

COORDINATION MEETING WITH THE DISTRICTS

2ND September, 2013, RM&DD Head Office

A coordination meeting was held with the all the eight DPCs and ADPCs from the districts in RM&DD head office to review the progress made during 2012-13 and discuss the improvements planned during 2013-14 under MGNREGA, REDRH and SECC

The following issues were discussed in this meeting, based on which these action points emerged:

RECONSTRUCTION OF EARTHQUAKE DAMAGED RURAL HOUSES (REDRH)

1. OVERVIEW OF MIS

An overview of the REDRH MIS was shown to all present and steps to monitor the progress of the project at every level was elucidated.

Physical progress:-

- The South and West Districts were requested to show progress as houses completing plinth level was less than the number completing roof level, which indicates that the project has not accelerated in the last few months.
- Progress of West District was poorest as per MIS. West district was requested to update the MIS data.
- Entry of Physical progress is done in the District level. So the Districts were requested to collect Details for each beneficiary and update on a weekly basis. The ADCs were requested to ensure that MIS is updated every week.

2. STOCK MATERIAL MANAGEMENT

- The ADCs were requested to check the Goods Requisitioned Report under E-Stores tab of the MIS to ensure that blocks have requisitioned for goods on time. This would facilitate smooth supply of materials as it is being observed that blocks have not requisitioned for goods on a regular basis. Every time goods are requisitioned, the blocks and the districts should cross check in the MIS as it gives a real time picture of goods requisitioned to the SIMFED and STCS.
- The ADCs were requested to facilitate the supply agencies like SIMFED and STCS to get Good Received Certificate (GRCs) on time as this is mandatory for Reconciliation purpose.
- With regard to shortage of materials supply to the East and the West Districts, the ADCs were requested to send in Emergency Requisition for East and West to SIMFED. The ADC's were requested to coordinate with Mrs. Pema Donka, DE (Stores)/ PMGSY.

3. NEW DEVELOPMENTS

i) Mass inauguration

- The districts were requested to keep all inauguration on hold for the moment as the department proposes for mass inauguration of houses on the 18th of September to mark the 2nd Anniversary of the earthquake. Further It was also unanimously decided that in the future all REDRH houses would be inaugurated on the 18th of every month.

- Milestone houses like the 500th house 1000th house etc. would be inaugurated by dignitaries.
- ADCs were requested to submit number of houses they propose to inaugurate on the 18th of September, 2013 and the number of Gram Panchayats that would be covered by 14th of September. The districts informed that approximately the following number of houses should be inaugurated on the 2nd Anniversary of the Earthquake :

North - 40
 East – 150
 South – 80
 West – 40

- Further the ADC North was requested to ensure that atleast One house in Sakyong Pentong be inaugurated on the 18th of September, 2013
- Left over Allotment Orders to eligible beneficiaries can also be distributed on the 18th of September, 2013.

ii) Revision of last installment

- All present were again informed that the Final installment was now Rs.72,000/- for Departmental model and Rs.69,000/- for Joint implementation model.

iii) Timber grant from Forest Department

- It was informed that Since Melli – Jorethang Road was being widened, Forest Department would be able to provide timber free of cost for some beneficiaries of REDRH houses. It was informed that around 10% beneficiaries could be granted around 20 cft of SAL timber for construction purpose. Pilot was been undertaken in Rakdong Tintek wherein 400cft of SAL timber was ready to be lifted from Chuba Saw Mill. ADC (East) was requested to identify the 20 beneficiaries in Rakdong Tintek block and lift the 400 cft of timber at the earliest.
- For identifying 10% of beneficiary, Guidelines are being framed by head office giving poverty and remoteness as combined criteria. The ADCs were requested to ensure that the Procedure should be free fair and should have evidence to justify that beneficiaries should be genuine.
- Further Beneficiaries should be willing to bear cost for lifting the timber.

iv) Claiming rent of Block Level Store (BLS)

- The ADCs were requested to inform the BDOs that the Claim for rent should be submitted in form circulated by the head office vide letter no 122/RMDD/M dated 22nd August, 2013 and the filled up form is to be submitted to CAO, RMDD.
- With regard to request by ADC-East for keeping two stores in Martam Block, it was clarified that rent cannot be paid for 2 stores in one block. However, if the store was to be located in a government space where rent was not required to be paid then the ADC can work out the logistics at his level.

v) GPS points

The ADCs were requested to collect GPS points in the format circulated. The same were to be provided over email , GPU- wise and completed at the earliest.

vi) Revision in targets

The ADCs were apprised regarding the revision in targets for the four districts. The ADC North (988) and East(155) were requested to surrender the Allotment Order Forms and Application Forms at the earliest to the Head office by **10th September, 2013** positively. ADC North informed that only 858 Allotment Order Forms are being surrendered at the moment and the remaining forms would be sent shortly.

vii) Miscellaneous.

- It was clarified that GCI sheet can be used in remote areas with the approval of the District level Committee. Notification to this effect would be issued shortly.
- The Districts were requested to submit one copy of the filled up Completion Certificate to the head office on a monthly basis.
- The ADCs also requested the head office to organize a REDRH coordination meeting with the BDOs and AEs.

- **Beneficiary Identification**

The districts were requested to complete the process of identification of beneficiaries at the earliest. However, there should be no compromise on procedure to be followed. For finalizing beneficiaries, **Criteria** has to be followed and Gram Sabha has to pass it.

The Districts submitted as follows :

North District will finish identification of beneficiaries and give allotment order by 18th of September. 858 forms have been surrendered. Remaining forms were with Blocks. The ADC (North) was requested to immediately withdraw the forms from Blocks as they were meant to be kept in the District in the first place. Further the remaining forms are to be submitted to the Head Office at the earliest.

East District stated that Allotment order for finalized beneficiaries can be given on 18th of September, 2018. Thereafter the urban area beneficiaries will be identified.

South District submitted that identification of beneficiaries will be Finalised by 18th of September.

West District stated that as far as possible remaining Allotment orders would be given by 18th September, 2013 following all procedure laid down.

MAHATMA GANDHI NATIONAL RURAL EMPLOYMENT GUARANTEE SCHEME.

1. National Convergence Workshop on 12th September, 2013 – Presentation (20-30 slides) to be submitted by 3rd.

- Both ADCs (South) were requested to attend the workshop with Project Director. Further information (Physical and Financial) on the schemes for which convergence was undertaken was to be sent to the head office at the earliest.

2. Progress on the District MIS Operationalization

North district has set an example by achieving 100% MIS data entry during 2012-13. All districts need to follow this example and ensure that MIS data entry is 100% during 2013-14. Fund releases to the Districts will be made based on progress shown in the MIS.

SL No	Reports	As per MIS (Status as on 30/08/2013)	As per MPR (Status as on 31/07/2013)	Remarks
1	Financial Expenditure (In Lakhs) NORTH EAST SOUTH WEST	Achievement : Remaining 20.54 135.53 20.51 583.2 65.63 876.47 156.31 292.17	Achievement : Target 87.00 1225.00 233.00 3116.00 272.00 3511.00 310.00 4127.00	Districts to expedite the MIS entry.
2	Pipeline Expenditure NORTH EAST SOUTH WEST	0.00 277.06 47.04 155.9	N A	This should be cleared to the extent possible. To be reviewed in the next meeting.
3	Works NORTH EAST SOUTH WEST	Taken Up : Completed 199 0 1176 0 1018 11 989 177	Taken Up : Completed 11 0 60 0 52 0 21 0	Districts to close works already completed as MIS and MPR not matching.
4	Job Card Not Issued NORTH EAST SOUTH WEST	44 701 284 465	NA	Districts to sort out the issue at the earliest.
5	Unemployment Allowance Days NORTH EAST SOUTH WEST	0 855 1945 4281	NA	ADCs to look into the matter.
6	No of Worker With Account No. NORTH EAST SOUTH WEST	Listed in MIS : Total 7090 (51%) 13872 21212 (47%) 44368 24333 (47%) 51892 37594 (65%) 60037	NA	To seed account numbers of all NREGA workers.
7	No of Household With Photos NORTH EAST SOUTH WEST	1620 (22.81%) 105 (0.44%) 312 (1.29%) 399 (1.39%)		To accelerate the process.
8	No of Worker With Photos NORTH EAST SOUTH WEST	476 (3.52%) 2436(5.62%) 457 (0.91%) 201 (0.35%)		South and Wes to expedite. To ask for jobcard and scan and upload.

9	Delayed Payment (in Lakhs)	<i>No of MR : Total Amount</i>			
	NORTH	0			
	EAST	0			
	SOUTH	0			
	WEST	5.779			
10	Household Worked More Than 100 Days			West and East to be cautious. Works have just started. To sort out the issue.	
	NORTH	0			
	EAST	55			
	SOUTH	0			
	WEST	91			
11	Freezing of Accounts	<i>Freezed : Unfreezed</i>		<i>Progress to be seen in the net meeting</i>	
		NORTH	Commercial Banks :		61 3085
			Cooperative Banks :		4 3010
			Post Office :		0 929
		EAST	<i>Freezed : Unfreezed</i>		
			Commercial Banks :		2138 1711
			Cooperative Banks :		90 3521
		Post Office :	0 13736		
		SOUTH	<i>Freezed : Unfreezed</i>		
			Commercial Banks :		5860 2626
			Cooperative Banks :		1864 9712
		Post Office :	0 4242		
		WEST	<i>Freezed : Unfreezed</i>		
Commercial Banks :	6051 5453				
Cooperative Banks :	57 14595				
Post Office :	0 11424				
12	Seeding of Aadhar Numbers	<i>Completed : Remaining</i>		<i>To show progress in the next meeting.</i>	
	NORTH	1036 (07%)	12545		
	EAST	15427 (35%)	28452		
	SOUTH	5968 (11%)	44672		
	WEST	24309 (41%)	34318		
13	DSC Registration	<i>Completed</i>		<i>Progress to be assessed in the next meeting.</i>	
	NORTH	0			
	EAST	2			
	SOUTH	0			
	WEST	0			
14	Generation of FTO's			<i>Progress to be assessed in the next meeting.</i>	
	NORTH	Not Yet Started			
	EAST				
	SOUTH				
	WEST				

3. Action Taken Report on The 2% internal verification.

During the 2% verification it was noted that In the NORTH district, Govt. funds were being released to Panchayats /Dzumsa for local material payment. It was informed that the Panchayats/ Dzumsa were not authorized to collect funds on behalf of any supplier/ beneficiary. In future all local material payment bills to be made directly to the suppliers through account payee checks.

Districts were requested to conduct 10% verification as mandated under the Act.

4. Social Audit .

With regard to the Social audit held recently it was found that in the East District Funds spent on materials payment were beyond the permissible limit. The Districts were asked to improve the system and to ensure that funds are released only after the Pass Order has been received from the ADC.

The ADCs were requested to attend the Social Audit Jan Sunwai as this was like a learning on the field.

5. Improving recordkeeping at Village and Block Level

CAG and various NLMs have reported less than satisfactory levels of record keeping (registers, job cards, pass books, files, vouchers) at the GP and Block level. The Districts need to organize monthly review / coordination programs where the functionaries need to be asked to attend along with the original registers / files. This will ensure oversight of the record keeping status.

The Districts were requested to check records on a quarterly basis in the block level, block level to check in the GP level.

Further mates need to maintain stock of tools and implements bought for the works and the quality of tools reaching the worksite should be ensured.

6. Labour Budget Projection and Performance

DISTRICTS	Labour budget Projection (Sept. 2013)	Current Progress (as per MIS)	% Achieved
North	1,30,000	0	0%
East	5,09,300	1,68,132	33.01%
South	6,50,000	28,880	4.44%
West	3,54,850	1,20,903	34.07%
Total State	16,44,150	3,17,915	19.34 %

The District were informed that achieving the physical target for labour budget was of paramount importance as the release of funds would be directly proportionate to the achievement of target of the labour budget. The districts were requested to work towards achieving the target and show significant progress in the MIS.

Action Taken Report of the 1st District Co-ordination meeting June 2013

AGENDA POINTS	ISSUES	ACTION TO BE TAKEN
Review of G5P	All Blocks to submit G5P for pilot blocks at the earliest	Gangtok, Duga, Kabi, Sumbuk , Yangang, and Soreng to complete Planning and Ranka, Rakdong Tintek, Chungthang, Jorethang, Namthang, Namchi, Dentam, Hee martam and Gyalshing to submit Final Reports at the earliest.
Completion	Districts to submit the complete list of	Progress to be monitored in the next meeting.

Certificates	the completed works for the previous Financial Years.	Districts to give reasons why the works could not be marked as completed in MIS.
Average Persondays per Household		<i>Progress to be reviewed in the next meeting</i>
unpaid material bills for FY 2012 – 13.		All the Districts were requested to keep track of the unpaid material bills for FY 2012 – 13. <i>Progress to be reviewed in the next meeting.</i>
Women participation :	Women Participation as of August, 2013: North 0% East 71% South 32% West 51% State 58%	Districts to ensure that women participation is reflected in the MIS also. <i>Progress to be reviewed in the next meeting.</i>
e-Muster Rolls	eMR status as of August, 2013: North 0 East 527 South 149 West 132	<i>Progress to be reviewed in the next meeting.</i>
Wage Material Ratio	Wage Ratio as of August, 2013: North 0 East 72:28 South 67:33 West 88:12 State 70:30	The ADPC's were asked to get the list of material bills ready for all the previous FY's, so that the analysis of the material expenditure is clearly explained. The ADPC's were requested to keep the material bills carried forward ready when the CA comes for Audit.
Work completion rate	Work Completion Rate as of August, 2013: North 75% East 55% South 60% West 50%	Districts to close all works for 2009-10 & 2010-11. Except for North the rest of the Districts should ensure that works are closed till 2011-2011. The progress should be atleast 75% for all districts.

Miscellaneous issues:

- With regard to various MIS issues being faced by the Districts the Districts were requested to Document the problem forward the same to head office as the same has to be submitted to MoRD.
- ADCs to ensure that work does not get monopolized at the field level and GRS should be encouraged to go to the field more often for check and balance.
- With regard to Complaint registered online South District to submit reports at the earliest..
- The District to forward Nomination of Gram Panchayats for National Award within a week in word format.
- MGNREGA State Awards :- Each District was requested to Select one GRS and One Mate by 30th October, 2013. Nomination for APO to be forwarded to the Head office.
- The newly posted ADCs requested for laptop to start their works immediately. It was agreed that the same would be procured from MGNREGA account at the earliest.

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