



**RURAL MANAGEMENT & DEVELOPMENT DEPARTMENT
GOVERNMENT OF SIKKIM
GANGTOK**

Memo no: 12/RM&DD/MG-NREGA

Dated: 18/04/2011

OFFICE ORDER

In continuation to Memo no: 309/MGNREGA/ADM/2010-11 Dated: 28th Aug, 2010 that allows for 2% contingency provision in the estimate as permitted under the Sikkim Public Works Manual 2009. Now guidelines have been framed governing the use and release of these contingency funds, which will come into force with immediate effect:

1. This 2% is of the total estimated cost of the work, and needs to be finally booked in the material component.
2. This fund need to be released based on actual contingency expenditure incurred by the officials of the technical wing in executing the work and should not exceed the estimated amount.
3. In order to avoid duplicacy, administrative expenses of MGNREGA or other office expenses should not be used for this purpose.
4. 50% of the actual contingency expenditure become eligible for release to the concerned technical personnel involved in executing this work only after satisfying all of the following conditions:
 - a. Work is completed and
 - b. Completion report as per Form B provided for in Notification no: 305/MGNREGA/RM&DD/10-11 Dated: 27th August, 2010 is submitted to the District Programme Coordinator and
 - c. 100% uploading of the total expenditure of the work in the MIS is completed and
 - d. The total expenditure of this work entered in the MIS matches with that indicated in the completion report
5. Remaining 50% of the actual contingency expenditure shall be released only after the social audit of the said work is completed and all issues raised are adequately resolved to the satisfaction of the District Programme Coordinator.
6. It is mandatory to obtain pass order from the concerned District Programme Coordinator before releasing this payment from the BAC.
7. Concerned District Programme Coordinator shall be accountable to ensure that the above process is adhered to strictly.


**Secretary-RMDD
Government of Sikkim**

(A. K. Ganeriwala) I.F.S.

By Order.

Copy for information and necessary action to:-

1. CE, ACE, DE Planning
2. All ADC (Development) / DPC's, North, East, South and West
3. All BDO's / PO's, North, East, South and West
4. Sr. Account Officer, MGNREGA, Head Office, Gangtok.
5. Office Copy.