

PROCEEDINGS OF THE BDOs MONTHLY REVIEW MEETING HELD ON 09-03-2021 UNDER THE CHAIRMANSHIP OF SHRI DC RANA, IAS, DC-CUM-CHIEF EXECUTIVE OFFICER, DRDA, CHAMBA .

The following were present in the meeting :

- 1) Sh. Mukesh Repaswal, IAS, ADC-cum-PD, DRDA
- 2) Sh. Chandervir Singh, DD-cum-Project Officer, DRDA.
- 3) Sh. Gautam Sharma, DPO Planning.
- 4) Sh. Mahesh Chand, Distt. Panchayat Officer.
- 5) Sh. Rajneesh Sharma, AC(Dev.)-cum-BDO Mehla.
- 6) Sh. Om Parkash Thakur, BDO Chamba.
- 7) Dr. Basheer Khan, BDO Bhattiyat.
- 8) Sh. Mohinder Raj, BDO Tissa.
- 9) Smt. InduBala Sharma, BDO Salooni.
- 9) Sh. Gopal Singh, Supdt. o/o BDO Bharmour.
- 10) Er. Jitender Nayyar, AE Bhattiyat.
- 11) Er. Upender Sharma, AE Chamba.
- 12) Er. Manoj Sharma, AE Mehla.

At the outset of the meeting the DD-cum-PO DRDA welcomed the worthy Deputy Commissioner, and with the permission of the Chair he started the proceedings as following :

Worthy ADC-cum-PD reviewed the action taken on directions of the previous meeting and the detailed discussions on the various implementation parameters of the various programmes were held and following directions were issued :

Sr. No.	Name of Component	Directions of worthy Deputy Commissioner	Action by the BDOs / Department with timeline
1	Unspent Balances with BDOs	PO DRDA shall share a format for reconciliation of funds as per cash book and pass book with all the BDOs and BDOs will submit report on this format within a period of two days.	PO DRDA within one day and BDOs within two days.
		The BDOs will refund the unspent unaccounted funds to relevant head under which it were sanctioned immediately	All the BDOs within one

		and ensure to switch over the DEAS accounting system w.e.f 1 st April 2021.	week.
		All the BDOs will prepare the year wise head wise funds and work details of planning head schemes by 15 th April and the DPO Planning and CPO will visit each block between 15 th April to 30 th April 2021 to settle the planning head issues.	DPO Planning and all the BDOs within April month.
2	Updation of all information related to People Biodiversity Register.	DPO Panchayat must ask the agencies responsible for preparation of remaining PBRs to upload it immediately. The soft copies of remaining PBRs of Pangi Block may be brought to Chamba for uploading immediately. BDO Bhattiyat is directed to release the balance funds to KVK for preparation of PBRs immediately as they have already submitted it.	DPO Panchayat within one week and BDO Bhattiyat within three days.
3	Training and production of Pattal Dona	BDO Bhattiyat must ensure to make the Pattal Duna making machines functional and resolve the issues in coordination with department of science & Technology immediately.	BDO Bhattiyat within a period of 15 days
4	NRLM Activities	All the BDOs will identify a group of 5 women in 10 GPs each in their respective block for making of citizen information boards and provide training to them. Any type of painting work of GPs will be given to only these women SHGs and will not be given to any private painter in any circumstances.	All the BDOs & PD NRLM within one month.
		All the BDOs will ensure to supply bank wise list of SHGs to LDM whenever the cases have been submitted to banks for credit mobilization so that LDM could direct the concerned bank branch to process the case timely.	All the BDOs & LDM
5	Field monitoring of Works	All the BDOs must conduct field visits for monitoring of developmental works twice in a week and also fix two days in a week when he / she will remain in block for office works and paste this information on the block notice board.	PO DRDA, All the BDOs, AEs and JEs.
		All the AEs will ensure to monitor the developmental works in the field through Chamba Samiksha App. Their login be created and shared by PO-DRDA immediately.	
		All the JEs of the block will also monitor the works through Chamba Samiksha App on regular basis. Their login credentials also be shared with the concerned officers.	
		PO DRDA will conduct field visit for monitoring of works once in a week. Further the inspection cell shall also be activated with 2 inspections planned every week.	

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		PO DRDA shall share on every Monday, a brief summary prepared on basis of Chamba Samiksha app of inspections done by various offices. Same will be emailed to all concerned.	
6	GauSadan	All the BDOs will ensure to identify one GauSadan in their respective block within a period of one week and will ensure to make it functional in their respective Block within a period of one month. Prepare the holistic plan for construction of these GauSadans i.e. it must have the provision of cow sheds, compost units, fodder storage spaces, chokidar hut, kitchen, toilet, provision of water and other required facilities.	All the BDOs within one month
		It has come to the notice of worthy Deputy Commissioner that people have encroached the GauSadans constructed in the Panchayats erstwhile. BDOs must conduct inquiry and take immediate action against the defaulters and arrange to take possession of these GauSadans	
		The PO-DRDA and BDOs may share the list of Gau Sadans constructed in each Block along with its current status, funds spent on construction, etc.	
		All the BDOs must identify some NGO / Individual / SHGs or other institutions for running of GauSadans.	
7	Settlement of Forest Rights	All the BDOs must ensure to settle the forest rights in remaining revenue villages and ensure to constitute Forest Right Committees in the coming 1st Gram Sabha in the GPs where required. BDO Mehla and BDO Pangi to focus specially.	All the BDOs.
8	Hazard Resistant Construction	The AEs and BDOs must ensure that every building being constructed should have seismic bands and safety measures as per National Building Code and basic safety principles. The training for technical staff will be organized at Distt. Level in co-ordination with specialists. PO may initiate function for finding the candidates for training and establish contact with leading technical institutes and SDMA.	PO DRDA and All the BDOs & AEs.
9	Swachh Bharat Mission	All the BDOs are directed to identify hot spots in each GP in their respective block in which the cleanliness drive will be carried out on the day of next Janmanch.	All the BDOs immediately.

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		<p>All the BDOs will prepare the report of Cleanliness drive scheduled to be carried out during next Janmanch in which the information will be prepared on following format and will submit on next day of Janmanch :</p> <table border="1"> <thead> <tr> <th>Sr. No</th> <th>Name of GP</th> <th>Name of Hotspot where cleanliness drive carried out</th> <th>Quantity of Plastic waste collected</th> <th>Quantity of Plastic Waste handed over to HPPWD or other Agency</th> <th>Photograph</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Sr. No	Name of GP	Name of Hotspot where cleanliness drive carried out	Quantity of Plastic waste collected	Quantity of Plastic Waste handed over to HPPWD or other Agency	Photograph							All the BDOs within one month
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10	Focus on Water Harvesting Structures	<p>All the AEs will identify spots / Nallahs for construction of Check dams and Vansrovers in light of catchment area and prepare the plan. The BDOs will ensure to include these works in MGNREGA shelf accordingly.</p> <p>All the BDOs must ensure to submit the report regarding water bodies as required for compliance of NGT directions.</p>	All the AEs in 15 days and all the BDOs.												
11	Allegation of misappropriation	The DPO Panchayat must deal the complaint cases in task force manner. The cases of Tikkrigarh, Haripur and Sunara must be settled within a period of one week.	DPO Panchayat within one week												

The discussions held regarding the Golden Goals and the list of Golden Goals fixed for RD department is as under :

Sr. No.	Golden Goal	Action Required
1	Work with CSIR-IHBT and CSK Agriculture University Palampur for promotion of agriculture, medical and aromatic plants production along with line departments.	PO DRDA may plan the meeting with Horticulture, Agriculture and BDOs during last week of March.
2	Establishment of Rural Haat at Udaipur.	BDO Chamba to prepare FRA case at the earliest.
3	Rrejuvenation of traditional water	50 units per Block will be developed. Ensure

	bodies-200 in the district.	survey regarding discharge of water before execution so that impact could be assessed after implementation.
4	Roof Top water harvesting structure/Solar lights in each panchayatghar.	<p>BDOs will identify one Govt. building in their respective block for establishment of Roof water harvesting structure on pilot basis and will replicate in all the Panchayat Ghars and other Govt. buildings where feasible.</p> <p>All the BDOs will ensure that every individual to whom work will be sanctioned under MGNREGA (Individual Work) must have to construct roof water harvesting structure in his / her house. It will be the compulsory condition and no MGNREGA individual work will be sanctioned without this condition.</p>
5	Regarding implementation of Solid/ Wet waste collection mechanism in identified / proposed cluster in development block ChambaBhattiyat ,Salooni and Tissa.	<p>All the BDOs must ensure that :</p> <p>(i) Waste will be segregated at source level / household level.</p> <p>(ii) Plastic waste will be collected at GP level Collection centres.</p> <p>(iii) Dry Plastic waste and bad plastic waste will be segregated at GP level collection centre.</p> <p>(iii) Clean dry plastic waste will be collected at block level collection centre for shredding and then will be handed over to HPPWD and the bad plastic waste will be treated through bailing machine and will be sent to cement plants etc.</p>
6	Effective Implementation of Plastic Waste Buy Back Scheme.	All the BDOs to implement the scheme effectively.

The scheme wise review held and following directions were issued :

Sr.	Name of	Directions of worthy Deputy Commissioner	Action by the BDOs /
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No.	Component		Department with timeline
1 (i)	MGNREGA	GP wise 1 saal 4 Kaam must be identified for next financial year i.e. 2021-22. The focus must be given on the NRM works. These works must be included in GPDP and MGNREGA shelf accordingly.	All the BDOs in next 15 days.
(ii)		The work wise progress report in respect of 1 saal 4 kaam of the previous year i.e. 2020-21 must be submitted to DRDA by 15 th April 2021.	All the BDOs in next 15 days.
(iii)		Annual report of MGNREGA must be prepared by each BDO (through MGNREGS) i.e. success stories achieved during the year and these this report will be uploaded on DRDA website. The PO-DRDA to also functionalise the website of DRDA and also create facebook page and other social media handles for better reach.	All the BDOs in one month. PO DRDA to get prepared annual MGNREGS report of blocks through NREGASoft.
(iv)		BDOs must ensure all the codal formalities while sanctioning and executing works and do not ignore FRA. Ensure FRA approvals against each work proposed under forest land.	All the BDOs.
(v)		BDOs should ensure convergence under MGNREGA to meet out the material expenditure especially cement from other schemes i.e. 15 th FC etc. These works should be included in GPDP.	All the BDOs.
(vi)		BDOs <u>must ensure 65% expenditure on NRM works</u> for which focus may be given on Panchvati schemes, play field works, water harvesting structures, plantation, fencing and	All the BDOs

or

		water ponds etc. Priority must be given to such works while preparing MGNREGA shelf.	
(vii)		The NRM staff deputed in Bharmour and Tissa blocks must share the shelf of schemes prepared by them with DRDA so that it can be checked and if feasible same can be replicated in other blocks also. They may be directed to present their progress on 16 th March, 2021 to all BDOs.	PO-DRDA, BDO Bharmour and Tissa within 7 days.
(viii)		All the BDOs must ensure to achieve the <u>target of 50% expenditure on Agriculture works</u> during next financial year i.e. 2021-22.	All the BDOs
(ix)		No new work will be sanctioned under MGNREGA till 30 th April and ensure to complete old works i.e. up to 2018-19 before 30 th April under MGNREGA.	All the BDOs by 30 th April 2021.
(x)		Year wise FTOs must be generated for material components so that pending works could be completed and no pending work should remain due to material payment after next scheduled release of funds.	All the BDOs by 30 th April 2021.
(xi)		BDOs must issue directions to GRS to clear the rejected transactions for the year 2016-17, 2017-18, 2018-19 and 2019-20 within next 7 days otherwise take action against them. BDOs also ensure daily monitoring. Pendency in this regard shall lead to strict action against defaulting officers.	All BDOs within 7 days.
(xii)		BDOs must ensure timely payments and it must not be below 95% in any circumstances. Take strict action against the defaulters in this context	All the BDOs.

	apart from recoveries of delay compensation. BDOs also monitor this component on regular basis.	
(xiii)	Geo tagging of Phase-1 assets under MGNREGA must be completed before 31st March. PO-DRDA to monitor and apprise progress regularly.	All the BDOs by 31 st March 2021.
(xiv)	All the BDOs must ensure to conduct meeting of Social Audit Team for settlement of Audit paras once in a month. The output of this meeting will be presented by the DRP in BDO's meeting.	BDOs & DRP Social Audit.
(xv)	All the BDOs must ensure the 100 days completion of maximum MGNREGA workers.	All the BDOs
(xvi)	All the BDOs must ensure that all the eligible families under housing schemes i.e. PMAY, MMAY and MMARY should <u>get 95 mandays under MGNREGA</u> . The BDOs should issue muster rolls to those households also to whom 2 nd or 3 rd instalments are pending. This component must have 100% achievement.	All the BDOs immediately.
(xvii)	All the BDOs must ensure validation of worker account immediately.	All the BDOs
(xviii)	The Anganwadis being constructed under MGNREGA must be completed in a time bound manner and ensure the quality of work also. The BALA features should be added to the newly constructed Anganwadis.	All the BDOs.
(xix)	The BDOs should direct their respective computer operators to share the report of daily monitoring components in Whatsapp group of block field functionaries and BDOs should	All the BDOs.

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		monitor it personally so that suitable directions and actions can be taken accordingly.	
2(i)	Housing	All the BDOs will ensure to generate FTOs for payment of 3 rd instalments of previous year's remaining houses under PMAY(G). No house should remain pending for the year prior to 2020-21.	All BDOs within 15 days.
		Houses for the year 2020-21 must be completed in next three months and the houses for which 1 st instalment have already been released should be completed by 31 st May 2021.	All the BDOs within three months.
		Ineligible households from Permanent wait list must be deleted by 15 th March 2021.	All the BDOs by 15 th March.
		All the BDOs must constitute three members committees consisting of Panchayat Secretary, Patwari and Technical Assistant immediately for verification of Awaas Plus houses. These Committees will conduct verification in headquarter GP of Patwari within in next 10 days and will submit report. This report will be analysed at Distt. Level so as to decide further course of action for verification of Awaas Plus houses.	All the BDOs in next 10 days.
		Houses under MMAY for the year must be completed by 30 th April 2021.	All the BDOs by 30 th April 2021.
		Houses under MMAY for the year 2019-20 must be completed by 31 st May 2021.	All the BDOs by 31 st May 2021.
		Houses under MMAY for the year 2020-21 must be completed by 30 th June 2021.	All the BDOs by 30 th June 2021.
		The MMAY-Repair houses for the year 2018-19 and 2019-20 must be completed by 30 th April	All the BDOs by 30 th April 2021.

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		2021.	
3	IWMP	All the ongoing works must be completed by 31 st March 2021 and ensure to refund the unutilized funds to HQ accordingly.	All the BDOs by 31 st March 2021.
4	SAGY	BDO Bhattiyat submit the report regarding the works under SAGY and also mention the reasons for those works which could not be executed so as to close the project.	BDO Bhattiyat within one month.
5	NRLM	The target of HIM Ira shops must be achieved.	All the BDOs & PD NRLM.
6(i)	SBM(G)	All the BDOs must ensure to construct waste collection centres at GP level within one month.	All BDOs by 25 th April 2021.
(ii)		All the BDOs to ensure 30% expenditure of SBM(G) funds by 30 th April 2021.	All the BDOs by 30 th April 2021.
(iii)		All the BDOs to ensure the 100% expenditure of Incentive Grant funds for the purpose for which it has been sanctioned.	All the BDOs by 30 th April 2021.
(iv)		4 CSCs in each block must be constructed alongside the roads as road side amenities. The status of CSCs constructed in last year shall be shared by BDOs and inspected by DRDA inspection team by end of March.	PO-DRDA. All the BDOs by 30 th April 2021.
(v)		The BDOs must send the no. of households for no one left behind target under IHHL component to DRDA within a period of 7 days.	All the BDOs within 7 days.
(vi)		All the BDOs must ensure to complete baseline survey of phase-II with geo tagging under SBM(G) by 20 th March 2021.	All the BDOs by 20 th March 2021.
7	Planning Head	All the BDOs must ensure to complete the pending works up to the year 2018-19 as it is	All the BDOs within two months.

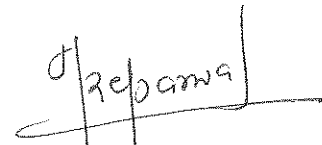
		also a target under Golden Goal within next two months.	
		All the BDOs must ensure to construct school buildings as per the standard estimate finalized by the DPO planning.	All the BDOs.
		All the BDOs must ensure to complete the pending MPLAD works within a period of one month.	All the BDOs in one month.
8(i)	Panchayti Raj	All the BDOs must ensure to complete inquiries within a period of 60 days.	All the BDOs.
(ii)		The Assets must be divided between newly created and old GPs within a period of 7 days.	All the BDOs within 7 days.
(iii)		GPDP must be completed by 15 th March 2021.	All the BDOs by 15 th March
(iv)		14 th FC funds must be utilized immediately otherwise these will be refunded to Govt. BDOs may utilize these funds in convergence with MGNREGA to meet out the expenditure of cement.	All the BDOs within one month.
(v)		The UC/CCs under 14th FC must be submitted within a period of one month.	All the BDOs within one month.
(vi)		The progress under Geo tagging of 14 th FC assets is very low. All the BDOs must ensure to complete geo tagging of assets created under 14 th FC within a period of one month.	All the BDOs within one month.
(vii)		The PRIA soft month books must be closed for the year 2019-20 in all GPs within next 7 days and for the year 2020-21 by 5 th April 2021.	All the BDOs within 7 days.
(viii)		All the BDOs to ensure settlement of Audit paras and recoveries in a time bound manner.	All the BDOs.

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(ix)	All the BDOs to submit UC/CC under BRGF and may demand funds for gap funding of ongoing schemes or for repair of office building etc.	All the BDOs
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The next BDO's monthly review meeting will be held on 6th April 2021.

The meeting ended with the vote of thanks to and from the chair.



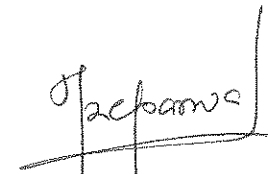
Mukesh Repaswal) IAS,
ADC-cum-Project Director,
Distt. Rural Development Agency,
Chamba, Distt. Chamba(H.P)

Endst. No. 11736-48

Dated 16-3-2021

Copy to :

- 1) The Director-cum-Special Secretary (RD) to the Govt. of Himachal Pradesh for favour of information please.
- 2) All the above concerned for compliance.
- 3) Guard File.



(Mukesh Repaswal) IAS,
ADC-cum-Project Director,
Distt. Rural Development Agency,
Chamba, Distt. Chamba(H.P)