

*The A & N Islands*  
*(Grant-in-Aid Panchayati Raj*  
*Institutions) Rules, 1996*



**ANDAMAN AND NICOBAR ADMINISTRATION  
SECRETARIAT**

**The Andaman and Nicobar Islands  
(Grant-in-Aid to Panchayati Raj Institutions)  
Rules, 1996**

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ISSUED VIDE NOTIFICATION NO. 25/97 DATED 19<sup>TH</sup> FEBRUARY, 1997.

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Department of Panchayat, Administration of Andaman & Nicobar Islands

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अण्डमान तथा  
ANDAMAN AND



निकोबार राजपत्र  
NICOBAR GAZETTE

असाधारण  
EXTRAORDINARY  
प्राधिकार से प्रकाशित  
**Published By Authority**

No. 25/97, Port Blair, Wednesday, February 19, 1997

**ANDAMAN AND NICOBAR ADMINISTRATION  
SECRETARIAT  
NOTIFICATION**

No.25/97 F.No.6-6(1)/96-PR. Whereas the draft "Andaman and Nicobar Islands (Grant-in-aid to Panchayati Raj Institutions) Rules, 1996" were published in the Official Gazette as required under sub-section 1 of section 202 of the Andaman and Nicobar Islands (Panchayats) Regulation, 1994 (No.1 of 1994) inviting suggestions/objections from the general public within 25 days from the date of their publication vide Notification No. 97(A)/96-PR dated 29<sup>th</sup> November, 1996;

And whereas no suggestion or objection has been received from the general public;

Now, therefore, in exercise of the powers conferred under section 202 of the said Regulation, I, Ishwari Prasad Gupta, Lieutenant Governor (Administrator), hereby make the said rules with immediate effect and publish as contained thereunder.

Sd/-  
(ISHWARI PRASAD GUPTA)  
LIEUTENANT GOVERNOR

By order and in the name of the Lieutenant Governor,

Sd/-  
M. RAJENDRAN  
ASSISTANT SECRETARY (PANCHAYATS)

**THE ANDAMAN AND NICOBAR ISLANDS (GRANT-IN-AID TO PANCHAYATI RAJ  
INSTITUTIONS) RULES, 1996**

In pursuance of rule 20 of the Delegation of Financial Powers Rules, 1978 and in exercise of the powers conferred under sub-section (1) of Section 202 of the Andaman and Nicobar Islands (Panchayats) Regulation, 1994 the Administrator (Lieutenant Governor), Andaman and Nicobar Islands, hereby makes the following rules regulating the procedure for sanction of grant-in-aid to Panchayati Raj Institutions (PRIs) of the Union Territory of Andaman and Nicobar Islands, namely:-

**1. Short title and commencement :-**

- These rules may be called the Andaman and Nicobar Islands (Grant-in-aid to Panchayati Raj Institutions) Rules, 1996.
- They shall come into force on the date of their publication in the Andaman and Nicobar Gazette.

## 2. Definitions :-

In these rules, unless the context otherwise requires.

- (a) "Administration" means the Andaman and Nicobar Administration;
- (b) "Administrative approval" means the formal approval by the PRIs on the necessity of works proposed through its resolution and agreed to by the competent authority or authorities specified in Schedule - I of these rules;
- (c) "Competent authority" means (i) in relation to administrative approval the authorities specified in Schedule-I of these rules.
  - (ii) in relation to a technical sanction, the authority as specified in Schedule- I of these rules; and
  - (iii) in relation to expenditure sanction, the authority as specified in Schedule -I of these rules.
- (d) "Gram Panchayat" means a Gram Panchayat constituted under sub-section (1) of section (11) of the Andaman and Nicobar Islands (Panchayats) Regulation, 1994.
- (e) "Panchayat Samiti" means as Panchayat Samiti constituted for a block under section 106 of the Andaman and Nicobar Islands (Panchayats) Regulation, 1994.
- (f) "Zilla Parishad" means the Zilla Parishad constituted under section 144 of the Andaman and Nicobar Islands (Panchayats) Regulation, 1994.
- (g) "Original works" means a scheme of construction work as specified in Schedule -II of these rules;
- (h) "Other works" means works other than "Original works" and also includes periodical repairs and maintenance of works.

**Explanation :** If any doubt or dispute arises as to whether a work is an original work or other work, the same shall be decided by the Administrator.

- (i) "technical sanction" means sanction of the competent authority to the detailed plans and estimates of the Panchayat works after the administrative approval has been received which shall ensure the proposals are structurally and technically sound and the data and calculations in the estimates are correct.

## 3. Purpose for which grant-in-aid may be sanctioned to Zilla Parishad/Panchayat Samiti/Gram Panchayats :

(a) Grant-in-aid may be sanctioned for all or any of the schemes specified below :

- (i) **In respect of Zilla Parishad :** All schemes/works specified in Notification No. 179/95 dated 22.12.1995 issued by the A&N Administration including any addition/alteration/deletion made thereon and notified from time to time.
- (ii) **In respect of Panchayat Samiti :** All schemes/works specified in Notification No.181/95 dated 22.12.1995 issued by the A&N Administration including any addition/alteration/deletion made thereon and notified from time to time.
- (iii) **In respect of Gram Panchayat :** All schemes/works specified in Notification No.180/95 dated 22.12.1995 issue by the A & N Administration including any addition/alteration/deletion made thereon and notified from time to time.

(b) Grant-in-aid may also be sanctioned to meet:

- (i) The establishment expenditure/wages of the officers and staff of the Zilla Parishad/Panchayat Samiti/Gram Panchayat.
- (ii) Honorarium, TA/DA etc of elected representatives of PRIs.
- (iii) The office expenses and other charges of the Zilla Parishad/Panchayat Samiti/Gram Panchayat.

4. (a) **Grant-in-aid :-** The amount of grant-in-aid to Zilla Parishad/Panchayat Samiti/Gram Panchayat may be cent percent of the estimated cost of works as technically approved by the competent authority and of the establishment expenditure, office expenses and other charges for which grant-in-aid is sought for or the amount of grant-in-aid applied for whichever is less; Pay and allowances of functionaries, honorarium to elected members and those items which the Administrator may consider fit and proper:

Provided that the Administrator may, for financial or other specific reasons to be recorded in writing, reduce the percentage of grant-in-aid or reject an application made under rule 5(a).

(b) Grant-in-aid may also be sanctioned to Gram Panchayats against actual revenue of individual Gram Panchayats as "matching grant" based on the revenue collected during the previous year at the ratio of 1 (revenue) : 4 (matching grant). The Administrator reserves the right, however, to increase or decrease the ratio at any time as he thinks fit and proper to do so.

**Explanation :** "Revenue" includes the fees, taxes, cess etc. mentioned in section 37 and shall also include the income from their own sources such as rent etc. but shall not include donations, fines, interests from deposits and other external aids.

**5. (a) Procedure for making applications for grant-in-aid :-** Every application for grant-in-aid shall be submitted to the Secretary in charge of PRIs of the Administration by the Zilla Parishad in Form 'A' as specified in Schedule-III to these rules through the Director of Panchayats.

**(b) Procedure for making application for matching grant :-** Application for matching grant shall be submitted to the Secretary-in-charge of PRIs of the Administration by the Zilla Parishad on receipt from the Gram Panchayats in Form 'B' as specified in schedule-III to these rules through the Director of Panchayats duly supported by extract of audit report in respect of actual revenue collected during the previous year.

**6. Procedure for sanctioning grant-in-aid :-**

**(a)** On receipt of an application made under rule 5(a) for payment of grant-in-aid, the Secretary in charge of PRIs of the Administration or such other officer as may be authorized by the Administrator shall make such inquiry as he thinks fit to be made into the statements contained in the application and into the utility of the purpose for which the grant-in-aid is proposed to be applied for and forward the application alongwith his recommendation to the Administrator who shall be the sanctioning authority.

**(b)** If it appears to the Administrator that the scheme of original work proposed to be executed with the grant-in-aid can very well be met by the Zilla Parishad/Panchayat Samiti/Gram Panchayat on account of its financial stability or that there is lack of sufficient funds with the sanctioning authority or for any other specific reasons, to be recorded in writing, he may reject the application.

**(c)** If it appears to him that the financial assistance is urgently needed for any one of the purposes indicated in rule 3, the Administrator may, after such inquiry as he deems necessary, accord sanction for grant-in-aid with due regard to the principles enunciated in the General Financial Rules, 1963, in respect of grant-in-aid subject to the conditions herein contained and such further special conditions as may be imposed.

**(d)** On receipt of application made under rule 5(b) for matching grant, the Secretary-in-charge of PRIs of the Administration or such other officer as may be authorized by the Administrator shall make such scrutiny or inquiry as he thinks fit to be made into the statement of actual revenue indicated in the audit report and being satisfied, forward the application alongwith his recommendation to the Administrator, who shall be the sanctioning authority.

**7. (i) Mode of payment of grant-in-aid :—** The amount of grant-in-aid to Zilla Parishad/Panchayat Samiti/Gram Panchayat may be paid in one instalment or more at the discretion of the sanctioning authority, subject to the following namely :

**(a)** If the execution of an original work is taken up by the Engineering Wing of PRIs and the same is likely to be spread over for period of years, only so much of the amount of grant-in-aid would be paid during the financial year as is likely to be used during that financial year keeping in view of the progress of the work.

**(b)** If the execution of the original work taken by the Engineering Wing of PRIs and is likely to be completed within the financial year, the entire amount may be released to the Zilla Parishad/Panchayat Samiti/Gram Panchayat concerned, through the Zilla Parishad.

**(c)** In case of an original work sponsored by Zilla Parishad/Panchayat Samiti/Gram Panchayat which is to be executed through its own agencies, a cooperative societies of un-employed youth of the concerned jurisdiction, the entire amount shall be placed at the disposal of the Zilla Parishad/Panchayat Samiti/Gram Panchayat concerned in one instalment, through the Zilla Parishad.

**(ii)** The amount of matching grant to Gram Panchayat may be paid in one or more instalments subject to the condition that the amount shall be utilized or creating infrastructure facilities with which revenue of the Gram Panchayat could be accelerated.

**(iii)** All payments viz. Grant-in-aid, Matching Grant etc. to PRIs shall be made to the Zilla Parishad, which in turn shall distribute to the concerned institutions as per sanction. Zilla Parishad shall be primarily accountable for all such funds paid.

**8. Conditions of grant-in-aid :—** (1) In all such cases mentioned in rule 7, the following procedure shall be observed scrupulously by the Zilla Parishad/Panchayat Samiti/Gram Panchayat seeking grant-in-aid, namely :-

- (a) When the Zilla Parishad/Panchayat Samiti/Gram Panchayat proposes to carry out an original work by obtaining grant-in-aid from the Administrator for the entire estimated cost of the scheme or for any part thereof, it must, before applying for grant-in-aid, first ensure that all the preliminaries, regarding the preparation of plans, estimates and phasing programme have been completed.
  - (b) Administrative approval and technical sanction from the competent authority has been obtained.
  - (c) Details of the phased programme in which the contemplated work is proposed to be executed, amount required for each of the phase of the execution and time schedule should be furnished to the Administrator.
  - (d) The authorities who prepare the estimates and plans should indicate the successive stages of execution and the amount, recurring and non-recurring separately, likely to be involved therein.
- (2)(a) The amount of grant-in-aid shall be utilized only for the purpose for which it is granted. However, if the whole or any part of the grant-in-aid deposited with the banks in fixed deposit for the work could not be carried out for reasons like non-receipt of sanctions, land, material or any other reason including administrative and the interest earned therein shall be taken to the general fund of the PRIs. Such money shall not be attracted by the original conditions governing such grants. The PRIs can utilise the interest so earned by them for general purposes including pooling infrastructures for the PRIs.
- (b) Any portion of the amount which is not ultimately required for expenditure for the purpose for which it has been sanctioned shall be duly surrendered to the Administration.
- (3) (a) The Administrator or any officer duly authorized by him, in this behalf, shall have the right of inspections at all reasonable times and calling for plans and estimates in respect of any scheme for which the grant-in-aid is given.
- (b) The Administrator shall also reserve the right to have the accounts of the Zilla Parishad/Panchayat Samiti/Gram Panchayat receiving grant-in-aid audited by the authorities duly specified for the purpose as and when occasion demands for ascertaining and securing that the amount of the grant-in-aid is duly applied to the purpose for which it has been sanctioned and that the unexpended balance of the grant-in-aid amount is not expended otherwise than in accordance with these rules and the General Financial Rules, 1963.
4. The account of Zilla Parishad/Panchayat Samiti/Gram Panchayat receiving grant-in-aid as per these rules shall be given to these check by the Comptroller and Auditor General of India at his discretion and by any officer authorized by the Administrator in this behalf.
5. The amount of grant-in-aid should be utilized within a period of one year from the date of receipt of sanction of the same, except in cases where time limit exceeding one year has been fixed by the sanctioning authority with reference to the successive stages of the implementation of the schemes:
- Provided that the Administrator may, if considered necessary, extend the time limit for any period not exceeding six months at a time.
- 6.(a) The scheme for which the grant-in-aid has been sanctioned should be implemented as per the plans and estimates agreed to by the Administration and under the supervision of the technical unit of Zilla Parishad.
- (b) The Zilla Parishad/Panchayat Samiti/Gram Panchayat shall have no right to alter the plan and estimate of work for which grant-in-aid has been sanctioned without the prior approval of the Administrator.
7. The Zilla Parishad/Panchayat Samiti/Gram Panchayat shall submit a quarterly report to the sanctioning authority who shall scrutinize them to check whether there has been any variation in the plans or diversion of funds.

8. The Zilla Parishad/Panchayat Samiti/Gram Panchayat shall execute the scheme for which grant-in-aid has been obtained, through the Engineering Wing of Zilla Parishad, a contractor or an agency approved by the Zilla Parishad, Public Works Department of the Administration, or an authority approved by the said Public Works Department or Zilla Parishad. The Engineering Wing of the Zilla Parishad shall supervise the work(s) at every stage.
- 9.(a) In all cases of original works, the Zilla Parishad/Panchayat Samiti/Gram Panchayat shall at the close of every financial year or/and immediately on completion of work, apply to the Executive Engineer/Assistant Engineer concerned for the issuance of a completion certificate in Form 'C' as specified in Schedule-III of these rules and attach such certificate alongwith the Utility Certificate to be submitted to the Director of Panchayat.
- (b) The completion certificate shall clearly specify that after actual inspection and measurement of the work or portion of the work as the case may be, for which the grant-in-aid was sanctioned has been duly completed according to the plans and estimates agreed to by the Administration.
- (c) The complete on certificate shall be furnished within three months from the date of completion of the work or receipt of the application under clause(a); whichever is earlier.
10. No grant-in-aid will be paid to Zilla Parishad/Panchayat Samiti/Gram Panchayat in case the completion or utilization certificate as the case may be in Form 'D' as specified in Schedule-III of these rules, is not furnished within the aforesaid period, unless the delay is satisfactorily explained by the Zilla Parishad/Panchayat Samiti/Gram Panchayat.
11. A 'Complete on Certificate' on the basis of the 'Certificate' received from the Zilla Parishad/Panchayat Samiti/Gram Panchayat, will be furnished by the Administration to its Pay and Accounts Officer, to the effect that the grant-in-aid has been utilized for the purpose for which it was sanctioned for a particular financial year.
12. In case of default by the Zilla Parishad/Panchayat Samiti/Gram Panchayat in performing any duty imposed upon it under these rules or the General Financial Rules, 1963, the Administration may fix a period for the performance of that duty and should it not be performed within the period so fixed, it shall appoint a person to perform it and may direct that the expenses thereof shall be paid by the Zilla Parishad/Panchayat Samiti/Gram Panchayat, as fixed.
13. The Administration reserves the right to order refund of the entire amount or a portion of the amount of grant-in-aid sanctioned to the Zilla Parishad/Panchayat Samiti/Gram Panchayat if any serious breach of terms of the grant-in-aid is noticed on the part of Zilla Parishad/Panchayat Samiti/Gram Panchayat and in that case penal interest at the rate of 6 percent per annum or at the rate fixed by the Govt. of India in the Ministry of Finance from time to time in respect of such penal interest, as the case may be, shall be charged on such sums as may be ordered to be refunded.
14. The Zilla Parishad/Panchayat Samiti/Gram Panchayat shall maintain a register in Form 25 & 28 appended to A & N Islands (Panchayat Accounts & Finance) Rules, 1996 for movable and immovable assets acquire wholly or mainly out of grant-in-aid.
15. In addition to the above conditions, the principles laid down in rules 148 to 151 of the General Financial Rules, 1963 and the instructions issued by the government of India from time to time in this regard shall also invariably apply.
16. The orders contained in the Central Public Works Account Code and the General Financial Rules, 1963 regarding calling of tenders of execution of works, etc. shall *mutatis mutandis* apply to the execution of works utilizing the grant-in-aid amount.
- 17(a) Zilla Parishad/Panchayat Samiti/Gram Panchayat receiving grant-in-aid shall submit an annual performance-cum-achievement report on the progress and implementation of various schemes executed with grant-in-aid sanctioned by the Administrator by the 15<sup>th</sup> April of every year.
- (b) The report shall be submitted to reach the Administrator by the 15<sup>th</sup> April of every year.

The Administrator may alter amend, include or exclude any provision(s) of these Rules and Schedules thereunder as may be warranted in the safeguard PRI functioning and public money, at any time for reason to be recorded in writing.

## SCHEDULE - I

[See Rule -2 (C)]

### AUTHORITIES COMPETENT TO ACCORD TECHNICAL SANCTION AND ADMINISTRATIVE APPROVAL

Sl.No.	Estimated cost of work	Authority for according	
		Technical Sanction	A/A and E/S
Estimates for works costing upto :-			
1.	Rs. 60,000/-	AE, ZP	Pradhan, GP
2.	Rs. 3,00,000/-	EE, ZP	Pramukh, PS
3.	Rs. 6,00,000/-	EE, ZP	Adhyaksh, ZP
4.	Rs. 10,00,000/-	SE, APWD	Secy(Panch.), A & N Admn.
5.	Rs. 25,00,000/-	CE, APWD	Chief Secy., A & N Admn.
6.	Above Rs. 25,00,000/-	CE, APWD	Administrator, A & N Islands

**Note :** This delegation of power is subject to restrictions and provisions of orders issued by the Ministry of Finance from time to time and as also the provisions contained in various codes. In this context instructions contained in the Ministry of Finance OM No. 10(28)/E.Coord/77 dated 20.1.1978 and para 247 of CPWD manual Vol.II regarding technical sanction of competence.

## SCHEDULE - II

[See Rule 2 (g)]

### ORIGINAL WORKS

The following shall be original works for the purpose of sanction of grant-in-aid :-

(1) A scheme of construction work whether of entirely new work or of additions or alterations to existing work and purchases therefore and also all works whether of additions and alterations or of repairs to bring into use newly purchased or previously abandoned building required for bringing them into use.

(2) all works in relation to building as under:-

- when a portion of an existing structure is to be replaced or remodeled whether or not the change involves any dismantlement and the cost of the change represents a genuine increase in the value of the property, the work of replacement or remodeling, as the case may be, should be classified as an original work;
- when a portion of an existing structure to be dismantled for the reason that it is structurally unsound and is to be replaced by work which is not in material essentials, the same as the work dismantled, the mixed work shall be treated as an original work;
- when an entire structure is re-constructed owing to the occurrence of fire, flood, earth-quake, storm or other calamities or owing to wear and tear, the work should be treated as an original work; and

(3) In relation to road works as under :-

- where an existing portion of a road, road-bridge, causeway, embankment, ferry approach, protective or draining work in connection with the road or a cross drainage work is to be replaced or remodeled (whether or not the change involves any dismantlement), and the change results in improving the strength and stability of the structure, the work of the replacement or remodeling, work of as the case may be, shall be classified as an original work.
- the following items of works should also be classified as original works, namely :-
  - widening the formation or metalled width of a road, cutting back a hill-side to improve vision at curves;
  - improvements of alignments or gradients or change of gradient in roads or approaches or bridges or causeways;
  - construction, reconstruction or remodeling of bridges, culverts, causeways, embankments, ferry approaches, protective or draining works in connection with a road except when the cost of the work does not exceed Rs. 500/-.

- iv) providing improved surfacing of (1) surface dressing, (2) asphalt concrete, (3) pre-mixed assault macadam, (4) bitumen grout, (5) bitumen semi grout, (6) pre-mix carpets, (7) cement concrete and (8) cement macadam;
  - v) Metalling of unmetalled roads;
  - vi) Special repairs to roads due to improper maintenance for series of years or to any special heavy traffic moving on the road owing to extra-ordinary circumstances.
- (4) In relation to drainage and water works as under :-
- i) improvements resulting in augmenting water supply, drainage capacity or the change resulting in improving the strength and subsidy of the structure when a portion of an existing water supply or drainage structure is to be replaced or remodeled in order to improve the facilities available.
  - ii) Construction of draw well, tanks including over head tanks, reservoirs, tube wells with pumping units and distribution system with supply taps.
  - iii) Construction of gutters and side drains to roads and path-ways.

**SCHEDULE – III**  
**FORM - A**  
 [See Rule 5 ]  
**APPLICATION FOR GRANT-IN-AID**

1. Name of Zilla Parishad/Panchayat Samiti/Gram Panchayat:
2. Purpose for which grant-in-aid is required.
  - (a) (i) Road work :
  - (ii) Water Supply :
  - (iii) Drainage etc :
  - (iv) Local development works :
  - (v) Building works :
  - (b) Establishment expenditure including office expenses and other expenditure.
    - (i) Salary/Wages of Officers & Staff/Honorarium to elected representatives/TA/DA etc.
    - (ii) Office expenses.
    - (iii) Other charges.
3. Amount of grant-in-aid appalled for :
4. Total estimated cost of the work/scheme :  
 (Attach detailed plan and estimate of costs of the entire work proposed to be carried out from the grant-in aid funds).
5. Whether the administrative approval has been obtained :
6. If so, whether a copy of the resolution of the Zilla Parishad/Panchayat Samiti/Gram Sabha is attached with the application :
7. Whether technical approval for the detailed plan and estimate work has been obtained :
8. If so, whether duly approved plan and estimate of the work are enclosed herewith :
9. Whether the work is to be executed by the Engineering Wing of Zilla Parishad or by the Zilla Parishad/Panchayat Samiti/Gram Panchayat through their own agencies or through approved contractors of the UT.
10. The period within which the work is to be completed and when it is proposed to complete the work by different stages, the amount of each instalment :
11. Whether the works for which assistance is sought for could be undertaken from Zilla Parishad/Panchayat Samiti/Gram Panchayat Funds, if so to what extent :
12. Outstanding liability :
13. Any other relevant information :

Certified that the Zilla Parishad/Panchayat Samiti/Gram Panchayat by way of resolution No. ....  
 Dated ..... have agreed to abide by all the condition laid down in the rules and instructions issued from time to time by the Government of India and the Andaman and Nicobar Administration. It is also certified that the Utilization Certificate in respect of earlier grant-in-aid received has already been submitted.

Place :  
 Date :

Signature  
 Name  
 Designation & Address

To

The Secretary (Panchayat),  
A & N Administration,  
Port Blair.

**FORM - B**

[See Rule 5(b)]

**APPLICATION FOR MATCHING GRANT**

1. Name of Panchayat :
2. Opening Balance of matching grant during the previous year :
3. Matching grant received during the previous year (199 - 199 ) :
4. Total :
5. Amount spent during the previous year :
6. Closing balance at the end of previous year :
7. Purpose for which the grant was utilized :
8. Revenue collected during the previous year :
9. Amount of matching grant applied for :
10. Whether account of the Panchayat for the previous year has been audited and if audited, whether an extract of audit report has been enclosed. :
11. Any other relevant information :

Seal of the Panchayat

\*Pradhan/Pramukh/Adhyaksh

\*\* .....

.....

\*Score out which is not applicable.

\*\* Write the name & address of the Panchayat recommendation of Director of Panchayat.

Director (Panchayat)

FORM – C

[See Rule 8(9)]

ANDAMAN AND NICOBAR ADMINISTRATION  
ANDAMAN PUBLIC WORKS DEPARTMENT  
(ENGINEERING WING OF PRIs)

F.No.

Certificate No.

Date:

Certificate that the work..... (Name of work) for which..... name of Zilla Parishad/Panchayat Samiti/Gram Panchayat) received grant-in-aid amounting to Rs..... During the year ..... has been –

\*(1) taken up and completed upto .....(indicate %age) and a sum of Rs..... has been spent as on ..... during the current financial year.

\*\* (2) Completed as on ..... (date) strictly according to approved estimates and plan. The expenditure on this work during the current year is Rs..... the total cost of the work is Rs..... The estimated cost of the work was Rs.....

While issuing the certificate, the amount spent on this work during the previous year(s) has been taken into account from the relevant records.

Also certified that the technical stability of the asset created is sound.

Assistant Engineer/Executive Engineer  
Engineering wing of PRIs

(Seal)

Place:

Date:

\*Score out which is not applicable.

To

(Name and address of the authority to whom issued)

FORM - D

[See rule 8 (10)]

\*Office of .....

COMPLETION/UTILISATION CERTIFICATE

\*\*\*

No.

Date :

Certified that the following amounts were received as Grant-in-aid by this Panchayat during the financial year .....

The balance of grant-in-aid in hand at the close of the last financial year was Rs.....

(1)

(2)

(3)

(4)

.....  
Total.....

A sum of Rs. .... was spent during the current financial year as detailed statement enclosed. The balance in hand at the close of the current financial year is Rs.....

Certified that the amount stated above has been spent strictly according to the approved budget under the following head of development :-

- |     |                                    |     |   |
|-----|------------------------------------|-----|---|
| (1) | Civil Works                        | Rs. | (List of works and Certificate from Engineering Wing enclosed). |
| (2) | Office Expenses                    | Rs. | (Statement enclosed)  |
| (3) | Other items of expenditure, if any | Rs. | (Statement enclosed)  |

\*Write the name and address of the Panchayat.

\*\*Score out which is not applicable.

Seal

\*\* Pradhan/Pramukh/Adhyaksh  
Name of Panchayat  
Address :