



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

E-mail : municipality1956@yahoo.in

Phone No. (0361) 2261436

Fax No. (0361) 2235165

No. DMA (5th ASFC)/2015/35

Dated Guwahati, the 9th March, 2016

From : Shri Hemen Das, A.C.S.,
Director,
Municipal Administration,
Assam, Dispur..

To : The Executive Officer/ Chairman,
..... Municipal Board/Town Committee.

Sub : Transfer of 1st installment of General Basic Grant for the year 2015-16 under the award of Fourteenth Finance Commission for the ULBs during 2015-16 (general areas) electronically.

Ref. : Urban Development Department's letter No. UDD(M) 202/2015/8 dated 27.01.2016.

Sir/Madam,

In pursuance of Urban Development Department's letter No. UDD(M) 202/2015/8 dated 27.01.2016 and in continuation of our earlier letter No. No. DMA(5th ASFC)/2015/36 dated 09.03.2016, I am to inform you that the amount released to your ULB as 1st installment of General Basic Grant for the year 2015-16 under the award of Fourteenth Finance Commission to the ULBs in general areas have been deposited against your Bank Account as intimated to us. The SBI, Dispur Branch has also been asked to transfer the amount electronically to your Bank Account as mentioned above duly registered under PFMS through ECS.

So, you are requested to confirm and acknowledge the receipt of the amount against your quoted Bank Account to the undersigned immediately alongwith the date of deposit.

The Executive Officers/ Chairpersons of MBs/TCs are to follow the guidelines of the Govt. of India, MOF vide No. 13(32) FFC/FCD/2015-16 dated 08.10.2015 including the followings for implementation of schemes under Central Finance Commission.

1. ULBs shall utilize the fund against the Basic civic services like Water supply, Sanitation including Septic Management, Sewerage, Solid waste management, Storm water drainage, maintenance of community assets, maintenance of roads, footpaths, street-lighting, burial and cremation grounds and any other basic services within the functions assigned to them under relevant legislations. **However, it is advised that the cost of technical and administrative support towards O&M and capital expenditure should not exceed 10% of the allocation under any circumstances and the expenditure can be incurred only by the ULB concerned.**
2. It is emphasized that no expenditure will be incurred out of the FFC grants except on basic services as provided in point no. 1 above. The ULBs shall be responsible for any violation of the guidelines.
3. The utilization certificate of the above fund are to be submitted by the Chairperson/Executive Officer of MBs/TCs in GFR 19A format and Annex-III (enclosed herewith) alongwith the photographs of completion of the schemes

- for onwards submission of the same to the Accountant General of Assam as well as to the Govt. of India for releasing the next installment.
4. Schemes should be visible. However, any decision to spend money on above component shall be taken by the ULBs in formal Board's meetings where majority of the members are to be present.
 5. All such schemes and projects should be notified prominently on Notice Boards and in public places.
 6. The admissible VAT will be deducted at source under the Assam Value Added Tax Act, 2003 and Income Tax as per Act and Rules and Procedures.
 7. Photographs at two stages before and after execution must be kept and the same be submitted to this Directorate.
 8. In order to avoid duplicity/overlapping it should be ensured by all concerned that while selecting the schemes, the said scheme was not taken up earlier under any kind of Government funded programme.
 9. ULB must create own profile for uploading all information in website through PFMS.
 10. The Executive Officer is requested to maintain Ledger Book for all expenditure incurred under the award of the Fourteenth Finance Commission separately and to prepare detailed statement in the magnetic media in the excel sheet.
 11. The Chairpersons of MBs./TCs will operate Bank Accounts with joint signature of Executive Officer in ULBs as posted as per Govt.'s guidelines.
 12. Monthly progress report shall be submitted to the Directorate of Municipal Administration regularly.
 13. Director of Audit (L&F) should be requested to conduct audit by the ULBs.
 14. **In respect of Sanitation, the ULBs are to support by way of providing funds to construct minimum 50/30 units of Individual Household Toilets (IHHL) by the MBs/TCs respectively out of the fund under 14th Finance Commission. In this regard, it may please be noted that there are two models with estimated amount of Rs. 12000.00 and Rs. 15500.00 (per unit). ULB may select either of the two models as per Beneficiary's choice. This part is mandatory.**

Encl.: As stated above

Yours faithfully



Director
Municipal Administration,
Assam, Dispur.

Memo No. DMA (5th ASFC)/2015/35 -A Dated Guwahati, the 9th March, 2016
Copy to:

- 1) The Principal Secretary to the Govt. of Assam, Urban Development Department, Dispur, Guwahati-6 for favour of information.
- 2) P.S to Hon'ble Minister, Urban Development Department, Dispur, Guwahati-6 for kind appraisal of Hon'ble Minister.
- 3) The Director, Finance (EA) Department, Assam, Dispur, Guwahati-6 for information.
- 4) The Director, National Informatics Center, Assam, Guwahati-6 for information.
- 5) The Director, Audit (L&F), Dispur, Guwahati-6 for information.



Director
Municipal Administration,
Assam, Dispur.