
APPENDICES

APPENDICES FOR PRIs
Appendix-I
The PRIs-wise roles and responsibilities of Standing Committees
(Reference: Paragraph 1.5)

Gram Panchayat	Zilla Parishad
Production Committee for performing functions relating to agricultural products, animal husbandry and rural industries and poverty alleviation programmes.	General Standing Committee shall perform functions relating to the establishment matters and functions relating to communication, building, rural housing, village extension, relief against the natural calamities and allied matters and other matters.
Social Justice Committee for performing functions relating to:- (i) promotion of education, economic, social, cultural and other interest of the Scheduled Caste and Scheduled Tribes and Backward Classes; (ii) protection of such castes and classes from social injustice and any form of exploitation; and (iii) Welfare of women and children.	Finance Audit and Planning Committee shall perform the functions relating to (i) the finances of the ZP, framing of budgets, scrutinizing proposals for increasing revenue, examination of receipts and expenditure statements, consideration of all proposals affecting the finances of the ZP and general supervision of the revenue and expenditure of the ZP; and (ii) the plan priorities, allocation of outlays to developments, horizontal and vertical linkages, implementation of guidelines issued by the Government, regular review of planning programmes, evaluation of important programmes and small savings schemes.
Amenities Committee to perform functions in respect of education, public health, public works and other functions of the Gram Panchayat.	Social Justice Committee shall perform functions relating to (i) promotion of education, economic, social, cultural and other interests of the Scheduled Castes, Scheduled Tribes and Backward Classes; (ii) protecting them from social injustice and all other forms of exploitation; (iii) amelioration of the Scheduled Castes, the Scheduled Tribes and Backward Classes; and (iv) Securing social justice to the Scheduled Castes, the Scheduled Tribes, women and other weaker sections of the society.
	Education and Health Committee shall (i) be in-charge of all educational activities of the ZP; (ii) undertake the planning of education in the district within the framework of the national policy and the central and the state plans; (iii) survey and evaluate the educational activities of the ZP; (iv) perform such other duties pertaining to education, adult literacy and cultural activities as the ZP may assign to it; and (v) health services, hospitals, water supply, family welfare and other related matters.
	Agriculture and Industry Committee shall perform functions relating to (i) Agriculture production, animal husbandry, co-operation, contour bunding and reclamation; (ii) village and cottage industries; and (iii) promotion of industrial development of the district.

Appendix-II
Activity Map for 16 line departments to be transferred to PRIs
(Reference: Paragraph 1.8)

Sl. No.	Dept	Activities to be transferred to ZPs	Activities to be transferred to GPs
1	Transport	a) Maintenance of Bus stands and terminus along National/State High ways/District Roads. b) Collection of parking fees as prescribed by the Transport Department under a notification.	a) Maintenance of Bus Stand along Inter Village Roads. b) Collection of parking fees in the rural markets in the respective areas of GPs.
2	Health	To manage all public health institutions under National Rural Health Mission(NRHM)	Implementation of activities, preparation of village action plan under NRHM
3	Veterinary & Animal Husbandry.	a) Maintenance of Veterinary Dispensaries, Health Centres. b) Distribution of fodder seeds	a) Identification of beneficiary trainees for the schemes programmes through a meeting of Gram Sabha. b) Identification of beneficiaries for fodder cultivation.
4	Fisheries	a) Selection of beneficiaries under Centrally Sponsored Scheme Fish Farmers Development Agency programmes/schemes. b) Distribution of feed/fishing equipment to progressive farmers.	Identification of beneficiaries through Gram Sabha.
5	Rural development.	a) Planning and implementation of works programmes/shelf of projects b) Implementation, supervision and monitoring of various Centrally Sponsored Schemes Poverty Alleviation programmes.	a) Identification of location of works with the approval of the Gram Sabha b) Identification of location of works with the approval of the Gram Sabha.
6	Education (School)	a) Organisation of Adult Education/Non Formal education centres. b) Repair and maintenance of primary school building.	a) Selection of adult Education/Non-Formal Education centres. b) Identification of works through Gram Sabha & formation of beneficiaries committee.
7	Industries	a) Association in selection of beneficiaries of Khadi and Village Industries and entrepreneurs in service sector. b) Association with the task force for selection of beneficiaries under Pradhan Mantri Rozgar Yojana.	Recommendation of beneficiaries through Gram Sabha
8	Agriculture	a) Distribution of improved agricultural tools & implements and other inputs to farmers. b) Establishment & maintenance of rural markets.	a) Selection of beneficiaries through Gram Sabha. b) Selection of suitable marketing sites through Gram Sabha.

Sl. No.	Dept	Activities to be transferred to ZPs	Activities to be transferred to GPs
9	Horticulture	i) Implementation of a) Expansion programmes. b) Demonstration programmes. ii) a) Assistance to small marginal farmers in the construction of small Engineering Structure and land levelling. b) Construction of water harvesting structure.	Selection of beneficiaries/sites through Gram Sabha.
10	Tribal Development	a) Implementation of family oriented schemes like Animal Husbandry, Fisheries, Industries, <i>etc</i> b) Maintenance of village approach roads, community hall, school buildings. c) Implementation of rural shelters scheme for Scheduled Caste.	Selection of beneficiaries through Gram Sabha.
11	Cooperation	Recovery of crop loan and extending credit to farmers with the assistance of Manipur State Cooperative Bank(MSCB)	To associate with the Deptt/ ZPs/MSCB in the recovery of loan and identification of farmers for extending crop loans.
12	Minor Irrigation	a) Maintenance of River Lift Irrigation & Surface Flow schemes and collection of water charges. b) Association with the task force for selection of beneficiaries under Pradhan Mantri Rozgar Yojana.	Identification of work sites and collection of water charges.
13	Arts & Culture	a) Supervision and monitoring of cultural programmes. b) Maintenance of rural libraries under Raja Ram Mohan Roy and Rajiv Gandhi Foundations.	Implementation of cultural programmes through cultural Non Governmental Organisations (NGOs)
14	Social Welfare	a) Supervision, Implementation and monitoring of programmes b) Prevention of drug abuse. c) Implementation of BSY (Balika Samridhi Yojana) Schemes.	Identification of beneficiaries.
15	Science & Technology	a) Establishment of non conventional energy sources such as bio gas plants/solar cooking plants. b) Introduction of smokeless chulha. c) Improved portable chulha.	Selection of beneficiaries with the approval of Gram Sabha
16	Family Welfare	Implementation of Family Welfare scheme.	Selection of beneficiaries through Gram Sabha.

Appendix–III
List of Units audited during 2011-12
(Reference: Paragraphs 1.10 & 3.9)

(A) Panchayati Raj Institutions

Sl. No.	Name of Unit audited	Period of Accounts covered	Period of Audit
1	Thoubal ZP	01.04.2006 to 31.03.2011	25.04.2011 to 11.05.2011
2	Imphal West.II ZP	01.04.2009 to 31.03.2011	03.01.2012 to 12.01.2012
3	6 GPs under Imphal East-II, Jiribam CD Block (a) Latingkhul (b) Dibong (c) Jaguradhor (d) Sonapur (e) Borobekra (f) Hilghat	01.04.2006 to 31.03.2011	29.06.2011 to 05.07.2011

(B) Urban Local Bodies

Sl. No.	Name of Unit audited	Period of Accounts covered	Period of Audit
1	Lamlai Nagar Panchayat	01.04.2006 to 31.03.2011	25.05.2011 to 04.06.2011
2	Jiribam Municipal Council	01.04.2008 to 31.03.2011	16.06.2011 to 28.06.2011
3	Sugnu Nagar Panchayat	01.04.2006 to 31.03.2011	06.10.2011 to 18.10.2011
4	Kumbi Nagar Panchayat	01.04.2006 to 31.03.2011	29.10.2011 to 11.11.2011
5	Lamsang Nagar Panchayat	01.04.2006 to 31.03.2011	22.11.2011 to 02.12.2011
6	Sekmai Nagar Panchayat	01.04.2006 to 31.03.2011	13.02.2012 to 23.02.2012
7	Imphal Municipal Council	01.03.2010 to 31.03.2011	04.03.2012 to 23.03.2012

Appendix-IV
Statement showing inadmissible expenditure out of TFC grants
(Reference: Paragraph 2.3)

Sl. No.	Name of GPs	Purpose of diversion	Date of Diversion	Amount diverted (in ₹)
1	Oinam Thingel	Construction of Crematorium at Khongnang Pheidekpi Makha Leikai	11.05.2009	50,950
			16.05.2009	33,000
2	Langthabal Ningombam	i. Repairing of Community Hall ii. Construction of Community Hall iii. Repairing of Community Hall	17.11.2008	50,000
			05.12.2008	40,000
			05.12.2008	40,000
6	Mongsangei	Purchase of Water Filter and others	03.07.2006	4,000
7	Laphupat Tera	Repairing of Community Hall at Yumnai Leirak Administrative Charge Administrative Charge	15.03.2010	24,066
			16.09.2009	2000
			29.09.2009	2000
8	Phubakchao	Fitting of door and window of Panchayat Ghar Administrative charge Administrative charge	09.04.2007	4,500
			26.11.2007	4,000
			03.04.2009	4,000
Total				2,58,516

Appendix-V
Non-reconciliation of Cash Balances of two ULBs
(Reference: Paragraph 3.13.3)

Sl. No.	Name of ULB	Bank Account No.	Cash Balance (in ₹)		Difference (in ₹)
			As per Pass Book	As per Cash Book	
1	Sekmai NP	30723740190/State Bank of India,	1,15,420.00	1,05,942.00	9,478.00
2	-do-	30723704173/State Bank of India,	10,399.00	2,155.00	8,244.00
3	-do-	30723671055/State Bank of India,	20,776.00	Cash Book not closed	-
4	Imphal MC	10929177141/State Bank of India	28,80,130.58	25,57,060.58	3,23,070.00
5	-do-	21155025104/Allahabad Bank	1,14,313.73	1,14,644.73	331.00
6	-do-	21155076668/ Allahabad Bank	3,68,216.00	2,19,153.00	1,49,063.00
7	-do-	4666/ Allahabad Bank	69,842.00	80,991.00	11,149
8	-do-	21001061/Manipur State Co-operative Bank	10,65,76,621.00	26,706.00	10,65,49,915.00
9	-do-	2494/Imphal Co-operative Bank	25,390.41	25,460.41	70

Appendix-VI
Detail of expenses out of TFC grants
(Reference: Paragraph 4.2.4)

Sl. No.	Purpose of Payment	Date of Payment	Amount paid (in ₹)
1	Purchase of Computer	13.05.07	1,00,000
2	Expenses on construction of Computer Room and payment of salary to Computer Operator	13.07.07	2,00,000
3	Final payment for the work of Computer room	01.08.07	1,00,000
4	Paid to labourers engaged in Solid Waste Management	10.11.07	11,424
5	Paid to labourers engaged in Solid Waste Management	28.03.08	31,800
6	Paid fees for Computer training	18.10.08	53,260
7	Paid to labourers/beneficiaries under Twelfth Finance Commission related works	24.12.09	1,88,000
Total			6,84,484

Appendix-VII
Statement showing wage rate and man day generation
(Reference: Paragraph 4.3.3)

Imphal Municipal Council						
Sl. No.	Name of Works	Period of works taken up	No. of labourers deployed	No. of man days	Rate of payment (in ₹)	Amount paid (in ₹)
1	Improvement of Khoirom Leirak at Ward No. 3	01.06.10 to 22.07.10	12	285	150	42,750
2	Improvement of Laipuram Leirak & Academy Road at Ward No. 18	01.06.10 to 29.06.10	14	294	150	44,100
3	Improvement of Road at Ward No. 23	02.07.10 to 22.07.10	14	294	150	44,100
4	Improvement of Road at Ward No. 26	10.07.10 to 31.07.10	14	294	150	44,100
5	Improvement of Road at Ward No. 27	01.10.10 to 21.10.10	14	294	150	44,100
Sub-total			68	1461		2,19,150
Kumbi Nagar Panchayat						
1	Construction of Public Urinal at Kumbi Leirak, Achouba-Kumbi Ward No. 8	15.04.2010 to 24.04.2010	08	80	100	8,000
2	Construction of Public Urinal at Community Hall, Ward No. 4	15.04.2010 to 24.04.2010	08	80	100	8,000
3	Construction of Public Urinal at Kumbi Uchamakhong, Ward No. 1	15.04.2010 to 24.04.2010	08	80	100	8,000
4	Construction of Public Urinal at Kumbi Ward No. 2	15.04.2010 to 24.04.2010	08	80	100	8,000
5	Construction of Stair at Kumbi Khuga Wangma, Ward No. 5	15.04.2010 to 24.04.2010	08	80	100	8,000
6	Construction of Stair at Kangjeibung Kapal Pukhri, Ward No. 5	15.04.2010 to 24.04.2010	08	80	100	8,000
7	Construction of Stair at Shatra Pukri Mayai Leikai, Ward No. 6	15.04.2010 to 24.04.2010	08	80	100	8,000
8	Construction of Bath Room at Kumbi Awang Khunou, Ward No. 7	15.04.2010 to 24.04.2010	08	80	100	8,000
9	Construction of Bus stand at Kumbi Laisandhang Mamang, Ward No. 9	15.04.2010 to 21.04.2010	06	42	100	4,200
10	Construction of Public Urinal at Khuga Wangma	01.09.2010 to 15.09.2010	08	120	100	12,000
11	Construction of Stair at Mayai Leikai Babu Pukhri Ward No. 6	01.09.2010 to 15.09.2010	08	120	100	12,000
12	Construction of Public Urinal at Kumbi Laishangdhang Ward No. 9	01.09.2010 to 15.09.2010	08	120	100	12,000
13	Improvement of Shingling Work at Setepur Maning Leikai Ward No. 8	01.09.2010 to 10.09.2010	10	100	100	10,000
14	Improvement of Earth Work at Sarangkhong Leirak Ward No. 4	01.09.2010 to 10.09.2010	11	110	100	11,000
15	Improvement of Shingling Work at Setepur Maning Leirak Ward No. 2	01.09.2010 to 10.09.2010	10	100	100	10,000
16	Construction of Public Urinal at Kumbi Ward No. 1	01.09.2010 to 15.09.2010	08	120	100	12,000
Sub-total			133	1472		1,47,200
Grant Total			201	2933		3,66,350

Appendix-VIII
Statement showing expenses out of Urban Infrastructure Development Fund
(Reference: Paragraph 4.4)

Sl. No.	Particulars	Date of expenditure	Amount (in ₹)
1	Construction of Ring Bund at Ward No. 4	17.04.2007	40,000
2	-do-	24.04.2007	50,000
3	-do-	04.05.2007	50,000
4	-do-	13.06.2007	40,000
5	Construction of Ring Bund at Ward No. 5	22.05.2007	30,000
6	-do-	15.09.2007	40,000
7	Construction of Ring Bund at Ward No. 7	22.05.2007	30,000
8	-do-	25.06.2006	20,000
Total			3,00,000

Appendix-IX
Statement showing delay in collection of Toll tax
(Reference: Paragraph 4.6)

Sl. No.	Period for which Tax was deducted	Receipt Book No	Date of entry as per Collection Register	Amount realized (in ₹)
1	April 2010	771806	02.11.2010	1,00,000
2	May 2010	771807 771808	05.11.2010 26.11.2010	1,20,000
3	June 2010	771809 771810	30.12.2010 29.01.2010	1,20,000
4	July 2010	771811 771812 795401	25.02.2011 26.02.2011 20.04.2011	1,20,000
5	August 2010	795402	20.04.2011	1,20,000
6	September 2010	795403 795404 795405	10.05.2011 11.05.2011 14.06.2011	1,20,000
7	October 2010	795406 795407 795408	14.06.2011 13.07.2011 25.07.2011	1,20,000
8	November 2010	795409 795410 795411 795412	30.07.2011 01.08.2011 02.08.2011 11.08.2011	1,20,000
9	December 2010	795413 795414 795415 795417 795418	18.08.2011 23.08.2011 25.08.2011 13.09.2011 13.09.2011	1,20,000
10	January and February 2011	795419	10.10.2011	10,000*
11	March 2011	795420	11.10.2012	1,20,000
Total				11,90,000

*Due to bandh only ₹10,000/- was collected