

No. Q.13018/23/2006-AI(RD)
Government of India
Ministry of Rural Development
NLM Cell

Krishi Bhawan, New Delhi
Dated the 23rd January 2007

Subject: **Amendment in the Guidelines of the State and District level Vigilance & Monitoring Committees – reg.**

The undersigned is directed to say that it has been decided to make the following amendments in the “Guidelines for Vigilance & Monitoring Committees at State and District Levels to monitor Rural Development Programmes” with immediate effect –

In Para 5.B.1.I of the Guidelines, following new sub-paras may be added at the end of the existing provisions –

Special Meeting of the State/District Level V&MCs -

- (a) The first meeting of the State/District Level Vigilance & Monitoring Committee in every financial year shall be held during the first quarter of the financial year i.e. between April to June. Additional meetings will be held during the course of the year.
- (b) In case a regular meeting of the State/District Level Vigilance & Monitoring Committee cannot be held in the first quarter of the financial year for whatsoever reason, the Member Secretary shall fix a date, time and venue for a Special Meeting of the State/District Level Vigilance & Monitoring Committee at a convenient date during the month of July or August as may be convenient. Once the notice of the meeting for a special meeting is issued by the Member Secretary, it shall be held on the specified date, time and venue. All the Members including the Chairperson and other Members of Parliament will obviously be intimated about convening of such a special meeting. If the Chairperson of the Committee is present at the start of the special meeting, he/she shall preside over the same. In the absence of Chairperson, Co-Chairmen present at the start of the special meeting shall preside over the meeting. In case Chairman/ Co-Chairman is not present at the start of the meeting, members present shall decide one of them by consensus as Chairman for that

meeting, who shall preside over the meeting and conduct its proceedings. The proceedings of the meeting will, for all purposes be deemed to be that of a regular meeting of the State/District Level Vigilance & Monitoring Committee.

(V.L.V.S.S. SUBBA RAO)
DIRECTOR (NLM)

Distribution:

1. Chief Secretaries of all States/UTs
2. Secretary (RD)/Secretary(DWS) of all States/UTs

Copy to:

1. All Chairman of the Vigilance & Monitoring Committees at the District level
 2. District Magistrate/Collectors/Deputy Commissioner/CEO of Zilla Panchayats of all districts **with the request to send dates & details in Proforma of meetings held during 2006-07**
 3. All Joint Secretaries of the Ministry of Rural Development
 4. PS to Minister of Rural Development
 5. PS to MOS (RD-CS)
 6. PS to MOS (RD-P)
 7. All Area Officers of the Ministry of Rural Development
 8. PPS to Secretary (RD)/PPS to Secretary (DWS)
 9. PPS to AS (LR)/PPS to AS&FA
 10. PS to CEA
- Guard File.

Ministry of Rural Development
(Monitoring Division)
Revised Guidelines
For
Vigilance and Monitoring Committees

With a view to revitalizing the role and functions of the Vigilance & Monitoring Committees for making them important instruments of effective monitoring of the implementation of the programmes of the Ministry, these Committees at State/Union Territory and District levels are reconstituted for each State/UT and District.

It has been decided that with the coming into being of the XIVth Lok Sabha the District Vigilance & Monitoring Committees constituted to monitor the implementation of Rural Development Programmes headed by Members of the XIIIth Lok Sabha *stand dissolved*. The Government of India is, however, of the view that there is a need to continue these Committees with some modifications in the composition since they can perform very useful function in monitoring the implementation of all the programmes of the Ministry. These Vigilance and Monitoring Committees replace all other Committees set up earlier for similar purpose.

2. Objective

The Vigilance and Monitoring Committees are constituted with a view to fulfilling the objective of ensuring quality of expenditure, particularly, in the context of large public funds being spent under all the programmes of the Ministry of Rural Development. These Committees would keep a close the implementation of the Programmes as per the prescribed procedures and Guidelines. The major objective of the reconstitution of Vigilance & Monitoring Committees include providing a crucial role for the Members of Parliament and elected representatives of the people in State Legislatures and Panchayati Raj Institutions (PRIs) in the implementation of the Rural Development programmes and to put in place a mechanism to monitor the execution of the Schemes of the Ministry of Rural Development, in the most effective manner and within the given time frame, as a result of which, the public funds are put to optimal use and the Programme benefit may flow to the rural poor in full measure.

3. These Committees are also to effectively liaison and coordinate with the Ministry of Rural Development and State Governments to ensure that all schemes of the Ministry of Rural Development are implemented as per the programme guidelines issued by the Ministry of Rural Development.

4. The constitution of these Committees and holding regular meeting are pre-requisites for the States/UTs to receive funds from the Ministry of Rural Development, under different programmes. These Committees constitute an integral part of the system for effective implementation of Rural Development Programmes and are no less significant than the Audit Reports and Utilization Certificates, which are mandatory for

the release of the second instalment and in case certain districts do not hold regular meetings of the V&M Committees, the Ministry may consider withholding releases for such districts, as we do for the non-submission of Audit Reports etc.

5. The Composition, Terms of Reference, Role and other details in regard to the Vigilance & Monitoring Committees are given in the following paragraphs:-

A. State Level Vigilance and Monitoring Committees

1. Composition

The State level Vigilance & Monitoring Committees would be of the following composition:

I. Chairman: The Chairman of the Committee would be the Minister, Rural Development Department of the concerned State.

II. Member Secretary: The Secretary-In-charge of Rural Development Programmes in the State/UT would be the Member Secretary of the Committee.

III. Members: The other Members of the Committee shall be as under:

- (i) **Four MPs (Lok Sabha) to be *nominated by the Ministry of Rural Development, Government of India.***
- (ii) **One MP (Rajya Sabha) representing the State/UT to be *nominated by the Ministry of Rural Development, Government of India.***
- (iii) **Five MLAs to be nominated by the State Government.**
- (iv) **The Secretaries/Heads of Departments of Rural Development, Finance, Public Works Department dealing with Rural Roads, Revenue, Planning, Agriculture, Animal Husbandry, Irrigation, PHE, Social Welfare, Cooperation, Forests and Fisheries etc. and other related departments.**
- (v) **Director, Institutional Finance.**
- (vi) **Managing Director/Head of SC/ST Development Corporation.**
- (vii) **Managing Director /Head of Women's Development Corporation.**
- (viii) **One representative of KVIC to be nominated by the Ministry of Rural Development.**

- (ix) Four Member of Non-Official to be nominated by the *Ministry of Rural Development, Government of India.*
- (x) One representative each of two reputed NGOs/Voluntary Agencies *to be nominated by the Ministry of Rural Development.*
- (xi) One representative (Area Officer of the respective State/UT) of Ministry of Rural Development.

2. Terms of Reference

- (i) The Vigilance & Monitoring Committee at State level would supervise, exercise, vigilance and monitor the implementation of all Programmes of the Ministry of Rural Development.
- (ii) The Committee would monitor the flow of funds at various channels, including allocations, releases, utilization and unspent balances.
- (iii) The Committee should ensure that the schemes are implemented as per the guidelines issued by the Ministry of Rural Development and no addition or alteration is done.
- (iv) The Committee would look into complaints received by them, in respect of the implementation of the Programmes, including complaints of misappropriation/diversion of funds of various Programmes of the Ministry and recommend follow-up actions.
- (v) The Committee would take all necessary measures to ensure the programme benefits flow to the rural poor in full measure.
- (vi) The Committee would consider all Evaluation Reports, Area Officers' Reports and such other Reports sent to them by the Ministry of Rural Development and would cause to take necessary follow up action and corrective measures wherever required.

B. District Level Vigilance & Monitoring Committees

1. Composition:

The Committee would compose of the following:

I. Chairman: The Chairman of the District Level Vigilance & Monitoring Committee would be a Member of Parliament (Lok Sabha) elected from the District and nominated by the Ministry of Rural Development. The nomination would be done as per the following criteria:

- (i) Where there are more than one Member of Parliament (Lok Sabha) in a district, the Speaker (Lok Sabha), Deputy Speaker (Lok Sabha) or a Minister in the Union Council of Ministers shall be nominated as the Chairman.
- (ii) If, however, all are only Members of Parliament (Lok Sabha), one who is the senior most (in the Lok Sabha) shall be nominated as the Chairman.
- (iii) Further, in case of same/equal seniority, the deciding factor for the nomination of Chairman shall be the Members of Parliament having the largest part of the district under the jurisdictions of his/her Parliamentary Constituency.
- (iv) If the District has more than one Parliamentary constituency (Lok Sabha) as its segments and the senior most Member of Parliament (Lok Sabha) has become a Chairman of District Level Vigilance & Monitoring Committee in some other district, the next senior most Member of Parliament (Lok Sabha) shall be the Chairman.

The other Members of Parliament (Lok Sabha) representing the district shall be designated as Co-Chairman. In the absence of the designated Chairman, Co-Chairman (if any), with consensus among the Co-Chairmen present, would preside over the meeting. If no Chairman / Co-Chairman is present, the Members who are present shall elect a Chairman from among themselves to preside over the scheduled meetings.

II. Member Secretary: The Member Secretary of the District level V&M Committee would be the District Collector / District Magistrate/ Deputy Commissioner.

III. Members: The other Members of the Committee shall be as follows:

- (i) **All MPs** (Lok Sabha) of the District to be designated as Co-Chairman.
- (ii) One Member of Parliament (Rajya Sabha) representing the State and exercising option to be associated with the District level Committee of that District (on first come basis), to be designated as Co-Chairman.

- (iii) All member of the State Legislative Assembly belonging to the District.
- (iv) One person to be nominated by the Ministry of Rural Development, Government of India.
- (v) One person to be nominated by the State Govt./UT Administration.
- (vi) Chairperson of the Zilla Panchayat.
- (vii) All Chairpersons of Panchayat Samities.
- (viii) Chief Executive Officer of the Zilla Panchayat.
- (ix) Project Director, DRDA.
- (x) One Member from a reputed NGO to be nominated by the Chairman in consultation with other Members of Parliament (Lok Sabha) in the Committee.
- (xi) One Professional from the field of Social Work/ Social Science to be nominated by the District Collector.
- (xii)** One representative each of SC/ST and Women to be nominated by the Chairman in consultation with other Members of Parliament (Lok Sabha) in the Committee.

2. Official Assistance:

Officers in-charge of the Line Department (such as PWD, Water Supply, Irrigation, Forest, Agriculture) etc. executing the Programmes of Rural Development and any other related Department will assist the Committee in the discharge of the functions.

3. Terms of Reference:

- (i) The primary responsibility is to effectively monitor the implementation of the schemes and programmes of the Ministry of Rural Development as also ensure that the funds are used for the purpose for which they are meant.
- (ii) This forum should effectively liaison and coordinate with the Ministry of Rural Development and State Government.
- (iii) The Committee shall ensure that all schemes of MRD are implemented as per the Guidelines issued by the Ministry of Rural Development.

- (iv) District level V&M Committees would undertake continuous internal assessment of project implementation in relation to agreed schedules, and of the use of inputs, infrastructure and services by project beneficiaries. The Committee would also track the progress of the implementation processes, especially of inputs and outputs, to ensure that the agreed targets are met. The committee would undertake both Input Monitoring (i.e. whether resources are being mobilized as planned) and Output Monitoring (i.e. whether services and projects are being delivered on schedule).
- (v) The Committee should look into complaints/alleged irregularities received by them, in respect of the implementation of the Programmes, including complaints of wrong selection of beneficiaries, misappropriation / diversion of funds of various Schemes of the Ministry and recommend follow-up actions. The Committee shall have the authority to summon and inspect any record for this purpose. The Committee may refer any matter for enquiry to the DC/CEO/PD or suggest suitable action to be taken as per rules which shall be acted upon by him within 30 days. If such action is not initiated within this time the relevant programme funds to which the direction pertains to, may be withheld.
- (vi) The Committee shall exercise preventive vigilance so as to ensure that irregularities, diversion and misappropriation of funds are avoided and the selection of beneficiaries is strictly in accordance with the Guidelines of the Programmes.
- (vii) The Member Secretary of the District Vigilance & Monitoring Committee shall filled up the formats as given at **Annexures-I to I (G)** and placed before the meeting.
- (viii) The Committee would monitor all the Schemes of the Ministry of Rural Development implemented in the District: and, in particular;
- (a) Closely watch the flow of funds at various channels including the funds allocated, funds released by both Centre and the State, utilization and unspent balances under each Scheme.
- (b) Monitor the works under the different Schemes with special reference to the following:-

- (1) **Sampoorna Gramin Rozgar Yojana (SGRY):** Proper selection and execution of works, proper selection of beneficiaries, lifting of foodgrains and disbursement of cash component and foodgrains.
- (2) **Swarnjayanti Gram Swarozgar Yojana (SGSY):** Proper selection of individual Swarozgaris and Self Help Groups, selection of activities, disbursement of subsidy, disbursement of credits, linkages with Financial Institutions and selection and execution of Special Project.
- (3) **Indira Awaas Yojana (IAY):** Proper selection of beneficiaries, disbursement of financial assistance to the beneficiaries and progress of construction.
- (4) **Pradhan Mantri Gram Sadak Yojana (PMGSY):** Selection, execution and quality of works, fund flow and utilization.
- (5) **DRDA Administration:** Sufficiency of staff in the DRDA and proper utilization of funds allocated under the Scheme by the Central Government. The Committee shall ensure that the Guidelines in respect of DRDA Administration are also adhered to.
- (6) **Watershed Development Programme under DPAP, DDP and IWDP (Hariyali):** Selection of projects, selection of Project Implementing Agencies (PIA) and execution of projects.
- (7) **Computerization of Land Records:** Progress of work in the district.
- (8) **Accelerated Rural Water Supply Programme (ARWSP):** Coverage of population, coverage of habitations, quality and availability of water.
- (9) **Sector Reforms Project / Swajaldhara :** Progress of the project activities and funds utilization.
- (10) **Rural Sanitation Programme:** Progress of activities under the Total Sanitation Campaign, coverage and quality of work.
- (11) **Any other Scheme of the Ministry:** Selection of beneficiaries and progress of implementation of the Scheme like NREGA and NSAP are included in Rural Development Schemes from February, 2006

(viii) For action on any points pertaining to the State Government, the Committee shall forward their observation/recommendation to them. The Ministry of Rural Development shall be informed of any gross violation noticed.

6. Meetings of the Vigilance & Monitoring Committee at each level are to be held at least once every Quarter, after giving sufficient notice to all the Members, including Hon'ble MPs/MLAs.

7. Member Secretary shall convene the meeting on the direction of the Chairman.

8. TA/DA will be paid as per the norms applicable to the individuals from the DRDA administration head. A separate provision will be made for this and other expenditures on the meeting by the Ministry of Rural Development.

9. State Govts./UT Admn. are required to provide the detailed status reports regarding the Vigilance & Monitoring committees, after compiling the requisite information received from the districts. The information has to be given in **Proforma I** for State Level Vigilance & Monitoring Committee and **Proforma II** for District Level Vigilance & Monitoring Committees; *these have to be submitted to the Ministry of Rural Development , quarterly by 25th day of every succeeding quarter.*

No. Q-13018/2/2002-A.I.(RD)-Vol.II
Ministry of Rural Development
Department of Rural Development

Krishi Bhavan, New Dehi
Dated the 1st October 2004

ORDER

Subject: Reconstitution of Vigilance & Monitoring Committees for Rural Development programmes at State/Union Territories level and District levels.

With a view to revitalizing the role and functions of the Vigilance & Monitoring Committees for making them important instruments of effective monitoring of the implementation of the programmes of the Ministry, these Committees at State/Union Territory and District levels are reconstituted for each State/UT and District. Detailed Guidelines containing the composition, role and functions of these reconstituted Committees as well as instructions for conducting Meetings were issued on 18.12.2002 vide Order No Q-13018/2/2002-AI (RD) to all concerned. It has been decided that with the coming into being of the XIVth Lok Sabha the District Vigilance & Monitoring Committees constituted vide this Ministry's Order referred above to monitor the implementation of Rural Development Programmes headed by Members of the XIIIth Lok Sabha *were dissolved vide this Ministry's Order of even NO. dated 09.06.2004.*

2. However, Government of India are of the view that there is a need to continue these Committees since they can perform very useful functions in monitoring the implementation of all the Programmes of the Ministry. *It has now been decided to reconstitute District Vigilance & Monitoring Committees with the Members of the XIVth Lok Sabha nominated as Chairmen/Co-Chairmen. The Detailed Guidelines and the list of Chairmen/Co-Chairmen nominated for the District Vigilance & Monitoring Committees are enclosed herewith.*

Other nominations to be made by the Ministry of Rural Development:

2. The list of other Members to be nominated by the Ministry of Rural Development at State/UT and district levels will be issued separately. However, it may be clarified that the Meetings of the Vigilance & Monitoring Committees can be convened even if all the Members of the Committee have not nominated.

Expenses on Meetings:

3. All expenses on the Meetings of these Committees and other arrangements shall be booked under the DRDA Administration Head available with the districts, for which a separate provision will be made by the Ministry of Rural Development.

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Distribution

1. Chief Secretaries of all States/UTs.
2. All the Chairman/Co-Chairman of the Vigilance & Monitoring Committees at District Level.
3. Secretary (RD)/Secretary (DWS) of all States/UTs with the request that all concerned may be instructed to take necessary action in the matter urgently.
4. Secretary, Ministry of Parliamentary Affairs, New Delhi
5. District Magistrate/Collector/Deputy Commissioner of all the districts of the country with a request that a notification in this regard may be issued immediately.

Copy to:

1. All Joint Secretaries of the Ministry of Rural Development
2. PS to Minister of Rural Development
3. PS to Minister of State (N)
4. PS to Minister of State (P)
5. All Area Officers of Ministry of Rural Development, Krishi Bhavan.
6. Senior PPS to Secretary (RD)/ Senior PPS to Secretary (WD).
7. PPS to AS (LR)/AS&FA/CEA.
8. Guard File.