

VFA-I

By Post / Fax/e-mail



ଓଡିଶା ସରକାର
ପଞ୍ଚାୟତିରାଜ ବିଭାଗ

Government of Odisha
PANCHAYATI RAJ DEPARTMENT

ଓଡିଶା ସଚିବାଳୟ,
ସଚିବାଳୟ ମାର୍ଗ, ଭୁବନେଶ୍ୱର-୭୫୧୦୦୧

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Date: 3/4/12

From

Dr. A. K. Padhee, IAS
Commissioner (Special Projects)

To

All Collector-cum-DPCs, MGNREGA
All Project Directors, DRDA

Sub: *Closure of MGNREGA accounts for FY 2011-12 at DPC, PO, GP and Line Departments : 10th April, 2012 and to avoid discrepancies in OB & CB.*

Madam / Sir,

I am directed to say that during this year, so many efforts have been taken to reconcile the discrepancies in OB & CB but no fruitful result has been noticed. The probable reasons of such discrepancies are as follows.

- 1) Interest accrued during September and March due to temporary parking of funds by different Implementing Agencies like GP, Block, DRDA, Line Departments are not taken in to Cash Book instantly by updating Bank / Post Office Pass Book. At the same time it is also not made online. Senior Officers should monitor it periodically. APOs of the Blocks are also entrusted by Government to check Cash Book, Pass Book of GPs which probably are also not made properly.
- 2) The sale proceeds for use of gunny bags which are deducted from running / final bills, are not shown as Misc. receipt and are also not accounted for properly at times and also not made online as Misc. receipts.
- 3) The deductions from bills like Royalty, Cess, VAT etc. are not deposited periodically / timely for which it accumulates in Bank / Post Office Pass Book. Senior Officers are advised to ensure that those amounts are deposited in

proper head of A/c. Under no circumstances it should be kept pending beyond 31st March, that is, by ending of each Financial Year.

- 4) The CPs/ACPs/GRS were given freehand to enter data relating to expenditure in online. The ABDO-cum-Accounts Officer who is solely responsible for proper maintenance of Cash Book at Block Level and he should verify whether data in online are entered correctly by end of each day. The person / staff entering online should put his signature in the case record stating that he has entered correct data and it should be authenticated by A/c Officer.
- 5) Corpus funds to postal Department are not shown as part of opening Balance of DPC at times.
- 6) Advance to Staff / JE / GRs / VLW for execution of works are shown as part of OB which should not be. All advances be adjusted within 15days of advance given.
- 7) Anticipated expenditure as shown in alert message is not squared up during the closer of Financial Year for which actual expenditure and online expenditure and expenditure as per MPR are not tallied.

Timely action on above points will save not only time & energy but also increase credibility of data on expenditure up loaded in online.

All concerned are hereby requested to designate one officer at DRDA for Accounts of Line Departments, and DRDA preferably APD (Finance), one Officer at Block level for Block Accounts preferably ABDO-cum-Accounts Officer and one Officer for GP accounts of all GPs preferably GPEO / APO, who will be accountable to Government for any act of omission & commission and for wrong entry and non-entry of expenditure figure as per Cash Book & Pass Book and MPR. A certificate to the effect on the after closure of Financial Year be submitted as per proforma enclosed under joint signature of Collector-cum-DPC and PD, DRDA. This should reach with Government by 12.04.12 positively.

Further, I am to inform you that the accounts of MGNREGA online portal for the year 2011-12 will be closed on **10th April, 2012**. Before forceful closure on 10th April, 2012, you are requested to ensure entry of 100% data in the following indicators.

1. Freezing of online opening balance for the year 2011-12 as per audited closing balance for the year 2010-11 at DPC, POs, PSs, GPs and Line Departments.
2. There should be no discrepancy in online closing balance of 2010-11 and audited closing balance for the year 2010-11. This can be addressed by entering actual expenditure through “work partial closure option”.
3. There should be no liability of previous year (2010-11) and Current year (2011-12). Date of payment should be put against all un-paid Muster Rolls and material bills.
4. Updation of photo (Pre, Mid, Post) against all completed projects.
5. Status of Social Audit. All minutes, issues etc. be up-loaded.
6. Labour Budget for the year 2012-13 including Minutes, Labour Projection & Work Projection.
7. Date of completion against all completed projects.
8. Updation of job cards with respect to workers Aadhaar number, Accounts, Photos, status of RSBY, status of AABY, BPL, SC / ST / Others, Small and Marginal Farmers etc.
9. Data entry of MPR like Bank & Post Officer, Staffing, Training, Transparency by all DRDAs for all months including March, 2012.

Accordingly, all field level officials including Line Departments may be intimated.

Yours faithfully



Commissioner (Special Projects)

Copy forwarded for information and similar necessary action to

1. All Block Development Officers.
2. Joint Director, Statistics, MGNREGS, SIRD Campus, Bhubaneswar.
3. All MGNREGS District Co-ordinators.

CERTIFICATE

Certified that Sri _____ (name & designation), Sri _____ (name & designation) and Sri _____ (name & designation) have been designated as Nodal Officer for fund management under MGNREGS for DRDA & Line Department at DRDA level, Block level and for all GPs respectively. It is also certified that interest accrued during September & March for temporary parking of funds at each level (GP, Block, DRDA, Line Department) has been brought to Cash Book and entered in online as Misc. Receipt. Sale proceeds from Gunny Bags have been brought to Cash Book as Misc. Receipt & made online. All deduction like Royalty, Cess, VAT at all level (GP, Block, DRDA, Line Department) have been deposited with respective authorities and no amount is pending for deposit as on 31.03.12. No advance out of MGNREGS funds is pending for adjustment and also as per alert message anticipated expenditure is zero as on 31.03.12.

Further, it is to certify that there is no outstanding Muster Roll(s), Material Bill(s), Administrative Expenditure Bill(s), Misc. Receipt(s) etc. are pending with us to be entered into MGNREGA Soft during the Financial Year 2011-12 and also of previous years. As against Rs. _____ lakh total availability, Rs. _____ lakh have been spent generating _____ lakh persondays providing 100days employment to _____ number of households and completing _____ number of projects against _____ projects taken up during 2011-12.

PD, DRDA

Collector-cum-DPC