

Modified Guidelines of DRDA Administration Scheme.

Annexure

- 3 -

| Sr. No | Clause No. | Earlier provision in the DRDA guidelines | New provision | What does it mean by the new provision/Remarks |
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| 1. | 3.1 | Administrative costs were earlier admissible under different programmes. In order to enable the DRDAs to develop a proper personnel structure and to ensure its proper growth over years, the practice of meeting the administrative costs as percentages of each programme allocation has been given up. It will, on the other hand, be taken up as a new scheme called 'DRDA Administration' with effect from 1st April, 1999. This scheme will be funded on a 75:25 by the central and state government. The funding ratio in respect of NE States has been revised to 90:10 with effect from the financial year 2008-2009. | The DRDA Administration scheme will be funded on a 60:40 basis by the Central and State Government from the financial year 2015-16, subject to the ceiling prescribed in the Guidelines. However, the funding ratio in respect of 3 Himalayan States (J&K, Himachal Pradesh and Uttarakhand) and North Eastern States is 90:10. In the case of UTs 100% funding will be provided by Centre. | The funding ratio of 60:40 is already being followed since 2015-16 and funds are being allocated proportionately. |
| 2. | 3.6 | The above limits will be applicable from the year 1999-2000. This ceiling will be raised every year, on a compounding basis, upto 5% to set off the increases due to inflation etc. | The ceiling of administrative cost applicable for the year 1999-2000 for each of four categories of DRDAs will be raised every year, on a compounding basis, upto 5% till 2017-18 and the same will be applied for all DRDAs of a State/UT in 2017-18 according to their category. The total amount of the ceiling of all such DRDAs of the State/UT will be the ceiling for the State/UT for release of funds under the scheme which will be increased every year by 5% on compounding basis for a State/UT as a whole. Any expenditure over and above this | The funds are already being allocated proportionately due to administrative constraints. Any expenditure beyond the funds released by Central Government plus proportionate State share is to be borne by the State/UT. |

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| | | | ceiling will be entirely met by the State from its own resources. In case of non-availability of adequate funds, the Central Govt. shall allocate the available funds to the States/UTs proportionately. | |
| 3 | 3.7 | The state governments are allowed a sum upto 10% of the above costs, to be calculated at 10% of the total admissible cost to all the districts in the state. | The State/UT governments are allowed a sum upto 10% of the total Central share released under the scheme towards its headquarters expenses. | State Government can spend upto 10% of Central release for meeting the cost of administrative set up maintained at State Headquarter for operating DRDA Administration scheme. |
| 4 | 6.1 | The scheme of 'DRDA Administration' shall be a centrally sponsored scheme. The funds required under this programme shall be shared between the Centre and the States in the ratio of 75:25. Funds will be released directly to the DRDAs, in accordance with the guidelines under this programme. The funding ratio in respect of NE States has been revised to 90:10 with effect from the financial year 2008-2009. | Funds will be released to the State/UT Govt., who will further transfer funds to the respective DRDAs/ZPs in accordance with the guidelines subject to their requirement. | Funds are already being released to the State/UT Govt., for further transfer to the respective DRDAs/ZPs. States may now restrict the transfer of funds to the actual requirement of a DRDA in case its expenditure is below the total funds available to it during the financial year. |
| 5 | 6.2 A (ii) | The release of the first installment should ordinarily be completed by the end of the second month of the financial year. | The release of the first installment should ordinarily be completed by the end of the sixth month of the financial year. Any proposal submitted thereafter should be accompanied by an appropriate explanation for the delay in submitting the proposal. | Proposals for 1 st installment from the State/UT shall not be entertained in normal course if received after the month of September. An explanation for delay in submission of the proposal will be required. |
| 6 | 6.2(B) (i) (2) | The State Government should | The State Government should have released its contribution | In case State share for previous year was |

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| | | <p>have released its contribution during the previous year. Deficiency in release of its share will be deducted from the second instalment. Also the contribution of the State Government for the first current year should have been released.</p> | <p>during the previous year. Deficiency in release of its share will be deducted from the second instalment. Also the contribution of the State Government for the first instalment of current year should have been released.</p> | <p>less than its due share, the proportionate amount of Central share of current financial year will be deducted from the 2nd instalment of Central share. Further 2nd instalment of Central share will be released only after due State share against 1st instalment of Central share is contributed for the scheme.</p> |
| 7 | 6.2(B) (i) (4) | <p>The opening balance of the DRDAs should not exceed 10% of the allocation of the year in which funds are being released. In case, the opening balance exceeds this limit, the Central Share of the amount by which it exceeds this limit will be deducted at the time of release of second instalment.</p> | <p>The total of the opening balance of all the DRDAs of the State/UT should not exceed 10% of the allocation of the year in which funds are being released. In case, the opening balance exceeds this limit, the Central Share of the opening balance by which it exceeds this limit will be deducted at the time of release of 2nd instalment. For example, if the opening balance exceeds 10% of the allocation of the year by Rs.100 in the case of State of Haryana, an amount of Rs.60 will be deducted from due amount of 2nd instalment while in the case of J&K the deduction of Rs.90 will be made from the due amount of 2nd instalment.</p> | <p>The opening balance of DRDA Administration funds lying with the DRDAs will be totalled to see if the opening balance exceeds the 10% of the total allocation for the State during current financial year.</p> |
| 8 | 6.2(B) (i) (5) | <p>Audit reports, utilisation certificates for the previous year should be furnished. This will not be required in the first year i.e., 1999-2000.</p> | <p>A consolidated Utilization certificates for the previous year should be furnished by the State Government. Audit reports, utilization certificates for the previous year should be furnished by the DRDA to the State Govt./UT Administration up to their satisfaction.</p> | <p>It means Audit reports, utilization certificates for the previous year will be furnished by the DRDAs to the State Govt./UT Administration and they, in turn, ensure that the same are satisfactory. On the basis of the UC & Audit reports</p> |

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| | | | | submitted by DRDAs, the State Govt. shall submit a consolidated Utilization Certificate to the Central Government. |
| 9 | 6.2(B) (ii) | The DRDA shall maintain the fund under the head 'DRDA administration', in a separate bank account in any of the nationalised bank. Interest earned on the funds will necessarily be used only for admissible items of expenditure under DRDA administration. They shall not be used for any programme funding or non-admissible items of expenditure, such as construction of building and purchase of vehicles. | The State Govt./UT Administration shall maintain the fund under the head 'DRDA Administration', in a separate bank account in any of the nationalized bank. Interest earned on the funds will necessarily be used only for admissible items of expenditure under DRDA administration. They shall not be used for any programme funding or non-admissible items of expenditure, such as construction of building and purchase of vehicles. The State Govt./UT Administration shall also maintain DRDA-wise details of release & utilization of funds. The DRDA shall also maintain the fund received by them under the head 'DRDA administration', in a separate account. | The State Govt./UT Administration shall maintain a separate bank account at State level. The State Govt./UT Administration shall also maintain DRDA-wise details of release & utilization of funds. The DRDA shall also maintain at district level the fund received by them under the head 'DRDA Administration', in a separate account. |
| 10 | 6.2 D (i) | The Project Director should cause the annual accounts of the DRDA to be prepared by a date not later than 30th June comprising Receipt and Payment Account, Income and Expenditure Account and Balance Sheet. After approval by the Governing Body, he shall have the accounts audited by the Chartered Accountant or any other auditor appointed for the purpose. A copy of such audit report (duly signed by auditor) alongwith the annual statement of accounts certified | The Project Director should cause the annual accounts of the DRDA to be prepared by a date not later than 30th June comprising Receipt and Payment Account, Income and Expenditure Account and Balance Sheet. After approval by the Governing Body, he shall have the accounts audited by the Chartered Accountant or any other auditor appointed for the purpose. A copy of such audit report (duly signed by auditor) along with the annual statement of accounts certified by the auditor and the Chairman of the DRDA thereon should be furnished to the State | A copy of the audit report for the previous financial year should be furnished by the DRDA to the State Government by 30th September. |

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| | | by the auditor and the Chairman of the DRDA thereon should be furnished simultaneously to Government of India and the State Government not later than 30th September. | Government not later than 30th September. | |
| 11 | 6.2 D (iv) | A Statement showing the schedule of Fixed Assets held by the DRDA/ Agency at the end of the financial year should be sent to the State Government and Government of India with the form prescribed along with the annual statement of accounts. No depreciation should be charged and value of assets to be shown at the original cost in the accounts. | A Statement showing the schedule of Fixed Assets held by the DRDA/ Agency at the end of the financial year should be sent to the State Government with the form prescribed along with the annual statement of accounts. No depreciation should be charged and value of assets to be shown at the original cost in the accounts. | These documents will be submitted by DRDA to the concerned State/UT and not to the Central Government. |
| 12 | 6.2 D (v) | All the Agencies should send a utilisation certificate to the Government of India (Department of Rural Development) in the prescribed proforma along with annual statement of accounts. The utilization certificate must be prepared strictly on the basis of the Receipts and Payment Accounts and opening/closing balance in both Receipts and Payment Accounts. Utilisation Certificate must also tally. | State Government/UT Administration should send a consolidated utilization certificates in respect of DRDAs to the Government of India (Department of Rural Development) in the prescribed proforma along with annual statement of accounts. The utilization certificate must be prepared strictly on the basis of the Receipts and Payment Accounts and opening/closing balance in both Receipts and Payment Accounts and Utilisation Certificate must also tally. The claim proposal of all DRDAs including Audit Reports, UCs, etc submitted by the DRDAs shall be processed/scrutinized by the respective States/UTs and thereafter a consolidated proposal may be furnished to MoRD. | DRDAs will submit the statement of accounts, UC etc to the State/UT and the state/UT Government will prepare a consolidated UC on that basis and send the same to the Central Government. Processing of claim proposals of DRDAs will be done by the concerned State/UT and after satisfying itself that the DRDAs have given the requisite proper documents; they shall prepare a consolidated proposal for sending to the Central Government. |

2. In view of the above modifications in the Guidelines, the State Government/UT Administration is required to submit a consolidated proposal for release of funds under DRDA Administration Scheme, as and when required, in the following manner:-

- i) The proposal of release of 1st/2nd installment should be submitted by State Govt. in r/o of all eligible DRDAs in the prescribed proforma (copy attached).
- ii) The proposal of 1st installment should be ordinarily submitted latest by 30th September and the proposal of 2nd installment should be submitted by 30th November of the financial year. No proposal for release of funds would be considered if received after prescribed date unless there is a justifiable reason for delay.
- iii) The following documents should be attached with the proposal of State/UT for release of funds:-
 - a) Consolidated Utilization Certificates (for the State/UT as a whole) by State/UT Govt. in r/o all eligible DRDAs for the funds received during the previous to previous financial year in the case of 1st Installment and for previous year for 2nd Installment in prescribed proforma. This should indicate DRDA wise Utilization.
 - b) Provisional Utilization Certificates (for the State/UT as a whole) by State/UT Govt. for the fund received during the current financial year in prescribed proforma in case the proposal is for 2nd Installment.
 - c) A consolidated certificate that the expenditure on contingency is less than 30% of the salary cost and expenses have been incurred on permissible items only.
 - d) A certificate that the funds have been transferred to DRDAs along with due State Share giving date of the sanction order.
 - e) Non diversion of funds and non embezzlement of funds certificates.
 - f) Consolidated Item wise break-up of expenditure of previous year and estimated expenditure of current financial year (a proforma attached).
 - g) A consolidated Certificate that Audit report of the previous to previous financial year in the case of 1st Installment and for previous year for 2nd Installment have been received from concerned DRDAs which have been duly examined and found to be in order.
 - h) A consolidated certificate that no audit objections, C&AG audit paras and Parliamentary assurances are pending for more than six months.
 - i) Any other certificate/document which may be required to be submitted.

3. The proposal should be authenticated/singed by an officer authorized to do so who should not be below the rank of Director in the State /UT Govt.

**PROFORMA FOR RELEASE OF 1ST /2ND INSTALMENT UNDER THE DRDA ADMINISTRATION SCHEME
DURING THE YEAR 2018-19 .(To be filled by State/UT Government)**

(Rs. In lakh)

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| 1 | Name of the State/UT | |
| 2 | Name of the State/UT Co-ordinator | |
| | a) Email ID | |
| | b) Telephone No. | |
| | c) Fax No. | |
| | d) Mobile No. | |
| 3 | No. of DRDAs and their Names | |
| 4 | Opening balance as on 01.04.2016 | |
| 5 | Funds received during the 2016-17 | |
| | a) Central Share | |
| | b) Central Share of 2015-16 but received in 2016-17 | |
| | c) State Share | |
| | d) State Share of 2015-16 but received in 2016-17 | |
| | e) Misc. receipts (if any, source to be specified) | |
| | (i) Bank interest | |
| | (ii) Others | |
| 6 | Total available funds during 2016-17(4+(5a to 5e)) | |
| 7 | Expenditure during 2016-17 | |
| 8 | Opening Balance as on 01.04.2017 | |
| 9 | Funds received during the 2017-18 (Last year) | |
| | f) Central Share | |
| | g) Central Share of 2016-17 but received in 2017-18 | |
| | h) State Share | |
| | i) State Share of 2016-17 but received in 2017-18 | |
| | j) Misc. receipts (if any, source to be specified) | |
| | (i) Bank interest | |
| | (ii) Others | |
| 10 | Total available funds during 2017-18(8+(9f to9j)) | |
| 11 | Expenditure during 2017-18 | |
| 12 | Opening Balance as on 01.04.2018 | |
| 13 | Funds received during the current year 2018-19 | |
| | (i) Central Share | |
| | (ii) Central Share of 2017-18 but received in 2018-19 | |
| | (iii) State Share | |
| | (iv) State Share of 2017-18 but received in 2018-19 | |
| | (v) Misc. receipts (if any, source to be specified) | |
| | (i) Bank interest | |
| | (ii) Others | |
| 14 | Total available funds during 2018-19(12+(13k to13o)) | |
| 15 | Latest Expenditure during 2018-19 | |
| 16 | % of Expenditure | |
| 17 | The following documents to be attached attached:- | |
| | (i) Consolidated Utilization Certificate of previous year | |
| | (ii) Consolidated Utilization Certificate of previous to previous year | |
| | (iii) Certificate that expenditure on contingency is less than 30% of salary cost | |
| | (iv) Certificate that funds have been transferred to DRDAs along with due State Share in prescribed timeline | |
| | (v) Certificate of No embezzlement of funds | |
| | (vi) Consolidated Item-wise break up of expenditure of previous financial year | |
| | (vii) Consolidated Item-wise break up of estimated expenditure | |

*Black ink may not be used for Signature and Stamp/Seal.

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| | (viii) Certificate that all Audit Reports for up to previous to previous year have been received from concerned DRDA and found to be in order | |
| | (ix) Certificate that no Audit Objection ,C&AG Audit Para and Parliamentary assurance is pending for more than six months | |
| | (x) Any other Certificates/ Documents | |

Signature*

Date:

Name & Designation of the authorized officer
Govt. of

Stamp/Seal :-

*Black ink may not be used for Signature and Stamp/Seal.