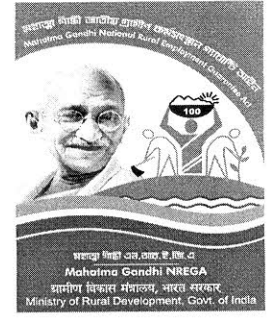


GOVT. OF WEST BENGAL
OFFICE OF THE
D.P.C., (MGNREGS)
&
DISTRICT MAGISTRATE,
JALPAIGURI
(MGNREGS CELL AT JALPAIGURI ZILLA PARISHAD)
(E-mail: nregsjal@dataone.in, nrega.jal@gmail.com)



Phone : (03561)224826 Fax : (03561)222334 * Help Line: 1800-345-3215 (Toll Free)

Memo No. 901(26) /MGNREGS

Date: - 31/5/12

From: - District Programme Coordinator
MGNREGS, Jalpaiguri
&
Dist. Magistrate, Jalpaiguri.

To: - 1-13) The Block Development officer & Programme officer,
Kumargram /Alipurduar-I/Alipurduar-II/ Kalchini /Madarihat- Birpara/ Falakata/ Dhupguri/
Mainaguri /Matali/Mal / Sadar/ Rajganj/Nagarakata Block.
14-26).....

Sub: - Modalities for forwarding fund requisition

In reference of the above captioned subject you are requested to check the following modalities for forwarding fund requisition under MGNREGS:-

1. Requisition must be in prescribed format duly signed by the P.O & B.D.O with Memo No and Date along with utilization certificate.
2. A new e-mail ID fundrequisition.nregajal@gmail.com has been created for dedicated purpose of receiving "requisition" only. All requisitions (scanned copy only), bearing signature of P.O & B.D.O with Memo No. & Date, to be mailed in this address only.
3. Screen Shot of Financial Statement (Offline), duly certified by the Computer Assistant of the concerned Block (or any other official assigned with the job of data uploading) on the body of the screen shot itself, as given below:-
" This is to certify that the data as appearing in this screen shot has been uploaded by me on..... the relevant log report has been sent to logchart.jal@gmail.com".
4. At least 80% utilization of the last allotment & 100% utilization of all allotments prior to the last allotment to be ensured before sending requisition.
5. 100% reflection of all allotments except the last one and at least 60% reflection of the last allotment to be ensured for release of further fund.
6. Any "requisition" for fund, if once rejected on any ground as stated above and appears in the sanction order as "rejected" will be considered as finally disposed. As such the GP has to submit a fresh "requisition" through block on fulfilling/ complying the grounds for which it was previously rejected.
7. Sample inspection of all the Muster Rolls against which payment is due has to be conducted by the PO & BDO. Detailed report is to be submitted

This is mandatory for every type of fund requisition under MGNREGS.

Please treat this as extremely important.


District Programme Coordinator
MGNREGS, Jalpaiguri
&
Dist. Magistrate, Jalpaiguri.

Date: - 31/5/12

Memo No. 901(16)/1(12)/MGNREGS

Copy forwarded for kind information to:-

1. CA to the District Programme Coordinator, MGNREGS & District Magistrate, Jalpaiguri.
2. CA to the Addl. District Programme Coordinator, MGNREGS & ADM (G), Jalpaiguri.
3. The SDPC & SDO, Sadar, Alipurduar & Mal.
4. Joint BDO (HQ)/Accounts Section/ Coordinator (SA & G)/ AE (HQ)/Technical Officer (H& F)/PM (MIS)/APO (LD)/ MGNREGS Cell, Jalpaiguri for necessary compliance.


District Programme Coordinator
MGNREGS, Jalpaiguri
&
Dist. Magistrate, Jalpaiguri.