District works to the tune of Rs. 2 crore per year to be taken up in his/her constituency. Elected members of the Rajya Sabha representing the whole of the State as they do may select works for implementation as they may choose.

Each MP will give a choice of works to the concerned Project Director who will get them implemented by following the established procedures. Project Director will identify the agency through which a particular work recommended by the MP should be executed. The works under the scheme will be developmental in nature based on locally felt needs.. The site selected for execution of the work shall not be changed except with the concurrence of the MP himself. The funds under MPLADs may be used for creation of durable assets which shall always be available for public use at large. The ownership of such assets created with MPLADs funds would vest in the Government. The works that can be undertaken under MPLADs are as follows:-

15.2.5.1. List of Works that can be taken up under MPLADs :-

1. Construction of buildings for schools, hostels, libraries and other buildings of educational institutions belonging to Government or local bodies.
2. Construction of tube-wells and water tanks for providing water to the people in villages, towns or cities, or execution of other works which may help in this respect
3. Construction of roads including part roads, approach roads, link roads etc., in villages and towns and cities. Very selectively kutchra roads can also be constructed.
4. Construction of culverts and bridges on the roads of above description and of open cut or tube wells.
5. Construction of common shelters for the old and handicapped.
6. Desilting of ponds in villages, towns and cities.
7. Construction of public irrigation and public drainage facilities
8. Construction of public libraries and reading rooms
9. Construction of Crèches and Anganwadis
10. Construction of public health care buildings, including family welfare sub – Centres together with ANM residential quarters.
11. Construction of crematoriums and structures on burial/cremation grounds
12. Construction of public toilets and bathrooms
13. Construction of drains and gutters
14. .Construction of footpaths, pathways and footbridges

15. Procurement of hospital equipment like X-Ray machines, ambulances for Government Hospitals and setting up of mobile dispensaries in rural areas by Government Panchayati Institutions. Ambulances can be provided to reputed service organisations like Red Cross, Ramakrishna Mission etc.,
16. Electronic Projects:-
17. Computer in education project of High School/College
18. Purchase of Night Soil Disposal System for local bodies.
19. "Works related to animal care/welfare like construction of buildings/shelters, provision of ambulances, medical equipment and development of infrastructure facilities like drinking water, drainage etc.,"

15.2.6. Integrated Rural Energy Programme - (IREP)

The objective of the programme is to prepare and implement area based integrated rural energy programmes through which the optimum mix of all type of energy sources is provided for meeting energy needs for subsistence and production of the particular area. Meeting the minimum requirements through conventional sources is limited due to the increasing demand, spiraling fuel cost and depletion in the availability. It is high time to exploit alternative energy sources which are commercially viable and environment friendly in a big way.

To approach this problem the use of non-conventional energy sources like solar, wind, bio-energy and the devices such as solar water heating system, solar cooker, solar street light and bio-gas plants etc., are popularized. Self-help groups are involved in non-conventional energy programmes, and Green Energy Shops are run by effective groups.

15.2.6.1. Under Integrated Rural Energy Programme, the following norm is adopted for purchase/installation of Energy Conserving Devices:-

Sl. No.	Item	Eligibility	Supplied through/ Installed by
1.	Smokeless Chulha	Public	Block Development Office
2.	Compact Flourescent Lamp	Public (Per Ration Card two lamps are given at subsidized rates)	Adithya Solar Shop, 247, Thiruvalluvar Salai, Pondicherry-605 005.
3.	Biogas Plant	Public / Government / Private Institutions.	DRDA
4.	Nutan Stove	BPL families	Respective Block Development Offices
5.	Solar Cooker	Public	Adithya Solar Shop, 247, Thiruvalluvar Salai, Pondicherry-605 005.
6.	Solar Water Heating System	Public/Government/ Private/ Commercial Institutions.	DRDA
7.	Solar Lantern	Public	Procured from MNES approved Manufacturer/Dealer and supplied by DRDA.
8.	Solar Street Light	Public Places, Government Institutions & All categories of Non-Commercial Institutions/Organizations	Procured from MNES approved Manufacturer/Dealer and supplied by DRDA.
9.	Solar Home Lighting	Public	Procured from MNES approved Manufacturer/Dealer and supplied by DRDA.
10.	Battery Operated Vehicle	Registered Society, Public/Govt. Organization, Educational Institutions, Hospitals & Tourism.	DRDA.

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16.1. INFORMATION AVAILABLE IN AN ELECTRONIC FORM

The information available in electronic form in respect of DRDA are as follows :-

1. All monthly progress reports on Rural Development Programmes viz., SGSY, SGRY, IAY, PMGY, TSC are available in website (Government to Government)
2. Financial Progress under all Schemes (Government to Government)
3. Progress Reports on MPLAD scheme are available in Website (Government to Government and Government to Public)
4. Information available in Data Base in DRDA
 1. Action Plan 2005-2006
 2. Accounts of DRDA
 3. MPLAD Scheme details
5. Website material for DRDA has been finalized and will be hosted shortly.
6. A Data Bank is created and maintained by the Project Economist in the Monitoring Section in Word format and Excel spreadsheet. The details of information available in Monitoring section/other section of DRDA are as follows:-
 1. Citizen's Charter (English and Tamil)
 2. Write up on schemes implemented by DRDA (English and Tamil)
 3. Guidelines of all schemes
 4. Allocation , Release of Funds by GOI for Rural Development Programmes and expenditure under various schemes.
 5. Fund Allocation in State Budget for Rural Development Programmes
 6. 10 years statistical data on all schemes of DRDA
 7. Monthly/Quarterly/Annual progress Reports on SGSY/SGRY/IAY/PMGY/TSC /MPLAD schemes
 8. Monitoring Reports on Month-wise Progress
 9. Status Reports on schemes implemented by DRDA
 10. Targets and achievements under various schemes
 11. Data on subjects covered under 20 Point Programme
 12. Data on BPL population
 13. Achievement of SC targets under various schemes
 14. Agenda and Minutes of 56th and 57th Governing Body of DRDA

15. Agenda and Minutes of Vigilance and Monitoring Committees
16. Bank-wise allocation of targets under SGSY
17. List of Beneficiaries under SGSY/IAY/PMGY/TSC – 2004-2005
18. Rice release and utilization statistics under SGRY
19. Details on SHG members trained under SGSY
20. List of members provided with Bunker Type Canteen
21. Details of Community Sanitary Complex and Anganwadi Toilets constructed under TSC
22. List of NGOs engaged under TSC
23. Targets and Achievements under IREP
24. Details of subsidy given under IREP
25. Details of works completed under MPLAD scheme
26. List of villages under blocks
27. List of Revenue villages and circles
28. Application forms under all schemes

The above information can be obtained from

The Project Officer (Self Employment)
Public Information Officer,
District Rural Development Agency,
2nd Floor, Housing Board Building,
Nellithope Post,
Pondicherry – 605 005

CHAPTER -17

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Means , methods or facilitation available to the Public which are adopted by the department for dissemination of information

17.1. LIBRARY:

A small Library has been set up and maintained by the Monitoring section in DRDA . Ministry of Rural Development Publications/NIRD Publications /All India Statistics on Rural Development /Guidelines of various schemes are available in the Library. With the permission of Project Director/Project Officer (SE) ,the books can be obtained and referred in DRDA

17.2. DRAMA AND SHOWS:

Street Plays and Dramas are conducted to create awareness among the public on energy conserving devices

17.3. NEWSPAPER

Advertisements are published in the newspapers on the achievements/features/ benefits extended to public under various schemes frequently

17.4. EXHIBITION :-

1. Exhibitions are conducted to create awareness under Energy programme.
2. In the Exhibition, printed booklets /pamphlets are distributed to the public
3. DRDA is giving greater thrust on the marketing of items of SHGs with the aim to provide the necessary marketing linkages. The marketing support for the products of SHGs is extended by DRDA by sponsoring the representatives of the SHGs to Exhibition/Melas viz., Delhi Haat, IITF, Deepavali/Pongal Bazaar, and Farm Fest 2004.

17.5. NOTICE BOARD:-

1. Tender notices are displayed in the Notice Board of Block Development Offices and DRDA
2. Information regarding Conferences/Meetings are displayed in the Notice Board
3. Notice calling for Applications under various schemes are also displayed in the Notice Board

17.6. INSPECTION OF RECORDS IN THE OFFICE :-

1. Accounts/Establishment / Audit : Accounts records/Audit Reports are inspected by Superintendent / Junior Accounts Officer / Senior Accounts Officer/ Project Officer (SE) / Project Director
2. Schemes : Inspection of Records is done by the respective Assistant Project Officers, Project Officers and by the Project Director.
3. Civil Works : The records under Civil Works are inspected by the Assistant Engineers, BDOs and Executive Engineer
4. System of issuing copies of the documents : Copies of the documents are given in the form of :-
 1. Xerox copies
 2. Floppy/CD
5. Printed manual available :
 1. Guidelines
 2. Citizen Charter
 3. Booklets on Rural Development schemes /Energy Programmes
6. Website of DRDA : Arrangements have already been made for hosting of the website of DRDA. The Website will be available to Public shortly.
7. Other means of Advertising :-
 - a) Advertisements are given through Doordharshan/Private channels
 - b) Radio Talks on the benefits extended under important schemes are given by Project Officer (SE)/Project Director
 - c) Conferences are conducted to popularize the scheme benefits/ energy conserving devices.
 - d) Exhibition are conducted to create awareness and printed booklets /pamphlets are distributed to the public in addition to Newspaper advertisements
 - e) Mobile Exhibition Van is sent to all rural/urban areas, educational institutions to enlighten the public on renewable energy

CHAPTER 18

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OTHER USEFUL INFORMATION

18.1. FREQUENTLY ASKED QUESTIONS AND THEIR ANSWERS TO THE PUBLIC

- Nil -

18.2. RELATED TO SEEKING INFORMATION:-

APPLICATION FORM - 'A'
(Model Form of application for seeking information)

I.D. No.....
(For official use)

To
The Project Officer (SE),
District Rural Development Agency,
Pondicherry.

1. Name of the applicant (in capital Letters) : K. RAMACHANDRAN
2. Address : 10, Mariamman Koil Street,
Ariankuppam,
Pondicherry.
3. Particulars of information :
 - a) Concerned Office / Section : SGSY Section
 - b) Particulars of information required:-
 - i) Details of information required : What are the activities in which training was imparted to SHG members in Ariankuppam Block
 - ii) Period for which information asked for : during 2004-2005 (April to March)
 - iii) Other details : Name address of the SHG along with training details viz., activities under which training is given and details of institutions imparting the training
4. I state that the information required is not available in the RTI Hand Book of DRDA. The information sought does not fall within the restrictions contained in Section 6 of the Act and to the best of my knowledge it pertains to your office.
5. A fees of Rs..... has been deposited in the office of the Competent Authority vide No.....dated

Place :

Date :

Signature of Applicant

e-mail Address if any :
Telephone No. (Office).....
(Residence).....

18.3. FEE :- Refer fee structure in para 1.8.

18.4. TIPS FOR PRECISE INFORMATION REQUEST

1. It should be ensured that the information is available in the Office of DRDA/BDOs
2. The request should be addressed to the concerned Officer
3. The request should be simple, precise and clear
4. The request should be scheme specific and location specific
5. The reference period for which information is required should be given clearly.

18.5. PROCEDURE IN CASE DENIAL OF INFORMATION

In case of denial of information, the applicant may send a letter to the Project Director , DRDA/Secretary (RD)

18.6. TRAINING IMPARTED TO PUBLIC

1. Swarnjayanti Gram Swarozgar Yojana is self Employment Programme implemented by DRDA. The scheme is a holistic Programme covering various aspects of self employment, such as organization of the poor into Self Help-Groups, training, credit, technology, infrastructure and marketing. For success of self-employment endeavours and also for their sustainability, the required skill to successfully run the enterprise is a prerequisite. SGSY proposes a number of measures of training for upgrading the capacity of Swarozgaris both in individual as well as group oriented activities.
2. The capacity building of the SHGs formed is taken up with the help of NGOs like CERD, Dhan Foundation, Mangalam society and Community Sewa Centre in Pondicherry Region and Village Beneficiary Education and Development Society (VBEDS) in Karaikal region.
3. While developing the project profiles for the identified key activities, the District SGSY Committee should in consultation with concerned technical personnel determine the Minimum Skill Requirement (MSR), in terms of both the technical and managerial skills. Once the person or group of persons has been identified for assistance, their training needs also are ascertained with reference to MSR. Two types of training are contemplated under SGSY.

18.7. BASIC ORIENTATION PROGRAMME

Where the Swarozgari possesses the minimum required skills, he/she is put through a basic orientation programme after the loan is sanctioned and before it is disbursed.

Objective :- This basic orientation programme seeks to familiarize the Swarozgaris with SGSY and its objectives, the responsibilities of the Swarozgari, as well as the behavioural aspects. It also seeks to infuse confidence in the Swarozgari by drawing his/her attention to the success stories in the given key or allied activity, as well as alert him/her to the possible risks.

This programme will include elements of topics on concept of Self Help, group dynamics, conflict resolution, book keeping, conduct of group meetings, maintenance of records, awareness about social and family welfare programmes, knowledge of market, identification and appraisal, acquaintance with produce costing and product pricing, familiarization with project financing by banks as well as some basic skills in the key activity identified.

Training period :-It will be of a very short duration, and should not normally be more than two days. BDOs, Bankers and line departments can act as resource persons for this training. Training expenses like training material, honorarium to resource persons, travel and food expenses of Swarozgaris can be met by DRDA from SGSY Training Fund. No stipend will be admissible.

18.8. SKILL DEVELOPMENT TRAINING :-

For the identified activities, Swarozgaris who need additional skill development/upgradation of skills appropriate training are identified and suitable training programmes organized.

- a) Objective : The objective of this training is to ensure that the Swarozgaris possess the Minimum Skill Requirement (MSR). Swarozgaris will be eligible for assistance only when they possess MSR and loans will be disbursed only when they have satisfactorily completed skill training.
- b) Training Institutions : Government institutions like Engineering colleges, ITIs, Polytechnics, Universities, Government Departments, Krishi Vigyan Kendra and NGOs, Voluntary Organisations are engaged to impart training. The training for skill development may include skill upgradation through exposure to latest tools and technology, value addition and diversification of products, entrepreneur development, marketing skills, packaging, labeling etc.

- c) Training period : The training period may be from one week to one month as decided by the DRDAs depending upon the nature of activity
- d) Eligibility for Training : All SHG members
- e) Pre-requisite for training : Should be a member of the SHG or a individual Swarozgari
- f) Financial and other form of help : The DRDA is entitled to meet the expenses, incurred by the training institution for both Basic Orientation and Skill Development Training from out of the SGSY Fund in the following manner:
- i) The Institutional training cost may be fixed at Rs.15/- per day per trainee only for imparting training, if no boarding and lodging facility is provided to the participants, and at Rs.35/- per day per trainee in case the Institution provides boarding and lodging also with training.
 - ii) If the Institution does not provide boarding and lodging then the participants may be paid Rs.25/- per trainee per day to meet the cost of boarding and lodging.
 - iii) Swarozgaris may be allowed one time to and fro travelling cost from their place of residence to the Training Institute.

18.9. SELECTION AND PROCESS :-

A training division headed by the Assistant Project Officer (Tech) exists in DRDA. The list of members who are willing to undergo training and the activity in which the training is needed are collected by this division from all the Block Development Offices. The Block Development Offices in turn collect the information by conducting meeting of the SHGs at the block level. Based in the information received from the BDOs, the concerned training Institution is contacted and the schedule is fixed.

18.10. PROCESS TO INFORM THE TRAINEE ABOUT THE TRAINING PROGRAMME :

The field level functionaries of Block Development Offices will inform the members of SHGs to attend the Programme.

Details of Programmes conducted during 2004-2005

18.10.1.SKILL UPGRADATION TRAINING TO SHG MEMBERS- 2004-2005

Name of the Block	Training	Institution	No. of members Trained	SHGs Trained
Ariankuppam	Poultry, Turkey, Pig and Rabbit rearing	Animal Husbandry Department, Pondicherry.	20	17
Villianur	Pappad and Savoury making	P.K.K.V.K. Iyyankuttiplayam	17	11
Oulgaret	White Pig rearing to Narikurvas	RAGOVAS, Pondicherry	23	0
	Pappad and Savoury making	P.K.K.V.K. Iyyankuttiplayam	20	2
	Poultry, Turkey, Pig and rabbit rearing	Animal Husbandry Department, Pondicherry.	20	3
Karaikal	Poultry, Turkey, Pig and rabbit rearing	Animal Husbandry Department,	80	48
		Total	180	81

18.11. CERTIFICATE/NO OBJECTION CERTIFICATE :-

NOT APPLICABLE TO DRDA

18.12. REGISTRATION PROCESS :-

NOT APPLICABLE TO DRDA

18.13. COLLECTION OF TAX :-

NOT APPLICABLE TO DRDA

18.14. ISSUING NEW CONNECTION :-

NOT APPLICABLE TO DRDA

18.15. ANY OTHER PUBLIC SERVICE :

NIL