

Revised
Government of West Bengal
DEVELOPMENT & PLANNING DEPARTMENT
Poura Bhavan, FD-415A, Sector – III
Bidhannagar, Kolkata - 700 106.

No.758 /DP/BEUP/1G-1/2006(Pt -I)/R

Dated, Kolkata the 4th June, 2008

From : Smt. Jaya Das Gupta,
Principal Secretary
to the Government of West Bengal.

- To :
1. Smt./Shri _____
Member, West Bengal Legislative Assembly.
 2. Sabhadhipati,
_____ Zilla Parishad/Siliguri Mahakuma
Parishad
 3. District Magistrate,
_____ District.
 4. Principal Secretary,
Darjeeling Gorkha Autonomous Hill Council
 5. Principal Secretary/Secretary, Hill Affairs Department/Municipal Affairs Department.
 6. Principal Secretary, Panchayat & Rural Development
Department
 7. Commissioner,
_____ Division.
 8. The Commissioner, Kolkata Municipal Corporation.
 9. Principal Secretary, Finance Department.
 10. Director of Treasury & Accounts, West Bengal.
 11. Secretary,
_____ Zilla Parishad/Siliguri
Mahakuma Parishad.
 12. Accountant General, West Bengal (Audit-II)
 13. Private Secretary to MIC/MOS
_____ Department.
 14. Secretary, West Bengal Legislative Assembly.

Sub: Bidhayak Elaka Unnayan Prakalpa Guidelines–2008

Madam/Sir,

Bidhayak Elaka Unnayan Prakalpa was introduced during the financial year 2000-2001 to enable the Members of the Legislative Assembly to suggest and implement developmental schemes that are capital intensive in nature, based on locally felt needs in conformity with the overall planning of the districts or the Kolkata Municipal Corporation /Darjeeling Gorkha Autonomous Hill Council, so that durable assets are created in their respective constituencies.

A guideline had been issued earlier for implementation of the Scheme in August, 2005. In the meantime, various suggestions have been received from the Members of the Legislative Assembly, different implementing agencies, Zilla Parishads and other organizations. Hence, the BEUP Revised Guidelines (August, 2005) has been reviewed and Bidhayak Elaka Unnayan Prakalpa Guidelines, 2008 (BEUP, 2008) has been formulated.

The Bidhayak Elaka Unnayan Prakalpa Guidelines, 2008 (BEUP, 2008) will come into effect from the 1st of April, 2008.

Because of some typing errors in the G.O. No. 758 /DP/ BEUP/1G-1/2006 (Pt-I) dated 20.3.2008 , a modified G.O.No. 758 / DP/BEUP/1G-1/2006 (Pt-I) /R dated 4.6.2008 is enclosed for necessary action.

Yours faithfully,

Jaya Das Gupta
Principal Secretary to the
Government of West Bengal

Bidhayak Elaka Unnayan Prkalpa Guidelines–2008 (BEUP, 2008)

“Bidhayak Elaka Unnayan Prkalpa” (BEUP) was introduced by the Government of West Bengal in the financial year 2000-2001. Initially for every member of Legislative Assembly of the State a sum of Rs. 15 lakh was provided for that financial year. In the year 2001-02 this amount was increased to Rs. 25 lakh per financial year. This amount was further enhanced to Rs. 40 Lakh from the financial year 2006-07.* This fund was to enable the MLAs to formulate developmental schemes for their constituencies as per the locally felt needs for creation of durable assets for community benefits and service support system in conformity with the comprehensive area development and socio economic developmental plans of the District/ Socio-economic Municipality/Corporation/DGAHC and in accordance with the guidelines formulated hereunder. This guideline shall be called Bidhayak Elaka Unnayan Prkalpa Guidelines, 2008 (BEUP–2008).

1. Prkalpa:

- 1.1 Each MLA is entitled to recommend schemes for Rs. 40 lakh for each financial year for his/her Constituency during the tenure of membership of the Legislative Assembly. The work under this Prkalpa shall be developmental in nature based on locally felt-needs. The emphasis should be on creation of durable assets. The funds may also be used for provision of service support facilities and community benefits for the socio-economic benefit of the constituency. The MLA should recommend developmental schemes in conformity with the overall priorities fixed for the District / Municipality/ Corporation/DGAHC under the District Plan by the District Planning Committee or the respective committee. A list of suggested schemes is given at Annexure – I.
- 1.2 The MLAs may recommend construction of sheds etc. which are required by SHGs for income generation purposes.

* This amount has been enhanced to Rs 50 Lakh from the financial year 2008-09. The relevant order 118 F.S. dt 26.5.08 may be seen at Page 50.

1.3 Under this Prakalpa no fund should be recommended for expenditure like pay and allowances, purchase of vehicles, air-conditioners, other consumables, costly signboards etc. for Government or Panchayat or any office. The schemes should not be solely for the benefit of private institutions and individuals. A list of schemes that shall not be permissible under this Prakalpa is given at Annexure - II.

2. Recommendation of Schemes, sanction and execution thereof:

2.1 Each MLA shall recommend schemes as per his/her entitlement of funds under the Prakalpa during the term of the Assembly for each of the financial years as early as possible in accordance with the provisions laid down in the Guidelines. The processing of schemes (i.e. feasibility, preparation /vetting of the estimates, sanction with necessary approval) should be completed within 3 (three) months from the date of recommendation.

However, no MLA shall be entitled to recommend any scheme under this Prakalpa after notification of the next Assembly Election or after the date of his or her resignation or termination of the membership from that Legislative Assembly or after the dissolution of the term of that Assembly.

2.2 The MLAs will prepare the outline of the schemes as per Paras 1.1 to 1.3 of the guidelines for their constituencies keeping the developmental needs for the area in view. To ensure consistency with the overall District Plan and to avoid duplication, such schemes will be sent to the Secretary of the concerned District Planning Committee for consultation and sanction of the fund by the said Committee for areas outside the jurisdiction of Kolkata Municipal Corporation and DGAHC.

2.3 The Scheme considered under this Prakalpa for recommendation should clearly indicate the nature of work, its location, information regarding the ownership of land, preferably with estimated cost subject to vetting by competent authority and beneficiaries to be covered. The land on which the scheme is proposed to be executed should be owned by the Government,

Urban Local Bodies /Panchayats. In cases where a particular scheme is proposed to be executed on any private land, the owner of the land will have to issue a “No Objection” certificate in favour of the Sanctioning Authority.

- 2.4 For constituencies under Kolkata Municipal Corporation (KMC) area, the MLAs will have to send schemes to the Commissioner, Kolkata Municipal Corporation. For constituencies falling under the Darjeeling Gorkha Autonomous Hill Council (DGAHC) area the MLAs will recommend schemes and send them to the Principal Secretary, DGAHC.
- 2.5 The Commissioner, KMC/ Principal Secretary, DGAHC/DM, who are Sanctioning Authorities for the Pralpa within their respective jurisdiction will give administrative approval and sanction amounts against duly vetted estimates only. They will get the detailed schemes prepared on the basis of the recommendations received from the MLAs and duly vetted by the appropriate authority before according administrative approval and financial sanction for the schemes. The Sanctioning Authorities will send these sanctioned schemes to the respective executing agencies to be selected as per procedure outlined in para 2.8. A copy of the sanction order will be sent to the MLA concerned. Funds under this Pralpa will be placed with the concerned Sanctioning Authorities. They will sub-allot the fund placed with them by the Nodal Department to the executing agencies for execution of the schemes so sanctioned. The Sanctioning Authority will monitor and collect expenditure report and Utilisation Certificates from the executing agencies for the funds sanctioned by them and send a consolidated report to the concerned agencies and the Nodal Department.
- 2.6 In case a constituency falls in more than one district, placement of fund by Nodal Department and sanction of the schemes by Sanctioning Authority for the whole constituency area will be dealt with in the district in which major areas of the constituency falls. However, the executing agency for the area of the constituency falling under the other districts may be selected from those other districts.

- 2.7 A nominated MLA will also be entitled to recommend schemes for Rs. 40 lakh for execution in a particular financial year. He/ She will choose a particular area/areas anywhere in the state with prior intimation to the Nodal Department for execution of the schemes under his/her entitlement. The fund will be placed by the Nodal Department accordingly to the concerned Sanctioning Authorities. The preparation and financial sanction of the schemes recommended by the nominated MLA will be processed by the agencies of the concerned area as provided in the earlier paragraph.
- 2.8 The schemes under this Prakaipa will be executed by Panchayats, Urban Local Bodies, Govt. Departments, Govt. Corporations and Agencies under the Government. The particular executing agency may be selected in consultation with the concerned MLA. In special cases, the schemes may be executed by organizations other than those mentioned above provided the Sanctioning Authority is satisfied about the credentials of the said organizations. An agreement will have to be executed by such organizations with the Sanctioning Authority to the effect that the fund placed with them for execution of the scheme will be utilised for the purpose for which it is placed with them, failing which the said organizations will be bound to refund the amount to the Govt.
- 2.9 Procedure normally followed for execution of work by the State Government will be followed in the execution of schemes under this Prakaipa.
- 2.10 Beneficiary Committee would be appointed by the Sanctioning Authority in consultation with the MLA for supervision of a particular scheme. The Beneficiary Committee may consist of not more than three members one of whom may be nominated by the concerned MLA, if he/she so desires.
- 2.11 As a part of the inclusive growth MLA may take up Scheduled Caste/Scheduled Tribes/Women/Children/Minorities related Scheme under BEUP which may also be indicated to the District Planning Committee/ Respective Authority.
- 2.12 If the work recommended by the former MLA is pending for

sanction due to administrative reasons, it should be executed after sanction with intimation to the newly elected MLA of the respective constituency from the available fund.

- 2.13 If the work recommended by the former MLA is under execution, it should be completed. Schemes of the MLAs of the earlier Legislative Assembly sanctioned by the Sanctioning Authorities but not executed earlier shall be executed even if the previous MLA ceases to be a member. Beneficiary Committee appointed for the supervision of the particular scheme shall continue to function with an additional member nominated by the new MLA.
- 2.14 If a scheme sanctioned earlier is executed partly, the unfinished work shall be completed, depending on the nature of the scheme and the scope of utility of the scheme out of the unspent balance, if any, of the former MLA. If no unspent fund is available, such fund shall be made available from the entitlement of the new MLA in consultation with him.
- 2.15 Schemes once sanctioned should be executed. If, however, a scheme sanctioned earlier cannot be executed due to serious technical flaws and administrative difficulties, the scheme may be revised by the Sanctioning Authority in consultation with the new MLA.
- 2.16 When a new MLA is elected on being vacated by a previous MLA due to termination, resignation etc., the new MLA will not change any scheme already recommended by the earlier MLA and sanctioned by the Sanctioning Authority before the new MLA had assumed office.
- 2.17 If any scheme recommended by any MLA is not feasible partly or fully for execution for whatever reasons, the MLA will be approached for modification or change of the same scheme and the MLA will consider for recommendation of the modification or change of the scheme. When there is a change of membership of the Legislative Assembly for the same constituency and the MLA who originally recommended a scheme is not available for consultation for such change of the scheme for reasons of termination of the membership, the newly elected MLA will be entitled to recommend a new scheme in place of the one recommended by the former MLA.

3. Prescribed Authorities:

- 3.1 **Nodal Department :** At the State Level, Development & Planning Department is the Administrative Department for this Prakalpa in respect of the release of funds, formulation of guidelines, monitoring of performance and evaluation of schemes executed.
- 3.2 **Sanctioning Authority:** The designated Sanctioning Authorities for schemes recommended by the MLAs shall be as follows:
- (a) District Planning Committee for Districts except Darjeeling Gorkha Autonomous Hill Council areas.
 - (b) Commissioner, KMC for Kolkata Municipal Corporation areas.
 - (c) Principal Secretary, DGAHC for Darjeeling Gorkha Autonomous Hill Council areas.
- 3.3 **Drawing & Disbursing Authority:** The designated Drawing & Disbursing Authority for release of funds against sanctioned schemes shall be as follows:
- (a) District Magistrate for Districts except DGAHC areas.
 - (b) Commissioner, KMC for Kolkata Municipal Corporation areas.
 - (c) Principal Secretary, DGAHC for Darjeeling Gorkha Autonomous Hill Council areas.
- 3.4 **Executing Agency :** The schemes under this Prakalpa will be executed by Panchayats, Urban Local Bodies, Govt. Departments, Govt. Corporations and Agencies under the Government. The particular executing agency may be selected in consultation with the concerned MLA. In special cases, the schemes may be executed by organizations other than those mentioned above provided the Sanctioning Authority is satisfied about the credentials of the said organizations.

4. Entitlement of Fund:

- 4.1 Each Member of a newly constituted Assembly shall be entitled to the full amount as admissible for each financial year under this Prakalpa as per the Provisions of the Guidelines for the full term of the Assembly.
- 4.2 When the tenure of the MLA begins within the first half of the financial year or ends in the 2nd half of the financial year then the said MLA shall be entitled to the full amount for that financial year. When the tenure of the MLA starts within the second half of the financial year, the MLA shall be entitled to 50 per cent of the annual entitlement for that particular financial year. Again, when the tenure of the MLA ends in the first half of the financial year, the said MLA shall be entitled to recommend schemes for 50 per cent of the annual entitlement for that financial year and when the tenure ends in the second half of the financial year, the said MLA will be entitled to recommend schemes for the full annual entitlement.
- 4.3 If any person ceases to be a MLA due to resignation, termination or otherwise the new MLA of the Constituency will be entitled to the balance amount of that fund remained unsanctioned prior to the start of the tenure of the new MLA for the remaining period of the Assembly.
- 4.4 If, during the term of an Assembly any MLA is unable to recommend Schemes for the amount of his/her entitlement of fund or part thereof during his/her tenure of membership of that Assembly for reasons beyond his control as per the provisions of the Guidelines, the MLA elected subsequently for the balance period of the term of that Assembly shall be entitled to recommend schemes for such amount in addition to the funds which he/she shall normally be entitled to recommend during his/her tenure of membership of that Assembly.
- 4.5 However, no MLA shall be entitled to recommend any schemes under this Prakalpa after notification of the next Assembly Election or after the date of his or her resignation or termination of the membership from that Legislative Assembly or after the dissolution of the term of that Assembly. The funds that are

covered by recommended schemes may be utilized for implementation of those recommended schemes during the term of the next Assembly. But if any fund under the Prakalpa for a term of the Assembly still remains unutilized for not being covered by recommended schemes at the time of the dissolution of the Assembly, in that case, such amount shall stand lapsed and such unutilised funds that are not covered by recommended schemes should be deposited under the appropriate Head of Account by way of Treasury Challan with intimation to the Nodal Department. The unutilized funds not covered by recommended schemes should be deposited with the Treasury within 6(six) months or the next 31st March from the date of dissolution of the Assembly, whichever is later. A copy of the Treasury Challan should be sent to the Nodal Department.

5. Release of Funds:

- 5.1 The Nodal Department will release 50% of the annual entitlement of the MLAs for the financial year as 1st instalment. The 2nd instalment i.e. 50% of the remaining annual entitlement will be released after receipt of Utilisation Certificate for not less than 50% of the total fund released for the concerned constituency up to that time including fund for that financial year. For the subsequent years release of any instalment of fund will be subject to receipt of Utilisation Certificates for not less than 50% of the total funds released for the concerned constituency up to that time.
- 5.2 The funds provided under this Prakalpa for each Assembly Constituency for each financial year as per guidelines shall be carried over to the next financial year if unutilized for not being covered by recommended scheme but within the term of that Assembly. Funds released in a particular financial year, if unutilized for not being covered by recommended schemes, can be carried forward to the subsequent financial year without detracting from the allocation of Rs. 40 lakh per financial year per Constituency. However, release of funds shall be made with reference to the actual progress achieved in expenditure and execution of works. For example, if out of Rs. 40 lakh allotted

for a Constituency in a financial year, Rs. 25 lakh is spent, the balance of Rs. 15 lakh can be carried over to the next financial year when this amount, together with fresh allocation of Rs. 40 lakh (total Rs. 55 lakh) would be the entitlement of the financial year and could be spent. Release of fund by the Nodal Department for any constituency will be in accordance with the provisions of the Guidelines. However, if any fund remains unutilised for not being covered by recommended schemes at the time of dissolution of the Assembly, such amount shall stand lapsed.

- 5.3 In case, any MLA is not willing to utilize the fund for his/her constituency, he/she will intimate this in writing to the Nodal Department and the Nodal Department, in that case, will not release fund for his/her constituency. If already such fund has been placed, it will be withdrawn by the Nodal Department.
- 5.4 The Development & Planning Department will release fund to the Commissioner, K.M.C./Principal Secretary, DGAHC/D.M. as the case may be.
- 5.5 For the Assembly Constituencies falling mainly under Kolkata Municipal Corporation area, the funds will be placed with the Commissioner, K.M.C. For constituencies falling under DGHAC areas, the fund will be placed with the Principal Secretary, DGAHC. For Constituencies falling under areas other than DGAHC areas of Darjeeling District, the fund will be placed with the respective District Magistrate. The Commissioner, KMC/ Principal Secretary, DGAHC/ District Magistrate will maintain MLA-wise and constituency-wise separate accounts of fund and intimate the concerned MLAs and the Sanctioning Authorities when funds are credited to and debited from these accounts.
- 5.6 Fund released by the Nodal Department under the Prakaalpa will be credited to the Personal Ledger Account of the concerned Commissioner, KMC / Principal Secretary, DGAHC / District Magistrate. The Sanctioning Authority will maintain MLA-wise separate accounts in suitable subsidiary ledgers for this fund.

6. Monitoring & Reporting:

- 6.1 For effective implementation of the work taken up under this Prakalpa the Sanctioning Authorities will arrange regular monitoring meeting at least once a month with the executing agencies and the MLAs or their representatives. Regular field visits should also be undertaken to ensure quality of the work. The MLAs or their representatives should be associated with such visits whenever possible.
- 6.2 The Sanctioning Authorities shall send quarterly and annual reports of expenditure under the Prakalpa scheme-wise and constituency-wise to the Nodal Department in the prescribed proforma given at Annexure –III. A copy shall be endorsed to the MLA. Utilization Certificate in the prescribed proforma (Annexure – IV) shall be sent to the Nodal Department in duplicate by the Sanctioning Authority.
- 6.3 Review meetings on BEUP should be held once a month at Block Level for discussions on sanctions received, implementation of schemes and their completion and submission of Utilization Certificates, in addition to the meetings at the District Level. The Review Meetings should be held with the stakeholders who are directly involved in the implementation of this Prakalpa. The date of meeting should be communicated to the MLAs at least 7 to 10 days in advance so that the MLAs are able to attend such meetings. The Sub-Divisional Officers should preferably chair these meetings to oversee the progress of implementation of the scheme. The DPLOs will attend the Block Level Meetings. The implementing agencies must (a) submit the vetted estimates, once a scheme is sanctioned, early (b) submit the UCs, once the scheme is completed, expeditiously. The District Magistrates, Divisional Commissioners and Development & Planning Deptt. should be apprised of the outcome of the Review Meetings.
- 6.4 Regular review & monitoring of the performance under the Prakalpa in the districts will be conducted by the concerned sanctioning authority every month (except for the month when quarterly Review Committee meets) in which the concerned

MLAs/their representatives and Executing Agencies should be requested to remain present. Detailed report of such meetings shall invariably be sent to the Nodal Department.

- 6.5 For review of the time-bound performance and implementation of the schemes under the Prakalpa, each District/KMC/DGAHC should set up a “Review Committee” that shall meet at least once in a quarter to assess the position of funds available, recommendations received, its processing for sanction, implementation/execution, realization of UCs for completed schemes etc. Problems in execution, if any, should also be deliberated by the Committee for redressal/remedy. The scheme-wise assessment/detailed report of such meeting shall invariably be sent to the Nodal Department. The District Magistrate shall chair the Committee. DPLO shall be the Member Secretary. The concerned ADM shall be a Member. In respect of KMC and DGAHC, the Commissioner, KMC/Principal Secretary, DGAHC shall chair the Committee. The Officer in-charge of the Prakalpa shall be the Member Secretary and the concerned Joint Commissioner/Joint Secretary or Deputy Secretary shall be a Member. MLAs/their representatives and representatives of the Executing Agencies should be present at the review meeting as permanent invitees.

7. Maintenance of records:

- 7.1 Sanctioning Authority shall maintain MLA-wise and financial year-wise accounts relating to each term of Assembly regarding the release of funds, recommendation of schemes, sanctions and completion thereof. The prescribed proformas are given at Annexure V & VI. The Accounts for each term of Assembly should be closed within 6 months or the next 31st March, whichever is later, from the date of dissolution of the Assembly and the amount unutilized for not being covered by recommended schemes should be deposited with the Treasury under the appropriate Head of Account.
- 7.2 Sanctioning Authority should maintain register MLA-wise, year-wise pertaining to each term of Assembly regarding the

recommended schemes i.e., date of recommendation, nature of work, site, sector, estimated amount, date of sanction, date of commencement of work, date of completion of work, actual expenditure and date of submission of Utilization Certificate and Audit Certificate. Reasons for non-completion of projects or revisions in estimate or any change in sanctioned scheme should be recorded in the "Remarks" column of the register for sanction of funds under the Prakalpa for SC/ST areas on SC/ST beneficiaries or Women or Children component schemes or SHGs or Minorities.

- 7.3 Minutes of all Review Meetings and Committee meetings held for monitoring of the performance of the schemes undertaken in the district or KMC/DGAHC area should be duly recorded in a register at the respective office of review. Copies of the minutes of such Review Meetings should be sent to the Nodal Department positively for records.
- 7.4 Records should be maintained in respect of all inspections conducted from time to time.

8. **Ownership & Maintenance of Assets :**

The ownership of the durable assets created should preferably lie with the Local Body (Urban/Rural) or the head of the educational institution. As owners, the Local Body/Institute should ensure proper operation, maintenance and management of the durable assets by the users as applicable, on behalf of the Government.

9. **Audit :**

This Prakalpa shall be subject to the Financial Rules and audit scrutiny as per norms of the Government.

10. **Date of Effect:**

This guideline shall be effective from the 1st of April, 2008. However, this guideline shall not affect any action already taken in accordance with BEUP Revised Guidelines (August, 2005) if, found contrary to BEUP, 2008.

**Illustrative but not exhaustive list of schemes
that can be taken under BEUP.**

I. Agriculture and Allied Activities:

- 1.1 Construction / extension of infrastructure facility for agriculture market not covered under any scheme of Govt. or Local Body.
- 1.2 Construction / extension of infrastructure facility for veterinary aid centres, artificial insemination centres & breeding centres managed by Government or Local Bodies not covered under any scheme.
- 1.3 Construction/extension of infrastructure facility for fishery in community pond or pond of Govt. / Local Bodies with approval of the concerned authority not covered under any scheme.

II. Irrigation & Flood Control:

- 2.1 Construction / extension of minor irrigation system not covered under any scheme.
- 2.2 Water harvesting structure for irrigation purpose not covered under any scheme.
- 2.3 Construction / extension of drainage system / culvert in water logging or flood prone areas not covered under any scheme.

III. Energy:

- 3.1 Purchase and installation for use of Solar Energy / Solar Lighting from WBREDA in remote areas not already covered under any scheme.
- 3.2 Electrification of Rural / Urban Roads not covered under any scheme.
- 3.3 Bio-gas plants for community lighting through WBREDA for household purpose not covered under any scheme.
- 3.4 Electrification of uncovered pockets/areas in urban or rural area not covered under any scheme/project of the Power Deptt.

IV. Transport:

- 4.1 Construction of part roads, approach roads, link roads etc. in villages,

lanes / by lanes in towns / cities & emergency repairs thereof not covered under any scheme.

- 4.2 Construction of Culverts / Bridges on the roads or emergency repairs not covered under any scheme.
- 4.3 Construction of footpaths and foot bridges specially in rural areas not covered under any scheme.
- 4.4 Any works required to improve/extend the benefit of the schemes/projects at 4.1, 4.2 & 4.3 that could not be undertaken due to paucity of funds and not covered in the original cost estimate.

V. **Social Services:**

A. Education:

- 5.1 Extension, extra classrooms or repair of building for Schools, Hostels, Laboratories belonging to Government or Local Bodies or Government aided / Government sponsored Institutions not covered under any scheme.
- 5.2 Construction, extension, repair of provision for drinking water, toilet with water supply and kitchen of Government /Govt. aided / Government sponsored schools and its hostels, Govt. Social Welfare Homes or those of Local Bodies not covered under any scheme.
- 5.3 Arrangement for lighting of Saksharata Kendras / Adult Education center not covered under any scheme.
- 5.4 Electronic Projects like computers to High School / College where computer study has been introduced.
- 5.5 Arrangement for solar lighting in Schools/ Educational Institutions/ Govt. Social Welfare Homes where electric light cannot be provided.
- 5.6 Extension of infrastructure for public libraries & community reading rooms to encourage literacy programmes specially adult literacy not covered under any scheme.

B. Water Supply and Sanitation:

- 5.7 Sinking of tube-well / arsenic free tube-well where necessary for providing drinking water to the people in Villages, Towns or Cities not covered under any scheme.
- 5.8 Provision for toilets, sanitation, water supply for educational institutions not covered under any scheme.

- 5.9 Provision for toilets, sanitation, water supply for Anganwadi centres or sub-centres not covered under any scheme.
- 5.10 Provision for toilets, sanitation, water supply for visiting patients and patient party in Health Centres/Clinics/Hospitals etc. of Govt. or Local Bodies.
- 5.11 Construction of Pay and use toilet facilities with water supply at bus stands/market places not covered by any scheme provided, such facilities will be managed and maintained by Local Bodies.
- 5.12 Arrangements for toilet, sanitation, water supply for readers of Public Libraries or community reading room as necessary, not covered under any scheme, provided such facilities will be managed and maintained by the concerned Authorities.

C. Housing:

- 5.13 Construction / extension of Rescue shelters for the old or handicapped or flood affected people on Government land or land of the local body not covered under any scheme. The implementing agency must have the technical proficiency.

D. Tourism Sector :

- 5.14 Repair / renovation, of Rural Tourism Centre; arrangement for toilet & drinking water supply as necessary not covered under any scheme.

E. Social Welfare:

- 5.15 Purchase of motorboats for Flood & Cyclone affected areas or riverine areas by Local Bodies specially Gram Panchayat of riverine areas.
- 5.16 Rest shed with toilets, drinking water facility at Bus stands or regulated marked area not covered under any scheme.
- 5.17 Construction of cultural centres/community halls for backward classes/ minorities &/or in backward areas for community benefit.
- 5.18 Infrastructure creation required by SHGs for their income generating schemes.
- 5.19 Purchase of ambulance through local bodies, such as PRIs, Municipalities and Municipal Corporations.

Annexure – II

Illustrative but not exhaustive list of works NOT PERMISSIBLE under BEUP

1. Construction of any office buildings, residential buildings & other buildings other than those permitted in Annexure – I.
2. Works belonging to commercial organizations, private institutions or institutions, associations/unions or professionals etc.
3. Repair and maintenance works or any type for restoration/upgradation of any durable asset other than those mentioned in Annexure-I and also Govt. schools, Govt. sponsored /aided schools, Govt. Hospitals, Health Centres, ICDS Centres, Angwanwadi Centres, SSKs, Govt. or Govt. sponsored Libraries.
4. Electronic gadget like computers etc. for Clubs/Institutions and others except Govt./Govt. sponsored/Govt. aided school where computer study has been introduced as a subject.
5. Purchase of inventory/stock of any type not in line with the suggested works at Annexure I and the provisions of the Guidelines.
6. Acquisition of land and buildings or any compensation for land and buildings acquired.
7. Assets for individual benefit.
8. Grants & loans to any organization or local bodies.
9. Places for religious worship.
10. Memorials or Memorial Buildings.

PROGRESS REPORT FOR THE DISTRICT...../DGAHC/KMC AREA

FOR THE QUARTER ENDING

Sl. No.	No. & Name of Assembly Constituency	Name of M.L.A.	Total Fund received from Nodal Deptt. upto the quarter (since inception)	Schemes recommended by M.L.A.. (cumulative)		Schemes sanctioned (cumulative)	Schemes for which Fund released by ZP/ DGAHC/ DUDA/ SUDA	Schemes completed		Schemes started but not completed	Schemes sanctioned but not started		Total expenditure upto the end of the quarter	Blance of Fund (4-11)	No. & No. of monitoring meeting during the quarter	No. of field visits during the quarter	Remarks				
				No.	Amnt.			No.	Amnt.		No.	Amnt.						No.	Amnt.		
1	2	3	4	5A	5B	6A	6B	7A	7B	8A	8B	9A	9B	10A	10B	11	12	13	14	15	

Annexure – IV

Bidhayak Elaka Unnayan Prakalpa (BEUP)

Utilization Certificate

Certified that an amount of Rs. _____ (Rupees _____) only as detailed below from the Government of West Bengal, Development and Planning Department is received in respect of Shri/Smt. _____ (name of the MLA) of _____ Assembly Constituency for execution of schemes recommended by the concerned Hon'ble MLA and sanctioned by the Authority concerned for implementation under Bidhayak Elaka Unnayan Prakalpa (BEUP):

(Rs. in Lakh)

Govt. Order No. & date	Financial Year	Sanctioned Amount	Amount as per UC
(1)	(2)	(3)	(4)
Total Fund			

Out of the total fund of Rs. _____ (Rupees _____) only a cumulative amount of Rs. _____ (Rupees. _____) only has been actually spent and utilized for implementation of the scheme sanctioned and a sum of Rs. _____ (Rupees _____) only has remained unutilized up to _____ (date) which will be utilized shortly.

Certified that I have satisfied myself that the conditions on which the grants-in-aids was sanctioned have been duly fulfilled/are being fulfilled and that the money was actually spent for the purpose for which it was sanctioned.

I have exercised the following checks to ensure that utilization of fund as per the sanctioned conditions:

1. Fund Cash Book
2. Allotment Register
3. Cheque Issue Register
4. Utilization Certificate from Executive Agency collected.
5. Joint field inspection by the undersigned/representative

(Sanctioning Authority)

Annexure – V

**Bidhayak Elaka Unnayan Prakalpa (BEUP)
MLA-wise & Scheme-wise Register**

1. Name of the Member of Legislative Assembly :
2. Assembly Constituency & No. :
3. Assembly Term & Period :
4. Nodal Authority :
5. Name of the Project/Scheme with Work Reference No. :
6. Date of recommendation :
7. Priority, if indicated :
8. Sector :
9. Location :
10. Beneficiaries :
11. Estimated cost of the Project :
12. Date of Sanction :
13. Year of Allotment :
14. Allocation of fund :
- (Reallocation/Diversion to be indicated)
15. Project period :
16. Name of Implementing/Executing Agency :
17. Date of Commencement of work :
18. Completed Project
 - i) Date of completion of work :
 - ii) Date of submission of UC :
 - iii) Actual Expenditure/Utilized fund :
19. Ongoing Project
 - i) Expected date of completion :
 - ii) Percentage of work completed & expected date of completion :
 - iii) Funds Released :
 - iv) Funds utilized :
20. Remarks :
- (for incomplete/delayed projects/reasons thereof)

Annexure – VI

Bidhayak Elaka Unnayan Prakaipa (BEUP)

Fund Allocation and Utilization Register

Assembly Term _____ Period _____

(Rs. in lakh)

Financial Year	Instalment No. and date of release	Amount released	No. of Schemes sanctioned	Amount	No. of Schemes completed	Amount	Balance available	UC submitted	Percentage (%) of U.C
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)

**Government of West Bengal
Development and Planning Department
Poura Bhavan, FD-415A, Sector-III,
Bidhannagar, Kolkata-700 106**

No. 118-FS(295)/DP/BEUP/1M-1/2001 Dated, Kolkata, the 26th May, 2008.

From: Shri Goutam Ghosh, IAS
Joint Secretary to the
Government of West Bengal

To : Shri/Smt. _____ M.L.A., Vill. _____
P.O. _____ Dist. _____

Sub : Enhancement of Bidhayak Elaka Unnayan Prakalpa (BEUP) Fund.

Sir,

I am directed to say that under Bidhayak Elaka Unnayan Prakalpa (BEUP) the entitlement of fund has been raised from Rs. 40 lakh to Rs. 50 lakh from the year 2008-2009. This would be incorporated in the revised guidelines to be issued shortly.

2. This order issues with concurrence of Finance (Budget) Department (Group- 'N') vide their U.O. No. 0137 dated 25.04.2008.

Yours faithfully,

Sd/-

Joint Secretary to the
Government of West Bengal

No. 118-FS(295)/1/(115)/DP/BEUP/1M-1/2001

Copy forwarded for information and necessary action to the :-

1. Accountant General (Audit-I), West Bengal, Treasury Buildings, Kolkata-700 001.
2. Accountant General (Audit-II), West Bengal, C.G.O. Complex, MSO Buildings.
5th Floor, DF Block, Salt Lake, Kolkata-700 061.
3. Sabhadhipati, Coochbehar / Jalpaiguri / Malda / Murshidabad / Nadia / North 24-Pgs. / South 24-Pgs. / Howrah / Hooghly / Paschim Medinipur / Purba Medinipur / Purulia / Bankura / Burdwan / Birbhum / Uttar Dinajpur / Dakshin Dinajpur / Darjeeling Zilla Parishad & Chairperson, District Planning Committee of the Districts.
4. District Magistrate & Secretary, Coochbehar / Jalpaiguri / Malda / Murshidabad / Nadia / North 24-Pgs / South 24-Pgs. / Howrah / Hooghly / Paschim Medinipur / Purba Medinipur / Purulia / Bankura / Burdwan / Birbhum / Uttar Dinajpur / Dakshin Dinajpur / Darjeeling Zilla Parishad & Chairperson, District Planning Committee of the Districts / S.M.P. (Siliguri).

5. Secretary, Coochbehar / Jalpaiguri / Malda / Murshidabad / Nadia / North 24-Pgs. / South 24-Pgs. / Howrah / Hooghly / Paschim Medinipur / Purba Medinipur / Purulia / Bankura / Burdwan / Birbhum / Uttar Dinajpur / Dakshin Dinajpur / Darjeeling Zilla Parishad & Chairperson, District Planning Committee of the Districts / S.M.P. (Siliguri).
6. Commissioner, Kolkata Municipal Corporation.
7. Commissioner, _____ Division.
8. Secretary, Municipal Affairs Department, Writers' Buildings, Kolkata - 700 001.
9. Principal Secretary, Finance Department, Writers' Buildings, Kolkata - 700 001.
10. Principal Secretary, DGAHC, Darjeeling.
11. Secretary, Hill Affairs Department, Writers' Buildings, Kolkata - 700 001.
12. Treasury Officer, Coochbehar / Jalpaiguri / Malda / Murshidabad / Nadia / North 24-Pgs. / South 24-Pgs. / Howrah / Hooghly / Paschim Medinipur / Purba Medinipur / Purulia / Bankura / Burdwan / Birbhum / Uttar Dinajpur / Dakshin Dinajpur / Durjeeling Zilla Parishad & Chairperson, District Planning Committee of the Districts / S.M.P.(Siliguri).
13. Treasury Officer, Bidhannagar Treasury, Jalasampad Bhavan, Salt Lake, Kolkata.
14. Principal Secretary, Panchayat & Rural Development Department.
15. Director and Chief Executive, State Urban Development Agency, ILGUS Bhavan, Salt Lake.
16. Director of Treasury Accounts, West Bengal.
17. Finance (Budget) Department.
18. Private Secretary to Minister-in-Charge, Development and Planning Department. / Finance Minister.
19. Budget Cell of this Department.
20. B.E.U.P. Cell of this Department.

Kolkata,

Sd/-
Joint Secretary to the
Govt. of West Bengal

**Government of West Bengal
Development and Planning Department
Poura Bhavan, FD-415A, Sector-III,
Bidhannagar, Kolkata-700 106**

No. 1635(800)/DP/BEUP/IC-3/2007/(Pt-I)

.....
Dated, Kolkata, the 23th July, 2008.

From : Shri Goutam Ghosh, IAS
Joint Secretary to the
Government of West Bengal

- To
1. The Principal Secretary,
Darjeeling Gorkha Autonomous Hill Council.
 2. The Commissioner,
Kolkata Municipal Corporation,
5, S.N. Banerjee Road, Kolkata - 700 013.
 3. The Commissioner,
_____ Division.
 4. The District Magistrate,

 5. The Executive Officer,
Siliguri Mahakuma Parishad.
 6. The District Planning Officer,

 7. The Sub-Divisional Officer,

 8. The Block Development Officer,

 9. Shri/Smt. _____ MLA
Vill _____ P.O. _____
P.S. _____ Dist. _____

Sub : Clarification on some items relating to BEUP guidelines 2008.

Sir,

In continuation to this Office Memo No. 758/DP/BEUP/IG-1/2006 (Pt-1)/R dated 04.06.08, clarification on certain issues relating to BEUP, as agreed to by Finance (Budget) Department Group 'N' vide their U.O. No. 0629 is enclosed herewith for favour of your information & necessary action.

Sd/-
Joint Secretary to the
Government of West Bengal

Encl : As stated.

No. 1635(800)/1/DP/BEUP/IC-3/2007(Pt-I)

Copy to PA to Principal Secretary of this Department.

Kolkata,
The 23th July, 2008.

Sd/-
Joint Secretary to the
Government of West Bengal

Clarification proposed by Development & Planning Department and agreed by Finance (Budget) Department vide their U.O. No. 0629, Group - 'N'.

1. Conditions of purchasing Text Book under BEUP: Text books cannot be given individually to students of Govt./Govt. aided/Govt. sponsored schools. However, Text books may be purchased for the libraries of those schools through which the books may similarly be purchased for Govt. libraries.

2. Infrastructure for SHG: Infrastructure for Self Help Groups, having bank accounts (Govt. schemes) may be constructed for income generation schemes provided the income generation schemes are approved and the infrastructure is required for meeting critical gaps as for example, construction of sheds, for piggery, goatry etc. However movable assets can not be purchased.

3. When the sanctioning authorities select NGOs/organizations as implementing agencies as special cases, it should be ensured that the NGOs are reputed in their locality, must not be running for profit, must be registered, and must have worked in the welfare activity area at least for 3 years (This is as per MPLADs guidelines).

The NGOs/organizations will be in charge of the maintenance and management of the assets created under BEUP fund, Ownership of assets will lie with the respective PRIs/ULBs on behalf of the Government.

4. Currently in the MPLAD schemes, each MP is entitled to a fund of Rs. 2 crores per annum and a limit of Rs. 25 lakhs has been imposed for projects implemented by NGOs/organization. Similarly, an MLA who is now entitled Rs. 50 lakhs per year may recommends schemes upto Rs. 6.5 lakhs only where a NGO/organization will be the implementing agency.

5. Renovation and repair works of heritage and archaeological monuments and building may be allowed under BEUP, provided it is permitted by Archaeological Survey of India (This is permitted under MPLAD scheme).

6. Fixed (immovable) sports equipment and fixed multigym equipment may be allowed under the BEUP.

Government of West Bengal
Development & Planning Department
Poura Bhavan, FD-415A, Sector-III,
Bidhannagar, Kolkata-700 106

No. 1973(450)/DP/BEUP/1G-1/2008

Dated, Kolkata, the 1st September, 2008

From : Shri Kalyani Sarkar, I.A.S.
Special Secretary to the
Government of West Bengal

To : 1. The Divisional Commissioner,
.....
2. The Commissioner, Kolkata Municipal Corporation
3. The District Magistrate,
.....
4. The Sub-Divisional Officer,
.....
5. The Block Development Officer,
.....

Sub: Purchase of Dead Body Carrier Van

Sir,

A clarification had been sought by the Kolkata Municipal Corporation regarding in purchase of "Dead body Carrier Van" under BEUP vide letter No. BEUPL/036/08-09 dated 19.05.2008.

In this connection it is clarified that in keeping up with spirit of para 1.1 of BEUP Guidelines, 2008, in which it has been stated that the funds may also be used for provision of service support facilities and community benefits for the Socio-economic benefit of the constituency, there could not be any objection to the proposal for "Dead body Carrier Van" to be taken up under BEUP.

This issues with concurrence of Finance Department, Gr. N vide their U.O. No. 0872 dated 08.08.2008.

Yours faithfully
Sd/-
Special Secretary to the
Government of West Bengal

No. 1973(450)/1(300)/DP/BEUP/1G-1/2008

Copy forwarded for information to the :

1. Shri/Smt..... M.L.A. Vill.....
P.O..... Dist.....
2. District Planning Officer,
.....

Kolkata
The 1st September, 2008

Sd/-
Special Secretary to the
Government of West Bengal

Government of West Bengal
Development & Planning Department
Poura Bhavan, FD-415A, Sector-III,
Bidhannagar, Kolkata-700 106

No. 2177(450)/DP/BEUP/1G-1/2008

Dated, Kolkata, the 23rd September, 2008

From : Shri Kalyani Sarkar, I.A.S.
Special Secretary to the
Government of West Bengal

- To :
1. The Divisional Commissioner,
.....
 2. The Commissioner, Kolkata Municipal Corporation
 3. The District Magistrate,
.....
 4. The Sub-Divisional Officer,
.....
 5. The Block Development Officer,
.....

Sub: Purchase of Drinking Water Tanker

Sir,

A clarification had been sought by the Kolkata Municipal Corporation regarding purchase of "Drinking Water Tanker" under BEUP.

In this connection it is clarified that in keeping up with spirit of para 1.1 of BEUP Guidelines, 2008, in which it has been stated that the funds may also be used for provision of service support facilities and community benefits for the Socio-economic benefit of the constituency, there could not be any objection to the proposal for "Drinking Water Tanker" to be taken up under BEUP.

This issues with concurrence of Finance Department, Gr. N vide their U.O. No. 1186 dated 18.09.2008.

Yours faithfully

Sd/-

Special Secretary to the
Government of West Bengal

No. 2177(450)/1(300)/DP/BEUP/1G-1/2008

Copy forwarded for information to the :

1. Shri/Smt..... M.L.A. Vill.....
P.O..... Dist.....
2. District Planning Officer,
.....

Kolkata
The 23rd September, 2008

Sd/-
Special Secretary to the
Government of West Bengal