

# **The M.P. Krishi Upaj Mandi (State Marketing Development Fund) Rules, 2000**

MADHYA PRADESH

India

## **The M.P. Krishi Upaj Mandi (State Marketing Development Fund) Rules, 2000**

### **Rule**

### **THE-M-P-KRISHI-UPAJ-MANDI-STATE-MARKETING-DEVELOPMENT-FUND-RULES-2000**

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The M.P. Krishi Upaj Mandi (State Marketing Development Fund) Rules, 2000 Published vide Notification. No. D-15-3-99-14-3, dated 13-7-2001, M.P. Rajpatra (Asadharan), dated 13-7-2001 at page 854 (20) In exercise of the powers conferred by clause (xxi) of sub-section (2) of Section 79 of the Madhya Pradesh Krishi Upaj Mandi Adhiniyam, 1972 (No. 24 of 1973), the State Government hereby makes the following rules the same have been previously published as required by sub-section (1) of the said section, namely :-Chapter-I Preliminary

### **1. Short title and commencement.**

(1) These rules may be called the Madhya Pradesh Krishi Upaj Mandi (State Marketing Development Fund) Rules, 2000. (2) They shall come into force with effect from the date of publication in the Madhya Pradesh Gazette.

### **2. Definitions.**

- In these rules, unless the context otherwise requires, -(a) "Adhiniyam" means Madhya Pradesh Krishi Upaj Mandi Adhiniyam, 1972 (No. 24 of 1973); (b) "Assistant Engineer Board" means Assistant Engineer of Madhya Pradesh State Agricultural Marketing Board; (c) "Farmers Road Fund" means the amount collected for the roads of the market area; (d) "Agricultural Research and Infrastructure Development Fund" means amount mobilized for agricultural research and infrastructure development; (e) "Accounts Officer" means Accounts Officer posted in Madhya Pradesh State Agricultural Marketing Board; (f) "Board" means Madhya Pradesh State Agricultural

Marketing Board;(fa) [ "Cattle" shall have the same meaning as given in Section 2 of the Madhya Pradesh Goseva Ayog Adhiniyam, 1995 (No. 18 of 1995)] [Inserted by Notification No. D-15-3-99-XIV-3, dated 12-7-2004.];(g)"Chief Accounts Officer" means Chief Accounts Officer posted in Madhya Pradesh State Agricultural Marketing Board;(h)"Collector" means District Collector;(i)"Chief Engineer" means Chief Engineer posted in Madhya Pradesh State Agricultural Marketing Board;(j)"College" means Government College;(k)"District Planning Committee" means Committee constituted under Section 3 of Madhya Pradesh District Planning Committee Act, 1995 (No. 19 of 1995);(l)"Divisional Office" means office established by the Board in revenue division;(m)"Deputy Director" means Deputy Director posted in divisional office appointed by Mandi Board;(n)"Draft" means draft mentioned in these rules;(o)"Executive Engineer" means Executive Engineer of Madhya Pradesh State Public Works Department;(p)"Executive Engineer Board" means Executive Engineer of Madhya Pradesh State Agricultural Marketing Board;(q)"Financial Year" means the period from 1st April to 31st March;(r)"Form" means the form appended to these rules;(ra) "Goshala" means Goshala or other similar institution which has been registered under the Madhya Pradesh Goseva Ayog Adhiniyam, 1995 (No. 18 of 1995)] [Inserted by Notification No. D-15-3-99-XIV-3, dated 12-7-2004.];(s)"Market Committee" means Market Committee established under Section 11 of the Adhiniyam;(t)"Market Area" means any area of the Market Committee notified by State Government under Section 4 of the Adhiniyam;(u)"Market Yard" means the notified Market Yard/Sub-Market Yard/Hat Bazaar of any Agriculture Market Committee notified by State Government under Section 5 of the Adhiniyam;(v)"Managing Director" means Managing Director of Madhya Pradesh State Agricultural Marketing Board;(w)"Madhya Pradesh State Marketing Development Fund" means amount mobilized under Section 43 of the Adhiniyam;(x)"Sub-Engineer Board" means Sub-Engineer of Madhya Pradesh State Agricultural Marketing Board;(y)"Superintending Engineer Board" means Superintending Engineer of Madhya Pradesh State Agricultural Marketing Board;(z)"Section" means the section of the Adhiniyam;(aa)"School" means Government School;(ab)"State Government" means the Government of Madhya Pradesh.

## **Chapter II**

# **Madhya Pradesh State Marketing Development Fund**

### **3. Madhya Pradesh State Marketing Development Fund.**

(1)Every Market Committee shall pay to Board upto the 10th day of every month of such percentage of gross receipts composing of licence fees and Market fees as the State Government may by notification declare from time to time under sub-section (1) of Section 43 of the Adhiniyam.Payment will be made to the Board for Madhya Pradesh State Marketing Development Fund at the rate declared in the notification by "Account Payee" Bank draft. Madhya Pradesh State Marketing Development Fund will be divided into three sub-heads as under :-(a)Farmers' Road Fund.(b)Agricultural Research and Infrastructure Development Fund.(c)Board Fund.

#### **4.**

Every Market Committee shall send amount separately in the above head as indicated below

:- (a) Eighty-five per cent of the amount specified in Schedule one of Notification No.

D-15-5-2000-XIV-3, dated 30th October, 2000 notified in the Madhya Pradesh Gazette, dated 10th November, 2000 for Farmers' Road Fund. (b) Fifteen per cent of the amount specified in Schedule one of the Notification No. D-15-5-2000-XIV-3, dated 30th October, 2000 notified in the Madhya Pradesh Gazette, dated 10th November, 2000 for Agricultural Research and Infrastructure Development Fund. (c) The amount specified in Schedule two in the Notification No.

D-15-5-2000-XIV-3, dated 30th October, 2000 notified in the Madhya Pradesh Gazette, dated 10th November, 2000 shall be sent to the Board.

#### **5.**

Receipt will be issued by Board on the date the amount is received. Amount mobilized thus will be deposited as per sub-section (7) of Section 43 and withdrawn under the provision of Section 44 of the Adhiniyam and these rules.

#### **6. Farmers' Road Fund.**

(1) Maintenance of Account.- Separate Account of this fund will be kept in Bank. Information of amounts received in this fund will be maintained Market Committee wise by the Board. (2) Procedure for allotment.- Amount received in this fund will be deposited by the Board in the fund of Madhya Pradesh Rural Road Development Authority.

#### **7. Agricultural Research and Infrastructure Development Fund.**

(1) Maintenance of Account.- Separate Account for this fund will be maintained in Bank. (2) Utilization of fund.- Fund shall be utilized for the following subjects :- (a) Establishment of laboratories in Government Schools/Colleges, Agricultural Universities, Agricultural Colleges, for facility of testing seeds, soil chemical fertilizer and pesticides and training for conducting the facility so established. (b) As per paragraph (a) above if the testing facility is established by public and co-operative sector chemical fertilizer companies/sugar factories, they may be sanctioned grant only once not exceeding 90% of the total project cost. [(b-a) The Board may provide such share, as may be determined by the State Government, out of the amount deposited by the Market Committee in the Agricultural Research and Infrastructure Development Fund, under Clause (b) of Rule 4, for the protection and development of cow, to the Collectors of the Districts as per requirement through the Madhya Pradesh Gopalan Evam Pashudhan Samvardhan Board, Bhopal, registered with the Registrar, Firms and Society, Bhopal vide Registration No. 01/01/13841/04, dated 15 July, 2004.] [Substituted by Notification No. D-15-3-99-XIV-3, dated 3-1-2006.] (c) Grant not exceeding 90% to Agricultural University, public and co-operative sector organization and Madhya Pradesh Agn Business Consortium towards production of seeds and plantation material for horticulture and other commercial crops, development of infrastructure for testing facility of materials

proceed.(d)Grant to Agricultural University and Agricultural Science Centres for development of infrastructure for research and training facility in agricultural and allied sectors.(e)The recurring expenses in infrastructures being developed as above cannot be sanctioned from the fund.(h)[ Grant to Goshala for development of infrastructure, research, power generation based on cattle husbandry and bio-farming development] [Inserted by Notification No. D-15-3-99-XIV-3, dated 12-7-2004.](3)Committee for sanctioning grant.-The following Committee shall be there, for utilization of Agricultural Research and Development Fund :

- (a)  
Chairman      Agricultural Production Commissioner of the State.
- (b) Member    (1) Secretary, Agriculture  
                  (2) Director, Animal Husbandry  
                  (3) Director, Agriculture  
                  (4) Director, Horticulture  
                  (5) Director, Research, Agricultural University, Jabalpur  
                  (6) Managing Director, Madhya Pradesh State Agricultural Marketing Board  
                  (Member-Secretary)

(4)Committee Meetings for sanction of grants.-Application for grant shall be sent to the Managing Director. Grant Sanction Committee shall frame rules from time to time regarding its working system.(5)Expenditure.-Expenditure of this fund can be made for the following purposes :- (a)Committee will not sanction for use other than purposes shown in sub-rule (2);(b)Managing Director cannot incur any expenditure without the recommendation of the committee;(c)Committee shall ensure stipulations of payment and amount of maximum grant for each project based on progress of the project;(d)Utilization Certificate and certification in respect of expenditure of the amount given from the fund shall be sent to the Chief Accounts Officer. Chief Accounts Officer may issue suitable guideline directive in this regard;(e)Accounts of expenditure drawn from this fund shall always remain open for inspection by officials of the Board.(6)Work Completion Certificate.-After completion of work, work completion certificate shall be issued by the concerned institution.(7)Entry in Assets Register.-After issue of work completion certificate concerned institution, under whom the project is executed, shall enter the assets constructed out of this fund in its Assets Register and the works maintenance and repair shall be responsibility of the concerned institution. Audit of the expenditure made out from the grant amount shall be got done by the department auditors of the Management Board. The grantee shall be responsible for getting the audit done and sending the compliance report to the Managing Director on rectification of objections.

## **8. Board Fund.**

- (i) Maintenance of Account.-Separate account of this fund shall be kept in Bank, Market Committee-wise account will be maintained for amount received in this fund.(ii)Utilization of Fund.-All those expenditure which are drawn as per budget approved by the Board, shall be paid from the above fund.(iii)Annual Accounts.-Annual Accounts of the Board and Balance Sheet shall be prepared by the Managing Director and all money acquired by the Board from any source or

received by it and all amounts disbursed or spent shall be entered in the accounts.(iv)Audit.-Audit of Board's accounts shall be done by the Director, Local Fund Auditor, Madhya Pradesh. The Managing Director shall arrange to produce all accounts, registers, documents and such other relevant papers that may be called by the Audit Officer for the purpose of the audit. Explanation sought by such officer to eliminate any difference shall be furnished to him immediately. Accounts, after completion of the audit, shall be stamped and the accounts and copies of Audit Report, along with observations thereof shall be placed before the Board, Audit Report will be sent to the State Government along with the observations of the Board.(v)Expenditure.-Expenditure from this fund shall be incurred for the purposes mentioned in Section 44 of the Adhiniyam.(vi)Parameter for sanction of grant.-Parameter for sanction of grant shall be as under,-(a)For the first time established Market Committee, the grant not exceeding 2 lac rupees may be given for the establishment and construction of such minimum required structure as may be specified by the Board.(b)Financially weak Market Committees in the State will be given grant as per procedure and limit decided by the Board.(vii)Eligibility and other conditions for grant of loan.-Eligibility for loan and conditions shall be as under, Le. :- (a)Loan shall be given only to those Market Committees which shall pay to the Board regularly under Section 43 of the Adhiniyam.(b)First of all loan shall be given for basic facilities in the order given below, interest at the rate of 4% per annum :-

**1. Boundary Wall.**

**2. Covered shed.**

**3. Internal road.**

**4. Electricity arrangement.**

**5. Drinking water arrangement.**

**6. Toilet.**

**7. Office Building.**

**8. Farmer's Rest House.**

**9. Covered auction platform.**

(c)Loan shall be given for the works mentioned in Para (b) above, on the basis of demarcation for Market yard development construction and estimate/project report/master plan prepared by the Executive Engineer of the Board and recommended by him.(d)Loan shall be given to the Market Committee on interest at the rate of 4% p.a. for godown, shop or sundry shop in the notified Market Yard/sub-market yard/haat bazar if 50% of the cost is deposited in advance by the licensees traders/processors/ proposed permission holders.(e)Loan to the extent of limit prescribed by the

Board may be given to Market Committee on interest at the rate of 10% p.a. on the basis of demarcation for market yard development construction and estimate/project report/master plan prepared by Executive Engineer of the Board and recommended by him and also towards purchase of land for godown, shop-cum-godown, sundry shop, open auction platform, covered shed, drainage construction, trolley shed, check post, cattle shed, bank and post office premises.(f)Loan for any work shall be given to Market Committee in lump sum, which shall be kept by the Market Committees in a separate account and utilized only for the particular work.

## 9. Procedure for doing construction work from Board Fund.

- Procedure for doing construction work from Board Fund shall be as under :-(a)Annual Action Plan. - In the month of February each year division-wise proposal for the next financial year shall be sent to the Managing Director by the Executive Engineer of the Board. The proposal shall indicate division-wise earmarking, estimate and financial need in accordance with the works to be done in the next financial year. On the recommendation of Chief Engineer, Managing Director shall decide priority of works and accordingly allocate amount to divisions Market-wise.(b)Powers relating to sanction. - Powers to accord technical sanction on the basis of proposed cost of each work will be as under :-

No. Post of official	Cost Ceiling
(1) (2)	(3)
1. Sub-Engineer Board	up to Rs. 50,000/-
2. Assistant Engineer Board	up to Rs. 5 lakhs
3. Executive Engineer Board	up to Rs. 15 lakhs
4. Superintending Engineer Board	up to Rs. 50 lakhs
5. Chief Engineer Board	above Rs. 50 lakhs.

(c)Administrative sanction.-On receipt of case for technical sanction, officer concerned shall make spot inspection and ensure that estimate, detailed transcription and map prepared by Sub-Engineer and Assistant Engineer are technically correct and rates in the estimate are based on specifications approved by the Board. It shall be the responsibility of the officer who according to technical sanction to ensure that the proposal is complete in technical angle and no need for changes or any modification in future. The competent officer shall dispose off the case within 15 days from the date of receipt of the case. Administrative sanction for works up to Rs. 50 lakhs shall be given by Managing Director on recommendation by the Chief Engineer. Sanction for works above Rs. 50 lakhs shall be given by the Chairman of Board. Case shall be put up for administrative sanction after receipt of technical sanction. Administrative sanction will not be released for cases without technical sanction.(d)Selection of construction agency.-Construction works of Market yard/Sub-market yard will generally be executed through Board. In case of works of special nature the Managing Director may, with the approval of the Chairman, authorize other agencies for the work.(e)Procedure for inviting tenders.-After administrative sanction, Executive Engineer Board shall get the tender notice published in newspapers. For the publication of tender notice and the period of published tender notice (from the date of publication of tender notice to the date of receipt of tender), the following criterion shall be followed :-(A)First invitation

(a) Original cost of tender work	Period of publication in newspapers	
(1)	(2)	
1. Above Rs. 10,000/- and upto Rs. 2,00,000/-	In one leading local daily newspaper of the District.	15 Days
2. Above Rs. 2,00,000/- and upto Rs. 10,00,000/-	In one leading local daily newspaper and one State level newspaper with largest circulation in the respective division and which is published also from the Divisional headquarter. If no newspaper is published from the respective divisional headquarter, standard newspaper published from the nearest districts/divisions such as for example, from Indore Division for Ujjain Division, from Bhopal Division for Sagar Division and from Jabalpur Division for Rewa Division may be made recognized.	30 Days
3. Above Rs. 10 lakhs and upto Rs. 50 lakhs	One leading newspaper of the District and in two State level newspapers with a large circulation in the concerned Division and nearest Division.	45 Days
4. Above Rs. 50,00,000/-	One leading local newspaper of the District and in two State level newspapers with a large circulation in the concerned Divisions and in one national level English newspaper with a large circulation in the State and nearest States.	60 Days

(B) Second and subsequent invitations.-

(b) Total cost of tender work	Period of publication in newspapers	
(1)	(2)	
1. Above Rs. 10,000/- and upto Rs. 2 lakhs.	As in column (2) of S. No. (1) of the heading (A) of Rule 9(e).	10 Days
2. Above Rs. 2 lakhs and upto Rs. 10 lakhs.	As in column (2) of S. No. (2) of the heading (A) of Rule 9(e).	15 Days
3. Above Rs. 10 lakhs and upto Rs. 50 lakhs.	As in column (2) of S. No. (3) of the heading (A) of Rule 9(e).	20 Days
4. Above Rs. 50 lakhs and upto any level.	As in column (2) of S. No. (4) of the heading (A) of Rule 9(e).	30 Days

In emergent situations, short duration tender notices may be issued with the prior approval of the Chief Engineer the minimum period of which shall be 20 days. The limit of the period as prescribed above shall be counted from the date of publication of tender notice to the date of receipt of the tender. Selection of local newspaper shall be done on the basis of quantum of circulation of newspapers in the District. In case no newspapers are published in any District or number of newspapers published in the District is negligible, in such situation newspaper published in Divisional headquarter which is in circulation in the District should be selected on the basis mentioned above. While giving order for publication of tender notice in newspapers it is compulsory to mention size of Notice, (which should be minimum) and date of publication should be mentioned and ensured that the period from the date of tender publication to the date for receipt of tender is as

per the time limit, prescribed as above. Payment for Notices published for less than the above time limit and size above the prescribed minimum size should not be changed in any situation, otherwise responsibility will be of the paying officer. Publication of tender notice upto Rs. 10,000/- in newspapers will not be necessary, but it is compulsory that the file of the Board should contain record regarding pasting of copy of notice issued for the tender in the notice boards of all Market Committees offices in the District, all development departments of the State Government, Divisional Board Offices and local bodies and District Collector Office.(C)Supply of tender.-Tender can be obtained through registered post, personal delivery and speed post. If tenders have been invited through personal delivery, tenders received through any other mode shall not be accepted. No tender shall be accepted on the date of tender invitation after the stipulated time. Tenders received late will be entered in Inward Register and returned to tenderer. Tender form can be sold only to valid registered contractors of the Board. Before selling tender forms original records as under will be seen and their attested photocopies will be obtained with the application, that is-(a)Valid Registration Certificate of Board for prescribed grade.(b)Valid Income Tax clearance certificate.(c)Experience certificate regarding work being done in Board and other Department by the Contractor at the time of purchasing tender form which should be signed by competent authority (not below the rank of Executive Engineer) of the concerned department.(d)Bank solvency which should not be more than 12 months old, limit for which will be as under :-

(1) Contracts upto Rs. 2.00 lakhs	Not necessary
(2) Contracts above Rs. 2.00 lakhs and upto Rs. 5.00 lakhs	Rs. 25,000/-
(3) Contracts above Rs. 5.00 lakhs and upto Rs. 25.00 lakhs	Rs. 3,00,000/-
(4) Contracts above Rs. 25 lakhs and upto Rs. 50 lakhs	Rs. 5,00,000/-
(5) Any level above Rs. 50 lakhs	Rs. 12,00,000/-

(D)Opening of tender and sanction of tender.-The officer inviting the tender shall open the tenders at the specified time in the presence of tenderers or their authorised representatives. Only those tenders received within the prescribed time and date will be opened. Earnest money in one envelope and tender document in other envelope shall be taken. First of all earnest money envelope will be opened. Only after receipt of earnest money as amount required in the tender notice, the envelopes containing the documents of the tender shall be opened otherwise not. At the time of opening and reading tender rate it shall be the responsibility of the opening officer to underline the place where tender rates are written and certify writing by own hand in words and figures. Read out the rate quoted in tender to the contractors present and entering the tender rates in comparative Register, obtain signature of contractors present. Conditional tenders shall not be accepted; if any condition is incorporated with any tender, rate of such tender will not be taken on record. After opening lists, case shall be placed before the competent authority for sanction of lowest rate tender. Competent authority for sanctioning of the tender shall be following, namely :-

A. Cost limit (inclusive of tender rate)	Rate limit	Recommending Officer	Sanctioning Officer
(a) Upto Rs. 50,000/-	Any rate as per prevailing S.O.R.		Executive Engineer
(b) Above Rs. 50,000/- but upto Rs. 5,00,000/-	Any rate as per prevailing S.O.R.	Executive Engineer Board	Superintending Engineer Chief Engineer



(c) Above Rs. 5,00,000/- but upto Rs. 10,00,000/-	Any rate as per prevailing S.O.R.	Superintending Engineer	
(d) Above Rs. 10,00,000/- but upto Rs. 50,00,000/-	Any rate as per prevailing S.O.R.	Chief Engineer	Managing Director
(e) Above Rs. 50,00,000/-	Any rate as per prevailing S.O.R.	Managing Director	Chairman Board.

It shall be responsibility of Executive Engineer Board to give intimation regarding sanction of tender during validity period. Validity period of tenders will be 120 days and it shall be the responsibility of the tender inviting officer to put up the case with his recommendation before competent officer for sanction of tender within a maximum period of one month and mention specifically the tender validity expiry date while sending case. Validity period shall be counted from the date of receipt of tender. If any tenderer does not make agreement within stipulated time after acceptance of tender or refuses, in such situation earnest money shall be forfeited as per rule and the tender will be deemed ineligible in the next invitation for the same work.

(E) Execution of Agreement. - After finalization of tender for construction works agreement on prescribed format will be executed between Executive Engineer Board and contractor. After sanction of tender, agreement will be executed within 15 days from the date of release of notice of acceptance. While executing agreement it shall be necessary that contractor and Executive Engineer Board sign with seal, stamp, on stamp paper as well as on the pages of tender documents. If addition-deletion or amendment is made anywhere in agreement letter and tender documents, both the parties will sign on these also. Intimation issued for tender notice, its conditions, detailed informative conditions given in tender form, tender form 'A' and schedule of item and drawing of work will be signed by both parties on each page, making them essential part of agreement. It is necessary to safeguard the interest of Board in the agreement. Period by which the work is to be completed shall necessarily be mentioned in the agreement. Provision will be made for desired penalty in case of delay in work and penalty for bad work, electricity-water arrangement and payment of wages to labours employed in work as per Minimum Wages Act and use of best quality construction material, etc. Provision will also be made in the agreement that Board holds the right to effect recovery of excess payment in construction work or loss from the proceeds of some other work being done in Board by the contractor.

(F) Executive of work to be recorded in measurement book. - Executive Engineer will issue Work order within one week after execution of agreement. Copy of work order along with attested photocopies of agreement will be given to the contractor as well as concerned Sub-Engineer and Assistant Engineer. Copy of work order shall be given also to Superintending Engineer and Chief Engineer. It shall be necessary to mention in the work order important particulars such as name of work, cost, accepted tender rate, contracted agency and time limit for work. Concerned Sub-Engineer shall maintain site order Book Register at the work place. This Inspection Register shall always be available at site; Senior Technical Officer shall incorporate in his inspection note from time to time in this register, which should be complied with by concerned Sub-Engineer, Assistant Engineer and contractor. It will be the responsibility of concerned Assistant Engineer to do work carrying trialpit section at site, design foundation and obtain approval from Executive Engineer. He will make available one copy thereof to the Contractor and attach another copy to Inspection Register, cent percent measurement of any construction work shall be taken by the Sub-Engineer and written in work measurement register cent percent checking of which shall be done by the Assistant Engineer, Measurement of 10 percent of work value shall be checked by

Executive Engineer. If Executive Engineers, after doing open measurement of work such as measurement verification of roof and flooring etc., normally does 10 percent measurement check of work value, is prohibited. Executive Engineer, in his 10 percent measurement check, will check those items which impact durability and quality of work such as foundation filling and hidden items of plinth filling, R.C.C. column, slab, beam, hidden items of projections (iron), base concrete, etc. The Sub-Engineer shall enter measurement of the work done by the contractor in measurement book. After entering measurement, the current bill shall be prepared in prescribed form in measurement book. At the time of checking measurements technical officers shall have to affix in measurement register the following certificate."Certified that the rates of executed construction work are as per C.S.R. measurement of work is in order and as per specification, total is correct and quality of material used is good."(G)Payment Procedure.-After receipt of Verification and test report the competent officer shall recommend for sanction of payment as under :-

(A)

No.	Amount of current bill	Competent officer to recommend for Paymentsanction	Sanctioning officer
1.	Upto Rs. 10,000/-	Sub-Engineer, Board	Executive Engineer
2.	Upto Rs. 50,000/-	Assistant Engineer, Board	Executive Engineer
3.	Above Rs. 50,000/-	Executive Engineer	Superintending Engineer and or Chief Engineer.

(B)

No.	Amount of Final payment	Competent officer to recommend for Paymentsanction	Sanctioning officer
1.	Upto Rs. 50,000/-	Assistant Engineer, Board	Executive Engineer, Board
2.	Above Rs. 50,000/-	Executive Engineer, Board	Superintending Engineer and or Chief Engineer.

## 5.

% security deposit, which is necessary to mention in the agreement, shall be deducted from final bill and after deducting the Income Tax, Commercial tax and other necessary deductions as per the agreement, remaining amount shall be paid to the contractor. Security deposit will not be refunded after completion of work till such time it is not considered necessary to withhold security deposit for further period. In the event of any deficiency in work or not found as per specification later on, security amount shall be withheld and loss shall be recovered after determination from the security deposit.(H)Prohibition on advance payment.-Advance payment will not be made on construction work.(I)Work completion Certificate and formation of Property Register.-On completion of work, the same officer who had recommended payment of final bill will issue work completion certificate on the prescribed form. After completion of work, particulars of building constructed in Market yard/sub-market yard shall be incorporated in Property Register, in which all important information regarding the building shall be filled in.(J)Maintenance of assets.-Additional amount of 20 per cent of roof cost will remain deposited in the form of security which will be paid back to the contractor after expiry of two years only if there is no complaint of leakage. This condition will be applicable only in case of R.C.C. roofing. If the contractor does not remove defects within a period of

one year even after due notice, case for inclusion of his name in black list shall be sent to Chief Engineer and such contractor shall not be allowed to participate in future tenders to be invited by the Board. In case of works costing above Rs. 5.00 lakhs, one percent amount of total cost may be spent by the Market Committee per year on maintenance after two years of completion of construction work. Similarly, on completed works costing upto Rs. 5.00 lakhs, two percent of cost may be spent by the Market Committee per year on maintenance after two years.(K)Monitoring and inspection.-In the meetings to be convened at Division level every month, Executive Engineer will review the progress of works being done at all Market Committees in the Division. Necessary action will be taken for proper execution of construction works and timely progress. The Executive Engineer shall put up details of the review made in the above meeting to the Chief Engineer. In the meetings of Executive Engineers and Deputy Directors to be convened by Managing Director every month at headquarter level, details of construction works in each Division shall be presented by Chief Engineer, which shall be reviewed by the Managing Director. In this meeting, necessary action to solve the problems arising in execution of construction works shall be discussed and decision shall be taken.Chapter-III Reserved Fund

## **10. Reserved Fund.**

(1)Leaving aside Farmers' Road Fund and Agricultural Research and Infrastructural Development Fund, at the rate of five per cent, of remaining aggregate receipts Chief Accounts Officer will deposit in separate Bank account every three months in the form of Reserve Fund. Use of Reserve Fund shall be made for the payment of pension to the members of State Board Service, family pension, ex-gratia, gratuity, grant, loan and advances as per procedure prescribed by Board.(2)Each member of service of the Board shall be entitled to receive pension on retirement, gratuity and other benefits as per rules applicable to the Government servants.(3)In the event of death during service of any member, his legal successor shall be entitled to receive gratuity and family pension.(4)Separate account of Reserve Fund shall be kept in Bank for the members of service of the Board, posted in Market Committee. One-third amount of Reserve Fund maintained by Market Committees and amount shall be sent in this fund on the 10th of every month to Chief Accounts Officer by "Account Payee" cheque. The provisions of sub-rules (2) and (3) shall be applicable to the members of such service.(5)Loan and advance shall be given to members of the service posted in Market Committee from this fund with the sanction of Chief Accounts Officer.Chapter-IV Procedure for Keeping Account

## **11. Procedure for keeping Account.**

- Accounts, register/format will be maintained as per these rules and as directed by Board or Managing Director. Divisional offices should also adopt the same procedure to maintain account/register and books under these rules. Suitable account/register and books shall be maintained by the Collector for Road Fund as mentioned in these rules and procedure mentioned in these rules will be complied with.

## **12. Books of account and register.**

- Board shall maintain the under-mentioned books of account and register in the form as stated against each book of account and register :-

**1. Cash Book-Form one**

**2. General account-Form two**

**3. Receipt Book-Form three**

**4. Voucher-Form four**

**5. Individual account-Form five**

**6. Madhya Pradesh State Marketing Development Fund account (Income received from Mandi fees)-Form six**

**7. Madhya Pradesh State Marketing Development Fund account (Income received from whole income)-Form seven**

**8. Farmers' Road Fund account-Form eight**

**9. Agricultural Research and Infrastructure Development Fund account-Form nine**

**10. Stationery Register-Form ten**

**11. Fixed Assets Register-Form eleven**

**12. Wage Register-Form twelve**

**13. Loan Register-Form thirteen**

**14. Market Committee/Other Organizations Loan Register- Form fourteen**

**15. Grant Register-Form fifteen**

## **16. Register of Property-Form sixteen**

## **17. Register of Term Deposit-Form seventeen**

## **18. Investment Register-Form eighteen**

(a) Cash book shall be written in Form one daily and regularly by Accountant. Brief particulars of cash receipts, amount received, particulars of payment, voucher and particulars of amount shall be entered. Accounts Officer shall verify the cash and Accountant, Accounts Officer and Chief Accounts Officer shall sign Cash Book daily. (b) Account Register shall be maintained in Form two. Entries in Account shall be made on the basis of cash. Account shall be kept up-to-date. (c) For each amount received by Board, such Official as may be authorised by Managing Director, will issue a receipt on form three regarding receipt of payment in which amount and other particulars of purpose for which payment is made shall be furnished. (d) Voucher as per form four shall be attached as support with each bill. (e) Personal account of particulars regarding Provident Fund of each officer/employee on the basis of cash shall be kept in Form five. (f) Account for fifty percent portion of Mandi fees in Madhya Pradesh State Marketing Development Fund shall be kept in the Register in Form six. (g) Account Register for income received from whole income in Madhya Pradesh State Marketing Development Fund shall be kept in Form seven. (h) Account for amount allocated to District for Farmers' Road Fund shall be kept in separate Form eight. (i) Account for Agricultural Research and Infrastructure Development Fund, separately for each organization, shall be kept in Form nine. (j) Particulars of stationery shall be entered by Storekeeper in Form ten. (k) Particulars of fixed assets shall be entered by Storekeeper in Form eleven. (l) Particulars regarding payment of salary to officers/employees shall be kept in Form twelve. (m) Particulars regarding loan given to officers/employees shall be kept in Form thirteen. (n) Particulars regarding loan given to Mandi Samities and other organizations shall be kept in Form fourteen. (o) Particulars of grant given to Mandi Samities and other organizations shall be kept in Form fifteen. (p) Particulars of all properties of Board shall be kept in Form sixteen. (q) Each term deposit shall be entered in register maintained in Form seventeen. (r) Particular's of amount invested in Bank or other organizations shall be kept in Form eighteen.

## **13. Depositing of Amount.**

- All such money, which is paid by any person under these rules, shall be deposited according to sub-section (7) of Section 43 of the Adhiniyam. Deposit amounts will be tallied every month with accounts of the Board and Pass Book. Pass Book will be kept up-to-date.

## **14. Signing of cheques.**

- Cheques issued from Marketing Development Fund shall be signed by Managing Director, Additional Director, Chief Accounts Officer and Accounts Officer as per delegation of financial powers. Every payment of more than rupees 500/- shall be made by cheque only.

## **15. Voucher.**

- For expenditure from Marketing Development Fund, vouchers shall be in Form four. Care should be taken to keep sufficient stock of these forms. Payment for miscellaneous purchases shall be made on the basis of bill given by supplier. If such payment is made from cash balance (fixed balance), then bill should be enclosed to supply bill in the form of sub-voucher.

## **16. Custody of cheque books.**

- Cheque books shall be kept in personal custody of drawing officer to office Superintendent or Accountant and when such officer is changed, a remark regarding change shall be entered in Cash Book which shall be signed by both the relieving and reliever officers or employees and in which the number of unused cheques and cheque books mutually handed over taken over will be shown.

## **17. Precautions to be exercised in keeping cheque books.**

- Cheque book in use may be handed over to the Accountant when required but the same will be returned back on the same day before closure of office to the Accounts Officer. The Accounts Officer shall satisfy himself then and there that all unused leaves are in the book and no leaf therefrom has been removed.

## **18. Writing of cheques.**

- Amount of each cheque issued will be written in words and figures in cheque and counterfoil both and the person signing the cheque will initial in the counterfoil.

## **19. Cash balance to be kept.**

- To meet current expenses, cash balance shall be kept in Board Office in the custody of official authorised by the Managing Director to the extent that may be fixed by the Managing Director. Only temporary advance and reimbursement of expenses upto rupees five hundred can be made from the cash balance amount.

## **20. Expenditure from State Marketing Development Fund.**

(1) Managing Director will be controlling authority regarding Madhya Pradesh State Marketing Development Fund. (2) Madhya Pradesh State Marketing Fund shall not be spent for purpose other than the purposes mentioned in Section 44 of the Adhiniyam. (3) Proposal for expenditure towards any other purpose will be sent to the Government for sanction after sanction by the Board and such expenditure can be incurred only after sanction by Government.

## **21. Bill.**

- Each such person who has a claim from funds of the Board will present his bill to the Board/Divisional office. Claimant will invariably sign the bill and put date and affix stamp whenever necessary. Official authorised by the Managing Director shall be competent to sanction the bill.

## **22. Period of bill for payment.**

- Other than travelling and medical bills, any bill towards claim from the Board shall be presented to the Board within a period of six months from the date the claim falls due. Bills presented after six months cannot be entertained without approval of the Managing Director.

## **23. Payment of bills other than monthly bills.**

- Each bill, other than monthly wage bill, should be presented to Chief Accounts Officer. Chief Accounts Officer shall send it as it is to Accounts Officer or authorised concerned Assistant who, after entering the bill accordingly in Register will check the bill for its acceptability in connection with other documents, reasonableness of claim and arithmetical accuracy and examine it. If the bill is found correct and in order after such checking and examination, it shall be placed before the competent official for payment.

## **24. Budget.**

(1) In the month of January each year, estimate of income and expenditure for the next financial year shall be got prepared by Chief Accounts Officer and placed for sanction before the Board, after approval by the Managing Director, in the first week of March. (2) Budget shall be for the year commencing from 1st April and ending on 31st March. (3) Budget will contain the under-noted particulars, - (a) Scales of establishment, salary and allowances, (b) Proposed construction works to be undertaken during the year, (c) Loans and grant to be given to Mandi Samities, (d) Farmers' Road Construction and Agricultural Research and Infrastructure Development Fund, (e) Fertilizer Business, (f) Other expenditure of a special nature.

## **25. Existence period for records.**

- After Local Fund Audit, existence period for records are mentioned in column No. (2) of the following Table; accounts will be preserved for the period specified against each :- Table

Record (1)	Period (2)
1. Cash Book	Permanently
2. General Account	10 Years
3. Receipt Book	3 Years

4. Voucher	3 Years
5. Individual Account	Permanently
6. Madhya Pradesh State Marketing Development Fund Account(income received from Mandi fees)	10 Years
7. Madhya Pradesh State Marketing Development Fund Account(income received from whole income)	10 Years
8. Farmers' Road Fund Account	10 Years
9. Agricultural Research and Infrastructure Development FundAccount	10 Years
10. Stationery Register	3 Years
11. Fixed Assets Register	Permanently
12. Wages Register	10 Years
13. Loan Register	Permanently
14. Mandi Samiti/other organizations Loan Register	Permanently
15. Grant Register	10 Years
16. Property Register	Permanently
17. Term Deposit Register	Permanently
18. Investment Register	Permanently

Form I Madhya Pradesh State Agriculture Marketing Board[See Rule 12]Cash BookYear.....

Date	Details of Receipts	Amount	Account page No.	Particulars	Details of payment	Vr. No.	Amount	Account page No.	Particulars
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)

Total Total

Balance Deduct from Grand total of income

Grand Total Balance

Form II Madhya Pradesh State Agriculture Marketing Board[See Rule 12]General

AccountYear.....Head of AccountAmount of budget provision

Date Page No. of cash book Vr. No./Receipt No. Amount Progressive Total

(1) (2) (3) (4) (5)

Form III Madhya Pradesh State Agriculture Marketing Board[See Rule 12]Receipt

Receipt No..... Book No.....

Date..... Cash Book Page No.

Name of Depositor.....

Details of deposit.....Head.....

Amount deposited in figures in words.....

Name and signature of the receiver.....

Form IV Madhya Pradesh State Agriculture Marketing Board[See Rule 12]Voucher



Vr. No.....Date.....

Cash Book Page No.....

Date of Bill.....

Details of Bill producer.....

Details of articles.....

Amount of Bill.....

Date of sanction.....

Competent Authority.....

Name and signature of payer.....

Name and signature of the person receiving the amount.....

Number and details of enclosures.....

Form VMadhya Pradesh State Agriculture Marketing Board[See Rule 12]Personal

AccountYear.....Name.....

Date	Cash Book Page No.	Particulars	Receipts Rs.	Payment	Credit balance	Debit balance	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

Form VIMadhya Pradesh State Agriculture Marketing BoardM.P. State Marketing Development Fund Register (Income Received From Market Fees)[See Rule 12]Name of the Market Committee.....

Date	Cheque/ Draft No.	Amount	Period	Progressive Total	Details of Payment	Progressive Total
(1)	(2)	(3)	(4)	(5)	(6)	(7)

Form VIIMadhya Pradesh State Agriculture Marketing BoardM.P. State Marketing Development Fund Register (Income Received From Gross Income)[See Rule 12]Name of the Market Committee.....

Date	Cheque/Draft No.	Amount	Period	Progressive Total	Details of Payment	Progressive Total
(1)	(2)	(3)	(4)	(5)	(6)	(7)

Form VIIIMadhya Pradesh State Agriculture Marketing BoardAgriculturist Road Found Account[See Rule 12]Name of the District.....District's Allotment.....

Date	Cheque/Draft No.	Amount sent	Progressive Total	Balance	Amount to be sent
(1)	(2)	(3)	(4)	(5)	

Form IXMadhya Pradesh State Agriculture Marketing Board[See Rule 12]Name of the Institution..... Allotment to the Institution.....

Date	Cheque/Draft No.	Amount sent	Progressive Total	Balance	Amount to be sent
(1)	(2)	(3)	(4)	(5)	

Form XMadhya Pradesh State Agriculture Marketing BoardRegister of Stationery[See Rule 12]Year.....

Date	Opening Stock	Receipts	Total	Number of articles given	To whom given	Signature of Receiver	Final stock	Signature of incharge Clerk
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)

Form XI Madhya Pradesh State Agriculture Marketing Board Permanent Stock (Dead Stock Register) [See Rule 12] Year.....

Name of article and number of items	Resolution vide which the purchase was approved	Date of purchase	Price	Charged depreciation	Date of disposal	Sanction of the competent authority	Amount recovered	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)

Form XII Madhya Pradesh State Agriculture Marketing Board Pay Register [See Rule 12] Month..... Year.....

SI. No.	Name of employee	Designation	Pay scale	Rate of present pay and allowances	The period for which pay and allowances paid	Pay	Dearness Allowance	Other allowances	Total Col. 9
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)

#### Deductions

Provident Fund	Advance if any	Insurance premium	Income Tax	Total Deductions	Net amount paid	Signature of employee
(11)	(12)	(13)	(14)	(15)	(16)	(17)

Form XIII Madhya Pradesh State Agriculture Marketing Board Advance Register [See Rule 12] Year..... Name of employee/officer.....

SI. No.	Date of application	Sanctioned amount	Purpose	Date of sanction	Rate of interest	Date fixed for instalment	Amount of loan	Interest	Total of Cols. 8 and 9
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)

#### Recoveries

Principal amount	Interest	Total	Receipt/challan No.	Balance	Remarks
(11)	(12)	(13)	(14)	(15)	(16)

Form XIV Madhya Pradesh State Agriculture Marketing Board Market Committee/Other Institutions  
Loan Register [See Rule 12] Year.....Name of Market Committee/Institution.....

SI. No.	Date of application	Amount sanctioned	Purpose	Date of sanction	Rate of interest	Date fixed for instalment	Amount of loan	Interest	Total of Cols. 8 and 9
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)

Recoveries

Principal amount	Interest	Total	Receipt/challan No.	Balance	Remarks
(11)	(12)	(13)	(14)	(15)	(16)

Form XV Madhya Pradesh State Agriculture Marketing Board Market Committee/Other Institutions Grant Register [See Rule 12] Year.....Name of Market Committee/Institution.....

SI. No.	Name of Market Committee/Institution	Date of application	Amount sanctioned	Purpose	Date of sanction	Competent authority	Date of payment No. of cheque/draft
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

Form XVI Madhya Pradesh State Agriculture Marketing Board Register of Property [See Rule 12]

SI. No.	Nature of property (Land, Building etc.)	Details of property (S. No., House No. area etc.)	Value of property	From whom purchased	In case constructed, cost of construction	Date of possession	Valuation after depreciation	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
Year	Value							
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
								(10)

Form XVII Madhya Pradesh State Agriculture Marketing Board Register of Fixed Deposit [See Rule 12] Name of the Bank.....

SI. No.	Date of deposit	Amount	Period	Receipt No. of Fixed Deposit	Date of maturity	Rate of interest	Matured amount with interest	Date of receipt of amount
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)

Form XVIII Madhya Pradesh State Agriculture Marketing Board Register of Investment [See Rule 12] Name of the Bank/Institution.....

Amount Period

SI. No.	Nature of investment	Date of deposit			Receipt No. of investment	Maturity date	Rate of interest	Matured amount with interest	Date of receipt of amount
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)