

GOVERNMENT OF ASSAM  
DIRECTORATE OF MUNICIPAL ADMINISTRATION  
ASSAM ::: GUWAHATI-6

No. DMA (P) 42/2008/Pt-1/73

Dated Guwahati, the 31<sup>st</sup> October, 2011

From : Shri P. K. Goswami, A.C.S.,  
Director,  
Municipal Administration,  
Assam, Dispur.

To : The Chairman/ Chairperson  
\_\_\_\_\_ Municipal Board/ Town Committee

Sub : Guidelines for Utilisation of fund relating to General Basic grant under  
the Award of Thirteenth Finance Commission for ULBs.

Ref : Govt. in Finance Department's letter No. FEA (SFC)167/2010/60 dated  
23/2/2011, FEA(SFC)47/2011/32 dated 30/3/2011,  
FEA(SFC) 47/2011/60 dated 7/7/2011  
and DMA(A) 8/2011/70 dated 22/3/2011 and DMA(A) 78/2011/34  
dated 13/10/2011.

Sir/ Madam,

With reference to the letters on the subject cited above, I am to inform you that the amount allocated by the Finance (E.A) Department vide aforesaid letters have already been released to your MB/TC electronically. The same have also been intimated to you vide this office letter under reference.

As per the guidelines of the Govt. of India for utilization of the fund under award of Thirteen Finance Commission for the year 2010-11. You are to take following action immediately.

1. The amount may be utilized against four core services like water supply, sewerage, storm water drainage, solid waste management first and then other need as per priority. The minimum level of "Service Level Benchmarks" published by the Ministry of Urban Development and this service indicators are to be achieved by the end of the succeeding fiscal year.
2. All Chairpersons of MBs/TCs and technical staff, staff of MBs/TCs should be collected " Handbook on service level Benchmarks" published by the Ministry of Urban Development from SFC Cell's Website of [www.sfcassam.nic.in](http://www.sfcassam.nic.in).
3. Ward-wise allocation for taking up of Schemes is not permitted. Schemes should be visible. Above component will have to be utilized by MBs/TCs for development of urban infrastructure facilities as per the "Handbook on Service Level Benchmarks" published by the Ministry of Urban Development. However, any decision to spend money on above component shall be taken by the ULBs in formal board meetings where majority of the members are present. A technical person may also be present in the meeting for section of Schemes. A copy of the resolution of such meeting is required to be submitted to the Director, Municipal Administration with Schemes/ projects for the purpose. All such schemes and

ARO (DB)  
2/11/11  
Pl. put up

- projects must be approved by competent authority as per existing procedure. The works component of Schemes must be executed as per Government procedure and maintain proper acquittance.
4. All such schemes and projects should be notified prominently on notice boards and in public places.
  5. Photographs at two stages before and after execution must be kept and submit to the undersigned.
  6. In order to avoid duplicity/ overlapping it should be ensured by all concerned that while selecting the scheme, the said scheme was not taken up earlier under any programme of State and State Finance Commissions or under any kind of Government funded programme etc.
  7. The admissible VAT will be deducted at source under the Assam Value Added Tax, Act, 2003.
  8. ULBs must create own profile for uploading all information in website through district NIC.
  9. The Chairpersons/ Executive officers of Municipal Boards and Town Committees are to keep the record of documents containing details of Govt. order for releasing funds/transfer credit/transfer credit to Bank Accounts in order to ensure proper accountability in the release and utilization of grants as envisaged by the Thirteen Finance Commission separately for Audit & Accounts purpose. He is also to maintain register book for all expenditure incurred under the award of the Thirteen Finance Commission separately and prepare detailed Statement in the magnetic media in the excel sheet.
  10. The Chairpersons of Municipal Boards/ Town Committees will operate Bank Account with joint signature of Accountant until Executive Officers in ULBs are posted.
  11. The Chairman/Executive Officers of Municipal Boards/ Town Committees are to follow the guidelines of the Govt. of India, M.O.F for implementation of the schemes.

Yours faithfully

*sd/*  
Director  
Municipal Administration  
Assam, Dispur

Memo No. DMA(P)42/2008/Pt-1/73-A  
Copy to :-

Dated Guwahati, the 31<sup>st</sup> October, 2011

1. The Principal Secretary, to the Govt. of Assam, Urban Development Department for information.
2. P.S to Minister, Urban Development Department for appraisal to Hon'ble Minister, Urban Development Department.
3. The Joint Director, Finance (E.A) Department, for information.

*[Signature]*  
Director  
Municipal Administration  
Assam, Dispur