

APPENDICES

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 1.9)

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; and b) Demonstration programmes ii) a) Assistance to small marginal farmers in the construction of small Engineering Structure and land levelling; and 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, etc 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
Transfer of Funds, Functions and Functionaries to ZPs and GPs as on 31 March 2013
(Reference: Paragraph 1.9)

Sl. No.	Department	Latest Status on functionaries transferred	Latest Status on fund transferred	
			Year	Amount
ZPs				
1	Fisheries	1-Inspector, 1 Field Assistant to each ZP	2008-09	₹ 4 lakh
			2009-10 to 2012-13	Nil
2	Horticulture	1 Assistant Agriculture Officer each ZP, 1 Assistant Horticulture Inspector and 1 Soil Surveyor to each ZP	2008-09 to 2012-13	Nil
3	Tribal Development	1 Extension Officer (Agriculture), 1 Field Assistant & 1 Road Mohorri to each ZP	2008-09	₹ 38.60 lakh
			2009-10 to 2012-13	Nil
4	Rural Development	1-Extension Officer (P), 1-Upper Divisional Clerk, 1 Accountant to each ZP	2008-09	₹ 2591.68 lakh
			2009-10	₹ 3113.66 lakh
			2010-11	₹ 1875 lakh
			2011-12	₹ 1875 lakh
5	Science & Technology	Not transferred	2008-09	₹ 50 lakh
			2009-10 to 2012-13	Nil
6	Veterinary & Animal Husbandry	Not transferred	Not transferred	
7	Social Welfare	Not transferred	Not transferred	
8	Minor Irrigation	Not transferred	Not transferred	
9	Agriculture	Not transferred	Not transferred	
10	Industries	Not transferred	Not transferred	
11	Co-operation	Not transferred	Not transferred	
12	Transport	Not transferred	Not transferred	
13	Health	Not transferred	Not transferred	
14	Arts & Culture	Not transferred	Not transferred	
15	Family Welfare	Not transferred	Not transferred	
16	Education(schools)	Not transferred	Not transferred	
GPs				
1	Fisheries	Not transferred	Not transferred	
2	Horticulture	Not transferred	Not transferred	
3	Tribal Development	Not transferred	Not transferred	
4	Rural Development	1-Panchayat Secretary each to 161 GPs	Not transferred	
5	Science & Technology	Not transferred	Not transferred	
6	Veterinary & Animal Husbandry	Not transferred	Not transferred	
7	Social Welfare	Not transferred	Not transferred	
8	Minor Irrigation	Not transferred	Not transferred	
9	Agriculture	Not transferred	Not transferred	
10	Industries	Not transferred	Not transferred	
11	Co-operation	Not transferred	Not transferred	
12	Transport	Not transferred	Not transferred	
13	Health	Not transferred	Not transferred	
14	Arts & Culture	Not transferred	Not transferred	
15	Family Welfare	Not transferred	Not transferred	
16	Education(schools)	Not transferred	Not transferred	

Appendix-IV
List of Units audited during 2012-13
(Reference: Paragraphs 1.11 and 3.9)

(A) Panchayati Raj Institutions

Sl. No.	Name of Unit audited	Period of Accounts covered	Period of Audit
1	Bishnupur ZP	01.04.2009 to 31.03.2012	28.05.2012 to 05.06.2012
2	Imphal East ZP	01.04.2009 to 31.03.2012	06.06.2012 to 19.06.2012
3	28 GPs under Imphal West-I, Haorangsabal CD Block (1) Kalapahar (2) Santalabari (3) Toribari (4) Koubru Leikha (5) Lamjaotongba (6) Maklang (7) Yarou Bamdiar (8) Sagolband Sapam Leikai (9) Potsangbam (10) Langjing (11) Mayang Langjing (12) Ngairangbam (13) Phumlou (14) Khonghampat (15) Phayeng (16) Sagolband Thounaojam (17) Moidangpok (18) Patsoi (19) Kanglatombi (20) Yurembam (21) Khurkhul (22) Konthoujam (23) Lairenkabi Kadangband (24) Changangei (25) Sagolband Bijoy Govinda (26) Awang Khunou (27) Takyel (28) Kangmong	01.04.2006 to 31.03.2012	20.06.2012 to 03.09.2012

(B) Urban Local Bodies

Sl. No.	Name of Unit audited	Period of Accounts covered	Period of Audit
1	Kakching Municipal Council	01.04.2008 to 31.03.2012	24.04.2012 to 11.05.2012
2	Oinam Nagar Panchayat	01.04.2006 to 31.03.2012	04.09.2012 to 15.09.2012
3	Samurou Nagar Panchayat	01.04.2008 to 31.03.2012	17.09.2012 to 29.09.2012
4	Thongkhong Laxmi Nagar Panchayat	01.04.2008 to 31.03.2012	04.10.2012 to 19.10.2012
5	Lilong Nagar Panchayat (I/W)	01.04.2006 to 31.03.2012	24.10.2012 to 09.11.2012
6	Moreh Small Town Committee	01.04.2006 to 31.03.2012	17.11.2012 to 30.11.2012
7	Thoubal Municipal Council	01.04.2009 to 31.03.2012	04.12.2012 to 22.12.2012
8	Nambol Municipal Council	01.04.2009 to 31.03.2012	03.01.2013 to 18.01.2013
9	Bishnupur Municipal Council	01.04.2009 to 31.03.2012	29.01.2013 to 16.02.2013
10	Imphal Municipal Council	01.03.2011 to 31.03.2012	18.02.2013 to 06.03.2013
11	Wangoi Nagar Panchayat	01.04.2008 to 31.03.2012	11.03.2013 to 21.03.2013

Appendix-V
Statement showing details of expenditure incurred out of SSFC grant by 3 GPs
(Reference: Paragraphs 2.2.3)

Sl. No.	Particulars	Date of payment	Amount (in ₹)
Maklang GP			
1	Construction of fencing of Maklang GP Ghar	13.11.2008	1,40,000
2	Construction of Community hall at Kachikhul	13.11.2008	3,00,000
3	Upgradation of Phanchayat Ghar	16.01.2009	46,900
4	Upgradation of Phanchayat Ghar(Final payment)	16.01.2009	5,183
5.	Paid to Bhubanchandra for construction of bazaar shed at Haorangsabal Telecom Mamang	16.04.2009	150000
6	Excavation of public pond at Kachikhul Mayai Leikai	16.04.2009	1,15,000
7	Construction of bazaar shed at Haorangsabal Telecom Mamang(Final payment)	15.06.2009	1,00,000
8	Excavation of public pond at Kachikhul Mayai Leikai (Final payment)	15.06.2009	79,000
9	Repairing of Phanchayat Ghar (Final payment)	06.01.2010	16,000
10	Construction of slab culvert at Huiyotpi River at Sangaitheh Makha Leikai	27.02.2010	1,50,000
11	Construction of wooden bridge at Maklang River to Maklang Awang Leikai	27.02.2010	1,51,479
12	Construction of bazaar shed at Luker Mayai Leikai	27.02.2010	2,00,000
13	Construction of bazaar shed at Haorangsabal Mayai Leikai	27.02.2010	2,00,000
14	Construction of public toilet at Kachikhul	27.02.2010	1,80,000
15	Construction of slab culvert at Kachikhul	24.07.2010	1,50,000
16	Construction of wooden bridge at Karong	24.07.2010	1,50,000
17	Construction of bazaar shed at Luker Mayai Leikai	24.07.2010	1,50,000
18	Construction of Community Hall at Kachikhul	24.07.2010	3,50,000
19	Construction of slab culvert at Kachikhul Mayai Leikai	29.09-2010	50,000
20	Construction of wooden bridge at Karong (final payment)	29.09.2010	50,000
21	Construction of bazaar shed at Luker Mayai Leikai	29.09.2010	61,200
22	Construction of Community hall at Kachikhul	29.09.2010	1,50,000
Sub-total			29,44,762
Sagolband Sapam GP			
23	Construction of IVR from Biren Nakan to Ningomam Taba	14.11.2008	3,15,350
24	Construction of IVR from Biren Nakan to Ningomam Taba	15.04.2009	3,15,364
25	Construction of culvert, community hall, bazaar shed, urinal and hand pump	26.02.2010	6,29,100
26	Construction of public ponds and culvert	23.09.2010	4,80,000
27	-do-	25.09.2010	3,13,133
Sub-total			20,52,947
Takyel GP			
28	Construction of public pond with retaining wall	November 2008	3,68,600
29	-do-	April 2009	3,68,690
30	Construction of slab culvert, bazaar shed, wooden bridge and public pond	10.03.2010	7,35,555
31	Construction of Panchayat Ghar	26.08.2010	82,986
32	Construction of community hall, market shed, slab culvert and public toilet	01.09.2010	6,02,715
33	-do-	01.10.2010	3,24,540
Sub-total			24,83,086
Grand-total			74,80,795

Appendix-VI
Details of payment of wages on drain clearance
(Reference: Paragraphs 4.3.1)

Ward No.	Particulars	Total man-days	Wage-rate paid by IMC	Permissible wage rate (in ₹)	Amount already paid (in ₹)	Amount to be paid (in ₹)
1	Drain Clearance (1 st instalment)	448	250	122.10	1,12,000	54,700.80
	Drain Clearance (2nd instalment)	508	250	122.10	1,27,000	62,026.80
2	Drain Clearance (1 st instalment)	440	260	122.10	1,14,400	53,724.00
	Drain Clearance (2nd instalment)	472	260	122.10	1,22,720	57,631.20
3	Drain Clearance (1 st instalment)	400	270	122.10	1,08,000	48,840.00
	Drain Clearance (2nd instalment)	464	270	122.10	1,25,280	56,654.40
4	Drain Clearance (1 st instalment)	420	250	122.10	1,05,000	51,282.00
	Drain Clearance (2nd instalment)	500	250	122.10	1,25,000	61,050.00
5	Drain Clearance (1 st instalment)	400	270	122.10	1,08,000	48,840.00
	Drain Clearance (2 nd instalment)	448	270	122.10	1,20,960	54,700.80
6	Drain Clearance (1 st instalment)	416	270	122.10	1,12,320	50,793.60
	Drain Clearance (2 nd instalment)	472	270	122.10	1,27,440	57,631.20
7	Drain Clearance (1 st instalment)	400	280	122.10	1,12,000	48,840.20
	Drain Clearance (2nd instalment)	492	280	122.10	1,26,560	60,073.20
8	Drain Clearance (1 st instalment)	392	275	122.10	1,07,800	47,863.20
	Drain Clearance (2nd instalment)	428	275	122.10	1,17,700	52,258.80
9	Drain Clearance (1 st instalment)	432	265	122.10	1,14,480	52,747.20
	Drain Clearance (2nd instalment)	492	265	122.10	1,30,380	60,073.20
10	Drain Clearance (1 st instalment)	400	275	122.10	1,10,000	48,840.00
	Drain Clearance (2 nd instalment)	452	275	122.10	1,24,300	55,189.20
11	Drain Clearance (1 st instalment)	424	265	122.10	1,12,360	51,770.40
	Drain Clearance (2 nd instalment)	476	265	122.10	1,26,140	58,119.60
12	Drain Clearance (1 st instalment)	428	260	122.10	1,11,280	52,258.80
	Drain Clearance (2 nd instalment)	488	260	122.10	1,26,880	59,584.80
13	Drain Clearance (1 st instalment)	420	270	122.10	1,13,400	51,282.00
	Drain Clearance (2 nd instalment)	468	270	122.10	1,26,360	57,142.80

14	Drain Clearance (1 st instalment)	420	270	122.10	1,13,400	51,282.00
	Drain Clearance (2 nd instalment)	464	270	122.10	1,25,280	56,650.40
15	Drain Clearance (1 st instalment)	428	250	122.10	1,07,000	52,258.80
	Drain Clearance (2nd instalment)	480	250	122.10	1,20,000	58,608.00
16	Drain Clearance 1 st instalment)	340	300	122.10	1,02,000	41,514.00
	Drain Clearance (2 nd instalment)	425	300	122.10	1,27,500	51,892.50
17	Drain Clearance (1 st instalment)	416	275	122.10	1,14,400	50,793.60
	Drain Clearance (2nd instalment)	460	275	122.10	1,26,500	56,166.00
18	Drain Clearance (1 st instalment)	420	270	122.10	1,13,400	51,282.00
	Drain Clearance (2 nd instalment)	460	270	122.10	1,24,200	56,166.00
19	Drain Clearance (1 st instalment)	420	250	122.10	1,05,000	51,282.00
	Drain Clearance (2 nd instalment)	500	250	122.10	1,25,000	61,050.00
20	Drain Clearance (1 st instalment)	432	260	122.10	1,12,320	52,747.20
	Drain Clearance (2 nd instalment)	480	260	122.10	1,24,800	58,608.00
21	Drain Clearance (1 st instalment)	400	270	122.10	1,08,000	48,840.00
	Drain Clearance (2nd instalment)	460	270	122.10	1,24,200	56,166.00
22	Drain Clearance (1 st instalment)	408	275	122.10	1,12,200	49,816.80
	Drain Clearance (2nd instalment)	460	275	122.10	1,26,500	56,166.00
23	Drain Clearance (1 st instalment)	420	270	122.10	1,13,400	51,282.00
	Drain Clearance (2 nd instalment)	464	270	122.10	1,25,280	56,654.40
24	Drain Clearance (1 st instalment)	420	270	122.10	1,13,400	51,282.00
	Drain Clearance (2 nd instalment)	460	270	122.10	1,24,200	56,166.00
25	Drain Clearance (1 st instalment)	420	260	122.10	1,09,200	51,282.00
	Drain Clearance (2nd instalment)	464	260	122.10	1,20,640	56,654.40
26	Drain Clearance (1 st instalment)	420	270	122.10	1,13,400	51,282.00
	Drain Clearance (2 nd instalment)	464	270	122.10	1,25,280	56,654.40
27	Drain Clearance (1 st instalment)	400	270	122.10	1,08,000	48,840.00
	Drain Clearance (2 nd instalment)	452	270	122.10	1,22,040	55,189.20
TOTAL					63,54,300	28,55,797.10

Appendix-VII
Statement showing details of honorarium paid to the Councilors by the Imphal MC
(Reference: Paragraphs 4.6)

Sl. No.	Period/Month	Amount to be paid (in ₹)	Amount paid (in ₹)	Sanction Order No. & Date
1	01.04.11 to 12.06.11		7,87,200	Sanction order copy not available
1	13.06.11 to 30.06.11	68,100	1,96,667	IMC/Acctt/28/2011-12(Pt) dated 07.07.2011
2	July 2011	22,700	3,28,000	IMC/Acctt/28/2011-12(Pt) dated 06.08.2011
3	August & September 2011	45,400	6,56,000	IMC/Acctt/28/2011 dated 25.10.2011
4	October 2011	22,700	3,28,000	IMC/Acctt/28/2011 dated 25.10.2011
5	November & December 2011	45,400	6,56,000	IMC/Acctt/28/2011 dated 23.12.2011
6	January & February 2012	1,72,000	6,56,000	IMC/Acctt/28/2011-12(Pt) dated 02.03.2012
7	March 2012	86,000	3,28,000	IMC/Acctt/28/2011-12(Pt) dated 30.03.2012
Total		4,62,300	39,35,867	

Difference: ₹ 34,73,567 (₹ 39,35,867 – ₹ 4,62,300)