



ABSTRACT

Schemes – Renovation of Integrated Sanitary Complexes for Women under Rural Building Maintenance and Renovation Scheme – Fund allocation and guidelines for the implementation of the scheme for the year 2011-12 – Orders issued.

Rural Development and Panchayat Raj (SGS-IV) Department

G.O.(1D) No.582

Dated: 02.12.2011.

Read:

- 1) G.O. (1D) No.256, Rural Development and Panchayat Raj (SGS-3) Department, dated 24.05.2010.
- 2) From the Commissioner of Rural Development and Panchayat Raj, Letter Rc.No.50787/TSC.1/2011, dated 22.08.2011.

ORDER:

The Hon'ble Chief Minister has instructed in the review meeting held on 12.07.2011 to renovate the Integrated Sanitary Complexes for Women which are under repair due to inadequate maintenance in the past five years, within a period of 3 months on a mission mode and make them functional in order to restore the sanitation facilities already created during 2001-04 for the benefit of rural women. The Integrated Sanitary Complexes for Women were constructed during the period 2001 to 2004 at the rate of one Sanitary Complex per Village Panchayat. Each Complex was around 750 sq.ft with the components of Toilets, Bath rooms / pump room and washing area. These facilities were provided in the rural areas to ensure the privacy and safety to the women besides improving general hygiene and health to the rural people. The Commissioner of Rural Development and Panchayat Raj has stated that the Project Directors, District Rural Development Agency, were instructed to conduct a detailed survey of the status of functioning of the Integrated Sanitary Complexes for Women have arrived at an estimate amount of Rs.170.00 crores is required for renovation of 12,793 Integrated Sanitary Complexes for Women out of 13,210 so as to bring them back to usable condition. The Hon'ble Minister for Municipal Administration & Rural Development has also announced on the Floor of Tamil Nadu Legislative Assembly on 18.08.2011 that all the 13,210 Integrated Sanitary Complexes for Women will be renovated under Rural Building Maintenance and Renovation Scheme and put into the use during 2011-2012 with an outlay of Rs.170.00 crores.

2) The Commissioner of Rural Development and Panchayat Raj has requested the Government to allocate an amount of Rs.170.00 crores, for the renovation of Integrated Sanitary Complexes for Women under the Rural Buildings Maintenance and Renovation Scheme for the year 2011-12. In this connection, the Commissioner of Rural Development and Panchayat Raj has also stated that there is an unutilised amount of Rs.50.00 crores available out of the total allocation of Rs.100.00 crores made for the Scheme during the year 2010-11 (G.O.(1D) No.256, Rural Development and Panchayat Raj (SGS.3) Department, dated 24.05.2010). This can be used for renovation of Integrated Sanitary Complexes for Women in the current year. Therefore, the net requirement after deducting the above amount of Rs.50.00 crores from total requirement of Rs.170.00 crores, comes to Rs.120.00 crores. This can be provided for the year 2011-2012 as detailed below.

Allocation for Integrated Sanitary Complexes for Women under Rural Buildings Maintenance and Renovation Scheme for the year 2011-12

Sl.No.	Category	Amount
1.	District Panchayat's share	Rs.40.00 crores
2.	Panchayat Union's share	Rs.40.00 crores
3.	Village Panchayat's share	Rs.40.00 crores
	Total	Rs.120.00 crores

3) The above funds may be deducted from the State Finance Commission Grant for 2011-12 in 6 equal monthly instalments from April 2011 to September 2011 from the share of District Panchayats/Panchayat Unions/Village Panchayats as indicated above and released to the districts as per the requirements.

Monthly allocation for Integrated Sanitary Complexes for Women under Rural Buildings Maintenance and Renovation Scheme for the year 2011-12

District Panchayats share	Panchayat Unions share	Village Panchayats share	Total
Rs.6.66 crores	Rs.6.66 crores	Rs.6.68 crores	Rs.20.00 crores

4) Based on the above announcement, the Commissioner of Rural Development and Panchayat Raj has sent detailed proposal alongwith guidelines for implementation of Integrated Sanitary Complexes for Women under Rural Building Maintenance and Renovation Scheme during 2011-12 and requested Government to issue order.

5) The Government have examined the proposal and guidelines sent by Commissioner of Rural Development and Panchayat Raj and decided to accept the same. Accordingly, the Government hereby order as follows:-

- (i) To take up the renovation of Integrated Sanitary Complexes for Women constructed during 2001-2004 under Rural Buildings Maintenance and Renovation Scheme during 2011-12
- (ii) Commissioner of Rural Development and Panchayat Raj is authorised to:
 - (a) carry forward the unutilised amount of Rs.50.00 crores available under Rural Building Maintenance and Renovation Scheme, 2010-11 to the current year allocation of the Scheme, i.e., Rural Building Maintenance and Renovation Scheme, 2011-12;
 - (b) deduct the funds of Rs.120.00 crores from the monthly release of State Finance Commission Grant for District Panchayats, Panchayat Unions and Village Panchayats as detailed in para 2 and 3 of this order; and
 - (c) release the total allocated funds of Rs.170.00 crores to the Districts as per the actual requirements of the Districts, in instalments as deemed fit, for the renovation of Integrated Sanitary Complexes for Women.
- (iii) The District Collectors are directed to execute the works through the Block Panchayats / Village Panchayats, as the case may be, by following the procedures laid down in the Tamil Nadu Transparency in Tenders Act, 1998 and Rules, framed there under.
- (iv) The detailed guidelines for renovation of Integrated Sanitary Complexes for Women under Rural Buildings Maintenance and Renovation Scheme during 2011-12 are annexured to this Government Order.

6. This order issues with the concurrence of Finance Department vide its U.O.No.62795/Fin9RD)/2011 dated 2.12.2011.

(By Order of the Governor)

N.S.PALANIAPPAN,
Principal Secretary to Government.

To

The Commissioner of Rural Development and Panchayat Raj, Chennai-600 015.
The Commissioner of Rural Development and Panchayat Raj, (Training), Chennai-15.
All District Collectors.
Commissioner, Corporation of Chennai, Chennai-3.
Commissioner, Municipal Administration, Chepauk, Chennai-5.
All Departments of Secretariat, Chennai-9.
The Principal Accountant General, Chennai-18.
Pay and Account Officer, Chennai-35.
Pay and Account Officer, Chennai-5.
All Treasury Officers.

Finance (Rural Development) Department, Chennai-9.
Finance (Budget Gen-1/Budget Gen-II/Finance WSM-1) Department, Chennai-9.
Finance (Salaries) Department, Chennai-9.
Planning Development and Special Initiatives Department, Chennai-9.

Copy to:

Private Secretary to Chief Secretary, Chennai-9.
The Secretary to Hon'ble Chief Minister, Chennai-9
The Senior Personal Assistant to Hon'ble Minister (Municipal Administration & Rural
Development), Chennai-9.
Secretary to Government, Municipal Administration and Water Supply Department,
Chennai-9
SF/SCs

//Forwarded by Order//

M. Rajendran
Section Officer

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G.O.(1D) No.582, RD& PR (SGS4) Department, Dated 02.12.2011

Annexure

Guidelines for the implementation of Rural Buildings Maintenance and Renovation Scheme 2011-12

Introduction:

Rural Buildings Maintenance and Renovation Scheme (RBMRS) was introduced with an objective of maintaining the assets of rural Local Bodies. Continuous and proper maintenance of the buildings should be done so as to have the full utilization of the assets created. The assets of the rural Local Bodies such as Integrated Sanitary Complexes for Women which was introduced during 2001 to ensure privacy and safety to the women, besides improving general hygiene and health to the rural people, have been rendered unusable due to inadequate maintenance in the past five years. These Sanitary Complexes have been constructed at the rate of one per Village Panchayat. Each complex was around 750 sq.ft with the components of Toilets, Bath rooms / pump room and washing area. Inadequate water supply/electricity facilities have resulted in non-functioning of Sanitary Complexes thereby causing hardship to rural women folk in the access to such basic facility. Since these facilities were provided in the rural areas in order to alleviate the sufferings of the rural women folk in the sanitation front, it has been decided to take up the renovation of Integrated Sanitary Complexes for Women so as to bring them back to usable condition, exclusively under the Rural Buildings Maintenance and Renovation Scheme, 2011-12 with a total allocation of Rs.170.00 crores.

I. Renovation of Integrated Sanitary Complexes for Women

1. Identification of works by Inspection Team:

As instructed by the Commissioner of Rural Development & Panchayat Raj in his Lr.No.50787/2011/TSC.1 dt: 13.07.2011 and 29.7.2011, the District Collectors have already identified the Integrated Sanitary Complexes for Women that have to be renovated, through a Team comprising the following members:

- i) Block Development Officer concerned
- ii) Assistant Engineer / Junior Engineer
- iii) Village Panchayat President
- iv) Panchayat Ward Member concerned
- v) Two SHG members concerned

Hence, the District Collectors may take up the Integrated Sanitary Complexes for Women identified as above for renovation under Rural Buildings Maintenance and Renovation Scheme 2011-12 after personally satisfying the conditions stipulated in the forthcoming paragraphs.

2. Preparation of Estimates:

(a) The Estimates should have been prepared as per the actual field conditions by the competent technical staff. Only the essential items of repairs that have to be undertaken for making the Sanitary Complexes fully functional should be included in the estimates.

The Illustrative list of works that may be required for renovation of Sanitary Complexes is given below:

I. Minor Repairs

- White washing, color washing and painting of doors
- Repairs to Main door/toilet doors/ jollies
- Floor tiles and wall tiles (Patch work)
- Flooring patch work
- Micro wall cracks
- Internal Taps and pipe line (To be taken up only if already provided)
- Water tank repair
- Water tub repair
- Flushing of existing Borewell
- Provision / Repair of Incinerator
- Washing Stones
- Electrification & fittings
- Replacement of motor
- Replacement of toilet water closet
- Sanitary Pipe line
- Septic Tank Repairs including flushing / cleaning
- Provision of Manholes
- Soak pit Repairs

II. Major Repairs

- Dilapidated/damaged roof which require new construction
- Laying of new floor
- Paving of floor and wall tiles all round (to be taken up only if existing floor/wall has been finished with tiles)
- New Bore well and water supply arrangements
- Reconstruction of Septic Tank/ Soak pit
- Replacement of Main door/ toilet doors
- Approach CC pavement (Optional, as per site condition)

(b) It should also be ensured that one toilet is provided with western closet for the use of Differently Abled / Senior Citizens, along with Steel railings on two sides of the wall for

their holding support. Another Toilet should be made 'baby friendly' with smaller pan and wall paintings.

(c) All the Integrated Sanitary Complexes for Women should be provided with 'Incinerators' with suitable write up on the wall on how it should be used.

(d) Any other nature of work that needs to be included as per field condition in respect of a particular Sanitary Complex, may be done so, only after inspection made by the District level Zonal Officer of the Block concerned / Executive Engineer (RD) and is of the opinion that the need is justified.

(e) If the inspecting Team is of the opinion that the damages in the Integrated Sanitary Complex are beyond repairable condition (or) the distance of the Sanitary Complex from the nearest habitation is beyond 400 metres and could not be put to use even after renovation, such cases should be jointly inspected and certified by the Executive Engineer(RD) and Project Director, DRDA concerned. They should also record in writing the justifications for not taking up those Sanitary Complexes for Renovation. Moreover, in all such cases where the Complexes cannot be renovated at all, new Integrated Sanitary Complexes for Women should be taken up under Member of Legislative Assembly Constituency Development Scheme / Self Sufficiency Scheme / Collector's Discretionary Fund, etc., and constructed at appropriate sites closer to the habitation.

(f) Integrated Sanitary Complexes for Women which have already been renovated under RBMRS, 2010-11 or with the General Funds of the rural Local Bodies concerned, in the last 2 years cannot be taken up again under RBMRS, 2011-12. But, if the Project Director, District Rural Development Agency/Executive Engineer (RD) is of the opinion that there is an omission of essential item of repair for putting back the Complex into use, such component alone can be taken up in respect of such Complexes, after duly recording the reasons for the same.

3. Test Verification of the works proposed:

The following officials should have done the test verification of the Sanitary Complexes as detailed below before according sanction:-

- District Collector : 10%
- Project Director, DRDA : 20%
- Executive Engineer : 30%
- Assistant Executive Engineer : 100%
(in the respective sub-division)
- District level Zonal Officers : 50%
(in the respective Zonal Block)

The following points have to be kept in mind for test verification.

- i) All essential items of repair should have been taken up and at the same time no unnecessary items of work should have been included.
- ii) Detailed estimates should be prepared.
- iii) Component wise Photographs should be kept in the Estimates.

4. Administrative Sanction:

The administrative sanction shall be accorded by the District Collector. Before according administrative sanction, the District Collector should ensure that every proposal for administrative sanction contains the following:

- a) Assessment Form (Proforma –I) duly signed by members of the selection Team mentioned in Para No.3.
- b) Detailed estimate has been prepared for each work. On no account, sanction should be given based on rough cost estimate.
- c) Multiple photographs indicating outer view and inside view of the Sanitary Complexes actually taken up (All photographs should be enclosed along with the estimate itself).

The District Collector should further ensure that the required test verification by the District level officers as mentioned in para 4 have been done before according administrative sanction.

The renovation works proposed in each of the Integrated Sanitary Complexes for Women under the Scheme should be treated as one unit for the purpose of Administrative Sanction and Tendering.

5. Implementing Agency:

District Collector may decide on entrusting the work either to the Block Panchayat or Village Panchayat taking into account the capacity of the implementing agency in terms of quality and timely execution of work. However, works with an estimate amount exceeding Rs.2 lakhs should be implemented through Block Panchayats only. In the case of Block Panchayats, Block Development Officer (Block Panchayats) and in the case Village Panchayats the Executive Authority/Village Panchayat President shall be responsible for execution of works as per the prescribed norms. All the works in a single Integrated Sanitary Complex for Women should be clubbed together to form one package for tendering purpose. The provisions of Table I of Notification II in the Tamil Nadu Panchayats (Preparation of Plans and Estimate of works and mode and conditions of contracts) Rules, 2007 vide G.O.Ms.No.203, RD & PR (PR.1) Department dated: 20.12.2007 shall be followed for tendering.

6. Involvement of User Group during execution of work:

In order to ensure that the Integrated Sanitary Complexes are put to use immediately on renovation and continuous upkeep, the User Groups/Self Help Groups of that particular locality who are going to be the ultimate beneficiaries and have been part of the selection Team, should also be involved from the stage of commencement of work till its completion.

1. Monitoring :

The District Collector shall closely monitor the progress of the renovation of Integrated Sanitary Complexes taken up under the Scheme through inspections and review, and send a weekly progress in the format prescribed in this regard.

The Project Directors, DRDA, Executive Engineers (RD) and Assistant Executive Engineers (RD) should frequently inspect the execution and progress of the works and ensure its early completion. They should also ensure that there is no deviation from the Rules/Government Orders/Executive Instructions, in force or issued in this regard.

The Assistant Engineer(RD)/Junior Engineer and Assistant Executive Engineer (RD) concerned shall be responsible for the technical aspects and qualitative execution of renovation work.

8. Flow of funds :

The Commissioner of Rural Development & Panchayat Raj is authorised to release the funds to the District Collectors as per the actual requirement of each district for the renovation of Integrated Sanitary Complex for Women under Rural Buildings Renovation and Maintenance Scheme, 2011-12, in instalments as deemed fit. The Districts shall release the funds directly to the implementing agencies, i.e., to the respective Block Panchayats and Village Panchayats. The DRDAs should keep the funds separately in the Account opened for the above Scheme at District level. Similarly, the Block Panchayats, wherever are the implementing agencies should operate the funds released under RBMRS by opening a separate bank account for this purpose. In the case of Village Panchayats, the funds should be released to Village Panchayat Scheme Account No.3 and the mode of operation prescribed for this account will apply for making payment for works taken up under RBMRS.

The balance amount if any, after the completion of works under this Scheme in the districts shall be pooled together at State level by the CRD & PR after obtaining the necessary Utilisation Certificates.

9. Documentation :

A detailed documentation should be done, incorporating the various processes in the implementation of the Scheme, from the stage of identification of works upto its completion. On completion of the work, the renovation of the asset along with the amount incurred for the same should be prominently written in Tamil, " புதுப்பிக்கப்பட்ட ஒருங்கிணைந்த மகளிர் சுகாதார வளாகம் 2011-12 ". This shall also be updated in the online database and the photograph showing the renovated Integrated Sanitary Complex for Women taken up under the Rural Buildings Maintenance and Renovation Scheme, 2011-12, shall be uploaded in the RD & PR Department website immediately on completion of the work.

II. Creation of Awareness, Usage and Maintenance of Integrated Sanitary Complexes for Women:

i. Creation of Awareness:

District Collector and Project Director, DRDA should make an assessment of target groups and devise the appropriate methods of creation of awareness through IEC activities.

- Among the literate rural women folks, methods like distribution of user's guide, pamphlets, posters, wall paintings, etc., may be followed.

- In the case of illiterate women, direct training programmes may be organised about the importance of sanitation. The direct training programmes may be conducted with the help of NGOs, SHGs, Noon Meal Centre and Anganwadi staff, School teachers, Arivoli lyakkam, Village Health Nurse, Corporate Bodies, Line Department officials, Cable TV operators and Elected Representatives of PRIs. District Level Zonal Officers and Panchayat Union officials shall also participate in such training programmes. The Health hazards involved in the practice of open defecation, advantages of using toilets, facilities available in the Integrated Sanitary Complexes for Women and maintenance of toilets shall be imparted during the programmes.

- Awareness shall also be created among the School students so that the sanitation related issues reach their family members.

ii. Formation of User Groups

The total users should be identified and grouped for the purpose of allocation of individual toilets within the complex. Preferably the women Self Help Groups which are active in the area may be formed as user groups and should be involved from renovation stage itself.

Self Help Groups of Mahalir Thittam and Pudhu Vaazhvu shall also be involved in the formation of User Groups so that they act as Peer Group in influencing the User Groups in usage and maintenance of the Sanitary Complexes. Tamil Nadu Corporation for Development of Women and Pudhu Vaazhvu Project shall provide necessary assistance in this regard.

Ideally, atleast 3 to 5 families may be entrusted with one toilet unit in the complex. The allotted families shall maintain the toilets and they may also be permitted to keep the toilets under lock and key. The leader of the user group should also function as an animator and encourage the usage and upkeep of the toilet among the members.

iii. Maintenance of the Integrated Sanitary Complexes for Women:

Duty of the Village Panchayat in the Maintenance

a. Direct Maintenance:

The Village Panchayat shall ensure the availability of electricity connection in the complex. The current consumption charges in respect of water supply and lighting shall be borne out of Village Panchayat General Fund. In order to ensure continuous functioning of the complex, any minor repair/maintenance work like maintenance of pump sets and cleaning of septic tanks shall be attended to by the Village Panchayat and the expenditure to be borne out of the Village Panchayat General fund.

User Groups have to bring to the notice and follow up with the Village Panchayats so that the current consumption charges are regularly paid, septic tanks are cleaned at periodic intervals and minor repairs are attended then and there, by the Village Panchayat concerned.

b. Maintenance through User Groups:

The Village Panchayat may hand over the day to day maintenance of the Integrated Sanitary Complex for Women to the User Group. Since the cost of such maintenance towards purchase of items like phenol, soap, brush, etc., and engaging a Sanitary Worker by the User Group for cleaning purpose may work out to Rs.1,000 per month, the User Group shall be encouraged to take over the day to day maintenance themselves, through a nominal contribution given by the user-members. The User Group may engage an outsider or a member of the Group as Sanitary worker, for daily cleaning of the Sanitary Complex. The leader of the Group shall maintain the book of accounts for the monthly receipts and expenses of the same.

C. Maintenance with the assistance of NGOs/Corporate Bodies:

District Collectors and Project Directors, DRDA may identify the NGOs /Voluntary organizations who are willing to participate in this Programme and willing to take care of the day to day maintenance of the renovated Sanitary Complexes on a sustainable basis. Apart from this, Corporate Bodies who can take up such activities as part of their Corporate Social Responsibility may also be identified for entrustment of day to day maintenance of the Complexes. In such cases the upkeep of the Complexes by daily cleaning by engaging Sanitary worker and the cost of cleaning materials will be borne by these NGOs/Corporate Bodies.

iv. Monitoring of the Renovation work and Maintenance through Zonal Officers:

In order to monitor the renovation work and after its completion, the maintenance of the Complexes, District Collector shall appoint Zonal Officers for each Block not below the rank of Assistant Director/Deputy Collector. It is ideal to involve women officers available in the district to the fullest extent possible. They may be given a target for inspection of atleast 10 Sanitary Complexes per month. Similarly, at Block level, the Block Development Officers shall appoint all the field staff, namely, Deputy Block Development Officers, Overseers, Assistant Engineers/Junior Engineers, etc., as Link Officers who can be assigned with one or more Complexes for regular follow up. It is very important to conduct meetings of Zonal Officers, once in a month by District Collector at District level and once in a fortnight by Block Development Officer (Block Panchayat) at Block level for taking up appropriate action based on the feedback got during the meetings.

v. Role of District Co-ordinators (TSC) and Block Co-ordinators (TSC) in the maintenance of Integrated Sanitary Complex for Women:

- The District Co-ordinators (TSC) and Block Co-ordinators (TSC) should jointly plan and organize frequent IEC campaigns to raise the awareness level on sanitation in rural areas, especially among the user groups, so that all Integrated Sanitary Complexes for Women are functional on a sustainable basis. They should also sensitize the Village Panchayat Presidents that proper functioning and maintenance of Integrated Sanitary Complexes for Women will be an important criteria for consideration of Nirmal Gram Purashkar Award instituted by Government of India and Clean Village Campaign Award announced by Government of Tamil Nadu.

- They should liaison with the NGOs /Voluntary organizations /Corporate Bodies who are willingly participate in this programme and ensure day to day maintenance of Integrated Sanitary Complexes for Women.

The Block Co-ordinators (TSC) should closely follow up with the Village Panchayats concerned and ensure that CC charges are paid regularly, Septic Tanks are cleaned periodically and minor repairs are attended to then and there.

- The Block Co-ordinators (TSC) should frequently interact with the User Groups in their respective area and co-ordinate with various other stake-holders to ensure sustainability of usage and upkeep of Complexes. Any issue in this regard which have positive or negative impact should be brought to the Project Director, DRDA through the District Co-ordinators (TSC) for follow up action.

vi. Constitution of Monitoring Committees:

To monitor the renovation work and maintenance of the Integrated Sanitary Complexes for Women, the District Collector shall constitute the District Level and Block Level monitoring Committees as given under.

District Level Committee

1.	District Collector	Chairperson
2.	Project Director, DRDA	Convener
3.	Executive Engineer (RD)	Member
4.	District Panchayat Chairman	Member
5.	Project Officer, ICDS	Member
6.	Deputy Director, Health Services	Member
5.	Five Panchayat Union Women Chairpersons and Ten Village Panchayat Women Presidents nominated by the Collector (Proper representation should be given to the persons belonging to SC/ST)	Members
6.	Five NGOs nominated by Collector	Members
7.	Leaders of 10 User Groups	Members

- Meetings of the District Level Committees shall be conducted once in a quarter.
- Advance information of such meetings should be given to the Commissioner of Rural Development and Panchayat Raj so that State level senior officials are deputed for participation in the District Level Committee Meetings.
- Minutes of the Meeting and action taken thereon should be communicated within a week to Commissioner of Rural Development and Panchayat Raj.

Block Level Committee

1. Block Development Officer (Block Panchayat)
2. Panchayat Union Chairperson Concerned
3. Five Village Panchayat Women Presidents nominated by the Collector (Proper representation should be given to the persons belonging to SC/ST)
4. Two NGOs nominated by the Collector
5. Leaders of 5 User Groups

- Meetings of the Block Level Committees shall be conducted once in a month.
- It should be conducted on a fixed day. (say, every first and last Friday of every month)
- Prior information of such meetings should be given to the Collector so that there is participation by District level senior officials.
- Minutes of the Meeting and action taken thereon should be communicated within one week to the District Collector.

During the Meetings the Committee shall deliberate on the following and take necessary follow up action:

- Functioning status of each and every Integrated Sanitary Complexes for Women.
- Usage level of Toilet units within the Complex by families to which they are allotted.
- Maintenance of the Complexes by User Groups
- Periodic maintenance by Village Panchayats
- Feedback given by the User Groups
- Feedback on inspections made by the members of the Committee / Zonal Officers.
- Awareness level and steps needed to strengthen the IEC activities

vii. Experience Sharing / Exposure Visits :

The best performing Integrated Sanitary Complexes for Women and its User Group can be a role model for others to emulate. Therefore, District Collectors can organize experience sharing of such role models with other User Groups through periodic exposure visits.

The Principal Secretary to Government, RD& PR Department, in consultation with the Commissioner of Rural Development & Panchayat Raj, is authorised to amend these guidelines based on the exigencies that may arise from time to time.

N.S. PALANIAPPAN,
Principal Secretary to Government

//True Copy//

M. Rajendran
Section Officer