

**GOVERNMENT OF ASSAM**  
**DEPARTMENT OF PANCHAYAT & RURAL DEVELOPMENT**  
**DISPUR GUWAHATI ::::: 781 006**

No.RDD.123/2006/172

Dated Dispur, the 28<sup>th</sup> June'2010

**ORDER**

Sub: Modalities for the procurement of materials under the MGNREGA.

Modalities for procurement of materials under MGNREGA was sought to be implemented in the State. Discussions were held with P.W.D., Finance, Sales Tax and Forest officials. The Governor of Assam is pleased to notify the following modalities for procurement of materials under MGNREGA.

(1) A District Level Committee (DLC) headed by the Deputy Commissioner in the non-sixth schedule districts and headed by the Principal Secretary in case of sixth schedule districts with members of other departments is constituted as given below: -

- |  |   |                 |
|--|---|-----------------|
| i) DPC (DC/Principal Secretary)  | - | Chairman        |
| ii) Executive Engineer, DRDA   | - | Member          |
| iii) District Head up to the level of S.E., P.W.D. (Roads)                       | - | Member          |
| iv) District Head up to the level of S.E., P.W.D. (Building)                     | - | Member          |
| v) District Head up to the level of S.E. (Water Resource Department)             | - | Member          |
| vi) District Head, up to level of D.F.O., Forest (Head Quarter)                  | - | Member          |
| vii) D.P.C. may co-opt of other officers/ B.D.O.s as invitees as the case may be | - | Member          |
| viii) F.A.O. (DC/Principal Secretary's office)                                   | - | Member          |
| ix) The Project Director, DRDA   | - | Member Convener |

This Committee would fix the rates for procurement of materials under MGNREGA.

(2) An exhaustive list of different materials required for execution of MGNREGA works would be prepared by the Project Director, DRDA in consultation with the B.D.O.s.

(3) A District Level Survey Committee (D.L.S.C.) consisting of four members namely: - Project Director, D.R.D.A., Financial Adviser of DC's office/ Principal Secretary's office, Executive Engineer, D.R.D.A. and D.F.O. (Forest, H.Q.), headed by Project Director, DRDA shall form a team. This team would conduct survey of the market prices of different materials and would analyse the rates. The team would consider rates of few standard brands of a material, most used in the district along with ISI specifications, where applicable. The Sub-committee would submit its report to the District Level Committee (D.L.C.) for the district, to arrive at ceilings for specific items for the district as a whole. No transportation costs shall be allowed.

The rates would be for on site supply of materials. The D.L.C. would do the 'due diligence' and would finalize the reasonably workable rate for each of the items taking into account the prevailing market rate and quality parameters. In case of non-homogeneity of the areas of the district; Sub-division-wise rate could be fixed e.g. Sadiya, Majuli, South Salmara, Hamren in the respective district or any other Sub-division, the D.L.C. decides upon.

(4) There are price ceilings of different materials as fixed by the P.W.D. in their latest SOR the most current being of P.W.D. (Roads) 2009-2010. The approved rate would in no case cross the limit of the price ceilings of the current P.W.D. SOR, as the case may be. However, in exceptional cases when the finalized rate would cross the price ceilings, the D.L.C. would notify the rate & the district may procure within the stipulated D.L.C. rate. However, the D.L.C. shall refer the matter to the Commissioner, P. & R.D. with full details/justification for his approval. The district Executing Agencies shall continue to procure materials on the approved rates without waiting for direction of the Commissioner, P. & R.D. in the interest of work implementation. When such a reference is received, the Commissioner, P. & R.D. would constitute a State Level Survey Committee (S.L.S.C.) comprising Joint Director (MGNREGA), Joint Director (Tech.) and Senior F.A.O. This team would make price survey of the materials at Guwahati and or the District/Sub-division concerned and analyse the rates to arrive at a reasonable rate. The Commissioner, P. & R.D. Assam shall take a meeting of the S.L.S.C., invite the Deputy Commissioner/Principal Secretaries and Project Director, DRDA of the concerned district and fix a ceiling for that item for that district/sub-division.

(5) In respect of forest produce, the Executing Agency shall procure the materials at the approved rates from any supplier or from any Forest Deptt. notified Mahaldars provided he/she furnishes the Forest Royalty paid Receipts & Challans. No forest produce could be procured without the valid documents of Forest Royalty paid Receipts & Challans and no payment could be made to the supplier unless the aforesaid documents are attached with the bills. The rates fixed by the D.L.C. shall be inclusive of rate of Forest Royalty.

(6) The approved rates should be include the Forest Royalty a per Para 5 above. The approved rate shall however be exclusive of V.A.T. When a dealer submits bill, the bill shall include the basic rate (inclusive of royalty if a forest produce) plus V.A.T. The dealer will be paid only the basic rate (inclusive of royalty if forest produce) and V.A.T. as applicable on the bill will be paid directly to Tax authorities through Treasury Challan at the earliest and positively within one month of the deduction thereof.

(7) The members also pointed out that the bricks would generally cost high during the period from 15<sup>th</sup> May to 30<sup>th</sup> October (flood – rainy season) in every year and the Committee suggested not to do any brick work during this period. However, if the price of the brick remains static during this period or the materials are procured at the rate approved for winter season there would be no objection in carrying out brick works.

(8) The Executing Agency at any level (G.P./Block/Z.P.) shall procure the materials. Once the rates for different items are fixed, the materials could be procured from any supplier from the open market.

In the cases, wherever the cost of a particular material required for a particular project exceeds the limit of Rs.50,000.00, within one financial year, the Executing Agency would collect at least three spot quotations from the market and would fix the rate of purchase not crossing the price ceilings fixed by the D.L.C. for that particular item. Petty items not covered in the approved list, could be procured at reasonable market rate.

(9) The Executing Agency which had done the procurement would ensure the quality/quantity of materials supplied and utilize in the execution of various works.

(10) The rates approved by the D.L.C. would be duly published & displayed at the district H.Q./Block/G.P. office conspicuous to all.

(11) The District Level Committee will normally notify rates annually. However, in circumstances as and when the approved rates become unrealistic in comparison to the prevailing market rates, the Committee would sit to fix rates afresh after observing same formalities as above. However, the District Level Survey Committee (D.L.S.C.) shall give its report to the D.L.C. on a six monthly interval, as to reasonability of rates.

(12) Site Account Register of materials at the work site would be maintained by the Executing Agency.

(13) Until the D.L.C. notifies rates the present system of procurement shall continue. The D.L.C. shall notify rates positively within 2 months of issue of this order.

*Handwritten signature*  
28/6/10

Joint Secretary, P. & R.D.

Memo No.RDD.123/2006/172 (A)  
Copy to:

Dated Dispur, the 28<sup>th</sup> June'2010

1. The Chief Secretary, Assam, Dispur.
2. The Principal Secretary to the Hon'ble Chief Minister, Assam, Dispur.
3. The Principal Secretary, Finance Department, Assam, Dispur.
4. The Commissioner & Special Secretary, P.W.Deptt., Dispur.
5. The Commissioner of Taxes, G.S. Road, Ganeshguri, Guwahati - 6.
6. The Principal Chief Conservator of Forest, Rehabari, Guwahati.
7. The Accountant General, Assam, Maidamgaon, Beltola, Guwahati.
8. The Commissioner, P. & R.D., Assam, Panjabari (Juripar), Guwahati - 781 037.
9. The Principal Secretary, BTC/KAAC/NCHAC.
10. All D.C.s/C.E.O.s/P.D., DRDAs of Non-Sixth Schedule districts.
11. The Director, S.I.R.D., Assam, Khanapara.
12. The Technical Director, NIC to put on site.
13. The OSD to Hon'ble Minister, P. & R.D., Assam, Dispur as approved.

*Handwritten signature*  
28/6/10

Deputy Secretary, P. & R.D. Deptt.