

APPENDIX-IV**SAMPOORNA GRAMEEN ROZGAR YOJANA (SGRY)****Complaint Register to be maintained by PRIs**

(Format for each page of complaint register)

S.No.	
Date	
Name and address of complainant	
Name of Gram Panchayat and block in which complainant belongs to	
Name & location of work in respect of which complaint has been made	
Complaint in brief	
Follow up Action taken on complaint	
Date of final disposal	
Report sent to CEO, District Panchayat	
Report sent to State Govt. by CEO, District Panchayat	

Note: One page for each complaint

PROFORMA FOR ASSET REGISTER

MINISTRY OF RURAL DEVELOPMENT STATUS & DETAILS OF SGRY PROJECT		MoRD - GOI FORM ID SGRY-002 Page-2			
1. Project Name:					
2. Project Type:					
3. Detailed Description of Project:					
4. Project Sanction Details:	a) Order No.:				
	b) Date:				
5. Approved Estimated Cost (In Rupees):					
a) Cash Component In Rupees:					
b) i) Foodgrains (MT)(if any), allocated:					
ii) Value of the above in Rupees:					
6. Location of Project:					
a) Village :		b) Panchayat :			
c) Block		d) District:			
7. Land Particulars of the Project:					
A. Non Linear Projects:					
Sl.No.	1.	2.	3.	4.	5.
i) Khata No.					
ii) Plot No.					
B. Linear Projects:					iii) Total Length in Metres/Kms
i) Start Point					
ii) End Point					
8. Project Implementation Level: (Tick ✓ one of the three as appropriate)		District:	<input type="checkbox"/>	Block:	<input type="checkbox"/>
		Gram Panchayat	<input type="checkbox"/>		
9. Executing Agency:					
10. Date of Start of Work: (dd/mm/yyyy):					
11. Date of End of work : (dd/mm/yy):					
12. Expenditure (Payment Made) on the Project					
a) Cash Component (in Rupees):					
b) Foodgrains Utilised (distributed), Grain Component (in MTs), if any:					

MINISTRY OF RURAL DEVELOPMENT STATUS & DETAILS OF SGRY PROJECT					MoRD - GOI FORM ID SGRY-001 Page-2	
13. Itemwise Details of Estimates & work done						
As per approved estimate :					As per final Measurement	
Sl.N.	Item	Unit	Quantity	Quantity		
14. Value of work done (as per measurement as given at Sl.No.13) :						
15. Details of materials utilised						
As per approved estimate:					As per final Measurement	
Sl.N.	Item	Unit	Quantity	Rate	Quantity	Cost
16. Value of materials used (as per measurement as given at Sl.No.15)						
17. Measurement Book (MB) Reference No :						
a) MB Number :			b) Page Number :			
Measurement done by (Engineer) :						
c) Name						
d) Designation :						
e) Signature :						
18. Countersigned by :						
a) Name :						
b) Designation :						
c) Signature :						
19. Place:		20. Date of Report			-	

Note: Kindly see INSTRUCTIONS FOR FILLING OF THIS FORM

MINISTRY OF RURAL DEVELOPMENT
STATUS AND DETAILS OF SGRY PROJECT

INSTRUCTIONS FOR FILLING THE FORMAT FOR ASSET REGISTER

S.No.1 : Project Name : Please specify here the name of the individual project as given in the Sanctioned Estimate.

S.No.2 : Project Type : Please specify here the type of project. Indicative list of works to be undertaken under SGRY is below given.

1. Social Forestry
2. Minor Irrigation
3. Soil Conservation
4. (a) Village Tank/Ponds Construction
(b) Desiltation of Village Tanks/Ponds etc.
5. Land Development
6. Drinking Water Wells
7. Rural Roads
(a) Rural Link Roads
(b) Farm Roads Linking Agricultural fields
8. School Buildings
9. Community Infrastructure for education (including kitchen sheds, health and internal as well as link roads).
10. Development of Market Sheds
11. Panchayat Ghars
12. Rejuvenation of Drinking Water Sources
13. Augmentation of Ground Water
14. Traditional Water Harvesting Structures
15. Drainage Works
16. Dispensaries
17. Community Centres
18. Infrastructure Support for SGSY
19. Infrastructure required for Supporting Agricultural Activities in the Village Panchayat area.
20. Others (specify)

S.No.3 : Description of the Project : Here please give in a narrative form a clear description of the project. A few model descriptions are given below.

- (a) Improvement of rural link road from village khasraha to state highway no. 5 providing connection to three villages.
- (b) Primary School building consisting of two rooms with verandah and asbestos sheet in the existing premises.
- (c) De-silting and renovation of Naya Talao in village Bharatpur with construction of inlet and outlet in cement concrete.

S.No.4 : Project Sanction Details : Please specify here sanction order number in full along with date of order. In the order write the authority which has issued the sanction letter like zila Parishad, block development officer etc., as the case may be.

S.No.5 : Approved Estimated Cost : Indicate here the total cost of project taking into account a+b (ii). In other words, approved estimate cost would indicate total value of project taking into account irrespective of entirely cash component, cash & foodgrains, where foodgrains component is provided.

S.No.6 : Location of the Project : This should give a very specific and precise Geographic Identity of the project. This is the precise location and indicates the village in which the project is located.

S.No.7 : Land Particulars of the Project :

- (i) In case of linear projects like roads, canals etc., the starting point and end point may be indicated with precision in terms of reduced distance from a Nodal Point. For example, starting point can be 5 km or 5.3 km from location 'X' (say Bharatpur) end point can similarly 10.87 km from location 'X'. In such cases, the total length may also be specified.
- (ii) In case of non-linear projects, the precise details of the project should be provided in terms of khata no. and plot no. In case all the plot are in khata and then the other khata no. entries can be left blank. In case the plot nos. exceed five in number, the plot no.s of the largest five plots may be indicated.

S.No.9 : Executing Agency : Executing agency may be the DRDA or ZP, Intermediate Panchayat or Gram Panchayat, line department, NGO, SHG. This may be specified in this column. In case of the project being executed by line department, the exact designation of the officer responsible for the execution of the project should be indicated – viz. Executive Engineer (Rural Development), Forest officer (Social Forestry) etc. Similarly, in case of NGOs and SHGs, the name should be specified.

S.No.12 : Expenditure : This would reflect the actual payment made and actual foodgrains distributed as different from the physical progress in the field, which may be more as per item no.13 and 14 meant to account for the actual progress.

S.No.13 : Item-wise details of Estimates and Progress : This should broadly correspond to the Bill of Quantities (BoQ) as per engineering estimates but may also cover other itemized details. A few sample descriptions are given below:

Item-wise Details of Estimates and Work Done			
As per approved Estimate :			As per measurement on above date :
Item	Unit	Quantity	Quantity
Road work	Cubic feet	217	153
Cement Concrete	Cubic feet	319	256
Saplings	Numbers	3500	2117
Contour bunding	Hectares	6.5	3.89
Murum Layer	Km	0.61	0.367
Brick works	Cubic feet	450	275

Where precise measurement in terms of the disaggregated items in terms of the above analogy is not possible, these may be given in narrative form in the space provided.

S.No.14 : Value of work : The value of the work done till the end of last measurement (item No. 12) may be indicated with reference to the approved rates for different items as per the standard practice estimation of work done.

S.No.15 : Entries here should specify the details of the material used which can be seen to be different from the entries at S.No.13 as per example below:

Details of material utilised						
As per approved estimate					As per final measurement	
Sl. No.	Item	Unit	Quantity	Rate (Rs.)	Quantity	Cost (Rs.)
1.	Cement	In MT	3	Rs.200 per 50 kg.	2.5	10,000
2.	Bricks	No. of bricks in thousand	6	Rs.2000 per 1000 no. of bricks	4	8,000
3.	RCC (Reinforcement Concrete-Cold Twisted Bar)	In kg.	900	Rs.30 per Kg	700	21,000

S.No.16 : Value of Materials : This item is intended to give total material cost involved in the project to enable cross checking that the 60:40 material wage ratio is maintained not necessarily for each work but broadly at the Panchayat/Block and District levels.

Note: -For other items, the form is self-explanatory and hence not explained here separately.

