



**GOVERNMENT OF WEST BENGAL  
OFFICE OF THE DISTRICT MAGISTRATE &  
DISTRICT PROGRAMME COORDINATOR  
PURBA MEDINIPUR :: TAMLUK  
(MGNREGS CELL)**

*PH: 03228 263990/263017(FAX). Toll Free Help Line No. – 1800-3453202*

*E-mail: nrega\_tamluk@rediffmail.com/nrega.tamluk@gmail.com*

**Memo No.** 1496(25) /Acctt./MGNREGA

**Date:** 04/11/2011

To

The Programme Officer, MGNREGA & Block Development Officer,

\_\_\_\_\_ (All) Development Block,

Purba Medinipur.

**Sub. :- New format of MGNREGA Fund Requisition.**

I am directed to inform you that please submit MGNREGA Fund Requisition in new format which is attached herewith for ready reference. Fund Requisition Format should be computerised and may be submitted by electronic mail.

*[Signature]*  
District Nodal Officer  
MGNREGS, Purba Medinipur

**Memo No.** 1496(25)/1(7) /Acctt./MGNREGA

**Date:** 04/11/2011

Copy forwarded for information and taking necessary action to:

1. The Sub-Divisional Programme Coordinator, MGNREGA Sub Divisional Officer, Tamluk / Haldia / Cotai / Egra Sub-Division.
2. DIO, NIC, Purba Medinipur- Please upload in the website.
- 3.. CA to the DM & DPC, Purba Medinipur.
4. CA to the ADM (Dev.) & ADPC, Purba Medinipur.

*[Signature]*  
District Nodal Officer  
MGNREGS, Purba Medinipur

## Requisition of fund under MGMGNREGA during 2011-12

1. Name of Gram Panchayat : \_\_\_\_\_ MGNREGA A/c No. with Bank Br.:

2. Name of Block :

3. Total No of Scheme ongoing :

Details:

Sl. No	Name of the Scheme	Scheme Code	Estimated Cost in Rs.	Total unskilled wage cost utilized in Rs.	Total material cost utilized in Rs.	Fund required		
						A	B	C= (A+B)
						unskilled wage cost in Rs.	material cost in Rs.	Total cost in RS.
1								
2								
3								
4								
5								
6								
<b>Total:</b>								

4. Total no. of scheme going to be started within 7 days :

Details:

Sl. No	Name of the Scheme	Scheme Code	Estimated Cost in Rs.	Total unskilled wage cost utilized in Rs.	Total material cost utilized in Rs.	Fund required		
						A	B	C= (A+B)
						unskilled wage cost in Rs.	material cost in Rs.	Total cost in RS.
1								
2								
3								
4								
5								
6								
<b>Total:</b>								

5. Total Fund required (3 + 4) = Rs. \_\_\_\_\_

6. Details of availability of fund:

O.B. as on 01.04.11	Fund sub- allotted	Fund utilized	Unspent Balance	Remarks

7. Expenditure during the last 3 (three) months :

	1 <sup>st</sup> Month	2 <sup>nd</sup> Month	3 <sup>rd</sup> Month	Fund Balance in hand	Fund needed to be released
Labour					
Material					
<b>Total</b>					

8. Whether Social Audit Team formed and working properly :

Sl. No.	How many no of scheme verified by Social Audit Team.	How many no of Muster Roll verified by Block level Monitoring Team.

9. No. of demand for work in 4A received during current financial year:

10. No. of 4B issued during current financial year :

11. Whether Display board maintain properly at Gram Panchayat level and worksite :

12. Whether scheme photo taken at the time of execution of scheme :

13. Whether Voluntary disclosure is being updated in every month :

14. Whether the display board depicting the details of the scheme is there at the site of execution :

15. Present Status of MIS Data Entry :

16. Percentage of Material already spent in all schemes executed so far in 2011-12 :

17. Percentage (%) of Material after the proposed fund is received and spent :

18. Remarks if any, :

\_\_\_\_\_  
**Signature of Executive Assistant**

\_\_\_\_\_  
**Signature of Pradhan**

19. Comments of Block Programme Officer :

I have verified the fund proposal of \_\_\_\_\_ GP. No. of schemes for which fund is requisitioned by the GP is reasonable and the fund requisitioned is likely to be spent by 15 days.

20. Amount of fund may be released in favour of such Gram Panchayat :

21. Whether scheme properly verified by block monitoring team(Scheme wise detail information should be required) :

Sl.No.	Scheme Code	Whether visited or not by Block Level Monitor

22. Work satisfactory certificate by the BDO & PO :

23. Whether the scheme ongoing or going to start are within the Annual Action Plan :

\_\_\_\_\_  
**Signature of Block Programme Officer (with seal)**  
\_\_\_\_\_ Block.

Memo No.: \_\_\_\_\_ Date: \_\_\_\_\_

Forwarded to the District Magistrate & District Programme Coordinator, MGNREGA,  
Purba Medinipur.

Block Programme Officer  
\_\_\_\_\_ Block.