



### **ABSTRACT**

Schemes - State Scheme - "Self Sufficiency Scheme" (SSS) - Implementation of Scheme during 2016-2017 - Sanction of funds of Rs. 50 Crore and prescribing Guidelines - Approved - Orders - Issued.

### **Rural Development and Panchayat Raj (S.G.S-1) Department**

**G.O. (Ms) No.113**

**Dated: 23.09.2016**

Read :

- 1) G.O. (Ms) No.82, Rural Development and Panchayat Raj (SGS-I) Department, Dated 1.11.2011.
- 2) G.O. (Ms) No.63, Rural Development and Panchayat Raj (SGS-I) Department, Dated 27.07.2012.
- 3) G.O. (Ms) No.51, Rural Development and Panchayat Raj (SGS-I) Department, Dated 5.06.2013.
- 4) G.O. (Ms) No.95, Rural Development and Panchayat Raj (SGS-I) Department, Dated 31.07.2014.
- 5) G.O. (Ms) No. 65, Rural Development and Panchayat Raj (SGS-I) Department, Dated 24.04.2015.
- 6) From the Director of Rural Development and Panchayat Raj, Letter Roc. No 39631/ 2016/SSS-1, dated 06.07.2016.

### **ORDER:**

In order to encourage the self-reliant attitude of the rural community and their public participation, the Government of Tamil Nadu has re-introduced the Self Sufficiency Scheme in 2011-2012. The Scheme is being implemented both in rural and urban areas. The public shall contribute not less than one-third of the estimated cost of the identified work. In the Government Order first read above, necessary orders along with the detailed guidelines were issued for implementation of the Scheme during the year 2011-2012.

2) In the Government Order second, third, fourth and fifth read above, necessary orders along with the detailed guidelines were issued for

implementation of Self Sufficiency Scheme during the years 2012-2013, 2013-2014, 2014-2015 and 2015-2016 respectively.

3) In the letter 6<sup>th</sup> read above, the Director of Rural Development and Panchayat Raj has sent necessary proposals along with draft guidelines for implementation of the Scheme for the year 2016-2017 and requested the Government to issue necessary orders and allocate necessary Funds for implementation of this scheme for the year 2016-2017.

4) The Government has carefully examined the proposal of the Director of Rural Development and Panchayat Raj for the implementation of Self Sufficiency Scheme for the year 2016-2017 in detail and decided to accept the same and accordingly the Government issue orders on the following:-

- i. Sanction is accorded for a sum of Rs.50.00 Crore (Rupees Fifty Crore only) at present towards implementation of Self Sufficiency Scheme (SSS) for the year 2016-2017.
- ii. The detailed guidelines for the implementation of Self Sufficiency Scheme (SSS) during 2016-2017 are given in the annexure to this order.

5) The amount sanctioned in para 4(i) above shall be debited to the following head of Account:

2515-00- Other Rural Development Programmes -800 Other Expenditure - Schemes in the Twelfth Five Year Plan- II State Plan - JW Implementation of Self Sufficiency Scheme -09 Grants-in-Aid-03 Grants for Specific Schemes

(DPC 2515 00 800 JW 0934)

6) The Director of Rural Development and Panchayat Raj is authorised to draw the amount sanctioned in para 4(i) above and disburse the same to the districts and he is directed to send the progress report for the implementation of the Self Sufficiency Scheme during the year 2016-2017.

7) This order issues with the concurrence of Finance Department vide its U.O. No.52009/RD/2016, dated 23.9.2016.

(By Order of the Governor)

HANS RAJ VERMA  
PRINCIPAL SECRETARY TO GOVERNMENT

**To**

- The Director of Rural Development and Panchayat Raj,  
Chennai-15.  
The Commissioner, Corporation of Chennai, Chennai-3.  
The Commissioner of Municipal Administration, Chennai-5.  
The Director of Town Panchayats, Chennai-108.  
All District Collectors (except Chennai).  
All Project Directors, District Rural Development Agencies.  
(through Director of Rural Development and  
Panchayat Raj, Chennai-15).  
The Pay and Accounts Officer (South), Chennai-35.  
The Pay and Accounts Officer, Madurai.  
All District Treasury Officers.  
National Informatics Centre, Chennai-9.

**Copy to**

- The Additional Chief Secretary/Secretary-I to the Hon'ble  
Chief Minister, Chennai-9.  
The Senior Personal Assistant to Hon'ble Minister for Municipal  
Administration, Rural Development & Implementation of Special  
Programme  
The Principal Private Secretary to Principal Secretary to Government, Rural  
Development and Panchayat Raj Department, Chennai -9.  
The Private Secretary to Principal Secretary to Government, Municipal  
Administration and Water Supply Department, Chennai - 9.  
The Private Secretary to Chief Secretary to Government, Chennai-9.  
Finance (BG-I/BG-II/RD) Department, Chennai - 9.

//Forwarded By Order//

T. V. Senthil  
Section Officer.

**G.O.(Ms) No.113, Rural Development and Panchayat Raj (SGS-1)**

**Department, dated: 23.09.2016**

**Annexure**

**Guidelines for implementation of Self Sufficiency Scheme**

**2016-17**

**1. Introduction**

Public participation is a pre-requisite in planning, organizing and funding of community assets in order to ensure the sustainability of those assets. Self Sufficiency Scheme is being implemented by the Government from 2011-12 onwards to encourage and improve the self reliant attitude of public and to enhance their increased participation in creation and maintenance of community infrastructure. This kind of participatory approach involving contribution by public and supplemented with Government funds enable the people in attaining "self sufficiency" in terms of the actual requirements perceived by the community.

Self Sufficiency Scheme will be implemented both in rural and urban areas.

**2. Public participation:**

The minimum public contribution for any of the identified work should be one third of the estimate amount for the work.

**3. Procedure for selection of works under 'Self Sufficiency Scheme'**

- i.** The need for taking up of works under "Self Sufficiency Scheme" may originate from individuals, groups, institutions, public or private companies or from the community.
- ii.** Request in the form of an application indicating the works to be taken up with consent and for contributing one-third of the amount by the public has to be given to the District Collector.
- iii.** The District Collector shall ascertain the actual need and feasibility of the work to be taken up with reference to the norms of the scheme. After justifying the need, the District Collector will call for the detailed estimates from the implementing agency. Then, the applicant has to deposit the prescribed amount by means of Demand Draft to the

District Collector or Project Director, District Rural Development Agency so that sanction can be given.

- iv. The contributions given by the local bodies and Universities shall not be accepted under this scheme.
- v. If permission of the local body or the Department concerned is necessary to execute the work, the District Collector shall obtain the above permission before according administrative sanction.
- vi. If the assets to be created have to be maintained by the local body/department, the District Collector should obtain the concurrence from the local body/department concerned.
- vii. If requests are received for various works but amount available is limited under the scheme, the District Collector shall give priority for the works which are of maximum benefit to the community.
- viii. Director of Rural Development and Panchayat Raj shall receive major contribution from public or private companies for specific projects to be implemented across the State.

#### 4. SUGGESTED LIST OF WORKS THAT MAY BE TAKEN UP:

The following works may be taken up under "Self Sufficiency Scheme" 2016-17.

- i. Construction of buildings, laboratories, toilets, cycle stands and compound walls/fencing to Government Schools, Adi Dravidar and Tribal Welfare Schools, Panchayat Union Schools and Kallar Reclamation Schools, Government Colleges and Government Hostels.
- ii. Construction of buildings, compound walls and fencing to Government Hospitals, Primary Health Centres, Sub-centres, Veterinary Dispensaries, Livestock Centres and libraries. Construction of compound walls and other common facilities in Burial grounds including the Burial grounds belonging to Public Wakfs registered with the Tamil Nadu Wakf Board will also be taken up.
- iii. Construction of Libraries in Rural and Urban areas, Noon Meal Centres, Anganwadis, School Kitchen Sheds and Public Distribution Shops in rural and urban areas. Wherever construction of libraries are undertaken care should be taken that adequate contribution has been made for the procurement of books.
- iv. Creating community assets like community buildings, Drinking water Supply, cement concrete roads and threshing floors in rural and urban areas.

- v. Maintenance of all community assets. Priority should be given for the maintenance of Integrated Sanitary Complex for Women and Men.
- vi. Construction of Integrated Sanitary Complex for Women and Men.
- vii. Construction of bridges, culverts, upgradation of gravel/WBM roads to BT standard, renewal of worn out BT roads, improvement of streets and lanes with brick or metal stones or cement slabs or cement concrete.
- viii. Formation, improvement and maintenance of Parks, Play Grounds, Traffic Islands, Fountains, Street lights (including solar lights).
- ix. Purchase of Furniture, Computers and accessories for Government Schools and Panchayat Union Schools, Libraries and buildings under usage of the public. Old Computers and Accessories should not be purchased.
- x. All types of works related to solid and liquid waste management and works related to improving the sanitation conditions of the environment
- xi. Provision for Solar lights in Anganwadis and other Public buildings owned by Government and Rural and Urban Local Bodies.
- xii. Provision of Reverse osmosis plants for drinking water supply.

#### **5. CONDITIONS STIPULATED:**

The suggested list of permissible works may be taken up subject to the following conditions:

- a. No permanent structure should be constructed without prior permission of the owner of the property.
- b. No rights can be claimed by the contributing person / entity over the property / use of property.
- c. The contributors who execute the work may display their names in the name board at the place of execution of the work with the prior permission of the District Collector. The name of the scheme 'Self Sufficiency Scheme' should be displayed in not less than two-thirds of the size of the name board. The name board may be permitted to be put up by the contributors in such a manner that it does not affect the aesthetic value of the building/site. However the contributors should not claim any right or lease over the property.

- d. If the District Collector feels that the contributors have not shown any interest in the work or in case of violation of any of the prescribed conditions, the order issued for execution or maintenance of the work shall be canceled and further continuance will not be permitted.

**6. NEGATIVE LIST / PROHIBITED WORKS:**

The following works under the '**negative list**' (prohibited works) cannot be taken up under the Self Sufficiency Scheme unless specifically included in the exceptions:

- 1) Construction of office and residential buildings belonging to Central and State Governments, including Public Sector Undertakings and Co-operative Societies.

**Exception:** Construction, Repair and Renovation of residential units of Primary Health Centres / Government Hospitals, Construction of buildings, compound walls for all types of Government hospitals, Primary Health Centres and Government Veterinary Hospitals, Construction of Public Distribution Shops, Direct Procurement Centres, Milk Producers' Co-operative Societies and Bulk Chilling Centres can however be taken up.

- 2) Purchase of all movable items, equipments and furniture.

**Exception:** Purchase of furniture and equipments for Government Schools, Panchayat Union Schools, Adi Dravidar and Tribal welfare Schools, Kallar Reclamation Schools, Noon Meal Centres, Anganwadis, Government Colleges, Government Students Hostels, Government Hospitals, Primary Health Centres and Government Veterinary Hospitals are permitted. Likewise, purchase of Tricycles, Mini Lorries, etc., for the purpose of solid waste management is permitted.

- 3) Any work in Government aided/Self-financing Schools, Colleges and other Government aided/self-financing educational institutions.
- 4) All works involving commercial establishments/units.
- 5) Grants and loans, contribution to any Central and State/UT Relief Funds.
- 6) Acquisition of land or any compensation for land acquired.

- 7) Reimbursement of any type of completed or partly completed works or items.
- 8) Assets for individual/family benefits.
- 9) All revenue and recurring expenditure.
- 10) Works within the places of religious worship and on land belonging to or owned by religious faiths /groups.
- 11) Desilting of ponds, Ooranies, rivers, tanks, canals, channels and the like.

**Exception:** 1) Desiltation, consolidation of bunds & constructions / renovation of sluices/ surplus weirs etc., of PWD tanks only, if found essential in the opinion of the District Collectors. The public contribution should not be less than 50% of the estimate prepared by PWD. The upstream / downstream supply channels may be taken up under MGNREGS / IAMWARM wherever applicable.

2) Tanks under the control of Municipalities and Town Panchayats which are the main sources for water supply scheme shall be taken up for desilting with 50% contribution and execution through tender process.

- 12) Gravel / WBM roads (roads upto BT standard only should be taken up).
- 13) Installation of Sodium Vapour lamp / High Mast Lights

## 7. Execution of works

- i. Administrative sanction should be accorded only after preparation of the estimate by the local bodies or the department concerned as per the schedule of rate approved by the competent authority or as per the latest schedule of rate of the Public Works Department. A minimum of one-third of the estimated cost of the work should be received by means of Demand Draft in favour of the District Collector to "Self Sufficiency Scheme Account". The balance amount will be released by Government from the Self Sufficiency Scheme Fund. Further, if the guidelines of other schemes of the Centre and the State are in tune with this scheme, the funds of those schemes may also be dovetailed with the public contribution.



- ii. The work shall be executed through tender system as per the Tamil Nadu Transparency in Tenders Act 1998 and Rules 2000 and in tune with 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.
- iii. a) To facilitate larger participation of the people in this scheme, if the public or contributors opt to execute the work themselves or through their agency, willingness should be given by them in writing while applying for the work under Self Sufficiency Scheme. The District Collector will examine the request and permit the contributors or the agency to execute the work if the public contribution is 50% or more of the estimates of the value of the work.
- b) But in case of desiltation of PWD tanks even if the public contribution is 50% or more, the work should be executed only through tender. Based on the estimate value of the work the class of contractors ("A" or "B" or "C") may be fixed by the PWD.
- c) Likewise, desilting of Tanks under the control of Municipalities and Town Panchayats which are the main sources for water supply scheme shall be executed through tender even if the contribution is more than 50%.
- d) If the agency/institution does not come forward to execute the work, the work shall be implemented through tender as per the provisions of the Tamil Nadu Transparency in Tenders Act, 1998 and Rules, 2000.
- iv. The District Collector will decide the Technical Authority for supervision of the work. The agency may be the local body or the department concerned. The District Collector will release the funds required to the Agency concerned.
- v. (a). The work order will be issued to the Local Body / Line Department / Contributor / Private Institutions or the person from any one of the above agencies executing the work.
- (b). Even though the works are executed by the private Bodies/ Associations or the public, the funds will be at the disposal of the Local Body / Department concerned executing / supervising the work.

(c). The bills will be sanctioned as per the measurement and check measurement by the Competent Technical Authority and as per the guidelines.

(d). In case of school buildings including the High School / Higher Secondary Schools, in addition to the supervision as above, the Public Works Department or the Corporation or Municipality or the Technical Wing of the executing Department should issue the structural stability certificate. The technical wing shall prepare the completion report for the building work.

- vi. In respect of works taken up with 100% public contribution, if the beneficiary association / contributors concerned express willingness to execute the work themselves, work can be entrusted to them without insisting on the advance cash contribution under Self Sufficiency Scheme. However, the work should be executed as per the type design and stability aspect of the building subject to the measurement of the work.
- vii. In respect of construction of compound walls and other common facilities in the Burial grounds belonging to public wakfs registered with the Tamil Nadu wakf Board, since the Tamil Nadu wakf Board does not have any engineering wing, this work may be entrusted to the local bodies concerned.
- viii. As regards the Corporation of Chennai, the Commissioner of Chennai Corporation will execute all the works under Self Sufficiency Scheme on behalf of District Collector, Chennai. Accordingly, the Commissioner of Chennai Corporation will accord administrative sanction for the works.

#### **8. Maintenance of assets created under Self Sufficiency Scheme**

It is preferable that the local body or the contributor concerned on behalf of the Department themselves maintain the works / assets created under Self Sufficiency Scheme. In order to continuously maintain the assets created under this scheme, the local people should form a User Group run on Self generated resources. The local people should be encouraged to plan, execute and maintain the works based on local needs.

### 9. Fund allocation and Release of Funds:

- i. Out of the total allocation 74% will be reallocated to the Districts and Chennai Corporation based on population. The Director of Rural Development and Panchayat Raj should release this amount in two or more installments to the districts based on the progress and the District Collectors should release the funds to rural and urban areas on priority basis of works, from the funds released to the districts.
- ii. 1% of the total allocation shall be earmarked for Information Education and Communication (IEC) activities. Out of this, 10% of the amount shall be allocated for IEC activities at the Directorate of Rural Development and Panchayat Raj and the 90% of the amount shall be allotted to the districts.
- iii. The balance 25% of the total allocation will be earmarked for sanction of special works by the Director of Rural Development and Panchayat Raj based on the request by the District Collectors.
  - a. If additional funds are required by the Districts to take up special works under Self Sufficiency Scheme, proposals for such works shall be sent to the Director of Rural Development and Panchayat Raj. Before sending such proposals, the entire amount already allotted to the District should have been sanctioned.
  - b. If required, the Director of Rural Development and Panchayat Raj shall re-allot the unutilized funds available with the Districts as on 31<sup>st</sup> October to those districts with better performance and requiring additional funds for implementation of works.
  - c. If the fund allotted to Chennai Corporation is not utilized as on 31<sup>st</sup> October, then the unutilized amount will be redistributed to the Districts.
- iv. a. The funds received from Government and the public shall be deposited in a savings Bank Account in a Nationalized Bank opened for Self Sufficiency Scheme.
  - b. All Contributions received by the District Collectors should be by means of Demand Draft in the name of "**District Collector's Self**

**Sufficiency Scheme Account".** Acknowledgement must be given for all contributions received.

- c. A register should be maintained for the contributions received. The accounts and the register should be maintained by the Project Director, District Rural Development Agency.
- d. The District Collector shall release 75% of the funds including the public contribution to the local body / line department concerned, along with Administrative Sanction. The remaining amount will be released only after receipt of utilization certificate.
- v. In case of the work proposed not being taken up for various reasons, the District Collector will order the refund of the entire amount or part amount in accordance with the quantum and value of the work undertaken. In such cases, the contribution amount will be refunded to the contributor in full or in part without any interest.

**10. Information, Education and Communication (IEC):**

The District Collector should take steps for communication and publicity of the salient features and success stories of Self Sufficiency Scheme through the local newspapers and electronic media.

The Principal Secretary to Government, Rural Development and Panchayat Raj Department is empowered to modify the guidelines of Self Sufficiency Scheme, whenever necessary, in consultation with the Director of Rural Development and Panchayat Raj:-

HANS RAJ VERMA  
PRINCIPAL SECRETARY TO GOVERNMENT

//True Copy//

T. Vayn -  
Section Officer  
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**G.O.(Ms) No.113, Rural Development and Panchayat Raj (SGS-1)**

**Department, dated: 23.09.2016**

**Annexure**

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- 6) Acquisition of land or any compensation for land acquired.



- 7) Reimbursement of any type of completed or partly completed works or items.
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- 13) Installation of Sodium Vapour lamp / High Mast Lights .

## **7. Execution of works**

- i. Administrative sanction should be accorded only after preparation of the estimate by the local bodies or the department concerned as per the schedule of rate approved by the competent authority or as per the latest schedule of rate of the Public Works Department. A minimum of one-third of the estimated cost of the work should be received by means of Demand Draft in favour of the District Collector to "Self Sufficiency Scheme Account". The balance amount will be released by Government from the Self Sufficiency Scheme Fund. Further, if the guidelines of other schemes of the Centre and the State are in tune with this scheme, the funds of those schemes may also be dovetailed with the public contribution.

- ii. The work shall be executed through tender system as per the Tamil Nadu Transparency in Tenders Act 1998 and Rules 2000 and in tune with 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.
- iii. a) To facilitate larger participation of the people in this scheme, if the public or contributors opt to execute the work themselves or through their agency, willingness should be given by them in writing while applying for the work under Self Sufficiency Scheme. The District Collector will examine the request and permit the contributors or the agency to execute the work if the public contribution is 50% or more of the estimates of the value of the work.
- b) But in case of desiltation of PWD tanks even if the public contribution is 50% or more, the work should be executed only through tender. Based on the estimate value of the work the class of contractors ("A" or "B" or "C") may be fixed by the PWD.
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- (b). Even though the works are executed by the private Bodies/ Associations or the public, the funds will be at the disposal of the Local Body / Department concerned executing / supervising the work.

- (c). The bills will be sanctioned as per the measurement and check measurement by the Competent Technical Authority and as per the guidelines.
- (d). In case of school buildings including the High School / Higher Secondary Schools, in addition to the supervision as above, the Public Works Department or the Corporation or Municipality or the Technical Wing of the executing Department should issue the structural stability certificate. The technical wing shall prepare the completion report for the building work.
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It is preferable that the local body or the contributor concerned on behalf of the Department themselves maintain the works / assets created under Self Sufficiency Scheme. In order to continuously maintain the assets created under this scheme, the local people should form a User Group run on Self generated resources. The local people should be encouraged to plan, execute and maintain the works based on local needs.

## 9. Fund allocation and Release of Funds:

- i. Out of the total allocation 74% will be reallocated to the Districts and Chennai Corporation based on population. The Director of Rural Development and Panchayat Raj should release this amount in two or more installments to the districts based on the progress and the District Collectors should release the funds to rural and urban areas on priority basis of works, from the funds released to the districts.
- ii. 1% of the total allocation shall be earmarked for Information Education and Communication (IEC) activities. Out of this, 10% of the amount shall be allocated for IEC activities at the Directorate of Rural Development and Panchayat Raj and the 90% of the amount shall be allotted to the districts.
- iii. The balance 25% of the total allocation will be earmarked for sanction of special works by the Director of Rural Development and Panchayat Raj based on the request by the District Collectors.
  - a. If additional funds are required by the Districts to take up special works under Self Sufficiency Scheme, proposals for such works shall be sent to the Director of Rural Development and Panchayat Raj. Before sending such proposals, the entire amount already allotted to the District should have been sanctioned.
  - b. If required, the Director of Rural Development and Panchayat Raj shall re-allot the unutilized funds available with the Districts as on 31<sup>st</sup> October to those districts with better performance and requiring additional funds for implementation of works.
  - c. If the fund allotted to Chennai Corporation is not utilized as on 31<sup>st</sup> October, then the unutilized amount will be redistributed to the Districts.
- iv.
  - a. The funds received from Government and the public shall be deposited in a savings Bank Account in a Nationalized Bank opened for Self Sufficiency Scheme.
  - b. All Contributions received by the District Collectors should be by means of Demand Draft in the name of "**District Collector's Self**

**Sufficiency Scheme Account".** Acknowledgement must be given for all contributions received.

- c. A register should be maintained for the contributions received. The accounts and the register should be maintained by the Project Director, District Rural Development Agency.
- d. The District Collector shall release 75% of the funds including the public contribution to the local body / line department concerned, along with Administrative Sanction. The remaining amount will be released only after receipt of utilization certificate.
- v. In case of the work proposed not being taken up for various reasons, the District Collector will order the refund of the entire amount or part amount in accordance with the quantum and value of the work undertaken. In such cases, the contribution amount will be refunded to the contributor in full or in part without any interest.

**10. Information, Education and Communication (IEC):**

The District Collector should take steps for communication and publicity of the salient features and success stories of Self Sufficiency Scheme through the local newspapers and electronic media.

The Principal Secretary to Government, Rural Development and Panchayat Raj Department is empowered to modify the guidelines of Self Sufficiency Scheme, whenever necessary, in consultation with the Director of Rural Development and Panchayat Raj:-

HANS RAJ VERMA  
PRINCIPAL SECRETARY TO GOVERNMENT

//True Copy//

*T. Vayh*  
Section Officer  
