

APPROVED



## ABSTRACT

Schemes – State Schemes – Rural Buildings Maintenance and Renovation Scheme – Sanction of funds and prescribing Guidelines for the year 2014-15  
-- Approved - Orders –Issued.

### Rural Development and Panchayat Raj (SGS.3) Department

G.O.(Ms.) No.80

Dated: 03.07.2014

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திருவள்ளூர் ஆண்டு, 2045

Read:



1. G.O.(Ms.) No.582, Rural Development and Panchayat Raj (SGS.IV) Department, dated : 2.12.2011
2. G.O.(Ms) No.82, Rural Development and Panchayat Raj (SGS.III) Department, dated : 31.08.2012
3. G.O.(Ms) No.84, Rural Development and Panchayat Raj (SGS.III) Department, dated : 22.07.2013
4. From the Director of Rural Development and Panchayat Raj, Chennai 15, Roc. No. 28708/2014/PRI 4-1, dated 8.05.2014.

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## ORDER:

In the Budget Speech on 13.2.2014, Hon'ble Minister (Finance & Public Works) has announced that Rural Buildings Maintenance and Renovation Scheme will be continued by this Government during 2014-15 at a cost of Rs.100.00 Crore.

2. Based on the announcement, the Director of Rural Development and Panchayat Raj in the letter fourth read above has stated that in order to supplement the efforts of the rural local bodies in maintenance of all such assets, the assets of rural local bodies will be taken up for maintenance and renovation under Rural Buildings Maintenance and Renovation Scheme (RBMRS) in the year 2014-15 also and an allocation of Rs.200 crore will be made for the year 2013-14.

3. The Director of Rural Development and Panchayat Raj has also stated that during the year 2014-15, repair and renovation of 38,036 assets of rural Local Bodies will be taken up at the cost of Rs.212.75 crore. During the year 2014-15 also, funds will be required for repair and renovation of rural assets including provision of concrete pavement / platform around Over Head Tanks, Ground Level Reservoirs, Mini Power Pumps, Hand Pumps and Public

fountains with soak pits under Rural Building Maintenance and Renovation Scheme. The instructions were already given to the Project Directors to identify the rural assets, which require the repair and renovation and the District Collectors have also been addressed to send a detailed proposal requiring funds for the same.

4. The Director of Rural Development and Panchayat Raj has requested the Government to issue orders sanctioning a sum of Rs.200 crore for the Rural Buildings Maintenance and Renovation Scheme for the year 2014-15 for the Scheme from the State Finance Commission Grant share of Village Panchayats, Panchayat Unions and District Panchayats in the ratio of 5:3:2 as below:-

1. From Village Panchayat Share	: Rs.100 Crore
2. From Panchayat Union Share	: Rs.60 Crore
3. From District Panchayat Share	: Rs.40 Crore
Total	: <u>Rs.200 Crore</u>

5. The Director of Rural Development and Panchayat Raj has further reported that the above funds may be drawn from the State Finance Commission Grant for the year 2013-14 in 8 equal monthly instalments as detailed below and released to the Districts accordingly:-

Village Panchayat Share	Panchayat Union Share	District Panchayat Share
Rs.12.50 crore	Rs.7.50 crore	Rs.5.00 crore

6. The Government have examined the proposal of the Director of Rural Development and Panchayat Raj in detail and issue the following orders:-

- (i) Sanction is accorded for Rs.200 crore for the implementation of Rural Buildings Maintenance and Renovation Scheme for the year 2014-2015.
- (ii) The Director of Rural Development and Panchayat Raj is authorized to draw the fund of Rs.200 crore from the share of State Finance Commission Grant to Village Panchayats, Panchayat Unions and District Panchayats in the ratio of 5:3:2 in 8 monthly instalments as below:

Village Panchayat Share	Panchayat Union Share	District Panchayat Share
Rs.12.50 crore	Rs.7.50 crore	Rs.5.00 crore

(iii) The detailed guidelines for the Rural Buildings Maintenance and Renovation Scheme 2014-2015 are annexed to this order.

7. This order issues with the concurrence of Finance Department vide its U.O.No.26556/Fin(RD)/14, dated 09.06.2014.

(By Order of the Governor)

N.S.Palaniappan,  
Principal Secretary to Government.

To

The Director of Rural Development and Panchayat Raj,  
Chennai-15.

All District Collectors (Except Chennai).

All Project Officers, District Rural Development Agencies

(Through: Director of Rural Development  
and Panchayat Raj, Chennai-15.)

The Accountant General, Chennai-18/35/9.

The Pay & Accounts Officer, Chennai-35.

The Pay & Accounts Officer, Madurai.

All District Treasury Officers.

Copy to

The Senior Personal Assistant to the Hon'ble Minister for  
Municipal Administration, Rural Development, Law, Courts and Prisons,  
Chennai-9.

The Finance (RD)/FC.IV)Department, Chennai-9.

The Rural Development & Panchayat Raj (PR.I) Department, Chennai-9.

The National Informatics Centre, Chennai-9.

SF/SC

//forwarded by order//

  
Section Officer.

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**G.O.(Ms) No. 80, Rural Development and Panchayat Raj  
(SGS-3) Department, dated 03.07.2014.**

**ANNEXURE**

**Guidelines for implementation of Rural Buildings  
Maintenance and Renovation Scheme, 2014-15**

**1. Introduction:**

It is the duty of the rural Local Bodies to maintain their assets such as Roads, Ponds, Tanks, Water Supply Systems and Buildings from their own General funds. There are many Government Schemes which supplement the efforts of the rural Local Bodies in maintenance of the assets such as Roads, Ponds and Tanks. However, the assets of rural Local Bodies such as Community Halls, Noon Meal Centres, Anganwadi Buildings, Auditoriums, Village Panchayat Office Buildings, Library Buildings / Reading Rooms, Overhead Tanks (OHTs) and Ground level Reservoirs (GLRs) need proper maintenance. Hence, in order to supplement the efforts of the rural Local Bodies in maintenance of all such assets, the assets of rural Local Bodies will be taken up for maintenance and renovation under RBMRS in the year 2014-15 also and an allocation of Rs.200 crores will be made from the funds of S.F.C Grant for the year 2013-14.

**2. Types of repair and improvement works:**

**A. Negative List:**

Since the Rural Buildings Maintenance and Renovation Scheme is for maintenance and renovation of assets, No new works (including construction of new buildings/ extension of new buildings / construction of new Over Head Tanks / Ground Level Reservoirs) are permitted to be undertaken under this Scheme.

Among the maintenance and renovation works, following works are not permitted under this Scheme:

- Repairs to / renewal of / renovation of / upgradation of any type of Roads - Earthen, Gravel, WBM, BT or Cement Concrete.
- Desilting or repairs to / renovation of Ponds / Tanks / MI tanks, repairs to sluices, bunds, surplus weirs etc.,
- Repair of Panchayat Union School Buildings since there is a separate scheme - Comprehensive School Infrastructure Development Scheme (CSIDS) for this purpose.

- Regular repairs of Hand Pumps, Power Pumps and extension of pipelines.
- Purchase of street light materials
- Purchase of all movable items, equipments and furniture
- Repair / renovation of Buildings located in urban areas

### **B. Illustrative list of works:**

All maintenance and renovation works other than those mentioned in the negative list can be taken up under this Scheme. However, an illustrative list of such types of works is given below:

#### **i) Minor Works:**

- White washing / colour washing of the buildings (except those buildings, where white washing / colour washing was done within the last 3 years)
- Undertaking repairs of RCC roof (in terms of putting up weathering course or taking up leak -proofing etc.)
- Minor repairs of damaged tiles / rafters / reapers in building with tiles roofing.
- Repairs of cracks in building walls
- Repair / replacement demanded flooring
- Repair / replacement of doors and windows
- Wiring / provision of fans can be done for buildings such as Community Halls, SHG Buildings etc.
- Provision of concrete pavement / platform around OHT/GLR/Mini Power pump, Hand pump and Public Fountain with Soak Pit and Water efficient tap.
- Construction of ramps to facilitate easy movement of differently abled persons in Panchayat Union and Panchayat Office buildings.

#### **ii) Major works:**

- Complete replacement of badly damaged existing tiled roofing in the buildings.
- Complete replacement of Asbestos sheet roofing with new tiled roofing.

**Note:** In respect of major works, the Assistant Executive Engineer (RD) concerned shall inspect each work and verify the type of work which can be undertaken on site, considering the building condition and also the cost involved for that purpose. The buildings which

are so dilapidated and requires total replacement should not be taken up for repair and renovation under the scheme. All the Buildings should have photographs before execution, during execution and after completion of works. Final payment should be made only with the photographs for completion of works.

### **3. Selection and Finalization of the works:**

**A.** A Selection Committee consisting of the following members should inspect each and every Building owned by the Village Panchayats and Panchayat Unions and list out the items of repairs and improvements to be carried out.

- a. Block Development Officer (Village Panchayats)
- b. Union Engineer.
- c. Village Panchayat President(concerned)

**B.** If the Selection Committee is of the opinion that the particular rural asset is so dilapidated that it requires total replacement, **it should not be taken up for repairs under this Scheme.**

**Note:** The maintenance and renovation works proposed by the Selection Committee should be listed out in an Assessment Sheet in the order of priority in a format already prescribed for the scheme. All the members of the Committee should sign the Assessment Sheet, certifying the need to take up the repair and improvement works for each such rural assets.

### **4. Test verification of the works proposed:**

To have correct and exact estimates, it is imperative that proper test checks through field visits should be undertaken at the stage of preparation of estimates itself. During the test check, the following items should be ensured:

- i) Any essential items of repair have not been wrongly excluded.
- ii) Unnecessary items have not been wrongly included.
- iii) Detailed estimates have been prepared
- iv) If the estimate for repairs is excessive, it should be examined whether it is better to go for a new asset under any other Scheme
- v) Any item not permitted in this Scheme is not included
- vi) The Block Development Officer and Engineer should furnish certificate to the effect that the Buildings proposed for maintenance and renovation have not

been taken / executed from the other schemes for maintenance and renovation. For example the Anganwadi centers and OHTs / GLRS were taken up for repair and renovation in the year 2012-13 and 2013-14.

#### **5. Preparation of estimates:**

The estimates should have been prepared as per actual field condition by the competent technical staff (i.e) Union overseer / Block Engineer concerned. Only the essential items of repair that have to be undertaken for making the rural assets fully functional should be included in the estimates. All the estimates should be in detail and photographs of each work should be enclosed with the estimates.

The following officials shall do the test verification of the works proposed as detailed below:

i)	District Collector	:	2%
ii)	Project Director, DRDA	:	5%
iii)	Executive Engineer (RD)	:	10%
iv)	Assistant Executive Engineer (RD)	:	All major works and 25% of minor works

#### **6. Administrative Sanction:**

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:

- i) Assessment Sheet for each building duly signed by all members of the Selection Committee indicating the works to be done on repair / renovation.
- ii) Detailed estimate for each work. On no account should a proposal be sent with rough cost estimate
- iii) Multiple photographs indicating damaged components and the external view of the buildings taken up. (All photographs should be enclosed along with the estimate itself)

The District Collector shall further ensure that the required test verification has been done at different levels before according administrative sanction.

#### **7. Implementing Agency:**

This Scheme shall be entrusted to the Village Panchayats for implementation. The works shall be executed through open



tender. The Block Development Officer (Village Panchayat) is the monitoring officer at Block level. Works of a similar nature in a Village Panchayat may be clubbed together to form one or more packages, in order to avoid multiple tenders leading to unnecessary paper work and to enable easy monitoring. 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 issued in G.O.Ms.No.203, Rural Development and Panchayat Raj (PR.1) Department, dated 20.12.2007 shall be followed for tendering.

#### **8. Flow of funds:**

The Director of Rural Development and Panchayat Raj is authorized to draw the funds and release to the District Collectors as per the requirement.

The District Rural Development Agencies(DRDAs) should keep funds separately in the Account opened for the above Scheme at District level. The Project Director, District Rural Development Agency should release the amount directly to the Village Panchayats concerned after making suitable deductions for material component under this Scheme.

The balance funds if any, after completion of works under the scheme at the District level shall be sent to the Directorate with necessary utilization certificate.

#### **9. Monitoring:**

District Collector is the monitoring authority at District level and should closely monitor the implementation of the scheme through inspections and regular review. The Project Director, District Rural Development Agency, the Executive Engineer (RD) and the Assistant Executive Engineers (RD) should frequently inspect the execution of works and ensure early completion with proper quality.

The Assistant Engineer (RD) / Junior Engineer and Assistant Executive Engineers(RD) concerned should be responsible for the technical aspects and qualitative execution of works.

#### **10. Colour Code:**

Colour codes should be followed for the buildings to be taken up under Rural Buildings Maintenance and Renovation Scheme as detailed below:

i)	Over Head Tanks & Ground Level Reservoirs :	For OHTs and GLRs, the colour codes already approved should be followed i.e. Green colour for central band and borders and cream colour for columns and other portions.
ii)	Anganwadi Buildings :	Colour shades already approved by the Government should be followed i.e. central band in chocolate colour (light) and blue for top and bottom of the central band.
iii)	All other Buildings :	For all the other buildings, main wall shall be in cream or white colour and borders in brown or red colour respectively.

### 11. Documentation:

Documentation should be done detailing various processes in the implementation of the Scheme, starting from identification of the works upto the completion. Once, the work is over, the fact that the asset has been renovated under the Rural Buildings Maintenance and Renovation Scheme (ஊரக கட்டடங்கள் பராமரிப்பு மற்றும் புனரமைப்புத் திட்டம் 2014-15) should be prominently written in Tamil along with the amount incurred on a portion of the asset.

The Principal Secretary, Rural Development and Panchayat Raj Department, in consultation with the Director of Rural Development and Panchayat Raj is empowered to modify any of the above guidelines based on exigencies that may arise from time to time.

N.S.Palaniappan  
Principal Secretary to Government

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Section Officer  
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