

No.SMS-1/2021-22-RDD-Implementation-MGNREGA - 5684-5808
Government of Himachal Pradesh
Rural Development Department

From

The Director-Cum-Commissioner (MGNREGA)
Rural Development Department
Himachal Pradesh, Shimla-9

To

1. All the Deputy Commissioners-Cum-District Programme Co-coordinators (MGNREGA) In HP.
2. All the ADC-Cum-Project Directors DRDA in HP.
3. All the Deputy Directors-Cum-Project Officers, District Rural Development Agencies in H.P.
4. All the Block Development Officers-Cum-Block Programme Officers (MGNREGA) In HP.

Dated

Shimla-9

25 May 2022

Subject: -

Guidelines regarding procurement of material for the works to be executed on the land of individual beneficiaries as defined in Para 5 of Schedule I of MGNREG Act (Category (B) works).

Sir/Madam,

The existing system of procurement of material under MGNREGA in case of individual beneficiaries has been examined by the Department and it has been decided to simplify the present system so that instead of making the material payments to venders' accounts, the same may be credited /reimbursed in the individual beneficiaries accounts. In order to Operationalize this system, the following processes are to be followed:-

1. In order to get the material payments in the Account of individual beneficiaries as defined in Para 5 of schedule I of MGNREG Act, the individual beneficiary will have to register himself/herself as a vender in the nregasoft for which the personal details (copy enclosed) are to be submitted in the Block office. The Block office will forward these details to the DRDA concerned for registration (without TIN number) in the system. The amount of material component which is to be reimbursed in the account of individual beneficiaries shall be restricted to the maximum of 40 % of the actual total cost of the work by applying the following formula:

Actual unskilled labour cost \times 2/3 = material cost.

The actual skilled and semi skilled labour cost would be deducted from the material cost so arrived at.

2. The individual beneficiary will procure the material from the vender having TIN number (Else the material funds will not be paid).

3. The individual beneficiary will ensure that procurement of material is made as per the quantity specified in the approval estimate of the work and the expenditure on material does not violate the prescribed unit cost and wage material ratio.
4. The beneficiary will hand over the bill of material to the concerned Panchayat Secretary who will enter the quantity of material in a stock register. Similarly, the material consumed and the material remaining, if any, will also be recorded in the Stock register. The TA will certify the consumption of material. Accordingly the necessary entry regarding consumption of material will be made in the Stock register by Panchayat Secretary.
5. After verifying the material bill, the same will be forwarded to the Accountant of the concerned Block for generation of FTO.
6. The payment of material procured shall commence only after the completion of work. It should also be ensured that the labour muster- rolls have been cleared for payment i.e. wages payment must precede the payment of material for that work.
7. The material must be ordered for delivery at such a time that it can be consumed soon after delivery. In no case the material procured should be lying idle for more than a month after its supply.
8. In case the material is not consumed within the stipulated period, the process of recovery of the unused material shall be initiated against the defaulting beneficiary.
9. In case of the procurement of cement from open market, the reimbursement of cost shall be restricted to the rates fixed by the HP State Civil Supply Corporation.
10. In case of individual beneficiaries engaged in Horticulture and Plantation, the procurement of planting material will be made by the beneficiary from Government nurseries, private nurseries approved by the Government, at the rate fixed by the Committee headed by the DPC.

While issuing the sanction order of individual work the above mentioned conditions may be mentioned in the sanction letter for compliance.

It may also be noted that the above instructions are applicable to procurement of material for only such works which are to be executed on the private land of individual beneficiaries by themselves and it will not be applicable to any community works

Yours faithfully,



Rugved Thakur (IAS)

Director-cum-Commissioner (MGNREGA)
Rural Development Department
Himachal Pradesh, Shimla-9

Add Vendor Detail
Material Vendor(Individual Beneficiary)
Without GSTIN

Vendor Name		
Having Aadhaar No	Yes/No	
Identity Type	Aadhaar No	
	PAN No	
	Service Tax No	
	TAN No	
Identity No.		
Mobile No.		
House No		
Address		
District		
Block		
Panchayat		
Name of Bank		
IFSC Code		
Branch Name		
Account Number		
Account Name as per Bank		

Add Vendor Detail

Administrative Vendor Material Vendor

State : HIMACHAL PRADESH District : BILASPUR

GSTIN Without GSTIN

Vendor Name			
Having Aadhaar Number?	<input checked="" type="radio"/> Yes <input type="radio"/> No		
Identity Type	--Select-- v Identity No.	Mobile No.	
Shop No.	Shop Address.		
Block	--Select Block-- v	Panchayat	v

Vendor Account Detail

Bank Name	--Select Bank-- v		
Search IFSC-Code		Select IFSC	--Select-- v
Account No		Account Name as per bank	

Add

Note: # For inter-state vendor kindly allow through "Allow Vendor outside from State" option at State DBA.
IF Vendor has been added through PO login then you have to Approve vendor through DPC login.
For Co-operative bank, please select districts first to get branch detail.