

ATAL BHUJAL YOJANA
FIDUCIARY MANUAL FOR THE STATE OF MADHYA PRADESH

PURPOSE OF FIDUCIARY MANUAL

1. This Fiduciary Manual of State of Madhya Pradesh is based on the Government Order (GO) of Atul Bhujal Yojna (Atal Jal) issued by Department of Water Resources, River Development & Ganga Rejuvenation, Ministry of Jal Shakti, Government of India vide its order no. T-40012/1/2018-GW Section (Pt.2) dated 09/01/2020 (Annexure-1), the Program Guidelines and the National Fiduciary Manual, which shall provide the detailed guidance regarding the state-specific processes, procedures or rules that will be followed by all implementing agencies under Atal Jal in the State of Madhya Pradesh.
2. This Manual has been agreed between Principal Secretary, _____, representing the SPMU, Gujarat and NPMU and the World Bank. **No change to the manual shall be made by the State without prior concurrence of NPMU and World Bank.** In case of any difference between the National and the State Manual, the National Manual will prevail or as approved by the NPMU in consultation with the Bank.
3. The objective of this manual is to establish an open, transparent and competitive procurement and financial management system and provide guidance on applicable procedures and processes for works, Goods and consultancy services to bring out efficiency, economy and a fair opportunity for all potential project implementation partners – i.e. contractors, NGOs, consultants, CBOs, etc. under the program. It provides comprehensive guidelines on Procurement and financial management in consonance with the Madhya Pradesh Financial Code, to be followed for implementation of Atal Jal in Madhya Pradesh. The Manual will ensure that the procurement process, documentation, is uniform, systematic and ensure transparency and will help avoid Procurement delays. The quality of procurement will vastly improve and avoid recurrent objections in the audit reports.

1. PRINCIPLES FOR FINANCIAL MANAGEMENT AND PROCUREMENT:

The manual has been prepared on the basis of PWD Manual, Store Purchase Rules, Madhya Pradesh Financial Code and GRs issued by Government of Madhya Pradesh. All implementing agencies should follow the procedures contemplated in this manual. The procedures mentioned in this manual are further supplemented by the model bidding documents and formats. In case of any discrepancy between the manual and the Government of Madhya Pradesh regulations / circulars issued, the government order / circulars will prevail

2. INSTITUTIONAL ARRANGEMENTS FOR FINANCIAL MANAGEMENT AND PROCUREMENT

Stakeholders

The key Stakeholders identified are:

- (i) Water Resources Department (WRD)
- (ii) State level Program Management Unit (SPMU)
- (iii) District Program Management Unit (DPMU)
- (iv) Panchayat Samitis
- (v) The concerned beneficiary Gram Panchayats (GPs).
- (vi) Non-Governmental Organizations (NGOs)/Support Organizations(SOs)
- (vii) Village level Water Shed Management Committees (VWMCs)
- (viii) Water User Associations (WUAs)

Institutional Arrangements

A State Level Steering Committee (SLSC) has been established vide GR/GO no F19-70/2020/1/4, Bhopal(M.P), Dated 05/11/2020 (re. Annex 2), for the for overall administration, management and coordination of Atal Jal activities in the State.

The Water Resources Department (WRD) in the State is the main implementing agency for Atal Jal in Madhya Pradesh, and the Additional Chief Secretary, Water Resources Department, Government of Madhya Pradesh is the Project Co-ordinator in accordance with the Memorandum of Agreement (MoA) signed with the DoWR, RD & GR on 28/10/2020 for implementation of Atal Jal in compliance with the Program guidelines in the state of Madhya Pradesh.

The Government of Madhya Pradesh in its GR no GAD 553/1068/2020/1/9, dated 24/06/2020 (re. Annex-2) has authorized

- i). Water Resources Department (WRD) as the nodal agency for execution of activities of Atal Jal in the State of Madhya Pradesh
- ii). Superintendent Hydro-geologist is the Project Coordinator.
- iii). That the State Program Management Unit (SPMU) will be housed in WRD and will be headed by a Project Director
- iv). The composition of specialists and staff of SPMU
- v). Establishment of District Program Management Unit (DPMU) along with deployment of staff and experts to support implementation.
- vi). Participating Districts, Blocks, Gram Panchayats and villages thereof

Fiduciary roles and responsibilities

The fiduciary roles and responsibilities for SPMU and DPMUs are detailed in Table 1 & 2 below

Table :1 – Fiduciary Responsibilities at the State Level by SPMU

Function	Activity	Time Lines
Procurement	<ul style="list-style-type: none"> (a) _____ will work as the Procurement Officer (b) All the Executing Agencies (line departments/ GP) and DPMU shall comply with the agreed program procurement process in accordance with the procurement framework provided in this document , further amplified in the Program Fiduciary Manual (c) Prepare and Consolidate annual plans for procurement at GP, district and State levels (d) Hire experts for SPMU/DPMU - recruit subject experts, consultants, staff, and other procurement (e) Hire District Implementation Partners (f) Prepare and submit to NPMU for prior approval the Annual Procurement Plan (APP) for activities to be taken up under the program, Update and maintain Procurement Plan of concerned Executing Agencies. (g) Maintain all procurement records for review (h) Feed procurement data into the Program MIS (i) Consolidate annual procurement plans received from districts and include the same in the consolidated AWP prepared for the state and submit to SISC for approval and thereafter to NPMU for concurrence (j) Ensure that auditors' ToR for GPs-, division/district-, and state-level activities include procurement performance review and compliance to the Program Guidelines and submit the report to NPMU (k) Ensure records of all procurement and contracts, payments, extensions to be kept in an indexed manner for annual procurement review/audit (l) Ensure annual independent procurement review/audits are undertaken— according to the guidance of the DoWR, RD & GR. (m) All procurement more than Rs ----- will be done through e-procurement only usingplatform 	<ul style="list-style-type: none"> (a) Dy. Director Hydrometeorology division no.1 Bhopal (b) Continuous (c) By May 31 in the 1st year and Feb 28 in subsequent years (d) By 15 Feb 2021 (e) By 15 Feb 2021 (f) By Nov 30 each year (g) Continuous (h) Continuous (i) Annually (j) Annually (k) At least once in 2 years (l) Continuous
Financial management	<ul style="list-style-type: none"> (a) Open dedicated bank account in a Public Sector bank as authorized by the Ministry of Finance, Government of India vide its OM no. S-11012/3(1)/Bank/Ref. Case/2010/GBA/1351-1454 dated 21/8/2019 (Annexure III) (b) Designate authorized signatories to operate the bank account (c) Consolidate annual budget requirements (d) Consolidate Program expenditure statements and submit to SISC for approval (e) Prepare annual budget requirements, reconciliation, and inclusion of same in AWP/State Action Plans and submit it to NPMU for approval and release of funds (f) Make timely payments to GPs/, contractors, and so on (g) Ensure proper maintenance of records and documentation of funds received, revenue, and expenditure (h) Ensure all monthly expenditure, advances, transfers, interests received are entered in the PFMS and supporting documentation is submitted to SPMU. (i) Track fund releases to subordinate offices and verify utilization certificates submitted by them (j) Prepare monthly statement of accounts and reconciliation with bank statements and drawing statement from PFMS. 	<ul style="list-style-type: none"> (a) Account opened in SBI Shivaji nagar, Bhopal. A/C- 39889162075 (b) By 15 Feb 2021 (c) By Dec 15 each year (d) By Dec 15 each year (e) Submission of AWP/State Action Plans and budgets by Nov 30 each financial year (f) Continuous (g) Continuous (h) Continuous (i) Monthly (j) Annually and/or as required from time to time (k) As required from time to time (l) Continuous (m) Continuous

Function	Activity	Time Lines
	(k) Submit consolidated Audited Financial Statements (AFSs) and annual procurement plans received from districts to SISC for approval (l) Allocate Program funds between departments for activities identified in state AWP (m) Allocate and disburse Program funds for districts/GPs for partial funding of activities identified through participatory process and monitor performance/results (n) Oversee timely release of funds to different line departments and other implementing partners (o) Follow approved delegation of powers for incurring expenditure (p) Prepare FM report/summary From PFMS for SISC (q) Submit audit reports to NPMU	(n) Monthly (o) Annually
Citizen's feedback, Grievance Redressal System	(a) Operationalize Citizen's Feedback Systems and guidelines carrying out social audits (b) Conduct training and capacity building of staff and other implementation partners to facilitate implementation (c) Establish Grievance Redressal System (preferably IT based for ease of operation) (d) Conduct social audit of activities (e) Redress grievances received within the required time limits (f) Consolidate and analyze grievances received and resolved at district and GP levels to take initiatives to avoid repetition of the same (g) Record citizen's feedback, consolidate, and compile into a report for public dissemination	(a) First year (b) Continuous (c) First Year (d) Annually (e) Continuous (f) Quarterly (g) Annually
Reporting, documentation	(a) Submit consolidated Implementation progress report including financial report to SISC and subject to SISC's approval, submit the same to NPMU (b) Submit compliance report to NPMU	(a) Semiannually (b) Annually

Table :2 – Fiduciary Responsibilities at the District Level by DPMU

Functions	Activity	Time Lines
Procurement	(a) Ensure all procurement follows the Program fiduciary guidelines prepared for Atal Bhujal Yojana (b) Include annual procurement plans in AWP (c) Feed procurement data into the program MIS (d) Conduct sample procurement audits (e) Maintain documentation of all procurements by DPMUs and GPs for annual reviews and audits (f) Ensure procurements made by GPs under the incentive grants follow the State GFRs/ or prevalent procurement rules and regulations applicable for GPs (g) Ensure procurements by GPs does not include items from the negative list given in the Program Guidelines (h) Ensure appropriate records (asset register) are maintained for asset created	(a) Continuous (b) Annually (c) Continuous (d) Continuous (e) Continuous (f) First Year (g) Continuous (h) Continuous

Functions	Activity	Time Lines
	<ul style="list-style-type: none"> (i) Ensure receipt of goods and material / execution of works/ services in quality manner as per bid specifications/ToR (j) Ensure adequate staffing and capacity building of the selected staff (k) Ensure procurement procedures followed are in compliance with Madhya Pradesh Financial Code and those detailed in this manual (l) Maintain records for procurements and ensure proper entry of the stocks/Works/Reports for annual reviews and audits (m) All procurement as per the SOP of state. (n) Ensure procurement procedures followed are in compliance with State GFRs and those detailed in this manual (o) small procurement less than Rs.20,00,000/- 	
Financial arrangement	<ul style="list-style-type: none"> (a) Open and maintain account in a Public Sector Bank for receipt and disbursement of funds to contractors, persons/agencies engaged, GPs, and/or communities (as applicable) for investment in program activities and/or for activities completed (b) Consolidate, review district-level WSPs, and accordingly prepare district-level Action Plan & budgets (c) Ensure submission of recommendation, budgets and cost estimates to SPMU for approval, allocation, and disbursement by SPMU (d) Ensure all monthly expenditure, advances, transfers, interests received are entered in the PFMS and supporting documentation is submitted to SPMU (e) Submit monthly expenditure statements with supporting documentation to SPMU. (f) Follow approved delegation of powers for incurring expenditure (g) Ensure timely reconciliation of expenditure with Bank Account at least once in a month (h) Maintain record and documents to check the expenditure and payment as per availability of budget for particular activity and for auditing (i) Ensure timely preparation and submission of Utilisation Certificates (UCs) and CCs 	<ul style="list-style-type: none"> (a) As required /applicable (b) Annually (c) Annually (d) Monthly (e) At least Annually
Reporting	<ul style="list-style-type: none"> (a) Prepare implementation progress reports including financial progress and other such reports, as desired by SPMU. (b) Ensure timely reporting of the execution of supply, contracts and services in their areas along with submission of financial & physical progress (c) Ensure timely resolving and reporting of the grievances registered online for the Project 	<ul style="list-style-type: none"> (a) Quarterly or as solicited by SPMU

Detailed Procurement management arrangements for Atal-Jal is detailed in Section 4 below.

All Executing Agencies (Line Departments and Gram Panchayats), that are awarded incentive component, for upon achievement of DLIs, shall ensure that standard applicable procedures in accordance with the **Public Works Financial & Accounts Rules 1999, General Financial and Accounts Rules, 1993, Rajasthan Transparency in Public Procurement Act, 2012, Rajasthan Transparency Public Procurement Rules, 2013** and state GF&AR and its subsequent amendments thereof, or GRs/ program guidelines/Circulars/Orders issued** from time to time shall be complied with for all procurement (if any) and financial transactions including utilization of funds drawn from other ongoing and or new schemes announced by the State of Rajasthan and or Government of India.

GPs that are awarded for upon achievement of DLIs shall ensure that standard applicable procedures in accordance with the Madhya Pradesh Financial Code and its subsequent amendments thereof, or GRs issued from time to time shall be complied with for all procurement (if any) and financial transactions including utilization of funds drawn from other ongoing and or new schemes announced by the State of Madhya Pradesh and or Government of India.

3. FINANCIAL MANAGEMENT

a) Fund Flow and Banking

Fund flow:

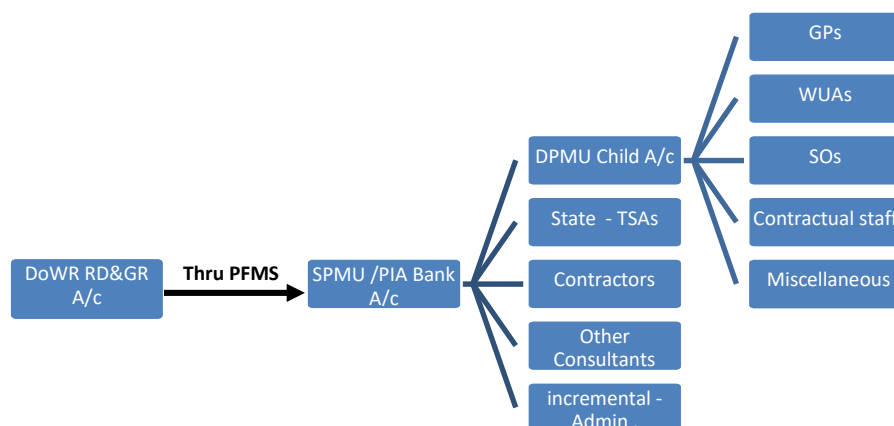
The SPMU shall submit its request for release of funds to NPMU for disbursement of funds for implementation of Institutional Strengthening & Capacity Building activities detailed in the Annual Work Plan (AWP) approved by the competent authority each year. NPMU after review, shall submit it to DoWR, RD&GR with recommendations for release of funds. DoWR, RD&GR will release funds to Water Resources Department (SPMU) in two tranches annually i.e. 1st tranche in April-May and balance in October-November, each year into the Scheme specific dedicated bank account.

Funds in respect of the Incentive component would be released annually through direct transfers into the dedicated bank accounts of SPMU and will be replenished in the subsequent years based on the utilization of funds and performance on achievement of each Disbursement Linked Indicators (DLIs) in the preceding year.

Any fund release beyond the 1st year of implementation, will be subjected to submission of annual audit reports of Program Expenditure utilization certificates, approved AWP by WRD as per established GoI procedures for central sector schemes.

The funds from DoWR will be routed through the Public Financial Management System (PFMS) as is being done in other central sector schemes.

Fund Flow Chart



Banking arrangements at the SPMU

Bank Account : WRD will maintain a dedicated scheme specific Bank¹ A/c, account no. 39889162075 having the name and title “Project Dir. State Project Management Unit Atal Bhujal Yojana” for Madhya Pradesh. Funds from DoWR, RD&GR to WRD will be affected through PFMS vide PFMS account id-MPBP00004500 using Electronic Clearing Services (ECS) - PFMS to this account. This bank account maintained by SPMU shall adhere to the following conditions:

- a) The Program account should be savings bank account and the interest accrued shall be reflected in the utilization certificate and monthly Bank reconciliation statements will be submitted for internal and External auditors. The interest accrued from the Program account will be deposited in BHARATKOSH as given in GFR 2017 Rule no. 230(8) by Government of India.
- b) The bank account will be operated by the designated officers with minimum two signatories and or as directed/approved by the state finance department.
- c) All payments to contractors for goods and Services, civil works, consulting and non-consulting services, and remuneration for contractual staff, shall be effected by SPMU upon submission of bills approved by the DPMU/SPMU and or by the designated authority of the respective approved implementing agency.
- d) SPMU will effect payments from the aforesaid Program Bank account to DPMU upon submission of bills approved by the competent authority of DPMU, through PFMS only.
- e) SPMU bank account will be mapped in PFMS by NPMU.
- f) SPMU shall submit details of the bank accounts opened by each DPMU along with officials/persons designated for making entries and approval powers for incorporation in the PFMS, by NPMU
- g)
- h) Cash withdrawals for petty cash expenses and or travel advances or any such small payments is permitted subject to a limits as specified in PWD mannual approved by the SISC/Department of Finance of Govt of Madhya Pradesh shall be entered in PFMS.

¹Note: Project bank account should be opened in a Public Sector Bank only.

- i) There would be only one bank account for the program and shall be the parent account maintained and operated by the SPMU which is in State Bank of India A/C no. 39889162075.

Banking arrangements at DPMUs

- j) The SPMUs will, upon approval of SISC/Department of Finance, authorize each District Project Management Unit (DPMU) to open a dedicated Scheme specific zero-balance bank Account (child account) linked to the Parent account in the branch of State Bank of India (preferably) to facilitate transfer of funds to meet the requirements of DPMU.
- k) SPMU will issue authorization limits of Rs.10000/- (or as amended from time to time by competent authority) to the DPMUs and payment instructions to the State Bank Of India for drawing down of funds from the Parent account electronically to the Child Bank account for effecting payments at the district level. The child accounts will be mapped in PFMS.
- l) DPMUs will issue payment instructions for contractors and or other service providers/cash withdrawals – as the case may be, to its project bank (child bank) account. Funds will be released by the Bank based on the authorized limits of withdrawals, by drawing the same from the 'parent' account through electronic transfers.
- m) At any given time, the balance in the child account should be "Zero".
- n) A total no of 06 child bank accounts are to be opened based upon the number of DPMUs in the participating districts subjected to the approval of competent authority. Any additional child accounts shall be opened only upon approval of additional districts under the Program by SISC and NPMU.
- o) SPMU shall submit details of the child bank accounts opened by each DPMU along with officials/persons designated for making entries and approval powers for incorporation in the PFMS, by NPMU
- p) Travel advances or any such small payments will be permitted as per state norms

2. Banking arrangements at the Gram Panchayats

- a) Gram Panchayats will receive funds in their accounts from SPMUs based on the completion of activities assigned to them, verified by the TPGVA, DPMUs and or SPMUs, as applicable.
- b) Executing Agencies (Line Deptt./ GP) will receive funds in their accounts from SPMUs based on the completion of activities (DLIs) under incentive component assigned to them, and duly verified by the TPGVA.
- c) All approved expenditure of the GPs using Incentive grants will be entered in the PFMS based on the cashbook and other payment related documentation maintained by the GP..
- d) Wherever GPs are familiar with PFMS operation, their Bank accounts shall be mapped to PFMS by the SPMU and those GPs shall maintain their cashbook in the PFMS.

Fund release and authorization of expenditure

Funds from the DoWR, RD & GR for Institutional Strengthening & Capacity Building will be provided to SPMU in their dedicated bank account opened as an advance, following the Expenditure-Advance-Transfer (EAT) module in the Public Financial Management System (PFMS), to be replenished biannually based upon the utilization of funds for the approved Annual Work Plans (AWPs).

- i) Funds provided as incentive for achievement of DLIs will be released in a single tranche following the aforesaid procedures to the SPMUs through the PFMS. Unutilized balances of investment funds and/or incentive grants will be adjusted in subsequent replenishments.
- ii) Incentive funds will be disbursed to the SPMUs by DoWR, RD&GR for onward disbursements to qualifying Districts/GPs and shall be based on the findings and reports of Third Party Government Verification Agency (TPGVA). Upon approval of the report by the NISC, a GO will be issued detailing the incentive award for achievement of each DLI by the participating states.
- iii) Upon receipt of incentive grants from DoWR, RD&GR, SPMUs may carryout onward transfers as detailed in the Program Guidelines issued by DoWR, RD & GR, for use of these incentive grants. The transfers to the Executing Agencies (Line Department/GP) will be made through a GO issued by competent authority in Govt. of Gujarat listing out the name of the Line Department/GPs
- iv) All funds under the Program will be fully mapped in real-time through the PFMS to ensure just-in-time further releases.
- v) All receipts and withdrawals from the bank accounts and unutilized balances will be available for viewing by the DPMUs, SPMU/PIA and NPMU in the DoWR, RD&GR.
- vi) Interest earned from the funds in any of the aforesaid accounts will be entered in the PFMS shall be deposited in BHARATKOSH.

b) Accounting

The SPMU have the primary responsibility for the financial management and disbursement in accordance to the policies and procedures currently practiced in the State of Madhya Pradesh and as detailed in the GFRs and its amendment thereof. for all financial allocations and expenditure to support the identified and approved activities under the AWP and those listed in the approved Procurement Plan. The policies and procedures as detailed in Program Guidelines for Atal-Jal and the Fiduciary manual of NPMU shall be complied by the SPMU, DPMU, GPs and contractors/individuals and or other such partners engaged in the program. Further -

- (i) The expenditure under the Program would be reported through the Expenditure, Advance and Transfer (EAT) Module of PFMS. There should not be any overdue audit reports, at the Line Department/GP, beyond the preceding year.
- (ii) To ensure uniformity of book keeping at all levels, the Account Codes developed by Government of Madhya Pradesh shall be adopted. The Chart of Accounts will be as provided by NPMU in the National Fiduciary Manual (as amended from time to time) to capture and record financial details of various transactions to facilitate effective financial management of their project components or Program Expenditure.
- (iii) Accounts-in- charge at accounting centers shall :

- Exercise adequate control over all the expenditures and assets acquired
 - Ensure the protection and proper use of assets
 - Ensure the correct recording of financial transactions in the appropriate books and records
 - Safeguard assets against wastage, fraud and misappropriation ensuring accuracy and reliability in the records maintained
- (iv) All accounting for the program will be centralized at the SPMU. All payments including withdrawals for petty cash expenses will be drawn from the PFMS and also reconciled with the Bank account on a monthly basis.
 - (v) Accounting for the program will be consolidated at SPMU level and SPMU/DPMUs will be audited by the Program Internal Auditor deputed by the NPMU (details are provided in the National Fiduciary Manual) on a half-yearly basis and external statutory auditor on an annual basis.
 - (vi)
 - (vii) The DDOs designated for Atal-Jal will effect payments using PFMS upon receipt of bills approved by the Project Director, SPMU.
 - (viii) All financial transactions/payments to contractors/consultants/ service providers etc. shall be made through PFMS only. Miscellaneous expenses incurred drawing cash from petty cash withdrawn from the Bank account shall be recorded in the cash book/ledgers maintained by SPMU & DPMUs. and shall be entered in the PFMS under the respective expenditure heads as detailed in the chart of accounts.
 - (ix) Accounts-in-charge in the SPMU shall confirm the budget balance of the concerned Head of Account before effecting any payment from the Program's Bank account
 - (x) All payments must be supported by documents such as bills, receipts and cash memos. Vouchers shall be prepared based on the bills, receipts and cash memos.
 - (xi) On receipt of the supporting documents for a payment, the Accounts-in-charge shall prepare a Payment Voucher. She/He shall sign the form; obtain necessary approvals of the competent authority before effecting payments online through PFMS.
 - (xii) When disbursing payments, the Accounts-in-charge shall ensure that the recipient acknowledges receipt of payment against the specific bills either through email or other written communication, which will be kept together with the payment voucher approved by the competent authority as proof of disbursement.
 - (xiii) Wherever cash payment is paid to an individual/firm from petty cash maintained by the SPMU, an official stamped receipt shall be obtained and attached with the payment voucher.
 - (xiv) The payment to DIPs, consultants and or other such approved agencies for services rendered shall be as per the terms and conditions in the contract entered into with them.
 - (xv) Wherever advances are paid, if any, to the agencies mentioned in xv above, the same will be adjusted at close of every financial year and or on a pro-rata basis and be completed before 80% of contract value is paid to the recipient on satisfactory completion/ deliveries of agreed activities.
 - (xvi) The assets created and acquired out of scheme funds shall be accounted at cost
 - (xvii) All materials purchased for implementation of approved activities under the Program shall be charged to the relevant scheme expenditure at the time of purchase itself.
 - (xviii) Stock registers will be maintained to enable VWSCs/WUAs or other such organizations engaged by GPs to keep track of receipts, items issued and value of Stocks procured using incentive grants.
 - (xix) Maintain cash books and other relevant ledgers for the Program separately for the ease of accounting, auditing, and reporting along with the statements of the dedicated bank account.

A cash book will be maintained by DPMUs for recording expenditures permitted under their thresholds.

- (xx) Compile monthly accounts and submit the same through PFMS established for Atal Jal .
- (xxi) SPMUs shall consolidate the financial reports of utilization of incentive grants, complied by DPMU for the recipient GPs under their jurisdiction, which will be submitted with the QPRs uploaded in the MIS by SPMU.
- (xxii) All books of accounts maintained at SPMU and DPMU for the Program will be audited by the State AG/. while the accounts maintained by the GPs will be carried out by Local Fund Auditor in the State .
- (xxiii) The Utilization certificates for the funds received from DoWR, RD&GR will be submitted online through Program MIS to NPMU and DoWR, RD&GR for consolidation.
- (xxiv) **Books to be maintained at SPMUs:** 1. Cash Book; 2. Contractors ledger; 3. PFMS Statements; 4. Bank statement; 5. Bank Reconciliation Statement; and . Bank Reconciliation Statements – separately in the SPMU. The existing provisions in the PFMS will be used for reconciling Bank statements with that of the expenditure statement;
- (xxv) A Project Ledger shall be maintained, wherein all transactions (receipts/ payments) are to be posted as and when incurred. A ledger folio shall be opened according to the Account Codes under each head of account. Posting to the Program Ledger shall be made from the voucher, quoting the date, particulars, Voucher number and amount.
- (xxvi) Every month-end, summary ledger/expenditure sheets shall be drawn from PFMS to facilitate preparation of financial reports.
- (xxvii) Every month-end, a Bank Statement shall be obtained from the bank with respect to the account maintained by the SPMU/WRD for the program
- (xxviii) Any interest accrued shall be manually entered in the PFMS and transferred to BHARAT KOSH account through the PFMS.
- (xxix)
- (xxx) On receipt of the Bank Statement, the balance appearing therein shall be reconciled with that shown in the Bank/Cash Book /PFMS by preparing the Bank Reconciliation Statement.
- (xxxi) Bank Reconciliation Statement shall be carefully reviewed to investigate long outstanding uncleared payment at DPMU, or any other item for settlement.
- (xxxii) All the bank charges or commissions and all credits for the interest and other that appear in the monthly bank statement shall be scrutinized carefully before accepting them and before recording those debit/ credits in the Cash Book and PFMS.
- (xxxiii) **Books to be maintained at DPMUs:** 1. Cash Book; 2. Contractors ledger; 3. Cheque issue register; 4. Bank statement; 5. Payment Vouchers; in the PFMS; while Bank statement and. Bank Reconciliation Statements – separately in the DPMU;
- (xxxiv) **Books to be maintained by GPs:** 1. Separate Cash book for AtalJal; 2. Bank Statement; and 3. Expenditure vouchers. Recipient GPs that are familiar on use of PFMS may book their expenditure in the PFMS itself and no separate cash book needs to be maintained

c) Financial Reporting

SPMU will compile and prepare financial progress reports for the Scheme in the State on a quarterly basis and submit the same as part of the Quarterly Progress Reports (QPRs) to NPMU, for the preceding quarter. These QPRs will be submitted to NPMU within one month of completion of each quarter i.e April 30, July 31st, October 31st, January 31st, each year.

Further, SPMU will submit Monthly Expenditure progress to WRD of Government of Madhya Pradesh by 15th of the following month, with the following documents:

- i) *Receipt and Payment of Funds* - A consolidated monthly receipt and payment of funds shall be prepared by SPMU, on the basis of entries in the Scheme Ledger/PFMS, and monthly consolidated reports drawn from the PFMS detailing use of Scheme funds under the respective expenditure heads in the Incentive (EAP) and Program Components as given in the Charter of Accounts
- ii)

The financial progress reports shall include expenditures incurred and consolidated by SPMU – as obtained from the PFMS/ DDO, Bank reconciliation statements and Statement of Utilisation Certificates

SPMU will prepare the Annual Financial Statement (AFS), and submit the same to NPMU as drawn from the PFMS, for its review. This AFS will consist of a Statement of Sources and use of Program Funds and a Statement of Program Expenditure as drawn from PFMS in the AFS format shared by NPMU in the I National Fiduciary Manual The AFS shall also be submitted for annual statutory audits by the State AG. The audited AFS shall be placed before the SISC for their consideration and adoption.

d) Internal Audit

The internal Auditor appointed by the NPMU (which may include private audit firm) shall carry out internal audit of SPMU and DPMUs on a quarterly basis and submit its report to SPMU with a copy to NPMU. SPMU shall ensure that any audit observations cited in the internal audit report is adequately explained and remedial actions if any required is undertaken within 30 days from the receipt of the audit report. Upon completion of the remedial measures, the Internal audit report along with action taken report will be submitted to SISC for its review, approval and guidance. The internal audits of SPMU, DPMU and or other partner agencies of this Program shall be guided by the Internal Audit Manual prepared by the C & AG. The scope, selection process, frequency of audit, etc. will be consistent to the guidelines detailed in the Internal Audit Manual for the annual consolidated reports to be submitted to NPMU, by July 31 each year for the preceding Financial Year.

Internal Controls: Internal control framework and the MIS developed for the Program at the state level will follow GFR 2017, the Government Accounting Rules, 1990; and, as detailed in the Budget Manual, and GFR and its amendments thereof. Delegation of financial powers at the state level will follow the directions by the State of Gujarat, from time to time.

e) External Audit:

AG's office in Madhya Pradesh shall conduct audit of the operations of the SPMU, DPMUs, and review the LFAD's audit reports on participating GPs. The SPMU will be responsible for coordinating the audit. The AG shall provide a consolidated certificate of expenditures and an audit opinion by way of a management letter, in line with the TORs shared by the NPMU. The audit will be conducted in accordance with the terms of reference agreed by the C&AG for externally aided projects. In case external audit is to be

conducted by a private audit firm of Chartered Accountants, prior approval of the NPMU/Bank will be obtained on the terms of reference and the audit firm selected.

The annual audited financial statements will consist of (i) audit opinion, giving an assurance that Program funds have been spent for the purposes intended; (ii) annual financial statements (iii) comments on economy, efficiency and effectiveness of utilization of Program funds, and (v) management letter highlighting significant issues to be reported to the management. The audited financial statements will be made public on the website of WRD and Atal Jal.

The audit will be completed and AFS along with the audit report will be submitted to SISC for its consideration and concurrence before formally uploading the same through MIS for submission to DoWR RD & GR, by November 30 (or such other time as communicated by NPMU) each year along with remedial measures taken to address the audit observations, if any, by the AG/external auditors. Any instance of non-compliance and major irregularities in the project implementation shall be immediately reported to the higher authorities for necessary course of action.

4. PROCUREMENT MANAGEMENT

a) Guidance on Procurement planning, approval, Monitoring and updating plan:

Procurement is an important administrative and financial function and process that allow a project to obtain optimal value for financial resources expended on goods, works and services. The effective and efficient use of financial resources in a competitive and transparent manner through a sound procurement process contributes to the achievement of the operational and strategic goals of a program

This section of the Fiduciary Manual deals with procurement issues and provides comprehensive guidelines for procurement to be carried out under the project by implementing agencies of Atal- Jal in Madhya Pradesh . The key features in the section include but are not limited to processes and procedures for procurement of Goods, Works and Services (consulting and non-consulting services) with due consideration for value for money (economy, effectiveness and efficiency) and without regard to other non-economic factors, in order to obtain the best value for money spent.

The process and procedures detailed here are the simplified version of the Madhya Pradesh PWD Manual part 1 and part 2 (Annexure-3) and amendments thereof, being followed by the state departments for implementing various central and state schemes. Should there be any gaps or clarifications to any text in part or full in any of the sub sections below, the GFRs and its amendments issued by the Government of Madhya Pradesh from time to time be referred to in conjunction with the Program Guidelines for Atal- Jal and the fiduciary guidelines as issued by NPMU..

The **procurement plan** shall be prepared prior to taking up the procurement by the implementing agency and duly cleared as per State delegation . It will specify estimated cost and activities (works, goods and services) required to be procured during the year and include the level at which it will be procured. The plan shall be consistent with budgetary allocations, technical and administrative

approved estimates, agreed methods for procurement, award of contract and contract completion period and aligned to the annual work plans. It will be updated annually or as needed throughout the duration of the programme.

Procurement officers shall ensure that the following yardsticks are conformed in making public procurement:

- (i) the specifications in terms of quality, type etc., as also quantity of goods to be procured, should be clearly spelt out keeping in view the specific needs of the procuring organizations.
- (ii) offers should be invited following a fair, transparent and reasonable procedure; (iii) the procuring authority should be satisfied that the selected offer adequately meets the requirement in all respects;
- (iii) the procuring authority should satisfy itself that the price of the selected offer is reasonable and consistent with the quality required;
- (iv) at each stage of procurement, the concerned procuring authority must place on record, in precise terms, the considerations which weighed with it while taking the procurement decision.

Record keeping

Procurement records include all documents relevant to the pre-tendering, during tendering and after tendering i.e. Contract administration phases. It should be possible to reconstruct the entire procurement and contract administration processes from these records. Every event in the procurement process must be recorded and all records appropriately filed. This is important in order to maintain an audit trail of the requirement from the initial receipt of the procurement requisition to the closing out of the contract. The procuring entity, through his subordinate staff, is responsible for maintaining the procurement and contract records of each requirement. The procuring entity develops the filing system and maintains a complete record on the entire procurement and contract administration processes for each requirement in such a way that it should be available at any time for verification and Audit. The files of the concerned work/contract shall be maintained with the following documents: -

- Confirmation of the activity being in the approved Procurement plan
- Technical Sanction and Admin Approval
- Advertise/ published (as per the process requirement)
- Copies of all Bids/Quotations received
- evaluation report of the Bids /Comparative Statement of Quotations
- Minutes of Proceedings /Acceptance of tender
- Letter of Acceptance of tender
- Copies of Earnest Money and Security Deposit receipts (as applicable)
- Contract Agreement copy
- Work Order
- Information on complaints and resolution (if any) .
- Any other relevant documents which forms the part of contract

b) E-PROCUREMENT:

Specify the applicable threshold and the service provide/Platform that will be used (for eg. NIC etc):

E – Procurement

E. In order to cut down transaction costs and improve efficiency and transparency, the Government Of Madhya Pradesh made it mandatory for all the Ministries/Departments to conduct all their procurement electronically. The National Informatics Centre is engaged in pilot projects to design a secure IT solution addressing concerns like encryption / decryption of bids, digital signatures, secure payment gateways, date/time stamp for activities, access control etc.

E-tendering

To participate in e-tendering system each bidder will be required to arrange his own secured computer facility having necessary hardware and software including Operating system, Internet connectivity, etc. The detail description of the work, time schedule, conditions and the tender documents for e-tendering shall be made available only on the e-tendering system on e-tendering portal. A unique Tender Number will be generated by e-tendering system that shall be used for publishing the brief tender notice in the newspapers. The officer preparing and authorizing the uploading of the tender documents shall be solely responsible for correctness of the tender documents and the tender notice.

The tender documents for e-tendering will be sold only online and shall be available for purchase after online release of tender notice and up to the schedule date and time.

The following is necessary for e-tendering:-

- i) **Registration**:-Registration of contractors, Bidders, Labor Cooperative Societies, and Qualified Unemployed Engineers, those who are desirous of participating in tenders will be required to register in e-tendering system on e-tendering portal of the department
- ii) **E- signature** of all the above participants and the Officers who are authorized for opening e-tendering is necessary
- iii) **Digital Certificate (Class III)** to contractors and bidders is necessary while participating in e-tendering to establish their identity in online bid submission process. Digital certificate is issued by the Issuing Authority on receipt of required documents and due verification process. It shall be the sole responsibility of the participating bidder to obtain, protect and maintain validity of the Class III Digital Certificate and the bidder will not be able to participate in the e-tendering process in absence of appropriate class III Digital Certificate.

To participate in e-tendering system each bidder will be required to arrange his own secured computer facility having necessary hardware and software including Operating system, Internet connectivity, etc.

The detail description of the work, time schedule, conditions and the tender documents for e-tendering shall be made available only on the e-tendering system on e-tendering portal. A unique Tender Number will be generated by e-tendering system that shall be used for publishing the brief tender notice in the newspapers. The officer preparing and authorizing the uploading of the tender documents shall be solely responsible for correctness of the tender documents and the tender notice.

The tender documents for e-tendering will be sold only online and shall be available for purchase after online release of tender notice and up to the schedule date and time.

c) **Procurement of Goods/Services /Works:**

Government e-Marketplace (GeM) for goods & services:

Use of eGEM portal set-up by Ministry of Commerce, Government of India for procurement under Shopping/Request for Quotations (RFQ) method in accordance with decision taken by SISC in the meeting held on 11/12/2020. To the extent possible, competitive bidding/e-RA options should be used while using eGEM.

Works

Groundwater Survey, Water Resources Department (GW WRD) is responsible for ground water assessment, ground water based source identification, certification, strengthening and sustainability of the source and preparation of plans for source development. Construction of piezometers along with telemetry shall be done by the PHED and the implementation of Hydro-Fracturing will be done by the PHED. The construction of buildings, offices, Laboratories etc., will be implemented by the PIA Water Resources Department of Madhya Pradesh Government as per the guidelines of MPWD Manual

Applicable Schedule of Rates (As per PWD Manual)

A Schedule of Rates (SoR) prepared by Madhya Pradesh Public Works Department and Unified Schedule of Rates (USR) prepared by Madhya Pradesh Water Resources Department shall be considered for the preparation of estimates. In cases where there are no tender rates for the particular items, the market rates of material and labor prevailing in such locality should be taken as basis.

A latest SoR sanctioned by Government of Madhya Pradesh from time to time shall always be taken into account while preparing the plans and estimates for works. The SoR is revised The SoR shall be issued periodically, so however, that the rates shall not be higher than the rates laid down by the State Government for similar items of works or development schemes in the locality. Copies of such schedules shall be supplied to the CAFO and the Panchayat Samiti. Schedule of rates currently available shall be used for preparing the estimates for works.

When there is no rate for a particular item in the SoR but the item is required to be executed, the rate for such item, supported by the analysis, shall be got approved by the Project Director, SPMU before adopting it for preparation of estimates or extra item of rate list. A schedule of rates shall be reviewed every year or every six month on required basis

Preparation of Estimate:- (As per PWD Manual)

The papers to be submitted with the program/project for a work /scheme will consist of report, a specification, a detailed statement of measurements, quantities and rate, with an abstract showing the total estimated cost of each item. These documents together form what is called the “estimate”. In the case of project consisting of several components the report may be a single document for all the components and likewise the specification, but details of measurement and abstracts may, conveniently, be prepared for each sub component and accompanied by a general abstract bringing the whole together. Estimate should always be prepared in sufficient detail to ensure that the responsible officer has given proper consideration to the requirement of the work.

The detailed estimate for the village schemes shall be prepared by the Sub-Engineer of the Sub Division or others such authorized persons in the DPMU. The estimate shall be prepared in the prescribed forms used in State Government . The estimate shall provide for the complete works and not on piece meal work. The cost of the work shall be calculated at the rates given in schedule of rate of the current year. All identical and incidental expenditure (including execution of work in phased manner) which can be foreseen shall be provided and considered while preparing the estimate.

Revised Estimate (As per PWD Manual)

When original estimate likely to be exceeded by more than 10 % or when there is change in design or plan is necessary, a revise estimate shall be prepared as soon as necessity arises and before completion of work. The revise estimate shall be supported by a full report of the circumstances which rendered it necessary. The final bill for the work shall not be paid unless and until the revise estimate is sanctioned.

7. Fresh Estimate (As per PWD Manual) `

If a work is abandoned after partial execution and is propose to be taken again, a fresh estimate shall be prepared before the work is restarted.

No material alteration in any sanctioned / standard design shall be made without approval by the EE. In case where no additions / alterations cause any excess in expenditure, should be permitted without approval of higher authority.

- i) Methods of procurement with Thresholds
- ii) Preparation of Tender documents (preparation, receipt, opening and acceptance)
- iii) Tendering / Bidding Process and Procedure to be followed

- iv) Standard Bidding Documents (to be annexed/made available on the project website)
- v) Types of contract and formats (to be annexed/made available on the project website)
- vi) Special provisions relating to I T equipment's

8. Technical Sanction (As per PWD Manual)

For every work proposed to be carried out, a detail estimate must be prepared for sanction of the Competent Engineering Authority. This sanction is known as "Technical Sanction" to the estimate. Before Technical Sanction is accorded, plans and estimate should be prepared and scrutinized in the technical branch of the Works department.

9. Administrative Approval (As per PWD Manual)

For every work connected with the requirements of other departments, it shall be necessary to obtain the concurrence of that department before technical sanction is accorded by the Works Department. This formal concurrence is called Administrative Approval of the work and is in the nature of an order to the works department to execute a certain work at a stated cost to meet the administrative needs of the department.

As regards to the procedure for GP, an application for Administrative Approval and procurement of the same shall be submitted to the DPMU for executing the same. The request shall be accompanied with a preliminary report by an approximate estimate and preliminary plans. Information as to the site and other details as may be necessary fully to elucidate the proposals and the reasons, therefore. The approximate estimate and plans shall be obtained from the Works Department of the ZP.

10. Revised Administrative Approval (As per PWD Manual)

The above procedure shall also apply for obtaining revised administrative approval in the case of:-

- (a) Modifications of the proposals originally approved, if likely to necessitate eventual submission of a revised estimate
- (b) Deviations from the original proposals, even though the cost of the same may possibly covered by savings on other item, and
- (c) detailed estimates, which exceeds the administratively approved amount by more than 10% or Rs. 1 Crore, whichever is less.

11. Delegation of Powers (As per PWD Manual)

The powers delegated to the various authorities as regards to the Technical Sanction, Administrative Approval, Implementation, Technical Quality Control etc shall be as per PWD Manual (Part-1 and Part-2) and MP State Finance Department , Book of Financial Power-2012 (Annexure-3) and subsequent amendment.

12. Commencement of work (As per PWD Manual)

No work shall be commenced unless

- a proper design and detailed estimate have been sanctioned;
- Administrative approval obtained from the competent authority
- allotment of funds made and
- Work order for its beginning issued by the competent authority.

d) Selection of Consultant:

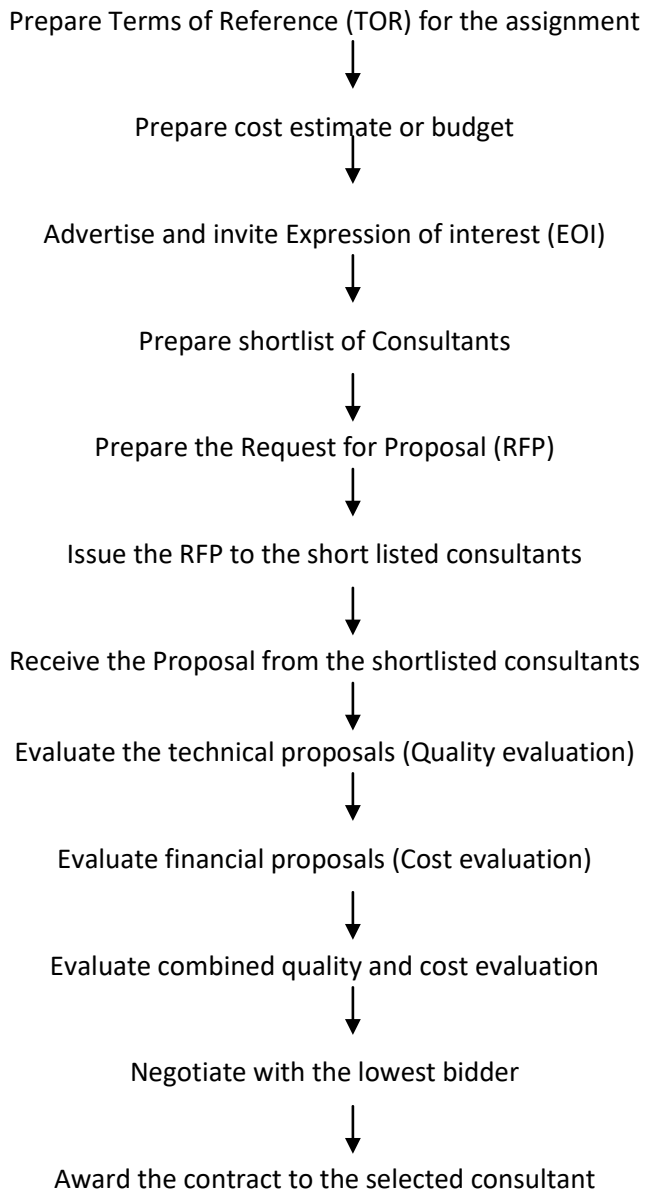
Methods for selection of consultants: For selection of Consultants first method of deputation will be adopted if not available on deputation then outsourcing will be taken into consideration . Decision in this regard has already been taken in SISC meeting held on 11/12/2020

For selection of Consultants and or agencies for providing various services - please refer to the “Guidance note for selection of Implementing Agencies – 2019” issued by the Government of Madhya Pradesh for detail on the various selection methods, thresholds for each , draft RFP, ToR, evaluation and preparation guidelines, including the type of contracts that may be used for various types of consultancies.

Given below is a snapshot of the key processes to be followed by and large for selection of consultants:

- i) Issue of Expression Interest (EoI) with a brief of the services to be provided to invite firms for shortlisting.
- ii) Concurrently the following has to be prepared:
 - a) Preparation of Terms of Reference (TOR);
 - b) Preparation of Cost estimate and the budget
 - c) Approval of ToR and Budgets
- iii) Evaluation of EoIs and submission of report for approval to the competent authority
- iv) Preparation and issuance of the Request for Proposals (RFP)
- v) Pre-bid meeting; if necessary
- vi) Receipt and public opening of technical proposals
- vii) Evaluation of technical proposals
- viii) Approval of technical proposals and invitation to technically shortlisted firms to attend financial bid opening.
- ix) Public opening of financial proposal
- x) Evaluation of financial proposal.
- xi) Selection of the winning proposal.
- xii) Negotiations with the selected firm, if required
- xiii) Award of contract to the selected firm

Flow Chart for procurement of Consultant Services



5. DECENTRALIZED ARRANGEMENTS:

Procurements by GPs is limited to the grants under the Incentive component of Atal-Jal credited to GPs by the SPMUs towards achievement of DLIs. No funds under the institutional strengthening component will be disbursed to the GPs, and therefore no procurement under Atal-Jal is carried out directly by the participating GPs. The participating GPs will follow all prevalent operational procedures applicable and/or those amended from time to time by the Government of Madhya Pradesh for utilization of incentive grants.

However, GPs may converge/utilize funds from other ongoing and or new development schemes announced by the Government of Madhya Pradesh and or Government of India, from time to time, to achieve the DLIs. In such cases, procurement processes applicable for such schemes will be followed by the GPs.

The GPs receiving incentive Scheme funds will be subject to annual audit following the existing auditing arrangements (local fund audits/AG audits—as applicable) which shall also include procurement reviews for a sample of activities across the spectrum of activities undertaken by the GP under various schemes from which funds have been converged for implementing approved activities under Atal-Jal.

a) Program Financial Management in Gram Panchayats

- **Funds Flow and Banking** - Detail eligibility and process of how the funds to be provided to GPs will be determined based on their achievement of the DLIs (see Disbursement Guidelines in the PG). Detailed process for opening of Program Bank accounts, authorized signatories, registration on PFMS and responsibility of period bank reconciliation will be the responsibility of the Secretary and accounting staff assigned to each participating GP in Madhya Pradesh.
- **Accounting** – Transactions/payments for activities undertaken using funds under the incentive component will be recorded in a separate Atal Bhujal Yojana cashbook. Supporting documentation for expenditures should include detailed contract documents for reference during audits. The cash books maintained by the Gram Panchayats including expenditure filing will be done in the EAT Module of PFMS.
- **Financial Reporting** - Establish the process of reporting Program Expenditure by other implementing agencies and Gram Panchayats in case they are not entering the expenditure directly in EAT of PFMS. Include format of the annual financial statement to be prepared by the GPs.
- **External Audit:** Prevalent local fund audit or private audit firm , shall carryout audit on compliance of procurement processes and procedures on utilization of Incentive Scheme funds utilized by GPs for various sector related activities. The audit report should also include confirmation of compliance to approved procurement processes, and observations if any.

6. FIDUCIARY INTERNAL CONTROLS

- i) All procurement Plans and documents related procurement will be entered in the Program MIS
- ii) Internal controls as detailed in the GFRs that will be applicable to the Program including reconciliation of bank accounts and inter-unit fund transfer, physical verification of assets created under the Program, verification of bills and review of Program Expenditure by the nodal agency.
- iii) State will identify internally or hire from the market Procurement expert at the SPIU level and assign a procurement point person at the DPMU and below level .The procurement expert at SPMU shall have experience with public procurement under Government projects and shall carry out trainings for SPMU and below procurement point persons.
- iv) Record keeping of all documents /contracts. Procurement records include all documents relevant to the pre-tendering, during tendering and after tendering i.e. Contract administration phases. It should be possible to reconstruct the entire procurement and contract administration processes from these records. The SPMU, through its subordinate staff and DPMUs, shall maintain the procurement and contract records of each requirement. Although all records are maintained by

the SPMU, wherever DPMU have to carry out contract administration a copy of the contract will be shared with them for contract management. Otherwise all, SPMU shall be responsible for contract administration. Copies of the contract and amendments thereof for each contract, and other related documentation pertaining to each contract will be uploaded in the Project MIS, while forwarding the same to the relevant authorities as detailed in the respective State GFRs .All procurement records shall be stored carefully in such a way that it should be available at any time for verification and Audit. The files of the concerned work/contract shall be maintained with the following documents: - Detailed of approved activity

- *Procurement plan /Estimate*
- *Technical Sanction and Admin Approval*
- *Advertise published in Newspaper and copies of all Tenders received*
- *Comparative Statement of Tenders and Minutes of committees and Proceedings.*
- *Letter of Acceptance of tender and Copies of Earnest Money and Security Deposit receipts*
- *Contract Agreement copy /Work Order*
- *Any other relevant documents which forms the part of contract*

v) Complaint Redressal Mechanism

All complaints/grievances and action taken by the SPMU/DPMU/GPs and or other such authorized/ mandated agencies in the state, shall be maintained in a systematic order in the respective offices for audit/inspection. Copies of the documentation will be uploaded in the Program MIS as and when it is made operational. Subsequently, all grievances and redressal measures undertaken shall be entered in Program MIS, regularly.

vi) Oversight and procurement Review to ensure consistency and compliance.

Procurement review refers to review of files and documents relating to the procurement of Goods, works and consultancy services. The procurement of Goods works and Services under the program will be undertaken as per the laid down guidelines for AtalJal and shall the procedures detailed in the Madhya Pradesh Financial Codes and amendments issued thereof. The broad objectives of the review is to evaluate the procurement process towards utilization of public funds, safeguards undertaken, system effectiveness and efficiency, and conformity to rules and regulations. It also helps in determining willful negligence including likely fraud/corruption evidence, if any. The report and observations of procurement review carried out by the internal auditor shall also serve as a guide to undertake timely corrective steps that may need to be initiated for taking remedial measures to streamline and improve the procurement system. The SPMU shall keep records of all documents for annual procurement reviews.

vii) Compliance mechanism for ensuring mitigation measures are put in place.

The observations on procurement review by both Internal auditors and external auditors shall be rectified and or remedial measures as advised in the review report and or as accorded in the GFR or the prevalent laws governing procurement in the state of Madhya Pradesh. On completion of the remedial measures, a report will be submitted to the SISC for its review and approval. Upon receipt of approval of the SISC, a copy of the report will be submitted to NPMU for its information and also uploaded in the MIS.

7. INTERNAL AUDIT & PROCUREMENT REVIEW

The internal auditor of the NPMU will carryout internal audit of the SPMUs and DPMUs in each participating District in Madhya Pradesh. A sample of 15% of the contracts will be reviewed by the internal auditor for all procurement of Goods / works / Services as per TOR finalized by NPMU and the Contracts concluded will be obtained / collected online through MIS and Monthly/Quarterly Reports submitted by the SPMUs.

The annual procurement review shall broadly include but is not limited to the following aspects:

- a) Whether the procurement/Annual plan was prepared?
- b) Whether the procurement was made as per the Annual action plan/procurement plan?
- c) Whether the method adopted for procurement was as per the delegation of powers and threshold limits relevant for the State.
- d) Whether the Procurement process was aligned with the norms prevalent in the State?
- e) Whether the necessary approval was taken from appropriate authority wherever required?
- f) Whether the procurement sub-committee is in place and involved in the procurement procedure?
- g) Have the procurement focal point person/s in the GP been identified and trained.
- h) Is the procurement focal point person fully aware of the requirements set out for the program?
- i) Whether the overall procurement was done within a reasonable time? If not, then what is the avoidable delay and how it is proposed to be addressed.
- j) Whether proper and adequate documents relating to procurement were maintained?
- k) Whether the selection was competitive and transparent?
- l) Whether the selection provided equal opportunity to all interested bidders?
- m) Was technical and financial evaluation done properly and in a fair manner?
- n) Was the contract aligned to the Invitation for Quotation (IFQ) in terms of specifications and quantity?
- o) Are all the contracts and related records kept properly?
- p) Is the asset verification register maintained and are the assets verified periodically?
- q) Whether the contracted firm, supplied the goods or executed the work as per the quality, quantity and price agreed upon and contract executed in accordance with the contractual terms.
- r) Was the quality (and quantity) of goods received or the works executed certified by the nominated official/designated authority.

Reporting:

The internal auditors will provide an audit report for the units audited during the quarter, containing findings and recommendations to enable SPMU/DPMU to take timely action. The report should be discussed and agreed with the auditee and should be structured in a manner giving the observations, the implications of the observations, the suggested recommendation, and the management comments/ agreed actions. In addition, the internal auditor shall provide an Executive Summary highlighting the critical issues which require the attention of the management and the status of actions on the previous recommendations. The audit observations should be supported by instances and quantified, as far as practicable. The audit reports shall be submitted to SPMU and to auditee

within 30 days from the end of the audit. The communication shall contain Management Letter which will inter-alia include:

- a. Comments and observations on the financial management records, systems and controls that were examined during the course of the review.
- b. Comments and observations on the Procurement and contract management compliance to the applicable processes and procedures for Goods, works and consultancies, availability of records, systems, controls and gaps that were examined during the review.
- c. Deficiencies and areas of weaknesses in systems and controls and recommendation for their improvement.
- d. Compliance with covenants in the financing agreement and comments, if any, on internal and external matters affecting such compliance.
- e. Matters that have come to attention during the review and might have a significant impact on the implementation of the Project.
- f. Any special review procedures required of a compliance nature (for example, compliance of the procurement procedures, procedure for selection of consultants etc. recommended by the World Bank).
- g. Any other matters that the auditor considers pertinent.

The Executive Summary should normally cover the following items

- a. Objectives of the audit;
- b. Methodology of the audit;
- c. The status of implementation of the financial management system, procurement and contract management ;
- d. The status of compliance of the previous audit reports, including major audit observations pending compliance.
- e. The key areas of weaknesses that need improvement; classified into following areas
 - i. Disallowance of expenditure as per bank rules
 - ii. Procedural Lapse
 - iii. Accounting Lapse
 - iv. Accounting books & records not maintained.
 - v. Difference between cash drawn and expenditure reported.
 - vi. Recommendations for improvements.

8. EXTERNAL AUDIT & PROCUREMENT REVIEW

The annual statutory audit report shall include confirmation of compliance to Madhya Pradesh Financial Code / extant procurement rules and regulation for procurements under the Scheme carried out by the SPMU, DPMUs and / or other executing agencies in Madhya Pradesh. The statutory audit of the Program will be conducted by the Auditor's General Office every year as per their schedules. During the audit/review the team will audit the Contracts and Procurement procedures adopted and give a report to the SISC and the SPMU for information and necessary action.

9. SOCIAL AUDIT-

The GPs will present the Water Security Plan, Annual Work Plan and Annual Financial Statements before the Gram Sabha and disclose these and expenditure details on the notice board/other prominent places/their own website or that of the State Department of Rural Development and Panchayati Raj and AtalJal website.

Annex: Procurement Formats

- Format for Procurement Plan for Goods /works and consultancy
- Form for seeking of extension of time by the contractor
- E-tendering Notice
- Register for sale of tenders
- Format for Quotation for Goods/works
- Format of Bid document (Goods /works)
- Format for Comparative statement of Tenders /Bid evaluation report
- Format for contract Agreements for Goods/ work
- Format of RFP and contract (For consultancy services)
- Bank Guarantee form
- Format for details of Goods /work /consultancy contract awarded and signed each year.
- TOR for Internal Audit including procurement review as provided in the National Fiduciary Manual
- .

Annexure I

F. No. T-40012/1/2018-GW Section (pt. 2)
Government of India
Ministry of Jal Shakti
Department of Water Resources, RD & GR

Shram Shakti Bhawan, Rafi Marg, New Delhi,
Dated: 09 January, 2020

To,

1. The Chief Secretaries of Govt. of
(Gujarat, Haryana, Karnataka, Maharashtra, Madhya Pradesh, Rajasthan & Uttar Pradesh)
2. Principal Secretaries of the implementing agencies of the concerned States

Sub: Approval of the Cabinet for implementation of Atal Bhujal Yojana (ATAL JAL).

I am directed to convey the approval of the Government of India for implementation of Atal Bhujal Yojana (ATAL JAL) under the Ministry of Jal Shakti, Department of Water Resources, River Development and Ganga Rejuvenation (DoWR, RD&GR), as a Central Sector Scheme, with an outlay of Rs. 6000.00 crore (Rupees Six thousand crore). Fifty percent of the outlay will be raised as World Bank loan and the remaining fifty percent will be provided as budgetary supports from Government of India. The Scheme will be implemented over a period of five years from 2020-21 to 2024-25 in seven identified States viz. Gujarat, Haryana, Karnataka, Maharashtra, Madhya Pradesh, Rajasthan & Uttar Pradesh.

2. Budget allocation:

2.1 The Scheme envisages an outlay of Rs. 6000.00 crore for Institutional Strengthening & Capacity Building component and Incentive Component. The component-wise details are given below:

S.No.	Component	Outlay (Rs. in crore)
1.	Institutional Strengthening & Capacity Building	1400.00
2.	Incentive	4600.00

2.2 Detailed component and State-wise financial outlays are given in Annexure I.

2.3 As the Atal Bhujal Yojana (ATAL JAL) is financed under Programme for Results (PforR) instrument of the World Bank, the Allocations under Incentive Component may change based on progress achieved and funds utilized by the participating States during the course of implementation of the Scheme.

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3. Implementation Plan:

3.1 All the identified States under the Scheme would be known as the Project Implementing Agencies (PIAs).

3.2 The PIAs will be required to submit their Project Implementation Plan (PIP) for the entire project as per the approved outlay, Annual Work Plans (AWP) & Annual Procurement Plans (APP) for the year 2020-21 latest by 31.03.2020. The AWP and APPs for subsequent years are required to be submitted by 31st December of the preceding year.

3.3 The PIAs may initiate activities related to institutional strengthening and capacity building, preparation of Bid documents, floating of bids for procurement of equipments, construction of piezometers and development of Management Information system etc. at the earliest to ensure that the funds allocated are utilized within the stipulated time frame.

4. Creation of NPMU / SPMUs:

4.1 The National Programme Management Unit (NPMU) will be created in the Ministry of Jal Shakti, DoWR, RD & GR, and would be supported by suitable experts from technical and other relevant fields who will also provide support to all the PIAs for effective implementation of the scheme.

4.2 All the identified participating States would be required to constitute a State Level Inter-Departmental Steering Committee (SLISC) headed by the Chief Secretary to monitor the progress of the Scheme and coordinate implementation activities. This committee shall consist of representatives from the implementation partners such as Departments/Organisations of Finance, Rural Development, Agriculture and Power of the concerned State etc. Further, States would also be required to establish State Programme Management Units (SPMU), District Programme Implementation Units (DPIU) and a dedicated Project Monitoring Unit (PMU) within the PIAs. The constitution of the same along with their contact details may be furnished to NPMU latest by 31.01.2020.

5. MIS/Reporting System:

As the progress of actions to implement the decision of the Cabinet has to be included in Department's Monthly summary, the States are advised to submit their Monthly physical and financial progress reports along with supporting documents through the MIS, being developed for ATAL JAL. Till the time, the MIS is in place such progress reports may be sent to NPMU in the DoWR, RD&GR every month.

6. Fund Flow Mechanism:

The fund flow mechanism for the ATAL JAL will be informed separately. In the meantime, as the grants to the States cannot be transferred to the States' Treasury, the Implementing Agencies are required to open a separate Savings Bank Account in a Public Sector Bank for the ATAL JAL and intimate the same to NPMU, DoWR, RD & GR on the E-mail ID ATAL-JAL@NIC.IN, Tel No. 011-23716747 at the earliest.



7. Procurement Procedure:

The Scheme is being implemented under the Programme for Result (PforR) instrument of the World Bank. This essentially means that the procedures being followed by the Central Government/State Governments shall be adhered to for all tendering and procurements under the Scheme as per the programme guidelines and no World Bank approvals will be required for the same.

8. The programme guidelines for the implementation of the scheme are being finalized by the DoWR, RD & GR and will be separately intimated.

9. This issues with the concurrence of the Integrated Finance Division, Ministry of Jal Shakti, DoWR, RD & GR conveyed vide Diary No. 735/IFD/2019-20 dated 09.01.2020.


(Ashish Kumar)
Director

Tele No. 011-2371 6747

Copy to:

- 1) Chairman, Central Ground Water Board, NH-IV, Faridabad
- 2) Joint Secretary, Cabinet Secretariat, Rashtrapathi Bhawan, New Delhi w.r.t. No. 40/CM/2019(I) dated 30 Dec 2019.
- 3) Joint Secretary, PMO, South Block, New Delhi
- 4) Joint Secretary (PFH), Department of Expenditure, New Delhi.
- 5) Joint Secretary (Personnel), Department of Expenditure, New Delhi.
- 6) Principal Advisor (WR), NITI Aayog, New Delhi.
- 7) Director (Finance), MoWR, New Delhi.
- 8) Chief Controller of Accounts, MoWR, Shastri Bhawan, New Delhi.
- 9) Pay & Accounts Officer (Sectt.), MoWR, Shastri Bhawan, New Delhi.
- 10) Finance Desk/D&T/GA Section, MoWR/ Guard file.

Copy also to:

- 1) Sr. PPS to Secretary (WR), MoWR.
- 2) PPS to AS (WR), MoWR.
- 3) PPS to JS (Admn), MoWR
- 4) PPS to JS&FA, MoWR

ANNEXURE - I

Detailed component and State-wise financial outlays under Atal Bhujal Yojana (Atal Jal)

S. No.	Component		NPMU (DoWR, RD&GR, Ministry of Jal Shakti)	Haryana	Gujarat	Karnataka	Maharashtra	Rajasthan	Uttar Pradesh	Madhya Pradesh	TOTAL
A	Institutional Strengthening and Capacity Building		159.33	252.67	217.65	194.51	188.26	164.68	119.28	103.62	1400
B	Incentive:	%									
	DLI#1: Public disclosure of ground water data/ information and reports	10	-	45.94	54.01	100.83	73.83	102.94	61.17	21.28	460
	DLI#2: Preparation of Community-led Water Security Plans	15	-	68.92	81.02	151.23	110.74	154.40	91.76	31.93	690
	DLI#3: Public financing of approved Water Security Plans through convergence of ongoing/ new schemes	20	-	91.89	108.03	201.65	147.64	205.88	122.34	42.57	920
	DLI#4: Adoption of practices for efficient water use	40	-	183.77	216.05	403.30	295.30	411.75	244.69	85.14	1840
	DLI#5: Improvement in the rate of decline of ground water levels	15	-	80.00	80.00	150.00	110.00	150.00	90.00	30.00	690
	Component B Total	100	-	470.52	539.11	1007.01	737.51	1024.97	609.96	210.92	4600
	TOTAL		159.33	723.19	756.76	1201.52	925.77	1189.65	729.24	314.54	6000

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मध्यप्रदेश शासन
सामान्य प्रशासन विभाग
मंत्रालय
वल्लभ भवन, भोपाल-462004

:: आदेश ::

भोपाल दिनांक 05 नवम्बर 2020

क्रमांक एफ 19-70/2020/1/4 :: जल शक्ति मंत्रालय भारत सरकार द्वारा मध्यप्रदेश सहित राजस्थान, उत्तरप्रदेश, गुजरात, महाराष्ट्र, हरियाणा एवं कर्नाटक में भूजल संकट से प्रभावित घग्गिन विकासखण्डों में भूजल संवर्धन एवं प्रबंधन हेतु अटल भूजल योजना लागू की गई है। इस योजना के अंतर्गत प्रदेश के बुंदेलखण्ड अंचल के 6 जिले कमशः सागर, दमोह, पन्ना, छतरपुर, टीकमगढ़ एवं निवाडी जिले के 9 विकासखण्डों (सागर, पथरिया, अजयगढ़, छतरपुर, नौगांव, राजनगर, बल्लभगढ़, पलेश एवं निवाडी) का चयन किया गया है।

2. मध्यप्रदेश शासन, सामान्य प्रशासन विभाग के आदेश क्रमांक 553/1068/2020/1/4 भोपाल दिनांक 24 जून 2020 द्वारा अटल भूजल योजना के क्रियान्वयन हेतु जल संसाधन विभाग को नोडल एजेंसी बनाया गया है।

3. जल संसाधन, नदी विकास एवं गंगा पुनरुद्धार विभाग, जल शक्ति मंत्रालय, भारत सरकार द्वारा अटल भूजल योजना हेतु जारी गाईड लाइन्स मार्च -2020 वर्जन 1.1 में दिए गये मार्ग निर्देशों के अंतर्गत पैरा 4.2.1 की कड़िका क्रमांक 12 में किए गये प्रावधान अनुसार इस परियोजना के अंतर्गत प्रदेश के चयनित क्षेत्रों में उक्त योजना/कार्यक्रम की प्रगति के अनुश्रवण व समीक्षा तथा क्रियान्वित की जाने वाली गतिविधियों के समन्वय हेतु राज्य शासन एतद् द्वारा राज्य स्तरीय अंतर्विभागीय रियरिंग कमेटी (SLISC) का निम्नानुसार गठन किया जाता है :-

- | | | |
|-------|---|--------------|
| I. | मुख्य सचिव, मध्यप्रदेश शासन | - अध्यक्ष |
| II. | कृषि उत्पादन आयुक्त, मध्यप्रदेश भोपाल | - सदस्य |
| III. | अपर मुख्य सचिव/प्रमुख सचिव, म.प्र. शासन, वित्त विभाग | - सदस्य |
| IV. | अपर मुख्य सचिव/प्रमुख सचिव, म.प्र. शासन, ग्रामीण विकास विभाग | - सदस्य |
| V. | अपर मुख्य सचिव/प्रमुख सचिव, म.प्र. शासन, कृषि विभाग | - सदस्य |
| VI. | अपर मुख्य सचिव/प्रमुख सचिव, म.प्र. शासन, वन विभाग | - सदस्य |
| VII. | अपर मुख्य सचिव/प्रमुख सचिव, म.प्र. शासन, लोक स्वास्थ्य यांत्रिकी विभाग | - सदस्य |
| VIII. | अपर मुख्य सचिव/प्रमुख सचिव, म.प्र. शासन, जल संसाधन विभाग | - सदस्य |
| IX. | प्रमुख अभियंता, जल संसाधन विभाग, भोपाल | - सदस्य |
| XI. | क्षेत्रीय निदेशक, केन्द्रीय भूजल बोर्ड (उत्तर मध्य क्षेत्र) भोपाल | - सदस्य |
| XII. | मुख्य अभियंता/निदेशक केन्द्रीय जल आयोग, भोपाल | - सदस्य |
| | मुख्य अभियंता (बोधी), जल संसाधन विभाग, भोपाल | - सदस्य सचिव |
| 4. | अटल भूजल योजना के क्रियान्वयन हेतु मुख्य अभियंता (बोधी), जल संसाधन विभाग, भोपाल | - अध्यक्ष |
| | क्वार्टरडिनेटर (Project coordinator) होंगे। | |
| 5. | गाइडलाइन्स के अनुसार राज्य स्तरीय अंतर्विभागीय रियरिंग कमेटी (SLISC) भूजल योजना के समुचित प्रशासन, प्रबंधन एवं समन्वय के लिए उत्तरदायी रहेगी। उक्त समिति के कार्य निम्नानुसार हैं:- | |
| 1. | राज्य स्तरीय वार्षिक कार्य योजना अनुमोदित करना और उसके क्रियान्वयन एवं प्रगति की समीक्षा करना। | |
| 2. | बजट के निकारी, आवंटन तथा पुनरावंटन के लिए विभिन्न कार्यदायी विभागों से समन्वय स्थापित करना। | |
| 3. | केन्द्र/राज्य सरकार द्वारा वर्तमान में संचालित की जा रही योजनाओं (Ongoing Schemes) से फंड के सम्मिलन (Convergence) को सुनिश्चित करना। | |
| 4. | वार्षिक बजट व्यय तथा आडिट रिपोर्ट को अनुमोदित करना। | |
| 5. | कार्यक्रम के क्रियान्वयन की स्थिति तथा वार्षिक प्रगति रिपोर्ट की समीक्षा करना। | |
| 6. | कार्यक्रम के क्रियान्वयन हेतु मार्गदर्शन/निर्देश देना। | |

7. कार्यक्रम के कियान्वयन हेतु मानव संसाधन की आवश्यकता का अनुश्रवण एवं अनुमोदन करना।
8. कार्यक्रम के कियान्वयन की स्थिति की समीक्षा कर अनुमोदन प्रदान करते हुये तथा संस्तुत रिपोर्ट को नेशनल प्रोग्राम मॉनिटरिंग (एन.पी.एम.यू) को प्रेषित करना।
9. राज्य स्तरीय अंतर्विभागीय स्टियरिंग कमेटी (SLISC) का कार्यकाल वर्ष 2020-21 से 2024-25 तक होगा।
10. राज्य स्तरीय अंतर्विभागीय स्टियरिंग कमेटी (SLISC) द्वारा प्रत्येक 3 माह में उपरोक्त समस्त बिन्दुओं पर प्रगति कर समीक्षा करेगा।
राज्य स्तरीय अंतर्विभागीय स्टियरिंग कमेटी (SLISC) के कार्य का दायित्व का विस्तृत विवरण अटल भूजल योजना की गाइडलाइन्स की तालिका 3.3 में अंकित गतिविधियों (Activities) के अनुसार रहेगा।

मध्यप्रदेश के राज्यपाल के नाम से

तथा आदेशानुसार

04.5.11/20
(डी. के. नागेंद्र)

उप सचिव

मध्यप्रदेश शासन,

सामान्य प्रशासन विभाग

पृ. क्रमांक एफ 19-70/2020/1/4

भोपाल, दिनांक 05 नवम्बर 2020

प्रतिलिपि:-

1. समिति के अध्यक्ष/सदस्य/सदस्य सचिव।
 2. प्रमुख सचिव, मुख्यमंत्री कार्यालय, मंत्रालय भोपाल।
 3. उप सचिव, मुख्य सचिव कार्यालय मंत्रालय, भोपाल।
 4. प्रमुख सचिव, मध्यप्रदेश शासन, जल संसाधन विभाग, मंत्रालय, भोपाल की ओर उनकी नस्ती सहित।
 5. उपसंचालक, जनसम्पर्क मंत्रालय भोपाल।
- की ओर आवश्यक कार्यवाही हेतु प्रेषित।

04.5.11/20

उप सचिव

मध्यप्रदेश शासन

सामान्य प्रशासन विभाग

सं. प्र. व. वि. 19-70/2020/1/4

**मध्यप्रदेश शासन
जल संसाधन विभाग,
मंत्रालय
आदेश**

भोपाल, दिनांक ०५/११/२०२०

क्रमांक एफ १५/२१/२०१६/लघु/३१/१४२८ :- जल शक्ति मंत्रालय भारत सरकार द्वारा मध्यप्रदेश सहित राजस्थान, उत्तरप्रदेश, गुजरात, महाराष्ट्र, हरियाणा एवं कर्नाटक में भूजल संकट से प्रभावित चयनित विकासखण्ड में भूजल संवर्धन एवं प्रबंधन हेतु अटल भूजल योजना लागू की गई है। इस योजना के अंतर्गत प्रदेश के बुन्देलखण्ड अंचल के ६ जिले क्रमशः सागर, दमोह, पन्ना, छतरपुर, टीकमगढ़ एवं निवाडी जिले के ९ विकासखण्ड (सागर, पथरिया, अजयगढ़, छतरपुर, नौगांव, राजनगर, बलदेवगढ़, पलेरा एवं निवाडी) का चयन किया गया है।

२. मध्यप्रदेश शासन, सामान्य प्रशासन विभाग के आदेश क्रमांक ५५३/१०६८/२०२०/१/९ भोपाल दिनांक २ जून २०२० द्वारा अटल भूजल योजना के क्रियान्वयन हेतु जल संसाधन विभाग को नोडल एजेंसी बनाया गया है।

३. जल संसाधन, नदी विकास एवं गंगा पुनरुद्धार विभाग, जल शक्ति मंत्रालय, भारत सरकार द्वारा अटल भूजल योजना हेतु जारी गाइड लाइन्स मार्च-२०२० वर्जन १.१ में दिए गए मार्ग निर्देशों के अंतर्गत पैरा ४.३.१ व कड़िका १९ में किए गए प्रावधान अनुसार इस परियोजना के अंतर्गत प्रदेश के चयनित क्षेत्रों में भूजल प्रबंधन संबंध विभिन्न कार्यों के नियोजन, क्रियान्वयन, अनुश्रवण, समीक्षा तथा क्रियान्वित की जाने वाली गतिविधियों के समन्वय हेतु राज्य शासन एतद् द्वारा जिला परियोजना क्रियान्वयन इकाई (District Project Implementation Unit DPIU) का निम्नानुसार गठन किया जाता है :-

१	अध्यक्ष	कलेक्टर सागर/दमोह/टीकमगढ़/निवाडी/छतरपुर/पन्ना
२	तकनीकी अधिकारी	I. कार्यपालन यंत्री, जल संसाधन विभाग II. कार्यपालन यंत्री, लोक स्वास्थ्य यांत्रिकी III. कार्यपालन यंत्री, ग्रामीण यांत्रिकी सेवा IV. केन्द्रीय भूमिजल बोर्ड द्वारा नामांकित प्रतिनिधि
३	वन विशेषज्ञ कृषि विशेषज्ञ	वन मण्डलाधिकारी, वन विभाग उप संचालक, कृषि विभाग
४	नोडल अधिकारी	वरिष्ठ भूजल विद/सहायक भूजल विद, भूजल सर्वेक्षण इकाई
५	कम्प्यूटेशन एक्सपर्ट IFC	संविदा (Contractual hiring) द्वारा
६	डाटा इन्ट्री ऑपरेटर (२ पद)	संविदा (Contractual hiring) द्वारा

जिला परियोजना क्रियान्वयन इकाई के दायित्व - जिला परियोजना क्रियान्वयन इकाई, राज्य स्तरीय अन्तर्निर्माण स्टेयरिंग कमेटी (SLISC) एवं स्टेट प्रोजेक्ट मैनेजमेंट यूनिट (SPMU) से प्राप्त नीतिगत निर्देशों एवं सुझावों आधार पर योजना के क्रियान्वयन हेतु उत्तरदायी होगी। जिला परियोजना क्रियान्वयन इकाई के दायित्व निम्नानुसार है :-

१. संबंधित जिलों के चयनित विकासखण्डों में जनभागीदारी से ग्राम स्तरीय जल सुरक्षा योजना (Water security plan) को तैयार करना।

- I. भारत सरकार एवं राज्य शासन की प्रचलित योजनाओं जैसे मनरेगा, पी.एम.के.एस.वाय. आदि के कन्वरजेंस से जल सुरक्षा योजना (Water security plan) का क्रियान्वयन करना ।
- III. ग्राम को जल सुरक्षा योजना के अनुसार डिमांड साईड एवं सप्लाय साईड जल प्रबंधन के द्वारा योजना में पूर्ण से निर्धारित लक्ष्यों (DLI) को प्राप्त करना ताकि भारत शासन से प्रोत्साहन राशि (Incentive) प्राप्त की जा सकें ।
- IV. ग्राम पंचायत वाटर सिक्योरिटी प्लान का जिला स्तर पर एकत्रीकरण तथा वैलिडेशन करते हुए बजट आवंटन हेतु पी.आई.ए. को प्रस्तुत करना ।
- V. वाटर सिक्योरिटी प्लान में वर्तमान में चल रही शासकीय योजनाओं (यथा – MGNREGS, PMKSY, अन्य सेंट्रल/स्टेट सेक्टर की योजनाएं) के इन्टरवेनशन के कन्वरजेंस को सुनिश्चित करना ।
- VI. जिला स्तरीय समग्र प्लान में विभिन्न स्रोतों से बजट का आवंटन सुनिश्चित करना ।
- VII. जिला परियोजना क्रियान्वयन इकाई (District Project Implementation Unit-DPIU) के दायित्व का विस्तृत विवरण अटल भूजल योजना की गाइडलाइन्स की तालिका 3.2 में अंकित गतिविधियों (Activities) के अनुसार रहेगा ।
- VIII. अध्यक्ष जिला परियोजना क्रियान्वयन इकाई (District Project Implementation Unit-DPIU) प्रगति प्रतिवेदन समय-समय पर मध्यप्रदेश शासन जल संसाधन विभाग व प्रोजेक्ट डायरेक्टर स्टेट प्रोजेक्ट मैनेजमेंट यूनिट (SPMU) को प्रेषित करेगा ।

मध्यप्रदेश के राज्यपाल के नाम से
तथा आदेशानुसार

9/11/2020
उप सचिव,

मध्यप्रदेश शासन,
जल संसाधन विभाग,

भोपाल, दिनांक 05/11/2020

पृष्ठांकन क्रमांक 15/21/2016/लघु/31/1427
प्रतिलिपि :-

1. उप सचिव, मुख्य सचिव कार्यालय, मंत्रालय, भोपाल ।
 2. आयुक्त, सागर संभाग, सागर ।
 3. समिति के अध्यक्ष/कलेक्टर, जिला सागर/दमोह/पन्ना/छतरपुर/टीकमगढ़/निवाडी ।
 4. प्रमुख अभियंता, जल संसाधन विभाग, भोपाल ।
 5. मुख्य अभियंता(बोधी), जल संसाधन विभाग, भोपाल ।
 6. वन मण्डलाधिकारी, जिला सागर/दमोह/पन्ना/छतरपुर/टीकमगढ़/निवाडी ।
 7. कार्यपालन यंत्री, जल संसाधन विभाग/लोक स्वास्थ्य यांत्रिकी विभाग/ग्रामीण यांत्रिकी सेवा जिला सागर/दमोह/पन्ना/छतरपुर/टीकमगढ़/निवाडी ।
 8. वरिष्ठ भूजल विद/सहायक भूजल विद, भूजल सर्वेक्षण इकाई जिला सागर/दमोह/पन्ना, छतरपुर/टीकमगढ़/निवाडी ।
 9. उपसंचालक, कृषि विभाग, जिला सागर/दमोह/पन्ना/छतरपुर/टीकमगढ़/निवाडी ।
- की ओर सूचनार्थ प्रेषित ।

9/11/2020
उप सचिव,

मध्यप्रदेश शासन,
जल संसाधन विभाग



मध्यप्रदेश शासन
जल संसाधन विभाग,
-:: मंत्रालय ::-

बल्लभ भवन भोपाल

Email - us.mpwrdbpl@mp.gov.in ; under.secretary2013@gmail.com & under.secretary@yahoo.in

पडी.बी.-III, प्रथम तल, मंत्रालय-462016
☎ 0755-2708536, 2708538 & 2708641

आदेश

भोपाल दिनांक 11/11/2020

क्रमांक-एफ-1-11/2020/पी-1/31/भारत सरकार, जल शक्ति मंत्रालय, नई दिल्ली के पत्र क्रमांक-T-40012/1/2018-GW नई दिल्ली दिनांक 09 जनवरी, 2020 द्वारा वर्ष 2020-21 से 2020-25 तक अटल भू-जल योजना की स्वीकृति प्रदान की गई है।

2. इस योजना के अंतर्गत प्रदेश के बुंदेलखण्ड अंचल के छ. जिले सागर, दमोह छतरपुर, टीकमगढ़, पन्ना एवं निवाड़ी के अंतर्गत कुल नौ विकासखण्डों (सागर, पथरिया, छतरपुर, नौगाँव, राजनगर, निवाड़ी, बल्लभगढ़ पलेरा एवं अजयगढ़) का चयन किया गया है।

3. सामान्य प्रशासन विभाग, मध्यप्रदेश शासन द्वारा अटल भू-जल योजना के क्रियान्वयन हेतु जल संसाधन विभाग को नोडल एजेंसी नियुक्त किया गया है।

4. भारत-सरकार के संदर्भित पत्र के परिप्रेक्ष्य में परियोजना के सुपरविजन एवं प्रबंधन, मूल्यांकन एवं मोनिटरिंग आदि हेतु स्टेट प्रोजेक्ट मैनेजमेंट यूनिट (SPMU) का गठन कार्यालय अधीक्षण भू-जल विद, भू-जल सर्वेक्षण मण्डल, भोपाल में कर अधीक्षण भू-जल विद, भू-जल सर्वेक्षण मण्डल भोपाल को स्टेट प्रोजेक्ट मैनेजमेंट यूनिट अटल भू-जल योजना का प्रोजेक्ट डायरेक्टर नियुक्त किया जाता है। एस.पी.एम.यू. में निम्नानुसार कोस्टाफ (विभागीय अमला) एवं स्टेट टेक्नीकल सपोर्ट एजेंसी विषय विशेषज्ञों की नियुक्ति आउट सोर्सिंग द्वारा की जावेगी।

एस.पी.एम.यू. कोर स्टाफ		स्टेट टेक्निकल सपोर्ट एजेंसी विषय विशेषज्ञ (आउट सोर्सिंग से)	
1.	अधीक्षण भू-जल विद, भू-जल सर्वेक्षण मण्डल, भोपाल - प्रोजेक्ट डायरेक्टर	1.	रिमोट सेंसिंग विशेषज्ञ -1
2.	वरिष्ठ भू-जल विद, जल संसाधन विभाग	2.	जी.आई.एस. विशेषज्ञ -1
3.	लोक स्वास्थ्य यात्रिकी विभाग द्वारा नामांकित अधिकारी -1	3.	सोशल डेवलपमेंट विशेषज्ञ -1
4.	कृषि विशेषज्ञ - कृषि विभाग द्वारा नामांकित अधिकारी-1	4.	भू-जल विशेषज्ञ - 6 (प्रत्येक जिले के लिए एक)
5.	पंचायत एवं ग्रामीण विकास विभाग द्वारा नामांकित अधिकारी -1	5.	कम्प्युनिकेशन विशेषज्ञ -1
6.	उद्यानिकी विभाग द्वारा नामांकित अधिकारी -1	6.	हाइड्रोजियोकैमिस्ट -1
7.	पशुपालन एवं मत्स्य विभाग द्वारा नामांकित अधिकारी -1	7.	हाइड्रोजियोफिजिस्ट -1



-2:-



एस.पी.एम.यू. कोर स्टाफ		स्टेट टेक्निकल सपोर्ट एजेंसी विषय विशेषज्ञ (आउट सोर्सिंग से)	
8.	लेखापाल/लेखाधिकारी (प्रतिनियुक्ति/पुनर्विनियोजन/संबिदा) -1	8.	प्रोक्योरमेंट विशेषज्ञ -1
9.	सहायोगी अमला - आवश्यकतानुसार	9.	जेन्डर विशेषज्ञ -1
		10.	वित्त प्रबंधन -1
		11.	कृषि अर्थशास्त्री -1
		12.	मॉनिटरिंग इवेल्यूएशन विशेषज्ञ -1
		13.	जल संसाधन प्रबंधन विशेषज्ञ -1
		14.	डेटा एन्ट्री ऑपरेटर -3

4. एस.पी.एम.यू. के मुख्य कार्य एवं वित्तीय अधिकार :- परियोजना का सुपरविजन, प्रबंधन, कार्यों का मूल्यांकन एवं मॉनिटरिंग व समय-समय पर भारत-सरकार/राज्य शासन को परियोजना की प्रगति, समीक्षा समन्वय व रिपोर्टिंग आदि कार्य होंगे।

5. एस.पी.एम.यू. के परियोजना संचालक को मध्यप्रदेश पी.डब्ल्यू.डी. वर्क मैनुअल में मुख्य अभियंता को प्रत्यायोजित वित्तीय एवं प्रशासनिक अधिकार प्रदत्त किए जाते हैं।

6. अटल भू-जल योजना के क्रियान्वयन हेतु संस्थागत ढांचा (Flow-Chart) सहपत्र-1 में संलग्न है।
सहपत्र :उपरोक्तानुसार

(प्रमोद कुमार खरे)
अवर सचिव

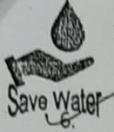
म.प्र.शासन, जल संसाधन विभाग
भोपाल दिनांक 19/11/2020

पू. क्रमांक-एफ-1-11/2020/पी-1/31/

प्रतिलिपि :-

1. निज सचिव, मान. मंत्रीजी, जल संसाधन विभाग।
2. निज सचिव, मान. राज्य मंत्री, जल संसाधन विभाग।
3. निज सचिव, अपर मुख्य सचिव, म.प्र.शासन, जल संसाधन विभाग।
4. उप सचिव, मुख्य सचिव, कार्यालय, मंत्रालय।
5. प्रोजेक्ट डायरेक्ट, नेशनल प्रोजेक्ट मैनेजमेंट यूनिट (NPMU) अटल भू-जल योजना, जल शक्ति मंत्रालय, भारत सरकार नई दिल्ली।

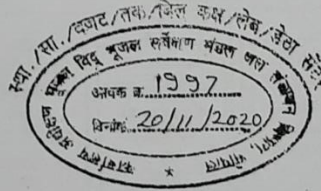
नितेश



-:3:-

- प्रमुख अभियंता, जल संसाधन विभाग, भोपाल ।
7. संभागायुक्त, सागर संभाग सागर ।
 8. कलेक्टर, जिला सागर दमोह, छतरपुर, टीकमगढ़, पन्ना एवं निवाड़ी ।
 9. मुख्य अभियंता, बोधी जल संसाधन विभाग, भोपाल ।
 10. मुख्य अभियंता, थसान-केन कछार, जल संसाधन विभाग, सागर ।
 11. क्षेत्रीय निदेशक, केन्द्रीय भू-जल परिषद, नार्थ सेंट्रल जॉन भोपाल ।
 12. अधीक्षण यंत्री, भू-जल सर्वेक्षण मण्डल, भोपाल ।
 13. वेबमेनेजर, कार्यालय प्रमुख अभियंता, जल संसाधन विभाग भोपाल की ओर विभागीय वेबसाइट पर अपलोड करने हेतु ।
- की ओर सूचनार्थ एवं आवश्यक कार्यवाही हेतु प्रेषित ।

अवर सचिव
म.प्र.शासन, जल संसाधन विभाग



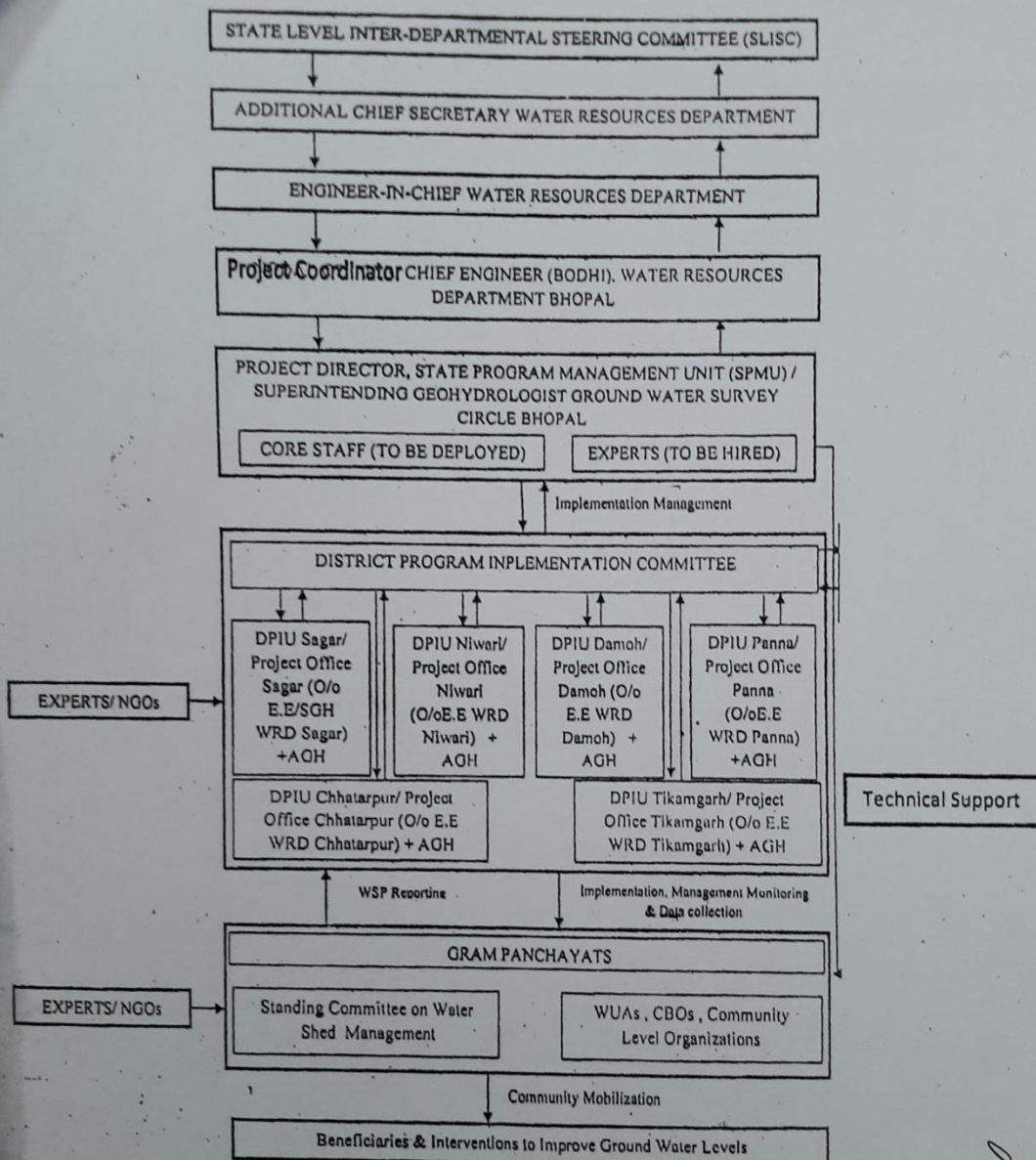
अधीक्षण भुजल विद्

अधीवाक

T/S

20/11/2020

IMPLEMENTATION STRUCTURE OF ATAL BHUJAL YOJANA MADHYA PRADESH STATE



प्रमोद कुमार खरे
अवर सचिव
म.प्र.शासन, जल संसाधन विभाग

19/1/20

मध्यप्रदेश शासन
सामान्य प्रशासन विभाग
मंत्रालय
वल्लभ भवन, भोपाल-462004

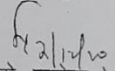
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:: आदेश ::

भोपाल दिनांक 02 दिसम्बर 2020

क्रमांक एफ 19-70/2020/1/4 :: सामान्य प्रशासन विभाग के समसंख्यक आदेश दिनांक 5 नवम्बर 2020 द्वारा गठित राज्य स्तरीय अंतर्विभागीय स्टीयरिंग कमेटी (SLISC) के कंडिका 4 में अटल भू-जल योजना के क्रियान्वयन हेतु मुख्य अभियंता, (बोधी) जल संसाधन विभाग को प्रोजेक्ट क्वारडिनेटर (Project coordinator) बनाया गया था। जारी उक्त आदेश में आंशिक संशोधन करते हुए मुख्य अभियंता के स्थान पर अब अपर मुख्य सचिव, जल संसाधन विभाग को प्रोजेक्ट क्वारडिनेटर (Project coordinator) घोषित किया जाता है।

2. शेष आदेश यथावत रहेगा।

मध्यप्रदेश के राज्यपाल के नाम से
तथा आदेशानुसार

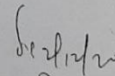

(जी. के. नागर्कर)
उप सचिव
मध्यप्रदेश शासन,
सामान्य प्रशासन विभाग

पृ. क्रमांक एफ 19-70/2020/1/4

भोपाल, दिनांक 02 दिसम्बर 2020

प्रतिलिपि:-

1. समिति के अध्यक्ष/सदस्य/सदस्य सचिव।
 2. प्रमुख सचिव, मुख्यमंत्री कार्यालय, मंत्रालय भोपाल।
 3. उप सचिव, मुख्य सचिव कार्यालय मंत्रालय, भोपाल।
 4. उपसंचालक, जनसम्पर्क मंत्रालय भोपाल।
- की ओर आवश्यक कार्यवाही हेतु प्रेषित।


उप सचिव
मध्यप्रदेश शासन
सामान्य प्रशासन विभाग

मध्यप्रदेश शासन
सामान्य प्रशासन विभाग
मंत्रालय
वल्लभ भवन, भोपाल - 462004

//आदेश//

भोपाल, दिनांक 24 जून, 2020

क्रमांक 553/1068/2020/1/9 :: भारत सरकार जल शक्ति मंत्रालय के पत्र क्रमांक F No. T-40012/1/2018-GW दिनांक 09/01/2020 द्वारा अटल भू-जल योजना के क्रियान्वयन हेतु अनुमति प्रदान की गई है।

राज्य शासन एतद् द्वारा अटल भू-जल योजना के क्रियान्वयन हेतु जल संसाधन विभाग को नोडल एजेंसी नियुक्त करता है।

मध्यप्रदेश के राज्यपाल के नाम से
तथा आदेशानुसार

(ललित दाहिमा)
उप सचिव

मध्यप्रदेश शासन
सामान्य प्रशासन विभाग

भोपाल, दिनांक 24 जून, 2020

पृष्ठ क्रमांक 554/1068/2020/1/9

प्रतिलिपि :-

1. राज्यपाल के सचिव, राजभवन, भोपाल।
 2. सचिव, भारत सरकार, जल शक्ति मंत्रालय, अम शक्ति भवन, रुफी मार्ग, नई दिल्ली।
 3. प्रमुख सचिव, मुख्यमंत्री कार्यालय, मंत्रालय भोपाल।
 4. अपर मुख्य सचिव एवं कृषि उत्पादन आयुक्त मंत्रालय भोपाल।
 5. अपर मुख्य सचिव, मध्यप्रदेश शासन, पंचायत एवं ग्रामीण विकास विभाग, मंत्रालय भोपाल।
 6. प्रमुख सचिव, मध्यप्रदेश शासन, वित्त/लोक स्वास्थ्य यांत्रिकी/ जल संसाधन/ उद्यानिकी विभाग, मंत्रालय भोपाल।
 7. संगणायुक्त, संभाग- सागर, जिला - सागर, मध्यप्रदेश।
 8. कलेक्टर, जिला- सागर/दमोद/पन्ना/छतरपुर/टीकमगढ़, मध्यप्रदेश।
 9. प्रमुख अभियंता, जल संसाधन विभाग, भोपाल।
 10. मुख्य अभियंता, बोधी, भोपाल।
- की ओर सूचनार्थ एवं आवश्यक कार्यवाही हेतु अर्पित।

(सचिव)
मध्यप्रदेश शासन

Office of Controller General of Accounts
Ministry of Finance
Department of Expenditure
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No. S-11012//3(1)/Bank/Ref. Case/2010/GBA/1351-1454 21st August 2019

Office Memorandum

Subject:- Banking arrangements of the State/District Level Implementing Agencies handling Central Sector Schemes of various Ministries/Departments of Government of India

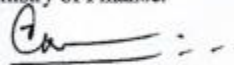
Reference is invited to this office Memorandum No. S-11012/3(1)/Bank/Ref. Case/2010/RBD/1688-1772 dated 10th November 2016 (copy enclosed) on the subject cited above.

2. It has been observed that significant amount of government funds are lying with Implementing Agencies pending utilization. It is also noted that a significant quantum of these un-spent balances are lying in the Private Sector Banks. Further, in the light of continued capital infusion in Public Sector Banks (PSBs), a need has been felt to re-look at the banking arrangements of the Implementing Agencies getting grants/funds from the Central Government for various schemes.

3. Accordingly, Ministries/Departments are requested to ensure that for the Central Sector Schemes the banking arrangements of the Implementing Agencies, as a norm, are handled by the Public Sector Banks and Regional Rural Banks rather than other Scheduled Commercial Banks (Private Sector Banks).

4. All Ministries/Departments are also requested to have a re-look at the concerned scheme guidelines and accordingly align the banking arrangements of the Implementing Agencies/Autonomous Bodies/Societies.

This issues with the approval of Secretary (Expenditure), Ministry of Finance.


(Taranjit Singh)

Jt. Controller General of Accounts (ARPR)

Encl: As above.

To

1. Financial Advisors of all the Ministries/Departments of Central Government
2. Pr. CCA/CCA/CA with independent Charge of all Ministries/Departments

Copy for information and necessary action: -

1. Joint Secretary (PF-Central), Department of Expenditure, Ministry of Finance, North Block, New Delhi