

DEVELOPMENT BRANCH

SUBJECT/SERVICE	PROCEDURE	FEES	REQUIRED TIME FRAME
<p>1)Implementation of MP'S Local Area Development Scheme</p> <p>a)Dr.Manmohan Singh Hon'ble MP(Rajya Sabha) Assam</p> <p>b)Smti.Naznin Faruqui Hon'ble MP(Rajya Sabha) Assam</p> <p>c)Late Silvius Kondopan Hon'ble MP(Rajya Sabha) Assam</p> <p>d)Sri Birandra Prasad Baishya Hon'ble MP(Rajya Sabha) Assam</p> <p>e)Kumar Dipak Das Hon'ble MP(Rajya Sabha) Assam</p> <p>f)Sri Bhubaneshwar Kalita, Hon'ble MP(Rajya Sabha) Assam</p> <p>g)Smti.Bijaya Chakravarty, Hon'ble MP(Rajya Sabha)</p>	<p>The following documents are required to be submitted for implementation of schemes under MPLAD</p> <p>1)Recommendation letter of MP</p> <p>2)Particulars of fund received from Govt. of India</p> <p>3)Plan and estimate approved by Executive Engineer/Supdt.Engineer</p> <p>4)Approved list of Construction Committe</p> <p>5)Copy of Memrandum of Understanding</p> <p>6)Photo of the shcheme site with signboard</p> <p>7)Registration certificate of NGO,Society,Trust</p> <p>8)Last 3 years audit report and audit certificate of NGO,Society,Trust</p> <p>9)Activity details and list of members of NGO,Society,Trust</p> <p>10)Land holding certificate in the name of NGO Society,Trust</p> <p>11)No Objection Certificate</p> <p>12)Feasibility Report from Inspecting Officer</p> <p>13)Release Order of first instalment</p> <p>Documents to be submitted for release of 2nd instalment(for schemes implemented by govt.deptt.</p> <p>1)Completion report of the work and utilisation certificate of the fund received alongwith documentary evidence</p>	<p>Nil</p>	<p>Maximum 90days after receiving recommendation from MP and other required documents/informations</p>

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SUBJECT/SERVICE	PROCEDURE	FEES	REQUIRED TIME FRAME
1)Implementation of MP'S Local Area Development Scheme	Documents required to be submitted for release of 2nd instalment of in case of schemes implemented by NGOs/Trust/Society 1)Utilization certificate of 1 st instalment as per format 2)Vouchers,bills etc countersigned by President/Secretary of Society 3)Measurement book signed by technical person 4)Photo of the scheme site alongwith signboard 5)Physical verification report from entrusted officer regarding proper implementation of the scheme 6)Release of amount of 2 nd /final instalment	Nil	Maximum 90days after receiving recommendation from MP and other required documents/informations

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1)Implementation of MLA'S Local Area Development Scheme A)Jalukbari LAC B)East Guwahati LAC C)West Guwahati LAC	The following documents are required to be submitted for release of fund (1 st instalment) 1)Recommendation letter of MLA 2)Sanction letter of fund received from Govt. of Assam 3)Plan and estimate approved by govt.engineer(not	Nil	Maximum 45 days after receiving recommendation from MPLA and other required documents/informations

D)Dispur LAC	below the rank of Executive Engineer) 4)Photo of the shcheme site with signboard 5)Authorization letter issued to NGO by the local MLA for implementation of the scheme 6)Registration certificate of NGO,Society,Trust 7))Activity details of last 3 years and list of members of NGO,Society,Trust 8))Land details in the name of NGO Society,Trust 9)No objection certificate from concerned department for construction of Community Hall,Building etc 10) Report from Inspecting Officer regarding feasibility of the proposed scheme 13)Release of first instalment		
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1)Implementation of MLA's Local Area Development Scheme	Documents required to be submitted for release of 2nd instalment 1)Utilization certificate of 1 st instalment as per format 2)Vouchers,bills etc countersigned by President/Secretary of Society 3)Measurement book signed by technical person 4)Photo of the scheme site alongwith signboard	Nil	Maximum 45 days after receiving recommendation from MLA and other required documents/informations

	5)Physical verification report from entrusted officer regarding proper implementation of the scheme 6)Release of amount of 2 nd /final instalment		
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3)Untied Fund	<p>This scheme is implemented by Govt. departments.In some cases,it is also implemented by Construction Committee headed by DC</p> <p>The following documents are required to be submitted for release of fund (1st instalment)</p> <p>1)Approval of Planning &Development department Govt.of Assam</p> <p>2)Sanction letter of fund received from Govt. of Assam</p> <p>3)Technical sanction of Plan and estimate from Executive Engineer in case of scheme amounting upto 10 lakhs and from Supdt.Engineer in case of schemes amounting 10 lakhs to 50 lakhs.</p> <p>4)Photo of the shcheme site with signboard</p> <p>5)Land details of the scheme site</p> <p>6)Details of members in case of schemes implemented by Construction Committee</p> <p>7) Release of first instalment</p>	Nil	10-15 days

DEVELOPMENT BRANCH

SUBJECT/SERVICE	PROCEDURE	FEES	REQUIRED TIME FRAME
3)Untied Fund	<p>Documents required to be submitted for release of 2nd instalment</p> <ol style="list-style-type: none"> 1)Utilization certificate of 1st instalment as per format 2)Vouchers,bills etc countersigned by President/Secretary of Committee 3)Measurement book signed by technical person 4)Photo of the scheme site alongwith signboard 5)Completion/utilization certificate as per format 6)Signed copy of Paid/Working/Final bill 7)Certificate from Competent Authority regarding deduction of income tax/VAT 8)Copy of tender/memorandum of understanding 9)Physical verification report from entrusted officer regarding proper implementation of the scheme 6)Release of amount of 2nd /final instalment 	Nil	10-15 days

DEVELOPMENT BRANCH

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4) <u>Assam Bikash Yojana</u> A)Border Area Development Scheme	1)Submission of plan & estimate received from technical department alongwith fesibility report to the Govt. 2)Release of 1 st instalment to implementing agency 3)Submission of utilisation certificate,vouchers,bill, Photographs against the expenditure made from 1 st Instalment 4)Photo of the shcheme site with signboard 13)Release of 2 nd instalment	Nil	45 days
B)Kalpataru Scheme	1)Distribution and receiving of application form through Circle Officer/Block Dev. Officer 2)Scrutiny in the office of Circle Officer/Block Dev. Officer 3)Selection of beneficiary by Selection Commitee 4)Approval of beneficiary list 5)Release of fund through Circle Officer/Block Dev. Officer	Nil	15-30 days

DEVELOPMENT BRANCH

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C) Gyanjyoti Scheme	1)List of participating students of 14 districts(Darrang,Jorhat,Nalbari,Bongaigaon,Barpeta ,Kokrajhar,Dhubri,Goalpara,Cachar,Hailakandi,Karim ganj,Udalguri,Baksa and Chirang) 2)Arrangement of fooding and lodging of students,sight seeing,educational programmes,quiz , Cultural programme in Guwahati	Nil	15-30 days
D)Dharmajyoti Scheme	1)Release of fund by Managing Director,Assam State Transport Corporation to the beneficiaries	Nil	As per tour programme
E)NSAP Scheme	1)Responsibility of implementing the Indira Gandhi National Old Age Scheme has recently been transferred to Zila Parishad	Nil	7-15 days
F)Small Savings Scheme	Particulars to be submitted for appointment as agent of Small Savings Scheme 1)Application to Appointing Authrity 2)Character certificate by two gazetted officers 3)Copy of Admit card of HSLC Exam 4)Residence proof certificate(Permanent Residednt Certificate,Family Identity Card,Electricity bill,Telephone bill etc.) 5)Four copies of recent passport size photograph 6)Certificate from concerned police station regarding non-involvement in any criminal cases	Nil	

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5) Meeting of District Development Committee	A meeting is held on 8 th of every month by the Development branch for reviewing progress of various schemes implemented by the concerned departments	Nil	7 days
6)Miscellaneous: Rubber , Plantation,IMPW, Bayojestha Sanman, Physical disability certificate,Child Line etc.	Development branch reviews progress of various schemes implemented by concerned departments time to time and DC accords requisite approval for taking necessary action.	Nil	10-15 days
7)Reply to Assembly,Rajya Sabha, Lok Sabha Questions	Reply to Assembly,Rajya Sabha,Lok Sabha questions related to Development Branch are prepared and submitted to govt.	Nil	2-7 days
8)Informations to be furnished under Right toInformations Act	Informations related to Development Branch sought by citizens under RTI are prepared and sent Public Informations Officer	Nil	1-10 days

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9)Matters relating to High Court and other courtse- a)parawise comments b)submission of affidafit	On the basis of informations available in Development branch,reports/affidafits are prepared and submitted for cases related to the branch	Nil	15-20 days
10)Service rule of staff a)Casual leave b)Earned leave c)Attendance Register etc	Performed as per govt.rules	Nil	1-7 days
11)Audit of accounts and submission of report thereof Scrutiny of concerned passbook,Tallying of passbook with bank accounts of funds of MLALAD,MPLAD,Untied Fund,Keeping of accounts of funds received against schemeslikeKalpataru,G yanjyoti,Dharmajyoti etc,Audit by registered auditor	Performed as per financial rules	Nil	7-15 days

DEVELOPMENT BRANCH

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12)Matters relating to Guwahati development a)GMC,GMDA	1) Informations and letters received from govt.departments and public regarding GDD are endorsed to ADC,I/C	Nil	3-7 days

<p>b)PWD, City division 1,2,3 and State Roads division c)Gandhi Mandap d)Desiltation e)Solar City f)ASTC g)Water Resource deptt (East division) h) Water Resource deptt (Mechanical division) i)DRSC j)Public Grievance k)Traffic l)Fire Safety Measures m)High Court matters n)Waterbodies o)Assembly questions related to GDD P)Informations under RTI q) Beautification r) Assam Apartment Act and Rules s)Meeting regarding GDD matters u)OFC(Optical fibre cable)</p>	<p>Development branch and procedure for disposal of the matter starts. 2)Co-ordination is made with various departments which are connected with Guwahati development matters. 3)Grievances of citizens and all public complaints are taken up for taking immediate action. Informations sought under RTI Act are provided. Development branch takes necessary action in co-ordination with Circle officers and other departments.</p>		
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<p>v)Street light w)Matters relating to Oil India Limited x)NRHM matters</p>	<p>1)Action is taken on matters forwarded by Mission Director, NRHM, Jt. Director Health Services, Jt. Director of Health Services MMCH</p>	<p>Nil</p>	<p>3-15 days</p>

<p>y) Sarba Siksha Abhiyan</p> <p>z) Mid-Day Meal</p> <p>aa) Cash and financial matters relating to NRHM and Mid-Day Meal</p>	<p>2) Monthly Review meeting of District Health Society is held for review of progress</p> <p>1) Action is taken on matters endorsed by Mission Director, Assam Sarba Siksha Mission</p> <p>2) Action is taken regarding financial aid sanctioned for educational institutions after verification report is received from District Nodal Officer.</p> <p>1) 137 LP Schools and 88 UP Schools of Kamrup Metropolitan district are covered by MDM</p> <p>2) Mid-day meal to schools under Jalukbari and West Guwahati LAC are supplied through Akshay Patra Foundation, an NGO.</p> <p>1) Action is taken for disbursement of fund for cost of rice, cooking cost and honorarium of cook and helper</p>		
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