

**GOVERNMENT OF WEST BENGAL
MUNICIPAL AFFAIRS DEPARTMENT
WRITERS' BUILDINGS, KOLKATA - 700001.**

No. 127/ MA/P/C-10/3S-17/2010.F.1

Dated, Kolkata, 23rd February, 2011.

NOTIFICATION

The Government has been considering for sometime past the issue to reduce the problem of unemployment in urban areas. With this objective, the State Government has now decided to take up and implement the scheme namely "West Bengal Urban Employment Scheme" for employment generation as well as improvement and maintenance of civic infrastructure in urban areas by direct engagement of urban unemployed persons without involvement of contractors.

In partial modification of earlier notification vide no. 337/MA/P/C-10/3S-17/2010 dated 22nd April, 2010 in this regard, the following modified guidelines, modification made in "italics", are to be followed for taking up works under this scheme by the Urban Local Bodies.

1. Objective -

- i) To provide employment in urban areas.
- ii) To create as well as maintain civic infrastructure and to add sustainability to the created assets.

2. Implementation of the scheme -

The scheme will be implemented as a State sponsored scheme.

3. Nodal Department and Agency -

The Government of West Bengal in the Municipal Affairs Department will act as Nodal Department and the State Urban Development Agency will act as State Level Nodal Agency.

4. Nature of the scheme -

i) Under this scheme, unemployed persons from Urban Local Bodies will be engaged directly in various infrastructure development projects taken up under this "Scheme" and also any other projects taken up by Municipalities / Municipal Corporations in terms of the various State Government approved programmes. They may also be engaged for supervision of various developmental projects taken up by the Municipalities and Municipal Corporations under this scheme and also any other projects out of the State Government sponsored programmes.

ii) No contractor will be engaged for any project taken up under this "Scheme"

iii) The works under this "Scheme" will have to be done directly by the ULBs or by way of involving the Ward Committees or Area Sabha Committee or Neighbourhood Committees or Community Development Societies or *Borough Committee in case of such Municipal Corporation where the Ward Committee is yet to be constituted.*

iv) Urban Local Bodies, if they deem fit, may involve various State Government departments or Development Authorities for execution of the projects taken up under the scheme.

5. Allocation of Fund -

Allocation of fund among individual Urban Local Bodies will be made on pro-rata basis as per recommendation of 3rd State Finance Commission, as shown in the entitlement tables for Urban Local Bodies in the report submitted by 3rd State Finance Commission, as per fund available from State Government time to time.

6. Identification of the projects under the "Scheme" -

Projects will be identified and prioritised by the Area Sabha Committee / Ward Committees / Community Development Societies / *Borough Committee* and will be finalised by

the concerned Urban Local Bodies *by holding the meeting of the Board of Councillors* taking into consideration the priority.

7. Type of work permissible -

The following types of work can be taken up in urban areas under the "Scheme" for creation / maintenance of civic infrastructure. The list is illustrative and not exhaustive.

- i) Water Supply
- ii) Drainage and Sewerage
- iii) Maintenance of Roads
- iv) Management of Solid Waste including door-to-door collection of domestic waste.
- v) Infrastructure development of slums
- vi) Wage component of the work regarding construction / improvement of housing for the urban poor under State sponsored "Scheme of the Urban Poor".
- vii) Beautification of parks, canals, rivers, gardens and plantation of trees.
- viii) Preservation of water bodies, excavation / re-excavation of canals and cleaning of surface drains.
- ix) Construction and maintenance of various community centres like health centres, markets, Ward Committee offices, community kitchen, boundary wall for graveyards.
- x) Creation of marketing outlet for DWCUA / Thrift & Credit Groups
- xi) Energy Audit, i.e. use of non-conventional source of energy for street lighting etc.
- xii) Monitoring of various infrastructural development projects taken up by Urban Local Bodies under any Central / State sponsored schemes.
- xiii) Works relating to Street Lighting and operation of Pumps.
- xiv) Employment Generation by way of direct engagement or by way of supervision of other State Government funded programmes taken up by the Urban Local Bodies and other projects under various departments of State Government.
- xv) Improvement of primary schools run by the Urban Local Bodies, if not assisted under 'Sarba Shikshya Abhijan'.
- xvi) Creation of awareness towards Road Safety / Environment Protection / Disaster Management.

8. Funding Ratio -

The wage component and material component of the projects taken up under the "Scheme" should be adhered to 50 : 50 proportion within the overall allocation for a particular ULB. However, care should be taken to maintain the proportion 50 : 50 to individual projects as well to the extent possible. Deviation, however, is permissible for higher percentage of wage employment.

9. Preparation of the projects under this "Scheme" -

9.1 After finalisation of the projects by Urban Local Bodies, estimates are to be prepared and certified by the Sub-Assistant Engineers / Assistant Engineers of the concerned Urban Local Bodies / *implementing officials of Municipal Corporation*. The projects shall have to be implemented under the overall supervision of the Urban Local Bodies.

9.2 Projects are to be executed at an estimated cost which may include contingency expense @ 2 %.

9.3. The Urban Local Bodies shall have to submit one set of vetted estimate of individual scheme accompanied by the recommendation of the Ward Committees / *Borough Committee in case of Municipal Corporation where such Ward Committee is yet to be constituted* along with the BOC Resolution to the Municipal Affairs Department.

10. Wage -

10.1 When a group consisting of ten or more persons are engaged for any kind of work, one Supervisor may be appointed. The wage to be paid on daily basis will be Rs. 100 for direct engagement in work and Rs. 120 for each supervisor. However, the rate of wage may be increased considering the nature of job of semi-skilled / skilled workers to be decided by the

Urban Local Bodies. In the case of payment of higher rate of wage, the same may be done by way of dovetailing the fund of other State Government sponsored programmes beyond the prescribed ceiling.

10.2 The wages shall be paid to the individual and not to the groups *muster roll*.

10.3 Wages through muster roll shall be disbursed only by the employees of the Urban local body or by the Community Development Societies / Neighbourhood Committees / Thrift & Credit Groups. In no case should private individuals be engaged as pay muster.

11. A notification showing the work undertaken is required to be displayed in the area where any project is taken up under this scheme under project mode. The list of the workers and the Supervisor engaged, if any, should also be displayed.

12. **Duration of engagement -**

The number of days of engagement of an individual will be decided on the basis of experience and available opportunities for work. The implementing agency will also keep in view the number of mandays to be generated for various schemes to be undertaken and the availability of the manpower for such employment. *In case of Municipal Corporations, applications of unemployed persons desire to work in the scheme will be received by the Borough Executive Engineer and the Borough Committee shall finalise the list of unemployed youths who will work in the scheme. In case of Municipalities / Notified Area Authorities, applications will be received by the Secretary of the Ward Committee with recommendations from Area Sabha Committee and Ward Committee shall finalise the list of unemployed youths. In case of municipalities, where such Ward Committee is yet to be constituted, the work will be done by the Assistant Engineer / Sub-Assistant Engineer and municipality will finalise the list of such unemployed youths.*

13. **Maintenance of Records -**

13.1 Urban Local Bodies will maintain detailed records of man-days generated along with detailed muster roll for the wages disbursed showing the names of the wage earner, amount received, signatures / thumb impression of the wage recipient. This should be guided by provisions of Rule 171 to 175 of the West Bengal Municipal (Finance and Accounting) Rules, 1999, with subsequent amendment thereto.

13.2 Urban Local Bodies also should maintain Ledger Books etc., Stock Register as per rules for the material component as well as the quantum of work done as per provisions of Rule 176 and 177 *ibid*, with subsequent amendment thereto.

14. **Monitoring -**

14.1 For overall supervision and monitoring of the physical and financial progress of the "Scheme", a State-Level Supervision and Monitoring Committee will be set up with the following officials -

- | | |
|--|-------------------|
| i) Special Secretary / Joint Secretary, Municipal Affairs Deptt. | - Chairman |
| ii) Director, SUDA | - Member Convenor |
| iii) Director of Local Bodies, West Bengal | - Member |
| iv) Chief Engineer, Municipal Engineering Dte. | - Member |
| v) Special Officer, M.A. Deptt. & Dy. Dir, SUDA | - Member |
| vi) All District Municipal Development Officers | - Member |

This Committee will periodically review the implementation of the schemes keeping in view the broad objective so as to ensure that the programmes taken up are in accordance with the guidelines issued in this regard, including fund-mobilisation. It will also look into the various grievance redressal issues.

14.2 In the Municipal Affairs Deptt. the concerned Special / Joint Secretary will act as the Nodal Officer.

14.3 In the District-level, District Urban Development Agency will be responsible for overall progress and monitoring of the schemes as per prescribed guidelines and the concerned District Municipal Development Officer will act as the District-level Nodal Officer

14.4 In the Sub-Divisional-level, concerned Sub-Divisional Officers will supervise the progress and implementation of the "Scheme" and will hold periodical meetings with concerned Urban Local Bodies, in presence of District Municipal Development Officer. SDOs will be considered as the key nodal monitoring officials in this "Scheme."

14.5 In the Urban Local Body-level, a Nodal Officer will be designated by the Mayor / Chairman from amongst the employees of the concerned Municipality / Municipal Corporation, who will be responsible for effective monitoring and implementation of the work as per prescribed guidelines.

14.6 Suitable formats for reporting for physical and financial progress are also being developed. Separate communications will follow in this regard.

15. Miscellaneous -

15.1 Involvement of the Area Sabha Committee / Ward Committee and / or Community Development Society / *Borough Committee, in case of Corporations where Ward Committee / Area Sabha committee yet to be constituted* in the execution of work and certification of the Area Sabha Committee / Ward Committee and / or Community Development Society / *Borough Committee, in case of Corporations where Ward Committee / Area Sabha committee yet to be constituted* that the work has been executed by involving the urban poor would be necessary.

15.2 Engagement of contractor in any form including labour contract for the wage component is strictly prohibited.

15.3 The works executed through the scheme and the man-days generated shall have to be placed in the annual and half-yearly general meeting of the Area Sabha Committee / Ward Committees / *Borough Committee in case of Corporations where Ward Committee / Area Sabha committee yet to be constituted.*

15.4 ULBs will maintain record of the particulars of the unemployed people who will act as workers and supervisors under this scheme. Suitable formats are also being developed. Separate communications will follow in this regard.

This notification issues with the concurrence of Finance Department, vide its Group 'R' U.O. no. 05 dated 21.04.2010.

h
23/2/11
Joint Secretary
to the Govt. of West Bengal.

No. 127/1(360)/MA/P/C-10/AS-17/2010.Pt.I

Dated, Kolkata, 23rd February, 2011.

Copy forwarded for information to :-

1. The Principal Accountant General (A&E), West Bengal, Treasury Buildings, Kolkata - I.
2. The District Magistrate, _____, P.O. _____
Dist. _____.
3. The Principal Accountant General (Audit), West Bengal, Treasury Buildings, Kolkata-I.
4. Finance (Gr.-'R') Department of this Government.
5. Director of Local Bodies, West Bengal.
6. Chief Engineer, Municipal Engineering Directorate, West Bengal.
7. Director, State Urban Development Agency.
8. Principal Secretary, Development & Planning Department of this Government.
9. Chief Executive Officer, K.M.D.A.
10. Project Director, Change Management Unit, Kolkata Urban Services for the Poor.
11. Joint Director, Institute of Local Government & Urban Studies
12. Joint Director of Local Bodies, _____ Division, P.O. _____;
Dist. _____.
13. Treasury Officer, _____ Treasury, P.O. _____
Dist. _____.
14. Mayor / Chairman, _____ Municipal Corporation /
Municipality, P.O. _____, Dt. _____
15. Commissioner, _____ Municipal Corporation
16. Executive Officer, _____ Municipality, P.O. _____, Dist. _____
17. Examiner of Local Accounts, West Bengal.
18. District Municipal Development Officer, _____, Office of the District Magistrate,
_____, P.O. _____; Dist. _____.
19. Special Officer, JNNURM Cell of this Department
20. Private Secretary to Minister-in-Charge of this Department.
21. Personal Secretary to the Secretary of this Department.
22. P.A. to Special Secretary (DM) of this Department.

h.s.
23/2/11
Joint Secretary
to the Govt. of West Bengal.

**GOVERNMENT OF WEST BENGAL
MUNICIPAL AFFAIRS DEPARTMENT
WRITERS' BUILDINGS, KOLKATA - 700001.**

No. 337 / MA/P/C-10/3S-17/2010.

Dated, Kolkata, 22nd day of April, 2010.

NOTIFICATION

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The following guidelines are to be followed for taking up works under this scheme by the Urban Local Bodies.

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- ii) To create as well as maintain civic infrastructure and to add sustainability to the created assets.

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- iv) Urban Local Bodies, if they deem fit, may involve various State Government departments or Development Authorities for execution of the projects taken up under the scheme.

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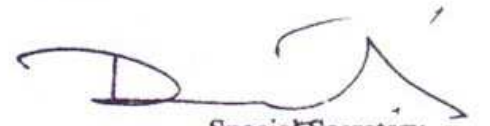
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This notification issues with the concurrence of Finance Department, vide its Group 'R' u.o. no. 05 dated 21.04.2010.


Special Secretary
to the Govt. of West Bengal.
22/04/10
P.T.O.

No. 337/1(367)MA/P/C-10/3S-17/2010.

Dated, Kolkata, 22nd day of April, 2010.

Copy forwarded for information to :-

1. The Principal Accountant General (A&E), West Bengal, Treasury Buildings, Kolkata – 1.
2. The District Magistrate, _____, P.O. _____
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3. The Principal Accountant General (Audit), West Bengal, Treasury Buildings, Kolkata-1.
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Special Secretary
to the Govt. of West Bengal.

22/04/10