

Email

Most Urgent

From

The Principal Secretary to Govt. Haryana
Rural Development Department, Chandigarh.

To

1. The Chairperson
District Rural Development Agencies,
Bhiwani, Charkhi Dadri, Kaithal, Nuh,
Palwal, Panchkula, Rewari & Yamunanagar.
2. The Chief Executive Officer,
District Rural Development Agencies,
Bhiwani, Charkhi Dadri, Kaithal, Nuh,
Palwal, Panchkula, Rewari & Yamunanagar.

Memo No. SKUY-2019/5162
Chandigarh, dated 30.10.2019

Sub:- Implementation of "Swaranjyanti Khand Utthan Yojana (SKUY)".

As you are aware that the State Govt. has started a new scheme namely Swaranjyanti Khand Utthan Yojana in the rural area to redress the regional socio economic imbalances in the intensive backward blocks of the State.

The objective of the scheme is that

1. Improve literacy rate through providing better educational facilities.
2. Bridging the gap between backward and empowered region divided on the basis of economic, social, technical, technological and other working facilities and services.
3. Improve condition of infrastructure in such a way that will result in a sustainable development.

A copy of draft guidelines of the scheme is available at www.haryanarural.gov.in and also enclosed herewith for your information and necessary action.

The district and block level committees as under need to be made functional as early as possible:-

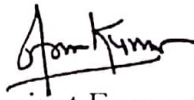
1. District Level Empower Committee shall be constituted headed by the Chairman, Zila Parishad/DRDA consisting of offices of all the concerned line departments and CEO, DRDA will be the Member Secretary. The Committee will meet atleast once in a month.
2. Block Level Committee shall be constituted headed by the BDPO consisting of Block Level Officer for the relevant department. The Committee will meet atleast once in a month.

The State Govt. has decided to implement this scheme in identified 20 intensive blocks in 1st phase. The department has released funds amounting to Rs.20.00 lacs for each identified block for the preparation of Block Action Plan. PRIs will be responsible for Execution,

Implementation & Monitoring of the scheme. The Rural Development Department is the Nodal Department at the State Level. The detail of 20 identified intensive blocks in 8 districts is as under:-

Sr.No.	District	Block
1	Bhiwani-	Loharu, Behal, Siwani & Kairu
2	Charkhi Dadri	Badhra
3	Kaithal	Guhla
4	Mewat (Nuh)	Nuh, Punhana, Taoru, Nagina & Ferozepur Jhirka
5	Palwal	Hathin
6	Panchkula	Morni, Pinjore, RaipurRani & Barwala
7	Rewari	Rewari, Bawal
8	Y/nagar	Sadaura, Chhachhrauli

You are, therefore, requested to take all necessary steps to implement the above scheme and to constitute various committees as per the guidelines and also prepare Block Action Plan on the basis of the requirements of the area. You are also requested to ensure to convene monthly meetings at district & block level regularly.



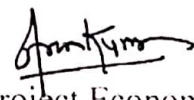
Project Economist
for Principal Secretary to Govt. Haryana
Rural Development Department, Chandigarh.

Endst. No. SKUY-2019/5163

Chandigarh, dated the 30.10.2019

A copy of above is forwarded to the followings:-

1. The Director, Development & Panchayats Department
2. The Chief Engineer of Panchayati Raj.



Project Economist
for Principal Secretary to Govt. Haryana
Rural Development Department, Chandigarh.

Chandigarh, dated the 30.10.2019

✓ Endst. No. SKUY-2019/5164

A copy is forwarded to the System Analyst, Rural Development Department, Haryana, Chandigarh with the request to upload the guidelines of the scheme on the website of the department.



Project Economist
for Principal Secretary to Govt. Haryana
Rural Development Department, Chandigarh.



GOVERNMENT OF HARYANA

GUIDELINES

ON

SWARNJAYANTI KHAND
UTHAN YOJANA

(SKUY)

RURAL DEVELOPMENT DEPARTMENT, HARYANA, CHANDIGARH

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Abbreviations-

1.	AG	Accountant General
2.	ADC	Additional Deputy Commissioner
3.	ASHA	Accredited Social Health Activist
4.	BDP	Block Development Plan
5.	BDPO	Block Development and Panchayat Officer
6.	CEO	Chief Executive Officer
7.	CS	Chief Secretary
8.	DC	Deputy Commissioner
9.	DLEC	District Level Empowered Committee
10.	DMC	Decision Making Committee
11.	DRDA	District Rural Development Agency
12.	MGNREGS	Mahatma Gandhi National Rural Guarantee Scheme
13.	PPR	Physical Progress Report
14.	PRI	Panchayati Raj Institution
15.	SHG	Self Help Group
16.	SKUY	Swarnjayanti Khand Utthan Yojana
17.	SNA	State Nodal Agency
18.	SLEC	State Level Empowered Committee
19.	SND	State Nodal Department
20.	SSA	State Support Agency
21.	UC	Utilization Certificate
22.	ZP	Zila Parishad

Swarnjayanti Khand Uthan Yojana (SKUY)

1.1 About SKUY

Swarnjayanti Khand Uthan Yojana, is designed to redress regional imbalances in development socio economic imbalances in development process. The fund will provide financial resources for supplementing and converging existing developmental inflows into identified blocks.

1.2 Objectives-

1. Develop the local infrastructure for the development of block which cannot be made through convergence of any other presently working scheme.
2. Ensure adequate flow of funds to these identified backward blocks through special component in the normal existing schemes.
3. Improve the educational opportunities, especially to increase female literacy rate through various programs in convergence with other schemes.

1.3 Expected outcomes

The outcomes are as follows:

- 1) Improve literacy rate through providing better educational facilities.
- 2) Bridging the gap between backward and empowered region divided on the basis of economic, social, technical, technological and other working facilities and services.
- 3) Improve condition of infrastructure in such a way that will result in a sustainable development.

1.4 What is backward region?

Backward region will be defined as per these following criteria-

1. Percentage of land irrigated area.
2. Percentage of villages with high school education facilities.
3. Percentage of literate people.
4. Female literacy rate.
5. Percentage of girls enrollment in secondary schools.
6. Percentage of villages with any health care facilities

There will be 60 marks on the above parameters (each parameter will have 10 marks).

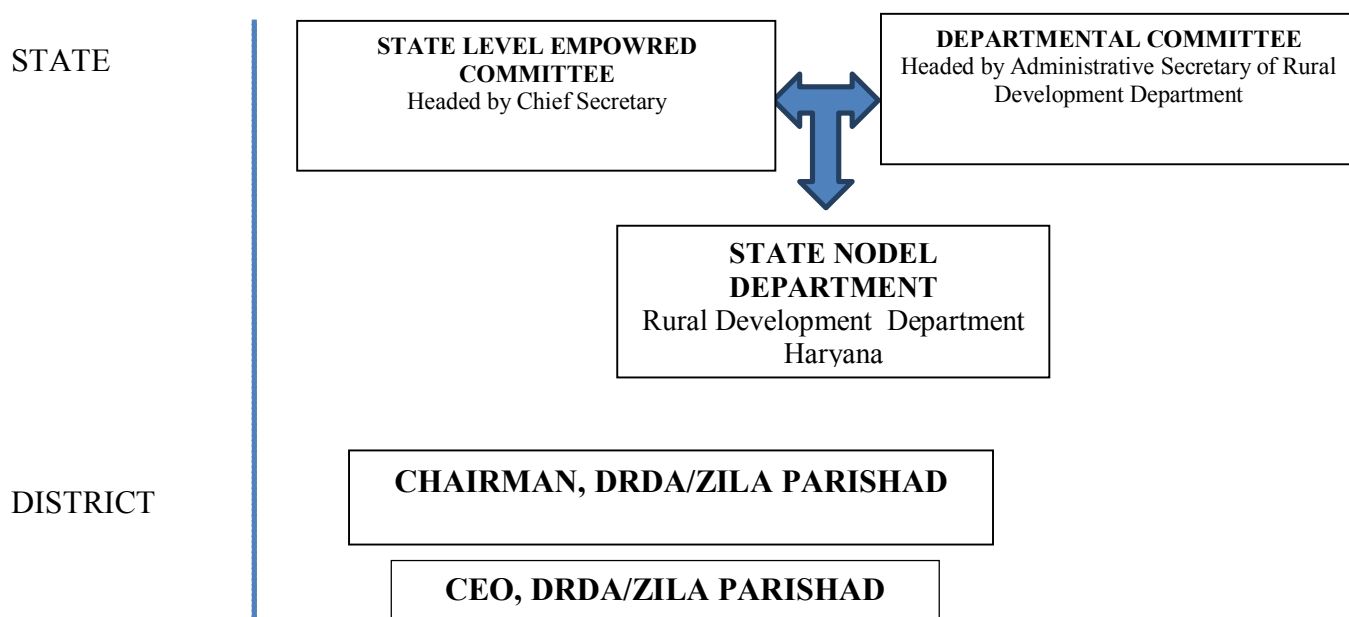
Initially, 20 blocks with least score were identified by a committee consisting of Administrative Secretaries based on the above criteria, as backward region.

Sr.No.	District		Block
1	Bhiwani	1	Loharu
		2	Behal

		3	Siwani
		4	Kairu
2	Charkhi Dadri	5	Badhra
3	Kaithal	6	Guhla
4	Mewat (Nuh)	7	Nuh
		8	Punhana
		9	Taoru
		10	Nagina
		11	Ferozepur Jhirka
5	Palwal	12	Hathin
6	Panchkula	13	Morni
		14	Pinjore
		15	Raipur Rani
		16	Barwala
7	Rewari	17	Rewari
		18	Bawal
8	Y/nagar	19	Sadaura
		20	Chhachhrauli

1.5 Institutional Framework

The Swarnjayanti Khand Utthan Yojana has to be implemented in a plan mode. The key stakeholders of the plan would comprise as the following levels:



BLOCK

**BLOCK DEVELOPMENT
AND PANCHAYAT OFFICER**

PANCHAYAT

**SARPANCH AND GRAM
SABHA MEMBERS**

1.5.1 Role of Panchayati Raj

PRIs will responsible for execution , implementation & monitoring the scheme

1.6 Empowered Committee

Empowered Committee would be set up in order to ensure the decision making process and for approvals at various levels:

1.6.1 State level

The department of Rural Development shall be the nodal department at the state level. Consisting of two level committees.

1. A **State Level Empowered Committee (SLEC)** headed by the Chief Secretary will review the progress of SKUY. The committee will meet at least once in 6 months. The committee will also approve the final BDPs submitted by districts and approve the physical progress report (PPR) for the block and will also be responsible for other key decisions and steps to ensure coordination between the Districts and Blocks for effective implementation of the plan.
2. The Departmental Committee headed by Administrative Secretary and consisting of heads of various departments. The functions of the committee are as follows-
 - To ensure the adherence to the timeline
 - To review Block Development Plans and suggest necessary changes
 - To monitor the implementation of schemes at various levels
 - To review the progress under the scheme
 - To identify the problems and suggest policy interventions

1.6.2 District level

A District Level Empowered Committee (DLEC) shall be headed by Chairman, Zila Parishad/DRDA. The committee shall comprise of officers of the concerned line Departments. DLEC will

- recommend/ approve the final BDPs
- be responsible for other key decisions for effective coordination among the block
- Be responsible for the implementation of the scheme.

This committee will meet at least once in a month. The CEO, Zila Parishad/DRDA shall be its Member Secretary.

1.6.3 Block Level Committee

It shall be headed by Block Development and Panchayat Officer (BDPO). The committee shall comprise of Block Level officers of the relevant Departments. The committee shall

- review the monthly progress of BDPs
- ensure coordination at Block Level

This committee will meet at least once in a month.

1.7 Role of Representatives

The concerned districts will have to ensure the participation of Panchayati Raj Institution (PRI).

2.0 Process to accomplish the Task-

Step I: Designation of a State Level Nodal Department-

To identify The State Nodal Department (SND) preferably for the purpose of Swarnajayanti Khand Uthan Yojana (SKUY); the selected department should be under the administrative domain of the Development & Panchayats department Haryana.

Step II: Constitution of a SLEC

A State Level Empowered Committee (SLEC), constituted under the chairmanship of the Chief Secretary will approve the final BDP.

Step III: Identification of State Support Agency (SSA)

For the support in BDP a State Support Agency will be formed that will help in the survey for the selection of backward region where the work under the SKUY has to be done.

Step IV: Selection of Regions:

The State Level Empowered Committee, with the support of State Support Agency (SSA) will identify Backward Blocks. These Blocks will be selected in consultation with the DC/ADC/CEO of Zila Panchayat/DRDA/BDO/Sarpanch of the concerned Gram Panchayats.

Step V: Setting up of Decision Making Committee (DMC)

The Decision Making Committee will be constituted with the Officers of District level, Block level and Concerned Gram Panchayats.

Step VI: Preparation of BDPs

The State Nodal Department will, then prepare BDP with the help and support of SSA in consultation with DC/ADC/CEO of Zila Panchayat/DRDA/BDO/ Sarpanch.

Step VII: Approval of BDP by District

After the submission of BDP by SSA, prepared with the help of Block and Panchayats, it will be sent to District for approval.

Step VIII: Submission of BDPs to the State Government and the release of Fund

The release of fund will be done by Rural Development Department, Haryana after the submission of final Block Development Plan (BDP).

Step IX: Submission of Second Installment release application to the Ministry of Haryana State:

The process of fund release in the 2nd installment is described in Table No.: (I)

Step X: commencement of Site activities

After the release of funds, the State Nodal Agency (SNA) will commence the activities on the site, that is the on ground work will finally be started on the basis of priority as described in the Block Development Plan (BDP).

2.1 Project Funding

Table number: (I)

Period	Conditions for release of funds
During first year of the programme	Initially, an amount of Rs. 20.00 lacs for each Backward Block will be released to DRDA/Zila Parishad for baseline survey, preparation of BDP, Perspective plan and other administrative expenditures.
1 st installment	First installment will be released automatically to identified blocks on submission of approved plan along with application in the prescribed Performa. Second installment will be released on the fulfillment of the following conditions-
2 nd Installment	A Submission of physical and financial progress reports,
	B The opening balance should not exceed 40% of the funds available during the previous year. The amount in excess of this limit will be deducted at the time of the second installment.
	C Audit reports for the programme for the last year and submission of action taken report should contain a certificate from the chartered accountant that while auditing the district account of the programme, he has taken into account the bank reconciliation statement and the accounts of all implementing agencies and that advances have not been treated as expenditure.
	D Utilization Certificate is required to be submitted annually.
	E Submission of non-diversion and non-embezzlement certificate
	F All pending progress/ monitoring reports should have been sent
	G Any other condition imposed from time to time in the interest of smooth implementation of the programme.
Second year onwards- 1 st & 2 nd installments	Released unconditionally to those districts that were released the second installment of the immediately preceding year Districts, which could draw the second installment in the immediate preceding year for want of having met the conditions stipulated, shall submit proposals for the first installment after fulfilling those conditions. Districts which received second installment in the previous year conditionally shall submit their proposal for first installment after fulfilling conditions imposed at the time of the release of second installment in previous year.

2.1.1 Mechanism of Fund Flow

All funds will be transferred to the Blocks by the State Government to their bank accounts, using the mechanism of bank transfers. Bank account details of all Blocks would be furnished by CEO of Zila Parishads to the State Government.

2.1.2 Administrative Fund

5% of total funds released during the financial year shall be utilized for this purpose (i.e. 2% for state and 3% for District & Block level).

2.1.3 Release of funds

Funds will be released immediately by the Panchayats on the sanction of the works of BDP either in full or in installments as may be decided by the Panchayats concerned, in accordance with procedures prescribed for clearance of such payments. The Implementing Agencies which fail to render the accounts and Utilization Certificate for the funds released earlier should not be considered for implementation of new works and release of further funds. Diversion of resources from one village to another is not permitted.

2.2 Opening of Bank Accounts

SKUY funds shall be kept in a separate Nationalized Bank or Commercial bank by the Panchayats concerned. It is desirable to open a bank account; a separate Cash Book is also required to be maintained for the scheme.

2.3 Utilization of Interest Earned on Deposits

The interest amount accrued on the deposits shall be treated as additional resources under the scheme and should be utilized as per the guidelines of the programme.

2.4 Drawing of funds

Drawing of funds by Panchayats shall be as per the existing practice detailed in the finance and accounts rules prescribed by the State Government, enacted under the relevant provision of the State Panchayati Raj Act. Withdrawal of funds for making payments towards the works undertaken by the Executing Agencies will be through RTGS or as prescribed in the rules and departmental manuals concerned.

2.5 Maintenance of Accounts

Each Panchayat shall be responsible for maintenance of accounts of the funds allocated to them. These accounts can be consolidated by the Block Panchayat in respect of Panchayats and presented to audit. Similarly, any executing agency entrusted with funds under the programme would also maintain separate accounts, which shall be submitted to audit.

2.6 Audit of works

Regular physical and financial audit of the works under the scheme shall be carried out at the end of each financial year, in each block. The audit shall be done either by Chartered Accountants listed in the panel of the State Government or AGs of the State. The audit report together with action taken on the Auditor's observation is required to be submitted along with the proposal for release of second installment of funds. Such Action Taken Note should be authenticated by Auditor.

2.7 Schedule for inspection of Works

In order to maintain quality of works, a quality monitoring system shall be instituted. The working of the system shall be reviewed regularly by State Level Sanctioning Committee.

2.8 Social Audit and Vigilance at grass root level

The Gram Sabha will authorize the issuance of Utilization Certificate of funds allocated for the plans, projects or programmes of the Panchayat and the process followed will be the same as prescribed in the guidelines for the Mahatma Gandhi National Rural Employment Guarantee Act.

- Boards shall be displayed at worksites indicating the name of the schemes and the source from which these are being funded to enable the local people to know about the schemes.
- Each Panchayat shall publically display details of all schemes approved as on date and their expected commencements/ completion dates.

2.9 Progress reports

Progress reports will be uploaded at district level on website of Rural Development Department.

2.10 Monitoring system

The monitoring will be done as under-

1. Block level 100%
2. District level 10%
3. State level 2%

2.11 Social Inclusion

Social inclusion will be one of the most integral parts of the plan. It will be given a due consideration at the time of planning and implementation of the plan. 50% of the total number of planning committee members at the block level must be women. Also involvement of people from all the castes is mandatory. The same has to be shown in the BDPs submitted by SSA.

Specific attention will be given to vulnerable and socially excluded people of the society such as: differently abled people, old people without any support from the family or deprived from their rights, single women, widows and scheduled castes will be included in the budget at the block level.

2.12 Capacity Building

Training and other support: In order to provide support to the SKUY for the accomplishment of the plan, adequate budgets would be provided for capacity development and other activities such as training to the concerned departments at the District level for smoothly running and timely completion of task at the backward regions.

2.13 Miscellaneous

2.13.1 Awards and Recognition

Award and recognition for good performance will be the incentive and the same will be included as one of the key feature of the scheme. This will be helpful in encouraging the best practices and positive efforts towards implementation of plan at each and every level.

2.13.2 Audit

The process will be as stated in the guidelines issued by Government of Haryana from time to time.

2.13.3 Dispute resolution /Nomination

The Chief Secretary, Government of Haryana State, is the authority to arbitrate grievances and disputes, wherever required. The CS, Government of Haryana may nominate an officer of appropriate rank to arbitrate disputes. A grievance redressal mechanism shall be constituted under the chairmanship of the concerned SNA. This mechanism shall be institutionalized.

2.13.4 Information, Education and Communication

Material would be developed for information and dissemination of the Mission amongst all stakeholders.

2.13.5 Modifications to Scheme Guidelines

The modifications and clarifications will be done on the recommendation of Empowered Committee under the chairmanship of Chief Secretary, Government of Haryana as per the requirements during the implementation of the plan.

Annexure-I

List of priority schemes for funds earmarked for SC development

1. Community halls
2. Residential Intermediate College/ hostels for SC children
3. Rural Playgrounds
4. One time support (of about 20 lakh) to reputed NGOs who have land for setting up Secondary Schools/Colleges for girls.
5. Tractors with trolleys and agricultural implements to SHGs of 20 small/marginal SC/ST farmers.
6. Training of educated youth in areas such as computers, repairs of mobile phones , driving etc.
7. Pre-recruitment training for Para military and other security forces.
8. Construction and allotment of shops, etc.

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