



Guidelines

Members of Legislative Assembly Local Area Development Fund Scheme (MLALADS)



June, 2025

Planning and Convergence Department
Government of Odisha

<https://pc.odisha.gov.in/>
www.mlalads.odisha.gov.in

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CHAPTER-1

OBJECTIVE

- 1.1 In order to fulfil requirement of essential community works at local level and to increase the participation of local people and their representatives in the planning process, the Members of Legislative Assembly Local Area Development Scheme (MLALADS) has been introduced by the Government of Odisha since 1997-98.
- 1.2 The MLALADS Funds is intended to be utilized for small but essential projects/works based on felt needs of the local people.
- 1.3 It is also meant to be used for providing missing links to operationalize non-operational plan assets for which funds cannot be provided under any other on-going programme/scheme.
- 1.4 The objective of the scheme is to enable Hon'ble MLAs to recommend works of developmental nature in their assembly constituencies with emphasis on the creation of durable community assets based on locally felt needs.



CHAPTER-2

ALLOCATION & UTILIZATION OF FUNDS

- 2.1 Under this scheme, funds to the tune of Rs.5.00 Crore per Assembly Constituency has been provisioned in State's Plan Budget from 2025-26 under General, Road and Education Components.
- 2.2 Out of the total allotment of Rs. 5.00 Cr, Rs 4.00 Crore under General Component, Rs. 50.00 Lakh under Education Component and Rs. 50.00 Lakh under Road Component have been allocated per Assembly Constituency.
- 2.3 The amount provided under MLALAD Scheme is released in the form of Grant-in-Aid for utilisation by Zilla Parishads. Under this Scheme, the entire cost of a project/work would be met out of the MLALADS Funds.
- 2.4 The MLALAD Fund is remitted in favour of concerned Zilla Parishad of the district according to the number of MLAs in a district in the form of Grant-in-Aid. The Zilla Parishad draws the allotment and keep in its P.L. Account.
- 2.5 The Zilla Parishad transfers project-wise fund to P.L. Account of concerned Executing Agency on sanction of recommended project(s) of Hon'ble MLA by District Collector for its utilisation in execution of project.
- 2.6 The Zilla Parishad submits necessary Utilisation Certificates to the Accountant General, Odisha for the amount allocated to concerned Zilla Parishad through the Planning & Convergence Department. All works under MLALADS shall be implemented through a dedicated MLALAD Web-Portal on a real time end to end online with digital data base system (from recommendation by MLA / sanction / execution / monitoring / utilisation certificate generation, tracking and third party verification etc.)



CHAPTER-3

Project Components

MLALADS is categorized into 03 components i.e. General component (Rs. 4.00 Cr. / Constituency / year) ,“Road” (Rs. 0.50 Cr. / Constituency / year) and “Education” Component (Rs. 0.50 Cr. / Constituency / year) as per budgetary allocation in 2025-26.

3.1 Financial Limit

- 3.1.1 Keeping in view the objectives of this scheme and the small budgetary provision, there shall be upper financial limit as prescribed by the Government from time to time for each project/work as demands for taking up big projects, which are essential, may come up suddenly for which funds have not been provided earlier under any Central / State Sector Scheme.
- 3.1.2 The minimum and maximum limit of cost of a project/work to be taken up under MLALAD Scheme is fixed at Rs. 5.00 lakh and Rs. 50.00 lakh respectively.
- 3.1.3 Provided that the Government in extra-ordinary cases with proper justification cited by the MLA, may enhance the limit of particular project above Rs.50.00 Lakh by an exclusive Govt. order and views of the Collector is to be obtained at the time of approval of the project.
- 3.1.4 The construction of important district level infrastructures which would benefit all the constituencies of the district, the Government in P & C Dept. may allow contribution of MLAs of the district from their MLALADS Funds on the basis of recommendation from District Collector.
- 3.1.5 Whenever, public and individual contribution is forthcoming, the cost of the Project could exceed Rs.50.00 Lakhs (maximum for Community work) and Rs.1,00,000/- (maximum for Individual Assistance) respectively to the extent of such contribution, as the case may be.



3.1.5.1 In case of (i) individual beneficiary project, a MLA may recommend for Powered Tricycle (Motor/Solar/Battery operated) for persons with disability/purchase of other aids/ devices required for physically/mentally/visually/hearing impaired differently abled deserving persons.

(ii) In a financial year, a MLA may recommend maximum 10 no. of individual houses to destitutes/needy persons/ families of his constituency (those who have not been covered under any housing scheme of the Govt.).

However, the total expenditure on individual beneficiary projects in a financial year shall not be more than 10% of total allocation under General Component for that Constituency.

3.1.6 All works under MLALADS shall be implemented through a dedicated MLALAD Web-Portal on a real time end to end online with digital data base system (from recommendation by MLA / sanction / execution / monitoring / utilisation certificate generation, tracking and third party verification etc.). There is provision of geo-tagging photos of different stages of progress of work/project

3.2 Admissibility:

A project / work shall be considered admissible for sanction of funds under MLALAD Scheme if it is:

- i. a programme of developmental nature
- ii. comes under District Sector Schemes / subjects
- iii. is non-recurring
- iv. creates some assets for future
- v. benefits the public directly
- vi. is a community programme
- vii. is a preventive, curative, protective and/or productive programme



3.3 Inadmissibility:

A project / work will be considered inadmissible for sanction of funds under MLALAD Scheme if it:

- i. is a programme of non-developmental nature.
- ii. is covered under the State/Central Sector Scheme/Subjects.
- iii. creates future liabilities.
- iv. benefits an individual and not the public except the provision mentioned in Point No. 3.1.5.1.
- v. is a construction work taken up on a land not owned by an Institution / Community / Government.
- vi. is given in form of a grant to professional, business or religious associations.
- vii. is proposed to be utilised for construction of office buildings/staff quarters/ purchase of vehicle for a Government / Private organization. (except for ambulances for Govt. Hospitals and dead body carriers for ULBs).

3.4. General Component

3.4.1 Guidelines for implementation of Projects/ works:

1. With a view to ensure effective utilisation of the grant, timely flow of benefits and uniform spread of programme over time and space, the following procedure shall be followed for sanction of funds and execution of projects.
2. The project should be implemented through Government Departments or Agencies by following established procedure of the Government. The approval for the project shall be accorded by the Collector of the District only on receipt of feasibility report from Executing Agency and administrative approval and technical sanction of the project by competent authority.



3. A selected work / project should be completed within the year from the date of sanction.
4. If no expenditure is incurred within 6 months from date of sanction of funds in favour of a project due to delay and default of the beneficiaries, the fund shall be withdrawn and diverted for some other recommended project(s).
5. Fresh grants cannot be sanctioned for a project if a previous grant has not been fully utilised and utilisation certificate submitted.
6. Grants from MLALADS Funds shall ordinarily be given on fresh proposals as emanating from the grass root level. The project shall be of original nature and proposals for completion of incompleteness works or for part of any other continuing programme shall not be entertained. But this does not apply to incomplete projects under MLALAD Scheme.
7. The Competent Authority will automatically provide the balance amount from the concerned MLA's LAD Fund from the next year's allotment to complete the incomplete projects (**G.O. No.4279 dated 08.03.2007**).
8. In case of educational institution, on completion of the Work the Executing Agency should submit Completion Certificate with photographs and certificate from the Head of Institution about completion of the work and hand over the assets to the concerned educational institution for use and subsequent maintenance.
9. The Zilla Parishad shall be responsible for obtaining the Utilisation Certificates from the Executing Agencies, in respect of the funds sanctioned from MLALADS for implementation of the projects. The Zilla Parishad concerned will get the Utilisation Certificates countersigned by the Collector of the District and submit same to the Government in P&C Department. The Deputy Director, DPMU in co-ordination with CDO-cum-EO Zilla Parishad shall ensure submission of UCs to the AG, Odisha through Govt. in P & C Deptt.
10. In case of land owned by Forest areas, wildlife areas, eco-fragile areas, Coastal Regulatory Zone in coastal areas, special permission to be taken from concerned authorities before sanction of the projects.



3.4.2

MLALAD Fund can be used for partly meeting the cost of a larger work, only if such convergence results in the completion of the larger work. Wherever, such part cost of a work is met under MLALADS, it should be with reference to a clearly identifiable part of the work. Separate estimate to be prepared for the identifiable part of the work and this part work under MLALAD be a part in display board.

3.4.3

MLALAD Fund can be used for Procuring Material Component of projects under MGNREGA on recommendation of concerned MLA.

3.4.4

Construction of a multipurpose community centre in Gram Panchayat / Block Headquarters with converging of MALALD fund with MPLADS Fund, CFC/SFC Grants or any other Scheme with recommendation of concerned MLA.

3.5. Road Component

3.5.1 The following kind of projects shall be considered for sanction under Road Component. Road projects costing below Rs.5.00 lakh will not be eligible for sanction.

- i) Connectivity to unconnected villages and hamlets by road, the missing links, viz. culverts, deep-causeway and other cross drainage works etc.
- ii) Black topping of roads constructed under MGNREGS.
- iii) Cement Concrete (CC) road works shall be given priority
- iv) Improvement of any existing road.



3.5.2. The following type of projects shall not be admissible for sanction under Road Component.

- i. The Road projects without Forest clearance or on a land under dispute / a land of objectionable kissam.
- ii. The identified Road benefits an individual and not the Public at large.
- iii. If the Road is covered under any other scheme financed by the State Government or the Government of India.
- iv. It is a project belonging to a professional / business association or a road within premises of religious organisation.
- v. Earthen road works.

3.6. Education Component

3.6.1. Educational Institutions under the administrative control of Higher Education Department/ School and Mass Education Department shall be considered for assistance under this Scheme. Selection of projects should be made in consultation with head of that educational institution to cater to the needs of students and teachers so as to bridge the Infrastructural gaps of that institution.

3.6.2. The assistance from MLALADS may be extended for creation of capital assets in Government, Government aided educational institutions & in privately managed educational institutions also, which would cover the type of works as mentioned below:-

- (i) Hostels.
- (ii) Hostels for Women, SC / ST students.
- (iii) Toilet facilities.
- (iv) Construction of Laboratory Buildings and Classrooms.
- (v) Provision for Computer Lab.
- (vi) Provision of Wi-fi facilities for facilitating on-line classes.
- (vii) Construction of Physical Training Centres with Equipments.



- (viii) Cycle Stand.
- (ix) Library building.
- (x) Drinking water facility.
- (xi) Electrical and PH fittings.
- (xii) Purchase of furniture/ books for Library etc.

3.6.3. Extension of MLALAD assistance to Privately managed schools/colleges (Educational institutions) with stipulation that

- i. The educational institution must be running under a registered society/trust.
- ii. It has all valid NOC/Affiliation etc. from Govt. /UGC/AICTE as the case may be.
- iii. It has been set up on its own land or non-objectionable Govt. land.
- iv. It will execute on agreement with District Administration before execution of a project under MLALADS by any Govt. Agency (Form of Agreement as per Annexure-IV).

3.6.4. The following type of projects shall not be admissible for sanction under Education Component:

- (i) It is recurring expenditure / non-developmental in nature or inconsequential for the well-being of the students.
- (ii) Staff Quarters.
- (iii) Normal and periodic repair and maintenance of infrastructure.

3.7 Illustrative List:

The indicative list of admissible projects under various components of MLALADS is annexed at '**Annexure-I**'. This list is only illustrative but not exhaustive. Due care should be taken while selecting the project under MLALAD Scheme so as to reflect the intention of the scheme in selection of projects.



CHAPTER-4

PRO-RATA AND CONTINGENCY CHARGES

- 4.1. Execution of Projects / Works through MLALADS Funds shall be exempted from pro-rata charges and contingency charges by different Departmentally Executing Agencies. Payment of 6% of supervision charges to concerned Electrical Supply Company is allowed in case of electrification projects executed through a licensed electrical contractor.
- 4.2. As regards works/ projects relating to urban areas, priority would be given to Project Director, District Urban Development Agency and EO, Urban Local Body. On their recommendations, such works can be entrusted to Government Line Departments, Odisha Bridge and Construction Corporation (OB&CC), Odisha Police Housing and Welfare Corporation (OPH&WC), Odisha Industrial Infrastructural Development Corporation (ODIDC), Odisha Construction Corporation (OCC) and Odisha Tourism Development Corporation (OTDC) etc. as intimated vide P & C Deptt. Letter No- 9263 (30) dt- 14.09.2020 circulated to all Collectors.
- 4.3. There shall be provision of 0.5% of MLALADS Funds for Administrative Expenditure, out of which 0.1 % shall be with State Nodal Department, 0.1% with District Authority and 0.3% with Executing Agencies (for organizing review meeting, physical monitoring etc., third party audit/social audit/ evaluation and purchase of stationery, office furniture, equipments and for IEC activity etc.)



CHAPTER-5

RECOMMENDATION, SELECTION OF PROJECTS/WORKS

- 5.1 The concerned MLA shall have to recommend a priority list of projects/works to be taken up within his Assembly Constituency area in the district under MLALAD Scheme during the year indicating the broad details against each project to Collector & CEO, Zilla Parishad.
- 5.2 This priority list is to be furnished to the Collector at the beginning of a financial year under the signature of the MLA. If for any reason, the Collector wants to change the priority of projects recommended by the MLA, it can be taken up with the consent of the Hon'ble MLA concerned.
- 5.3 The Zilla Parishad shall examine the admissibility of project(s) recommended by Hon'ble MLA, seek feasibility report of project proposals along with Plan and Estimate (P/E) duly signed by competent officers from Executing Agency (EA)/ Zilla Parishad & obtain the sanctioning approval of Collector, including its estimated cost and release fund to executing Agency (E/A). The Executing Agency (E/A) shall issue work order for execution of work. This process has to be completed within 30 days from the date of recommendation of project proposal by Hon'ble MLA. (The detail Time Limit is annexed at Annexure-I). In case of a project to be executed through tender, the period of tendering shall be added to this stipulated period of 30 days.
 - 5.3.1. The work site selected for the work may be changed by District Authority only with consent of the Hon'ble MLA concerned before sanction of the work, if such situation arises.
 - 5.3.2. For public information and awareness, a standard display board (stone / metal) depicting name of the scheme, name of Hon'ble MLA, project name & cost, date of commencement / desired date of completion, details of executants etc. may be put at project site at the beginning of project work.
 - 5.3.3. The sanction letter issued by the District Authority shall stipulate a time limit for completion of the work by the Executing Agency, which should generally not exceed one year. In exceptional cases, for instance in difficulty/ hilly terrain, etc., where the



implementation time is likely to exceed one-year, specific justification for the same shall be incorporated in the sanction letter. A copy of the sanction letter shall also be issued to Hon'ble MLA concerned.

- 5.3.4. After due scrutiny, proposals conforming to the MLALADs Guidelines shall be finalised by the Collector and those not conforming to guidelines will have to be dropped by recording adequate reasons thereof and under intimation to Hon'ble MLA. However, the order of priority given by the MLA shall not be changed.
- 5.3.5. While approving the admissible projects, the Collector shall take the views of the concerned Hon'ble MLA into consideration while prescribing executing agencies. The priority of the projects, as indicated by the Hon'ble MLA, shall be maintained except in case of inadmissible project.



CHAPTER-6

CHANGE IN MEMBERSHIP

- 6.1 Funds provided under the scheme are meant for the constituency, even though there may be change of MLA in some situation or other.
- 6.2 In view of this, continuity in implementation of the scheme should not be hampered irrespective of a change in MLA. The Collector of the district will have to play a co-ordinating role in maintaining continuity of the scheme even when there is any change of MLA.
- 6.2.1. The priority list of projects/works once finalised by the Collector on the suggestions of the concerned MLA should stand valid till funds earmarked for the constituency is exhausted. (Letter No- 4149 Dt- 17.03.10)
- 6.2.2. All works / projects for which recommendation received till the last month of term of Hon'ble MLA are to be executed as per the norm and within entitlement of MLALADS Funds of Hon'ble MLA. The balance funds, if any, shall be utilised as per the recommendation of successor MLA.
- 6.2.3. The Executing Agency shall select the executant as per the established procedure of the concerned Department.
- 6.2.4. Utilization of un-utilized balance funds of the projects available with the Executing Agencies after completion of the projects recommended by Ex-MLA, shall be utilized on recommendation of successor MLA.



CHAPTER-7

VACANCY

- 7.1** The seat of the MLA may fall vacant for some time on account of dissolution of the Orissa Legislative Assembly, resignation of the MLA or otherwise, on such situations, the Collector shall have to act upon the recommended projects of previous MLA, provided there is allocation of funds as per entitlement of previous MLA.
- 7.2** In case of, a seat falls vacant prior to receipt of project proposals for the year from the MLA or the case when the proposals of the previous MLA do not cover the amount allocated for that constituency, the Collector will have to wait for proposals from the successor MLA.
- 7.3** In case of, any unusual delay for a new MLA to be in position or in the event of a MLA not suggesting project list for a long time, the matter may be referred by Collector to the Government in P&C Dept. seeking their advice to deal with the situation.
- 7.4** However, if the concerned MLA is not inclined to utilise funds allocated for his constituency during a year the same could be withdrawn by Govt. on receipt of a report from Collector after intimating the concerned MLA.



CHAPTER-8

Technical Sanction / Administrative Approval

- 8.1** Examination of feasibility of the project by verifying the land on which the project is to be executed. The land should be non-objectionable Government land or community land and should not belong to any individuals of private party (except for Non-Govt. Education Institutions- Point No. 3.6.3)
- 8.2** If the project cost, as per the Plan and Estimate is within the delegated power of Executing Agency to accord administrative approval as well as Technical Sanction, the Executing Agency shall accord administrative as well as Technical Sanction for the said project and submit to Zilla Parishad along with feasibility report. The fact of according administrative approval and technical sanction as well as the copies of the approved Plan and Estimate shall be immediately reported by the Executing Agency to concerned MLA. The Executing Agency shall take prompt steps to implement the projects in expeditious manner once sanction of project is accorded by the Collector.
- 8.3** In case the project cost is not within the competency of the Executing Agency to accord administrative approval as well as technical sanction, the concerned executing agency shall submit the plan and estimate of the sanctioned project(s) to the concerned Zilla Parishad for seeking administrative approval and technical sanction of the competent authorities followed with sanction of project by the Collector.
- 8.4** Further delegation of Higher Financial Power for administrative approval in respect of projects implemented under this Scheme has been intimated to all Collectors vide Letter no- 11672 dt.19.11.2020 of P&C Deptt. The detail is as follows.

Name of the Scheme	Existing		Revised	
	Name of the Authority	Project Cost	Name of the Authority	Project Cost
MLALADS	Collector	Upto Rs 50.00 Lakh	Collector	Full Power
	BDO / PD, DUDA	Upto Rs 10.00 Lakh	BDO/ Executive Officer of ULB	Upto Rs 10.00 Lakh

- 8.4.1** In respect of Technical sanction, the delegation of power for according technical sanction shall be governed as per OPWD Code/ Odisha Panchayat Samiti Accounting Procedure Rules, as the case may be.



CHAPTER-9

RELEASE OF FUNDS

- 9.1 As soon as the projects and its Executing Agencies are approved/sanctioned by the Collector, the CDO-cum-EO, Zilla Parishad shall intimate the concerned Hon'ble MLA at the same time.
- 9.2 The CDO-cum- EO, Zilla Parishad shall transfer requisite funds from its P.L. Account to that of Executing Agency as per the sanction of fund for implementation of project. It is pertinent to note that the cost of the project proposed by the MLA is only approximate for which it will be the responsibility of the district authority to see that appropriate amount is provided to complete the project and the total sanction be limited to the allocation received by the district in respect of concerned MLA.



CHAPTER-10

ACCOUNTING PROCEDURE

Zilla Parishad/ DPMU

- 10.1 The Planning & Convergence Department releases the funds under the scheme as Grant-in-Aid to Zilla Parishads.
- 10.2 The amount of grant-in-aid received by the district is drawn by the concerned Zilla Parishad in Grant-in-Aid bill and kept in its P.L. Account and transferred to P.L. Accounts of Executive Agencies against sanctioned project (s) for payment against project to vendor (s).
- 10.3 Scrutiny, Sanction and Monitoring should be done by Zilla Parishad like before under supervision of Collector. The DPMU is to prepare the MIS and assist in monitoring and in review meetings to the Collector, and CDO-cum-EO- Zilla Parishad. A copy of the sanction order is to be intimated to DPMU by the Zilla Parishad.
- 10.4 On completion of the projects in the field, the Zilla Parishad shall collect utilisation certificates in Forms, OGFR-23 and 24 for project(s) with counter signature of the Collector and send to the P&C Department for submission with AG, Odisha.
- 10.5 The Deputy Director, DPMU, and CDO-cum-EO, Zilla Parishad shall be responsible for comply of all matters related to Audit.
- 10.6 CDO-cum-EO, Zilla Parishad / PD, DUDA shall act as district level Supervisory/Administrative authority in respect of projects sanctioned under this sheme for Rural/Urban areas respectively.



CHAPTER-11

DIVERSION OF FUNDS

- 11.1 A feasible project recommended by Hon'ble MLA/ Ex-MLA and sanctioned by Collector cannot be diverted.
- 11.2 Under compelling circumstances, the District Collector has to furnish a detailed report and refer the matter to the Government in P & C Department for necessary diversion of fund for some other project with specific reasons in writing.
- 11.3 All sorts of administrative bottlenecks to be sorted on a priority basis at the level of District Collector.



CHAPTER-12

EXECUTING AGENCY

- 12.1 The Zilla Parishad shall identify the Executing Agency through which a particular work recommended by the MLA shall be executed.
- 12.2 The Panchayati Raj Institutions (PRIs) will preferably be the Executing Agency in the rural areas and works execution will be done through BDOs, Panchayat Sanities.
- 12.3 The Executing Agency in the urban area should preferably be Urban Local Body (ULB) and works implementation will be done through Executive Officer of ULB. The projects can also be executed by Line Departments basing upon the type of works and decision taken by Collector with recommendation of MLA.
- 12.4 There should be no bar for the MLA to recommend the names of the Executing Agencies or Executants for implementation of MLALADS Works (provided they are not otherwise found unsuitable). However, prescribed procedure, their credibility and commitment with regard to work specification, quality of work, timely completion and adherence to terms and conditions should be observed while selecting executing agencies or executants (P&C Deptt. Letter no- 9434 dt- 08.05.2001 and 6894 dt- 28.03.2001).
- 12.5 Further, the Executing Agencies are to follow the established procedures of the state and their respective departments while execution of the projects.
- 12.6 The Executing Agencies shall adhere to the established procedures of the State Government during the execution of the project. However, in the case of the Panchayat Samiti, bill pertaining to a project with a cost up to ₹10.00 lakh shall be passed for payment by the Block Development Officer, while those bills exceeding ₹10.00 lakh and above shall be countersigned by Collector-cum-CEO, Zilla Parishad.



CHAPTER-13

REVIEW, MONITORING & SUPERVISION

13.1 Govt. in P & C Department

- 13.1.1. Sanction and release of funds to 30 Zilla Parishads at the beginning of F.Y.
- 13.1.2. Regular review and monitoring as per MIS generated through MLALADS (iPMS) Web Portal and physical/virtual review meetings.
- 13.1.3. UCs compilation and submission to AG(O)
- 13.1.4. **Issue clarification on any matter as and when required.**

13.2 Collector cum-CEO, Zilla Parishad

- 13.2.1. Receiving recommendations from concerned Hon' MLA.
- 13.2.2. Sanction of funds against admissible projects.
- 13.2.3. Periodically review of the progress of work and utilisation of funds
- 13.2.4. Overall and effective supervising and monitoring of progress of work.
- 13.2.5. Accord A/A in respect of project costing more than ₹ 10.00 lakh.

13.3 Zilla Parishad

- 13.3.1. Administrative works such as
 - ❖ Scrutiny of recommended projects, Evaluation of feasibility reports
 - ❖ Identifying the Executing Agency against a particular work recommended by Hon'ble MLA.
 - ❖ Ensuring of sanction of project by Collector
 - ❖ Fund release
 - ❖ Monitoring
- 13.3.2. Submission of necessary Utilisation Certificates to the Accountant General, Odisha through Govt. in P & C Deptt..
- 13.3.3. Primarily responsible for establishing effective coordination and linkage for smooth and timely implementation of projects under the scheme, for their supervision and monitoring.
- 13.3.4. Comply with all matters related to Audit.
- 13.3.5. Submits MPR and QPR to Planning and Convergence Department.
- 13.3.6. Shall be supervising authority for timely execution of projects in rural areas and PD, DUDA shall be supervising authority of projects in urban areas



13.4 District Planning & Monitoring Unit (DPMU):

- 13.4.1. The Deputy Director, DPMU shall be responsible for maintaining data base (in web-portal)/ review the progress of the projects under the supervision of District Collector / Zilla Parishad as well as ensure submission of Quarterly Progress Report and Monthly Progress Report by Zilla Parishad to Planning and Convergence Department.
- 13.4.2 The DPMUs to ensure submission of reply to Assembly Question to P & C Dept. in consultation of CDO-cum-EO, Zilla Parishad.

13.5 DLMC:

District Level Monitoring Committee (DLMC) (**Intimated vide Resolution No-10513 dt- 24.08.2011**)– With a view to effectively utilisation of the funds under MLALADS, the Collector and other district level officials need to play a proactive role for successful implementation of the scheme. Therefore, the State Government has constituted the District Level Monitoring Committee DLMC with following composition.

- | | | | |
|----|--|---|-------------------|
| 1. | Collector & CEO, Zilla Parishad | - | Chairperson |
| 2. | CDO-cum-EO, Zilla Parishad | - | Member |
| 3. | Representative of the Executing Agencies | - | Members |
| 4. | PD, DUDA | - | Member |
| 5. | Deputy Director, DPMU | - | Member – Convenor |

The Chairperson of the DLMC can invite any person / officer / representative of any organisation / institution to attend the meeting of the Committee, if needed. The committee shall have the following functions.

1. Conduct review meetings every month.
2. Analyse and sort-out the problem hindering progress of implementation of the project.
3. Review the position of submission of utilisation certificates.
4. Sort out problems in furnishing compliances to the Government.
5. Other matters, if any relating to the above scheme.



CHAPTER-14

ASSET MANAGEMENT

- 14.1. As soon as a work under the Scheme is completed, it should be put to public use. For greater public awareness, for all works/ projects executed under MLALADS a plaque (stone/metal) carrying the inscription 'Member of Legislative Assembly Local Area Development Scheme Work' indicating the cost involved, the commencement, completion and inauguration date and the name of the MLA recommended the project should be permanently erected.
- 14.2. It should be ensured that after completion of project, the asset created out of MLALADS funds is handed over to the User Agency for further maintenance and upkeep of asset created.
- 14.3. The asset created under the scheme, should ordinarily belong to the Department concerned to which it belongs and in case no Department is available it will be vested to Zilla Parishad who will transfer it to the Panchayati Raj Institutions / Urban Local Bodies as the case may be, subsequently.



CHAPTER-15

Indicative List of works permissible under MLALADS

General Component: -

1. Public and community buildings

- 1.1. Construction of community centres and community halls.
- 1.2. Construction of public libraries and reading rooms.
- 1.3. Crematoriums or structures on burial/ cremation ground with other amenities for public convenience.
- 1.4. Construction of night shelters for homeless.
- 1.5. Retrofitting, preservation or conservation of heritage and archaeological monuments and buildings.

2. Public conveniences, safety and security

- 2.1. Purchase of country boats / motorboats for flood and cyclone prone areas.
- 2.2. Construction of bus-sheds or bus-stops.
- 2.3. Providing CCTV camera system for security in public areas.

3. Protection & restoration of religious institutions

- 3.1. Repair/ Restoration / Renovation of religious places/works such as temple, mosque, Church, Bhagabat Tungi etc. (However, in case of protected monuments, all such constructions, renovation and repair of religious buildings can only be done with approval of ASI / State Archaeology / Endowment Commission as the case may be and also in the line with the Odisha Ancient Monument Preservation Act)

4. Public health

- 4.1. Construction of rooms and facilities for hospitals, family welfare centres, public health care centres and ANM centres.
- 4.2. Ambulances for Govt. Hospitals and dead body carriers for ULBs



5. Drinking water and sanitation

- 5.1. Installing tube-wells and borewells (only in public places).
- 5.2. Installing hand pumps / solar pumps (only in public places).
- 5.3. Installing community drinking water plants.
- 5.4. Construction of public toilets and bathrooms.
- 5.5. Renovation of Public Sanitary Wells and / or Construction of its platform. Renovation of Public Tank.
- 5.6. Provision of drinking water through tanker in water Scarcity habitations in Summer.

6. Irrigation, drainage and flood control systems

- 6.1. Small minor irrigation projects, branch canals & its improvements.
- 6.2. Construction of rainwater harvesting structures.

7. Animal husbandry, dairy and fisheries

- 7.1. Construction of shelters for animals.
- 7.2. Setting up processing plants, cold storages, ice plants, freezing and packing plants and ancillary works there to for fish and fisheries products for community use.

8. Agriculture and farmer welfare

- 8.1. Setting up of farmers' training and assistance centres.

9. Energy supply and distribution systems

- 9.1. Streetlights.
- 9.2. Lighting of public places.
- 9.3. Setting up of community gohar-gas plant.
- 9.4. Purchase of non-conventional energy system and devices for community use.
- 9.5. Electrification of SC / ST Basties or Habitations.
- 9.6. New works of Rural Electrification.
- 9.7. Solar streetlights.



10. Environment & forest

- 10.1. Creation of new ponds.
- 10.2. Renovation of ponds and lakes.
- 10.3. Tree plantation / protection for community.
- 10.4. purchase of biodigesters for community.

11. Public recreational facilities, sports and parks

- 11.1. Development of public parks.
- 11.2. Development of playfields and sports grounds.
- 11.3. Construction of buildings for sports facilities and provision for sports equipments.
- 11.4. Construction of buildings for multi-gym.
- 11.5. Construction/development of mini stadiums.
- 11.6. Purchase of immovable sports equipment.
- 11.7. Installation of multi-gym equipment.
- 11.8. Installation of fixed garden gym equipment.
- 11.9. setting up to open gym.

12. Tourism & Culture

- 12.1 Improvement of existing infrastructure at Tourism site (both declared/ non-declared). : Approach Road, Public Hall, Pindies, Toilets, Drinking water facility, development of Parking site and other ancillary works.

13. Individual Assistance

- 13.1. Purchase of prosthetics, hearing aid and other aids / devices for physically/ mentally/ visually / hearing impaired deserving persons.
- 13.2. Purchase of Powered Tricycle (Motor/ Solar/Battery operated), Electric Chargeable (motorised) Wheelchair for PWDs.
- 13.3. Individual houses to destitutes (those have not been covered under any housing schemes of Govt.) in Assembly constituency at par within cost of a house under PMAY (Pradhana Mantri Awas Yojana) from time to time.



Education Component

14. Education

- 14.1. Construction, repair & renovation of rooms and halls in Govt./Govt. aided school and colleges including PH and Electrical works.
 - 14.1.1. Assistance to Private Educational Institutions recognized under Trust/ Society for infrastructure development in some cases with certain stipulations.
- 14.2. Construction of toilet blocks.
- 14.3. Promotion of digital Education (Purchase of IT systems, including hardware and software for educational purposes, Purchase of smart boards, visual display units and projectors).
- 14.4. Purchase of training equipments.
- 14.5. Setting up of laboratories.
- 14.6. Purchase of furniture and fixtures for educational purposes.
- 14.7. Development of playground.
- 14.8. Purchase of sports equipments.
- 14.9. Purchase of sanitary pad vending machine and incinerators.
- 14.10. Purchase of books and periodicals for libraries.
- 14.11. Construction of buildings for crèches and Anganwadies.

Road Component

15. Roads, bridges and pathways

- 15.1. Construction of roads, approach roads, link roads and pathways including CC Roads / paver block roads which are not covered under any other scheme of the Government.
- 15.2. Construction of footpaths and pedestrian ways.
- 15.3. Construction of culverts and small bridges.
- 15.4. Rural Approach Roads/Urban Link Roads.
- 15.5. Construction / Improvement of village/ Panchayat roads to give access to a hamlet / village.
- 15.6. Construction/ improvement of roadside drainage.



Annexure-I

Time Limit for District Authorities

On receipt of work recommendation of Hon'ble MLA at District level, time limit given to District Authority and Executing Agency		
Eligible Officer	Description of work	Time Limit (from the date of recommendation by Hon'ble MLA)
CDO-cum-EO, Zilla Parishad	1. Scrutiny (Checking for admissibility) 2. Asking for Feasibility 3. Asking for Plan/Estimate report from EAs	05 days
Executing Agency (E/A) (Panchayat Samiti/Urban Local Body/Line Dept. Office)	1. Submission of Feasibility Report 2. Submission of P/E Report to Zilla Parishad with Administrative / Technical Sanction, if it is within there limit.	15 days
Collector & CEO, Zilla Parishad	1. Administrative / Technical approval P/E, if it is beyond limit of E.A. 2. Sanction, release of fund to Executing Agency	05 days
Executing Agency	1. Issue of Work Order	05 days
	2. In case project to be executed through tendering	Time as per tender notice schedule



Annexure-II

Standard Feasibility Report

Name of the Scheme :-MLALADS

1. Name of the Project :	
2. Location (Village/G.P./Block/Municipality/NAC /Tahasil / District (local Govt. Directory) :	
3. Scheme & Year :	
4.Letter No. in which the feasibility report of the project has been sought for from District Office :	
5. Recommended cost of Project:	
6. Whether the amount recommended by Hon'ble M.L.A. is sufficient for completion of the project (Yes / No) If no, mention the actual requirement of fund for the project:	
7. Time required for completion of Project:	
8. Project : New Construction/Completion/Repair/Restoration/any otherwork. a) Road project : Whether the project comes under PMGSY / GGY / RIDF or any other schemes of GoI / GoO (Yes/No) (If No, fill up the followings) (i) Total length of road / Bridge to be taken up (ii) Type of the road –(PR/RD/R&B) (iii) Physical Status of the road : (iv) Type of work to be taken up:- b)Building Construction Project: - (i) New/Repair/Restoration/Addition C) Others: - (i) New/Repair/Restoration/Addition	
9.Land Status : a) Whether genuineness / existence / ownership of land has been examined (Yes / No) if yes, fill up the followings (i) Village Name- Tahasil Name- (ii) Plot No.- / Khata No.- / Kissam of Land- (iii) Available Area in Ac.- (iv)Whether it is Govt./Community land- (v) Whether it is free from encroachment (Yes/No)-	



Members of Legislative Assembly Local Area Development Scheme (MLALADS)

10. For renovation of religious institution photographs of the existing institution may be enclosed along with feasibility report.	
11. Whether the project to be executed is coming under the Assembly Constituency Area. (Yes / No.)	
12. Whether the project was taken up earlier from any other scheme including MPLADS / MLALADS. (Yes / No.) (If yes, give details).	
13. It should be certified by the Executing Agency in the feasibility report that there shall not be any duplication of utilization of fund from any other scheme for the same project.	Certified that duplication of utilization of fund shall not be made against this project.
14. Educational institution: i. Whether it is Govt., Govt. aided / taken over/ Govt. or private one. ii. Consent from head of institution to be obtained for execution of work.	
15. Construction of registered Yubak Sangha Building/Club Building or Other such building is subject to following conditions: i. The members of registered Yubak Sangha /Club are engaged in the social service/welfare activity. (Yes/No) ii. It has been in existence for preceding three years. (Yes/No) iii. It is a public spirited and not a profit making entity. (Yes/No) iv. Yubak Sangh/Club building is accessible/open to public at large. (Yes/No)	
16. Whether the project is feasible / not feasible. (if not feasible, give one paragraph note)	

Junior Engineer/
Asst. Engineer

Assistant Executive Engineer

Signature of
BDO/EO/Head of
Office of Line Deptt.
Office

N.B.-

- i) **Construction work taken up on a land not owned by an institution / community / Govt. is not admissible and it must be a non-objectionable community/Govt. land. This must be strictly adhered to.**
- ii) It should be ensured that the project is not coming under the Coastal Regulatory Zone / Forest Sanctuary area.
- iii) **Community Prayer Halls, Public Library, Building, Bhagabat Ghar, Improvement of religious institutions by way of renovation/restoration and repair or must not be executed unauthorisedly on public places (as per the order of Hon'ble Supreme Court and intimated by Govt. in P & C Deptt. vide Letter No.16725 dtd. 19.11.2010)**



Annexure-III

STANDARD SANCTION ORDER

Sanction of Rs. _____ (in words _____) only is hereby accorded for execution of _____ no. of project(s) at Annex-I out of MLALADS for the year _____ as per the recommendation of Hon'ble MLA, _____.

It shall be the responsibility of the executing agency to complete the project as expeditiously as possible and within a year. The fund is to be transacted in P.L account only under the Scheme Head _____. The executing agency shall furnish Utilization Certificates (component-wise) from time to time to CDO-cum-EO, Zilla Parishad under FORM OGFR-23 and FORM OGFR-24 in token of full or part utilization of the funds for the project.

The following stipulations must have been complied prior to execution of the work.

1. The executant shall start the work within 15 days from the receipt of work order. In case, the executant fails to start the work within 15 days, the work order shall be cancelled by the Executing Agency and a fresh work order shall be issued to another executant with the consent of Hon'ble MLA. The work/project shall be completed within the year of allotment.
2. Once the work order issued and work started within the stipulated time, the project cannot be cancelled or diverted without prior approval of the undersigned.
3. In case of Community Centres, Public Library Building, Bhagabatghar, Govt. Education/Health Institution etc., the project is to be executed on its own land or on non-objectionable Community / Government land duly authorized by the competent authority. The Ponds, Wells, Tubewells, Passenger Restsheds etc. are to be executed either on non-objectionable Community / Government land duly authorized by the competent authority.
4. Restoration/Renovation/Repair etc. of Community Prayer Halls, Public Library Building, Bhagabat Ghar and religious institutions or places must not be executed unauthorizedly on public places **(as per the orders of Hon'ble Supreme Court of India and intimated by Govt. in P & C Deptt. vide Letter No.16725 dtd. 19.11.2010).**
5. In case of temples or religious places, wells, ponds, etc., it must be a public property and not private one. In case of road, it should not have been covered under PMGSY and it is not a District Road, State Highway / National Highway.
6. Execution of projects through the scheme should be exempted from pro-rata charges **except the works entrusted to Govt. Line Dept. Agencies. (Odisha Bridge and Construction Corporation (OB&CC), Odisha Police Housing and Welfare Corporation (OPH&WC), Odisha Industrial Infrastructural Development Corporation (ODIDC), Odisha Construction Corporation (OCC) and Odisha Tourism Development Corporation (OTDC) etc. circulated vide P & C Deptt. Letter no- 9263 (30) dt- 14.09.2020).** In case, the MLALAD project is tagged up with MGNREGS scheme, it should be ensured by the executing agency that the MLALADS fund is utilised for capital component only.



Members of Legislative Assembly Local Area Development Scheme (MLALADS)

7. The Monthly Progress Report both (physical & financial) should be sent to this office with a copy to the CDO-cum-EO, Zilla Parishad / PD, DUDA / District Office of Line Dept. as the case may be, by 5th of each succeeding month for preparation of consolidated report and its onward transmission to Govt. and for review purpose.
8. The Collector / CDO-cum-EO, Zilla Parishad / Deputy Director, (P&S) DPMUs & other Sr. Dept. Officers have the authority to supervise the implementation of projects during their visit.
9. Established procedure of State for implementation of departmental programme will be equally hold good for utilization of funds of MLALADS. Separate Account Register / Asset Register must be maintained at the E.A level as per MLALADS Guidelines.
10. **The Executing Agency to upload geo-tagged photos of project in three phases i. e. at initial stage, execution stage and after completion in MALADS Web Portal.**
11. It should be ensured that the project is not coming under Coastal Regulatory Zone / Forest Area / Sanctuary Area.
12. It must be ensured that the user agency must maintain the works / assets created out of MLALADS.
13. While execution of project, it should be ensured that there is no duplicacy of funds from any other scheme(s).
14. The Executing Agency is to specify any penalty clause in work order / agreement, so that the executant shall be compelled to complete the projects in scheduled time.
15. A sign board carrying the inscription i.e. the name of the Hon'ble MLA/ Year /Name of Fund/Estimated Cost / Date of Sanction /Desired date of Completion / Name of Executing Agency/Name of Executant must be permanently and prominently erected at the project site.
16. The Executing Agency to hand over the Asset Created under MLALAD Scheme to the User Agency and furnish a Certificate to this effect that the project has been completed in all respect & handed over to the User Agency.
17. Project is to be executed as per MLALADS Guidelines. Any deviation in execution, the Executing Agency shall be squarely held responsible for it. Due vigilance is to be ensured.

Collector & CEO, Zilla Parishad, _____

N.B.- The format framed for Sanction Order, for the project recommended by Hon'ble MLA, is mandatory to all the district authorities. The District Authority concerned may add appropriate items as per their suitability without changing the basics of standard Sanction Order.



Annexure-IV

AGREEMENT FORMAT

This Agreement is made on _____ between the Governor of Odisha acting through _____ (Designation and Address) the District Authority herein after called the **“First Party” of the First Part;**

and

The Chief Executive of the (_____ Name and address of Registered Society/ Registered Trust), hereinafter called the **“Second Party” of the Second Part.**

Whereas the First Party as the District Authority is the authority to get the development works implemented in _____ District, on the locally felt needs on the recommendation of the Member of Legislative Assembly, as per Guidelines on Member of Legislative Assembly Local Area Development Scheme (MLALADS)

and

Whereas the Second Party is a Society registered under the Societies Registration Act, 1860 or a Trust, registered under the Indian Trust Act, 1882 or any Registration Act of any State Government is engaged in social service and welfare activities since _____ (Date, Month, Year) for more than _____ years and is well established and reputed one in the field of social service and welfare activities with non-profit operation.

Now therefore it is hereby agreed between both the Parties to this Agreement and binds themselves to the following terms and conditions:

1. The First Party shall undertake the construction of _____ on the recommendation of the Member of Legislative Assembly as per the Guidelines on Member of Legislative Assembly Local Area Development Scheme, as amended from time to time (hereinafter referred to as MLALADS) for implementation of the work under the aforesaid MLALADS.
2. The Second Party will be eligible to receive and manage the assets created out of the funds by the First Party from the Member of Legislative Assembly Local Area Development Scheme as per the Guidelines on the subject meant for the benefit and use by and/or for the public.
3. A work at _____ (Name of the Place, District and Pin code) regarding the construction of _____ (Name of the work) costing the value **mutually agreed upon** by the parties and that has been duly recommended by _____ (name of Member of Legislative Assembly concerned) under the MLALAD Scheme, shall be undertaken by the First Party, to be handed over to the Second Party after completion of the construction.



4. The First Party shall call for the necessary records from the Society/Trust such as the Memorandum of Association of the Society with special reference to Section 13 of the Societies Registration Act, 1860 and the trust deed of the trust with special reference to Section 77 and Section 78 of the Trust Act and be satisfied with the existence and reputation of the organization, and its functioning as non-profit operations, transparency of performance, its sound financial position and its overall public reputation.
5. The Second Party shall also give a declaration to the First Party, that the land and immovable property offered by the Second Party to the First Party for executing the developmental work is free from any encumbrances, free from pending litigation and not affected by the Urban Land (Ceiling and Regulation) Act, 1976.
6. The Second Party shall also give a declaration to the First Party, that the assets created out of MLALAD funds for the society_____ or trust, is free from any encumbrances except advance taken for the purpose of this work/project.
7. The Second Party shall ensure that durable assets, created out of MLALAD funds in the properties offered by the Second Party, must always be available for the use of or by the general public. In case it is found that the Second Party is not using the asset so created under MLALADS, for the purpose that was meant and/ the public do not have access to the said infrastructure, the First Party will issue necessary notice to the Second Party and after considering the views of the Second Party, if the First Party consider necessary will take over such asset and may recover the cost to the extent of investment made under MLALADS along with interest at the rate of 18%.
8. The State Government/District Authority shall always and at all-time be the absolute owner of the durable asset created out of the MLALAD fund.
9. The Second Party shall not sell/transfer/otherwise dispose of any interest in or of such asset created out of MLALADS without the prior written approval of the State Government. After the written approval of the Government, the sale proceeds of the assets shall always vest and belong to the first party in all circumstances to the extent of investment made under MLALADS including the interest at the rate of 18 %.
10. The Second Party herein undertakes the full responsibility to ensure operation, maintenance and upkeep of the asset which will be subject to periodical audit and inspection by the First Party or any of its representative/nominee duly authorized in this behalf.
11. Since this indenture creates a future interest in the immovable property of the value of more than Rs.100/- this Agreement be registered under Registration Act in the respective District.
12. In this indenture, wherever such an interpretation would be required to give the fullest possible scope and effect to the terms of the Agreement herein contained, the expressions



District Authority and the Society or Trust shall include their respective successors or permitted assignees (Assignees).

IN WITNESS WHEREOF the parties here-to-have through their duly authorized representative executed this Agreement on day and year here-in-above-written.

Executed for and on behalf of
the Governor of Odisha

by the District Authority

Executed for and on behalf of the
Society/Trust/Second Party by

_____ having authority
to sign and execute this Agreement
vide resolution dated _____ of _____

In presence of following witness:

Witness:

1. _____
2. _____



June, 2025

Planning and Convergence Department
Government of Odisha

<https://pc.odisha.gov.in/>
www.mlalads.odisha.gov.in