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SOFTWARE MANUAL FOR MONITORING WORKS UNDER MEMBER OF PARLIAMENT LOCAL AREA DEVELOPMENT SCHEME

Background

Member of Parliament Local Area Development Scheme (MPLADS) was started in December,1993. Ever since the start of the scheme, the need for monitoring the MPLADS works has been felt. The demand for it has been made by Hon'ble Members of Parliament (MP) in all fora like MPLADS Committees , workshops etc. The Ministry of Statistics and Programme Implementation has therefore developed a software with the help of National Informatics Centre and tested in 10 districts of the country. After making the necessary modifications, the software is now ready for launching in all the districts and state head quarters for monitoring of the works being executed under MPLAD Scheme.

Salient Features

The developmental works recommended by the Member of Parliament under Member of Parliament Local Area Development Scheme are monitored through this software.

The details of each work recommended by the MP and sanctioned by the District Administration is collected and monitored as per the Annexure-I. Data of each work is entered using this software.

A Central database will be created at Ministry of Statistics and Programme Implementation, Sardar Patel Bhawan, New Delhi. This database will be updated monthly, on the basis of text files sent by the districts by e-mail.

Information will be available on the Internet for the public and can generate/download some predefined reports by selecting desired indicators. (URL: http:/mplads.nic.in)

Software has two Modules: **Module -I: District level; Module II : Implementing Agency level; and web enabled module.**

District Level Module :

District Level Module (works_monthly_dt.mde): This module will be implemented at the Districts. The information for each work recommended by MP will be collected as per the format in Annexure-I. Certain fields of the format is to be entered as in Annexure-II and the rest has to be updated monthly as in Annexure-III.

The monthly information for each work will be provided by the executing agency carrying out the work. They can feed this using the **Implementing Agency level** module of this software and send the monthly data via e-mail to the district authorities. In this case, the district authorities will have to feed the basic one time data of each work as per Annexure –II and update it monthly using the files sent by the executing agency. In case the executing agency is not sending the data via e-mail, it will send as per the format in Annexure-IV. This has to be fed at the district level.

Implementing Agency Level Module

Agency Level Module (works_agency.mde): This will be implemented at the Executing Agency office which carries out the works recommended by the MPs. The data for each work recommended by the MP will be fed in this module as per format in Annexure-IV.

Then a text file is to be generated and it has to be sent via e-mail to the district authorities. It must be noted that the **Work Identity Number allotted to any work has to be same at the District as well as Agency level and it will be provided by the District Authorities only.**

Requirement for Installation of the software

H/W – Pentium Machine

S/W – Windows'98/NT(OS), MS-Access-Office 2000

The Date field in regional Setting of the machine in which the software is to be loaded has to be in short date format as DD/MM/YYYY for this :

Select : Start ->Settings -> Control Panel -> Open Regional Settings -> Select Date from the Tab and set the Short Date Style as DD/MM/YYYY and click Apply – OK.

Web enabled module

Web enabled application for monitoring of works is available at URL : **http://mplads.nic.in** Public can view/download some predefined reports of their interest. District authorities may enter/modify the data directly using this application.

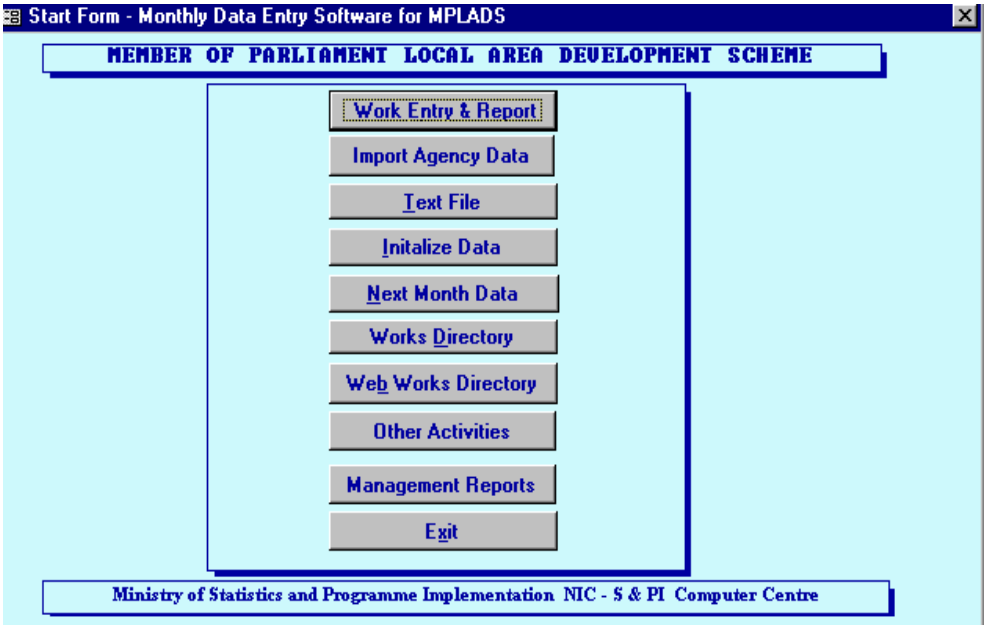
Important :

- Copy the district level **works_monthly_dt.mde** file to the required folder (at District Level) Copy the agency level **works_agency.mde** file to the required folder (at Agency Level). **Right click on each of these files, open its Properties and click on Archive. (i.e. Archive must be checked and Read only must be unchecked). Click on Apply and then click OK.**
- Software can also be downloaded from web site URL://mplads.nic.in

Module- 1 District level Module of the Software (works_monthly_dt.mde)

- Double Click the **works_monthly_dt.mde**
- MS Access automatically gets invoked
- Monthly Data Entry Software for MPLADS will appear.

Figure – 1

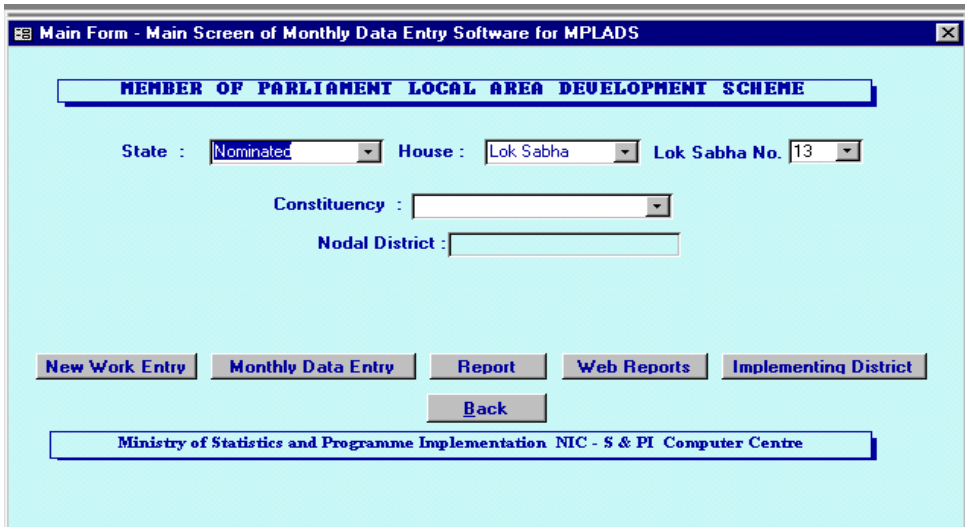


1.1 Work Entry and Report

- **Click Work Entry and Report**
- **Main form will open**

This will open the main screen of monthly data entry of all works of a MP. One can do all operations specific to a selected MP like work data entry, Edit, update it every month, generate reports , generate Web reports etc using this screen/menu.

Figure – 2



- State: Select state using the pull down menu
- House: Select Lok Sabha or Rajya Sabha using pull down menu for which data is to be entered.

Lok Sabha

- Lok Sabha No. : In case of Lok Sabha the Lok Sabha Number is to be selected using pull down menu, i.e., The MP can be from 10th,11th,12th ,13th or 14th Lok Sabha
- Constituency : Select Constituency using pull down menu.

Rajya Sabha

- Select the name of Rajya Sabha MP using the pull down menu. This contains Former- MPs also.

Nodal District of Lok Sabha Constituency or Rajya Sabha MP is displayed on the screen.

1.1.1 New Work Entry:

On clicking this icon basic data of selected MP appears on top and a form MPLADS Works Entry -**Work Master** Details screen opens up and is to be filled up. The entries to be filled in are as per Annexure –II.

Figure – 3

MPLADS Works Entry -Work Master Details

State : Haryana House : 13th Lok Sabha
Constituency : KURUKSHETRA Nodal District : KURUKSHETRA
MP : PROF KAILASHO DEVI
Implementing District : KURUKSHETRA

Block / Urban : THANESAR Ward/Gram Panchayat : MIRZAPUR
Work Identity No. : 1 Select Work Identity Number for Edit :
Work with Location : CC street fromKainthla road to h/o Ram Kumar (old)

Sector : ROADS,PATHWAYS AND BRIDGES
Scheme : Construction of footpaths

	SC	ST	TOTAL
Number of SC and ST Polpulation Covered by this work :	12	101	113

Date of Receipt of Proposal (dd/mm/yyyy) : 26/12/2002
Priority Number of the Proposal as Recommended by MP: 5
Work Sanctioned ? (Y/N) : y
(dd/mm/yyyy)
Date of Sanction : 25/10/2003
Date of Work Commencement : 30/10/2004
Work Cost (Rs.) : 20000.00
Executing Agency : cpwd
Date of Completion: (dd/mm/yyyy)
Original (As indicated on sanction Order) 20/05/2005

Save Add New Work Delete Back

Enter or select the Executing Agency FLTR

1. Block/Urban : Select Block/Urban where work is being carried out using pull down menu.
2. Ward/Gram Panchayat : Enter the Name of Ward/Gram Panchayat where work is being carried out.
3. Work Identity Number: Enter the Work Identity Number (**A unique numeric number which is to be allotted by the District authorities. The Executing Agency will have to use the Work Identity Number supplied by the District and will not change it at all.**)
4. Select Work Identity No. for Edit: The works already entered will come in a pull down menu, Block etc. will also appear in this list. If any corrections are to be made in any of the already entered work, that work can be selected from here using pull down menu. **This box is to be used only when you have to edit/make changes in any of the already entered work**.
5. Work with Location: Enter name of the work, where it has to be actually carried out with any further details required.
6. Sector : Select the Sector using pull down menu in which the work falls (Refer Annexure-V).
7. Scheme : Select the scheme of the work using pull down menu (Refer Annexure-V).
8. Number of SC and ST population covered by this work : Enter the number of beneficiary from SC and ST population covered by the work. Total will also be displayed.
9. Date of Receipt of Proposal : Enter the date of receipt of proposal of work from MP in the district.

10. Priority Number of the Proposal as recommended by MP : Enter the priority number given for the work by the MP.
11. Work Sanctioned (Y/N)? If the recommended work has been sanctioned by the District authorities say Y else say N. If the work has not been sanctioned the rest of the information from 12 to 16 will not appear on the screen and need not be entered till work is sanctioned.
12. Date of Sanction : Enter the date of sanction of work by the District authorities (must be later than or equal to the Date of receipt of proposal, of work from MP and not blank).
13. Date of Work Commencement : Enter the date of Work commencement (must be later than date of sanction of work)
14. Work Cost : Enter the cost of the work sanctioned by District (Rupees only)
15. Executing Agency : Enter the name of Executing Agency (can be selected using pull down menu or entered. To select from the pull down menu one must add the names of all the requisite executing agencies in the Agency Table.) Use "Other Activities" (from Figure – 1).
16. Date of Completion Original : Enter the original Date of completion of work as indicated in the sanction order.

After entering the required data click **SAVE** to save the record. To append a record click **Add New Work**. A record cannot be saved if the Work Identity Number field is left blank. After entering all works, click **BACK** to go back to Main form. To **DELETE** a record one has to select the work number from the box **Select** Work Identity **No. for Edit.** Once the required work is displayed click **DELETE** Button, the record will get deleted from the table.

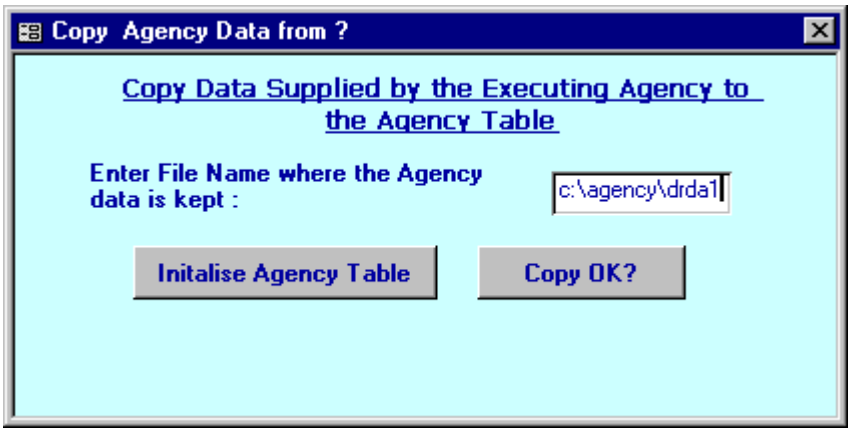
Note:

- All the dates are to be entered in (dd/mm/yyyy) format only.
- Vertical scroll bar can be used to move to required location in the form/screen.

1.1.2 Monthly Data Entry

If monthly data has been received through e-mail from the Executing Agency then click the **Import Agency Data** on the Start Screen (figure - 1). This opens up a form to Copy Agency Data (figure – 4), specify the file name with complete path where the agency data is stored. Then click OK. This will copy the data from the specified text file and store in work_agency table in the current works_monthly_dt.mdb as

Figure – 4



Monthly data is to be entered as per Annexure –III

To feed Monthly Data following selections are mandatory (Refer Figure – 2):

- State: Select state using the pull down menu

- House: Select Lok Sabha or Rajya Sabha using pull down menu for which data is to be entered.

Lok Sabha

- Lok Sabha No. : In case of Lok Sabha the Lok Sabha Number is to be selected using pull down menu, i.e., The MP can be from 10th,11th,12th ,13th or 14th Lok Sabha
- Constituency : Select Constituency using pull down menu.

Rajya Sabha

- Select the name of Rajya Sabha MP using the pull down menu. This contains Former- MPs also.
- The Nodal District of the Lok Sabha Constituency or the Nodal District of the Rajya Sabha MP is displayed on the screen.
- Click on monthly data entry (Figure – 2)
- Select the Month and Year for which the data is to be entered. If the monthly data for the given MP is to be copied form the Agency Table the click on the check box "**Copy data from Agency Table**", then Click **OK.**

This will copy all the data from the Agency Table in works_monthly_dt.mdb into the works_monthly table. It will check for consistency in

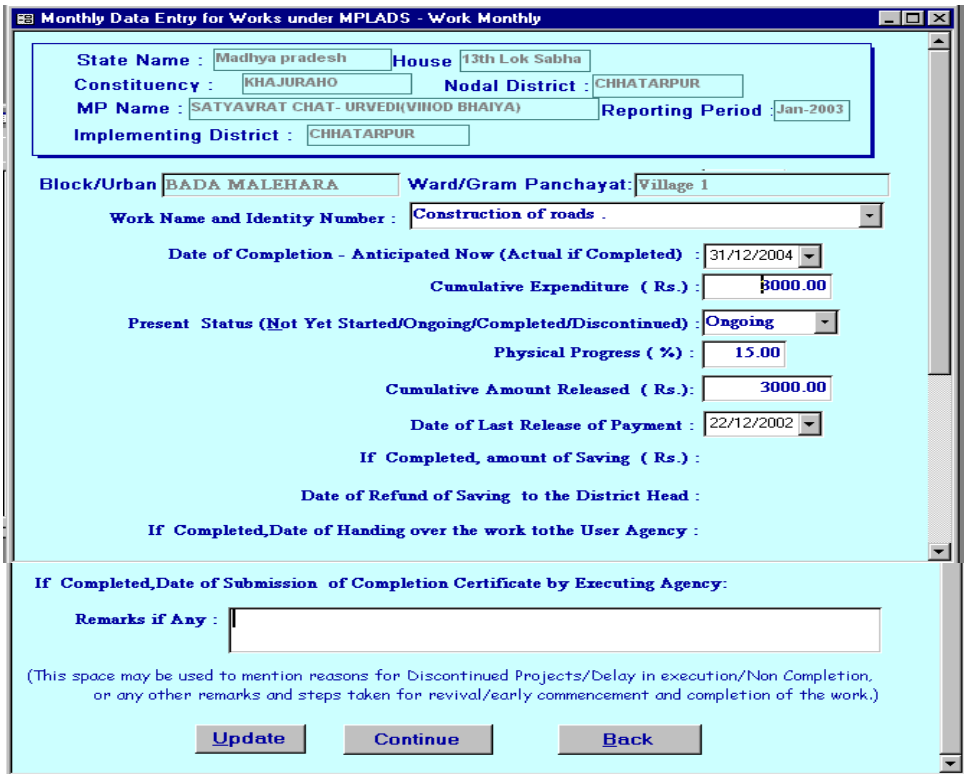
- Work Identity number,
- reporting year and month,
- Date of Completion of the work in agency Table has to be same or after the date of Sanction in Work_master table.

After these checks it will update the monthly record if it already exists in work_monthly or insert if it does not exist.

It the monthly data is not to be copied from the work_agency table, then check on the OK button (Don't tick the check box)

This opens a form **Monthly data entry for works under MPLADS – Work Monthly** as shown in Figure – 5.

Figure – 5



1. Work Name and Identity Number : Select the required Work Name and Identity Number using pull down Menu (all work Number, Name its Block etc. which has already been entered by selecting NEW WORK Entry form will appear)
2. On selecting any one and press tab, the corresponding Block/Urban, Ward/Gram Panchayat will appear on the line above the Work Name and Identity Number.
3. Date of Completion – Anticipated now if the work is not complete and (Actual if completed). Enter the date (Date entered in NEW WORK Entry form will appear and it can be changed)
4. Cumulative Expenditure (Rupees): Enter the Cumulative Expenditure incurred till date in Rupees only.
5. Present Status :
   N : If work is Not Yet Started
   O : Ongoing works
   C : Completed
   D : Discontinued work
6. Physical Progress : Enter percentage of the Work Completed.
   Please note that if the physical progress is less than 100% then 9 to 12 will not appear on the screen
7. Cumulative Amount Released : Enter the cumulative amount released to Executive Agency till Date (Rupees)
8. Date of Last Release of Payment : Enter the date of last release of payment to the Executing Agency.
9. If completed, amount of Saving : If Physical progress is 100% i.e. work is completed amount of Saving will be displayed (Cumulative Amount Released – Cumulative Expenditure)
10. Date of Refund of Saving to the District Head : Enter the date of refund of saving by the executing agency.
11. If Completed, Date of Handing over the work to the User Agency : Enter the date of handing over the work to the user agency.
12. If Completed, Date of Submission of Completion Certificate by Executing Agency: Enter the date of submission of completion certificate.
13. Remarks if Any :This space may be used to mention reasons for Discontinued Works/Delay in execution/Non Completion, or any other remarks. It the work has been discontinued or Not Yet Started reasons must be entered in the column.

(Note: Enter all the dates in dd/mm/yyyy format only.)

After entering the required data click **SAVE** to save the record. To update an existing record click **UPDATE**, click **CONTINUE** to enter more records, click **BACK** to go to main form. Proper message will appear after SAVE and UPDATE.

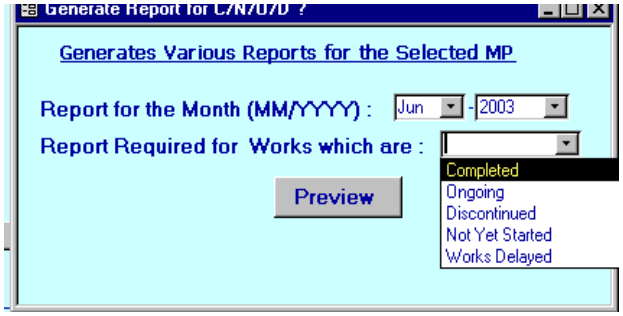
Note:

- 100% physical progress of a given work does not imply that the work is completed. A work is considered completed only when UC is received and also the Refund if any is received from the executing Agency. C is to entered only when this activity is complete otherwise it is ongoing work.
- Any work that has been discontinued due to some reasons or other is to be shown as Discontinued status. The reasons should also be mentioned in the remarks column.

1.1.3 REPORT

After selection of State, House, Lok Sabha Number(if required),Constituency or MP Name as explained above; click **REPORT**. This will open a form "Generate Reports for C/N/O/D .

Figure – 6



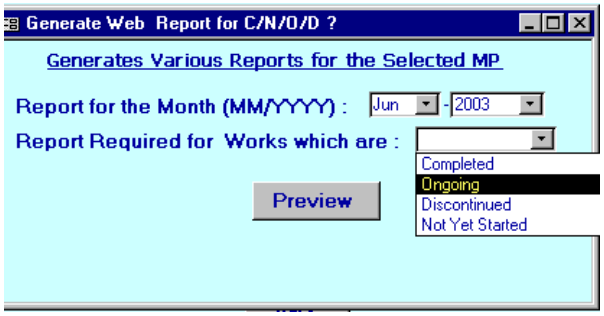
Report for the Month (MM/YYYY) : Enter month & year (use pull down menu) Report required for work which are.

. Completed
. On going
. Discontinued
. Not Yet Started
. Works Delayed

Select any : desired report will be generated. This can be printed. Click preview, the report will appear. A copy of the report is to be sent to MP by e_mail, post etc.

1.1.4 WEB REPORTS

Figure – 7



After selection of State, House, Lok Sabha Number (if required), Constituency or MP Name as explained above click **WEB REPORT**. This will open a form "Generate Web Report for C/N/O/D " use pull down menu for C/N/O/D?" Select status for which the report is to be to generated. Click **PREVIEW**, the web report is generated and stored in default folder. The file name of each web report is also displayed. It may be noted that these files are overwritten if already existing. It can be viewed using any browser.

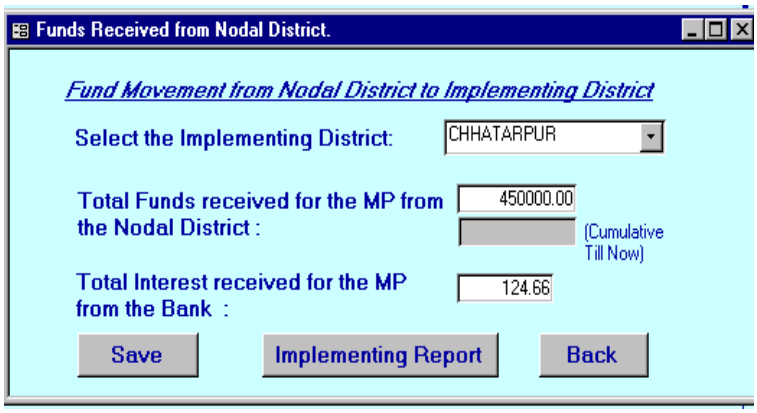
Report for the month (MM/YYYY) : Enter month and year (use pull down menu) . Reports required for works which are

. Completed.
. Ongoing
. Discontinued
. Not yet started

1.1.5 IMPLEMENTING DISTRICT

Clicking the Implementing District icon from figure – 2. This icon has to be used only by those districts who are implementing the work and are **not** Nodal District. These districts are called Implementing District and they receive funds from the Nodal District for each MP. The fund receipt details has to be entered using this form. After selection of State, House, Lok Sabha Number (if required), Constituency or MP Name and then click **IMPLEMENTING DISTRICT**. This will open a form funds received form the Nodal District.

Figure – 8



Select the Implementing District : Select the district using the pull down menu.
Total funds received for the selected MP from the Nodal District : Enter the amount received from Nodal District.

A box shows the Cumulative total till now. (This will come on its own. Any amount of fund received form Nodal district is added to the already existing amount and displayed.)
Total interest received for the MP from the Bank : Enter the interest amount (Rs.)received from the bank for selected MP.

Click **SAVE** to save the record and **BACK** to go back to main screen.

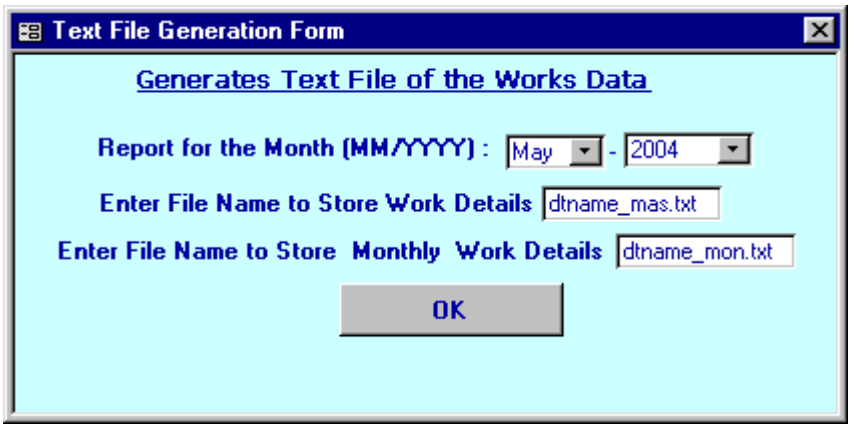
EXIT : Click this to go back to Start screen (Figure – 1)

1.2 Import Agency Data:

Each Executing Agency will send the works data as per Annexure-IV to the district as text files. These text files are to be imported and used later during updation of monthly data. Click the **Import Agency Data** , this opens a form to Copy Agency data (figure – 4) specify the file name with complete path where the agency data is stored. Then click OK. This will copy the data from the specified text file and store in work_agency table in the current works_monthly_dt.mdb.

1.3 Text File Generation

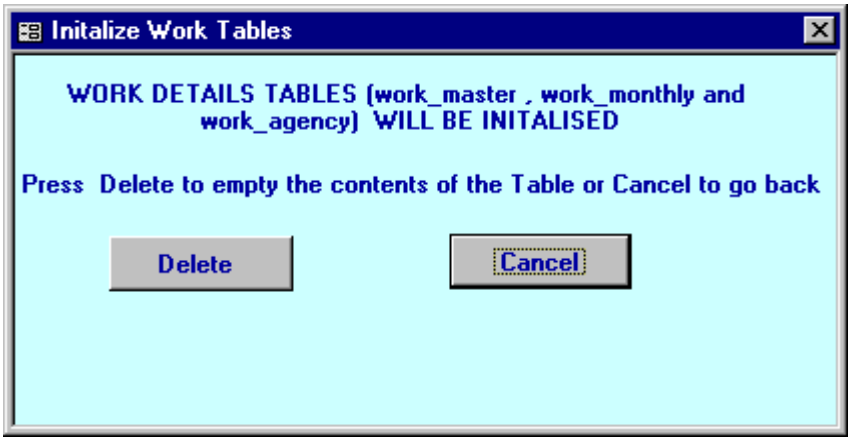
Figure – 9



Click the **TEXT FILE** (Figure-1) to generate text files for works entered. This will open a "**Text file generation form** ". Select the month and year for which data is required to be sent. Enter a file name with **.txt** extension and **path** for storing Work Details data and another filename with **path** for storing Monthly Details data. Click **OK** button a message appears confirming the text file generation. It stores in the specified folder. If there are files with the same name it will be overwritten. These files are to be sent to **Ministry of Statistics and Programme Implementation** by e-mail at the address mplads@alpha.nic.in

1.4 Initalize Data

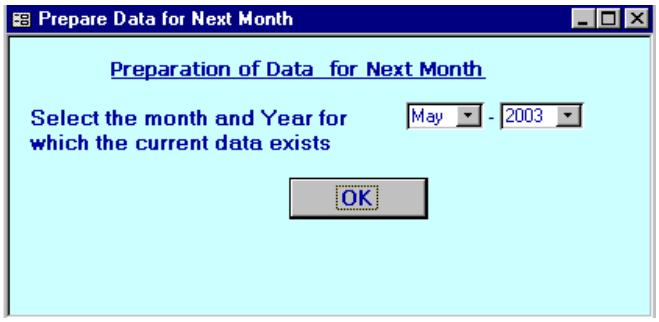
Figure – 10



This will **erase all data** entered. It has to be used only when one wishes to clear data tables after testing etc. Click the **INITALIZE DATA ,** a form "Initialize Work Tables" opens up asking for confirmation to delete all data from work master table , work monthly table and work agency table. On clicking **DELETE** icon these tables are initialized (all data deleted). If Press **CANCEL** to go back to main form without initializing the tables.

1.5 Next Month Data

Figure – 11



Click the **NEXT MONTH DATA** icon**, F**igure-11 a form "Prepare Data for Next Month" opens up asking for the month and year for which the current data exists. Select the Month and Year for which the data currently exists. Then press **OK,** the data is prepared for the next corresponding month and if the data is not existing it will give a message. Now data is ready for next month. If a work is completed or discontinued it will not be carried over to the next month.

1.6 Works Directory:

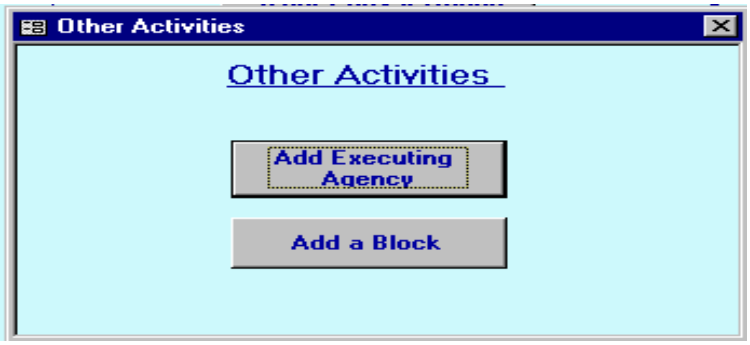
This generates a report showing the complete list of Works Recommended by Lok Sabha and Rajya Sabha MPs under MPLADS. This list shows all the works recommended till date with the present status of each work.

1.7 Web Works Directory:

This generates a web report showing the list of Works Recommended by Lok Sabha and Rajya Sabha MPs under MPLADS. This report is exactly same as in 1.6 given above, but it is in html format. It is stored in default folder as workdir.htm. This file is overwritten each time. It can be viewed using the browser. Load files properly on your web site and create proper icons for viewing.

1.8 Other Activities:

Figure - 12

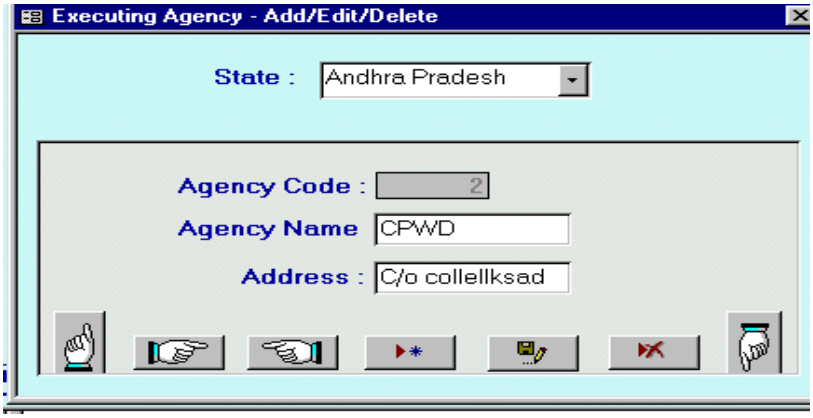


This includes activities like adding a block or adding Agency name. There are two options:

- Add Executing Agency
- Add a Block

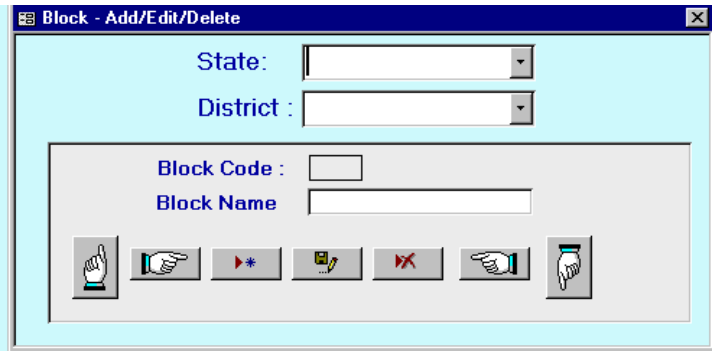
On clicking Add Executing Agency a screen opens up (Figure - 13) in which one has to select the State, then add Agency Name and Address. The agency code will be added automatically. Any changes like Edit/Delete can be carried out using the given keys.

Figure – 13



On clicking Add a Block a screen opens up (Figure - 14) in which one has to select the State, then District then add Block or Urban Body Name. The block/urban body code will be added automatically. Any changes like Edit/Delete can be carried out using the given keys. See Figures 12,13 and 14.

Figure – 14



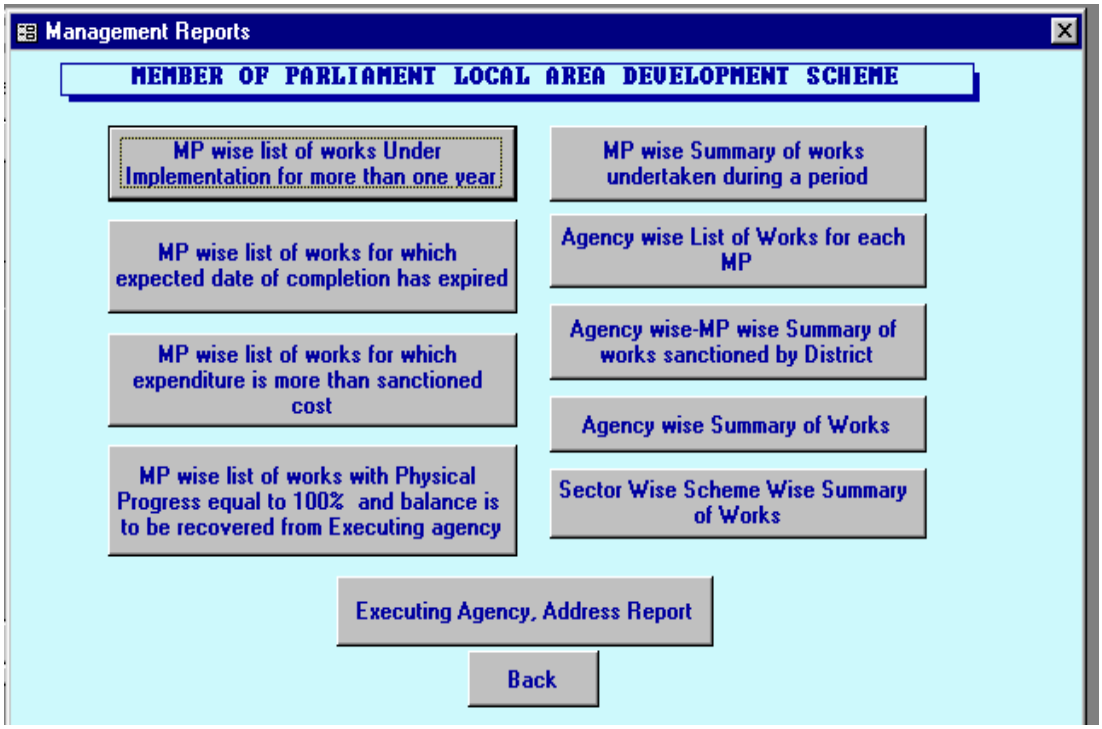
1.9 Management Reports

When you click management reports following screen appears.

Figure- 15

Enter the month and year for which reports are required. This includes various reports, which would be required by the districts from time to time. On selecting this, a screen opens up.

Figure – 16



- **MP wise list of works Under Implementation for more than one year :** It will generate a report for on going works which were sanctioned the year back or earlier than that.
- **MP wise list of works for which expected date of completion has expired**: It will generate a report for on going works for which anticipated date of completion has passed and new date is not confirmed.
- **MP wise list of works for which expenditure is more than sanctioned cost :** It will generate a report for works for which expenditure has increased the sanctioned cost of work.
- **MP wise list of works with physical progress equal to 100% and balance is to be recovered from Executing agency** : It will generate a report for which physical progress is 100% and executing agency has to return the balance to the District authorties.
- **MP wise Summary of works undertaken during a period.**
- **Agency wise List of Works for each MP.**
- **Agency wise/MP wise summary of works sanctioned by District.**
- **Agency wise summary of Works.**
- **Sector wise/Scheme wise Summary of Works.**
- **Executing Agency Address Report**.

1.10 EXIT: Click this icon to close and exit from this **works_monthly_dt.mdb**

Important Points:

- None of the forms other than Start can be opened on its own. All forms have to be accessed through the Start form and Main forms only.
- The text files generated are all stored in default folders. The file generated is overwritten usually, so it is advised to make copy before generation.
- All the input fields in all forms have help text written in the Status bar. This will provide on line help.
- Date must always be entered in DD/MM/YYYY format. The regional settings of the machine have also to be set to this format.
- Cost wherever involved is stored in Rupees.
- Default dates are shown as 01/01/1950. It may be changed accordingly.
- In Management Reports, Month and Year are to be provided wherever it is asked for.
- 100% physical progress of a given work does not imply that the work is completed, unless UC is received and refund if any, is handed over to the District Administration.
- Any work that has been discontinued due to some reason or other is to be shown as **Discontinued** status. The reason has to be mentioned in the **Remarks** column.

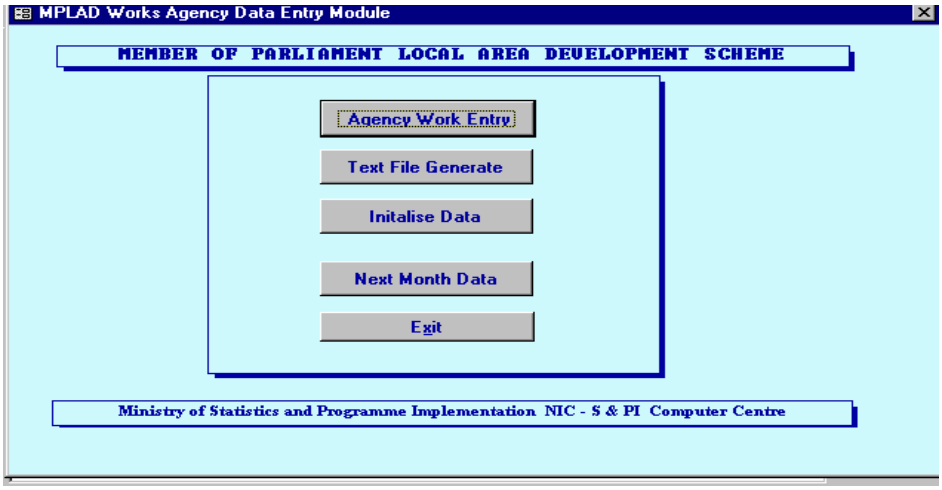
Module – 2 Agency Level Module of the Software (works_agency.mde)

This module will be implemented at the Executing Agency office, which carries out the works recommended by the MPs. The data for each work recommended by the MP will be fed in this module as per format in figure – 19. It has to be sent via e-mail to the district authorities. It must be noted that the Work Identity Number allotted to any work has to be **same** as given by District. Do not change this number.

Double click the **works_agency.mde**

MS Access gets invoked and a screen having a menu titled "MPLADS Works Agency Data Entry Module"

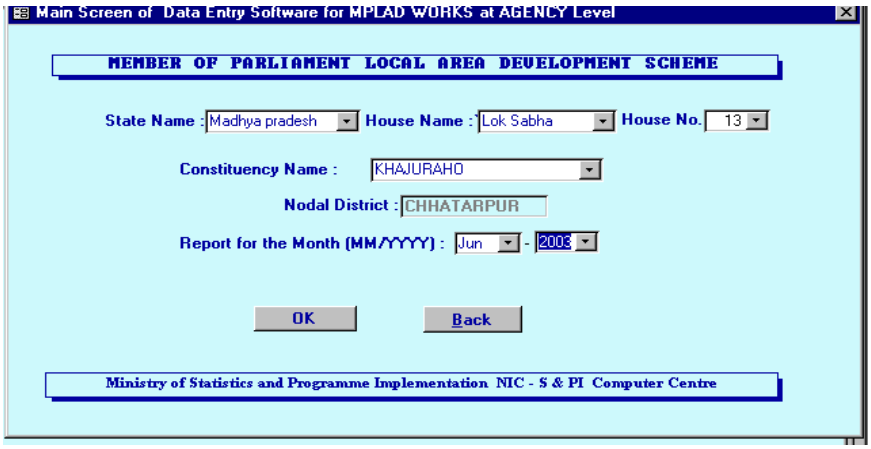
Figure – 17



2.1. Agency Work Entry:

This will open main screen of Data Entry software for MPLADS works at Agency Level for any selected MP. It appears as : Click on Agency work entry, following screen appears.

Figure – 18



- State: Select state using the pull down menu
- House: Select Lok Sabha or Rajya Sabha using pull down menu for which data is to be entered.

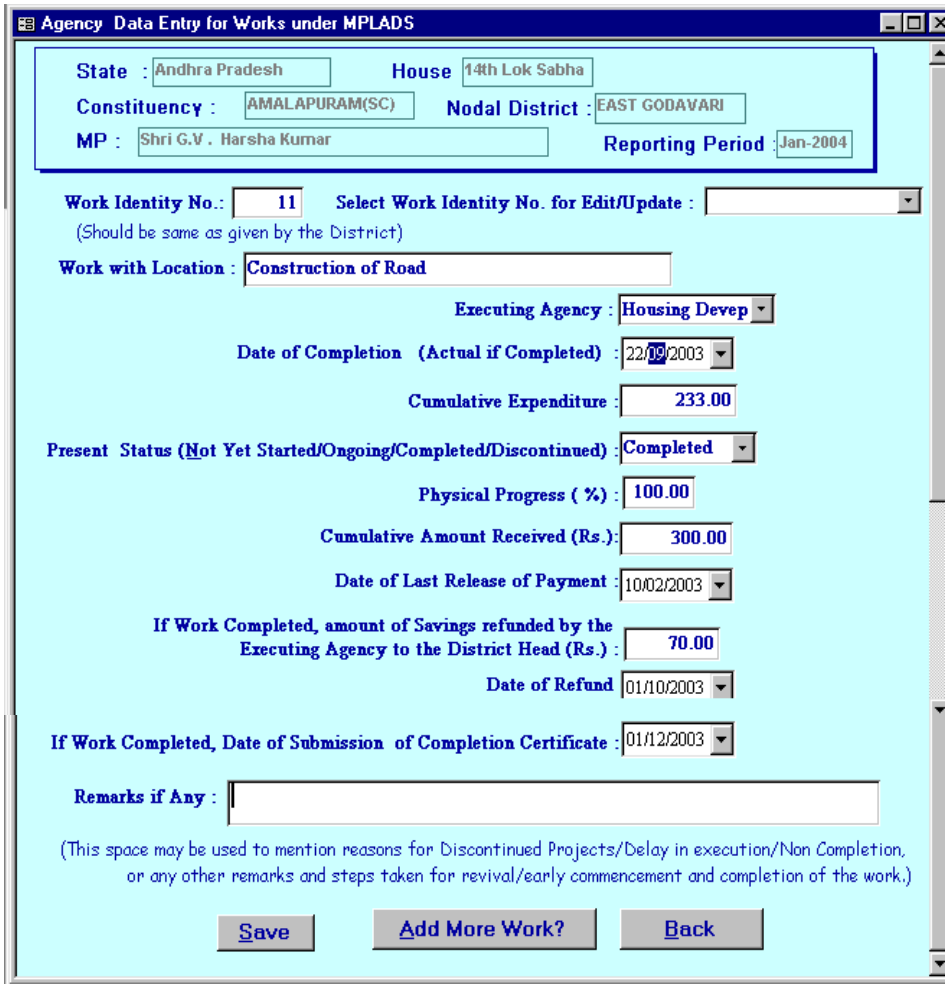
Lok Sabha No. : In case of Lok Sabha the Lok Sabha Number is also to be selected using pull down menu, i.e., The MP can be from 10th,11th,12th ,13th or 14th Lok Sabha

Constituency : Select Constituency using pull down menu.

Rajya Sabha : Select the name of Rajya Sabha MP using the pull down menu. This contains Former- MPs also.

Nodal District : Lok Sabha Constituency or Rajya Sabha MP is displayed on the screen. Select the reporting Month and Year using pull down menu and press **OK** to open the form for data entry. Data is to entered as per Annexure –IV. **A form/screen** Agency Data entry for works Under MPLAD **Scheme opens up**.

Figure – 19



1. Work Identity Number : Enter the work identity Number (This is to be allotted by the District authorities only.
2. Select work identity number for Edit/Update : The works already entered will come in a pull down menu. If any corrections are to be made in any of the already entered work, that work can be selected from here. **This box is to be used only when you have to edit/make changes in any of the already entered work.**
3. Work with Location : Enter the name of work with location etc.
4. Executive Agency: Select the name of Executing Agency using pull down menu or enter new if it is not there.
5. Date of completion : Enter Anticipated Date of Completion of Work if the work is not complete or Actual if the work has been completed.
6. Cumulative Expenditure : Enter Cumulative Expenditure incurred till date.
7. Present Status :
   N : If work is Not Yet Started
   O : for Ongoing works
   C : for Completed
   D : for Discontinued work
8. Physical Progress : Enter percentage of the Work Completed
   If the Physical progress is less than 100% then 11 to 13 will not appear on the screen

9. Cumulative Amount Received : Enter Cumulative Amount received from the District Administration till Date (in Rs.)
10. Date of Last Release of Payment : Enter the date of last released by District authories.
11. If Work Completed, amount of saving : Enter Amount of Saving (Cumulative Amount Received – Cumulative Expenditure).
12. Date of refund : Enter Date of Refund of Saving to the District Administration.
13. If Work Completed Date of Submission of Completion Certificate: Enter Date.
14. Remarks if any

Note:

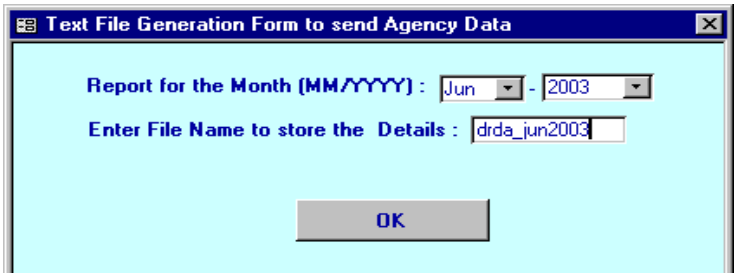
- 100% physical progress of a given work does not imply that the work is completed. A work is considered completed only when UC is received and also the refund if any is received from the executing Agency. C is to entered only when this activity is complete otherwise it is ongoing work.
- Any work that has been Discontinued due to some reasons or other is to be shown as Discontinued status. The reasons should also be mentioned in the Remarks column.

After entering the required data click **SAVE** to save the record. To add more work click **ADD MORE WORK**, click **BACK** to go to agency main form. This will enable to enter all the data of the works carried out by each executing agency for each MP.

2.2 Text File Generation:

Click the **TEXT FILE Generate** (Figure-17) : To generate text files for works entered at the executing agency level. This will open a "Text file Generation form as

Figure 20

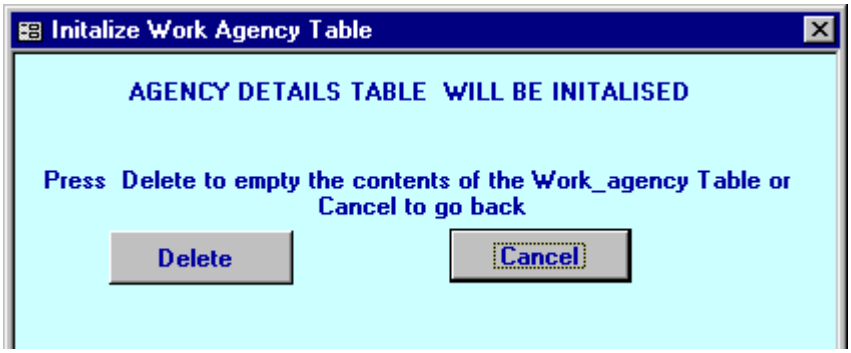


Select the month and year for which data is required to be sent to district authority use pull down menu to enter month & year.

Enter file name with **.txt** extension to store details : Enter any name Click **OK** button. Message appears confirming the text file generation. It stores in default folder. If there are files with the same name it will be overwritten. These files are to be sent to the District authorities via. e-mail etc.

2.3. Initalize Data :

Figure 21

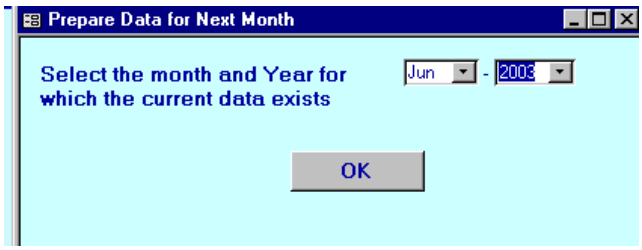


This will erase all data entered. It has to be used only when one wishes to clear data tables after testing etc. Click the **INITALIZE DATA** (figure-17), a form "Initialize Work Agency Table" opens up asking for confirmation to delete all data from work agency table. On clicking **DELETE** icon this table is initialized (all data deleted). Press **CANCEL** to go back to agency main form without initializing the table.

2.4 Next Month Data:

Click the **NEXT MONTH DATA** (figure-17) icon**,** a form "Prepare Data for Next Month" opens up asking for the month and year for which the current data exists. Select the Month and Year for which the data currently exists. Then press **OK,** the data is prepared for the next corresponding month and if the data is not existing it will give a message (Refer Figure - 22). Now data is ready for next month, If a work is completed or discontinued it will not be carried over to the next month.

Figure – 22



2.5. Important Points :

- None of the forms other than Start can be opened on its own. All forms have to be accessed through the Start form and Main forms only.
- The text files generated are all stored in default folder. The file generated is overwritten usually, so it is advised to make copy before generation.
- All the input fields in all forms have help text written in the Status bar. This will provide on line help.
- Date must always be entered in DD/MM/YYYY format. The regional settings of the machine has also to be set to this format.
- Please do not change the structure of any table.

Select : Start ->Settings -> Control Panel -> Open Regional Settings -> Select Date from the Tab and set the Short Date Style as DD/MM/YYYY and click Apply – OK.

- Cost wherever involved is stored in Rupees.
- In case the Agency name is to be added, there is a form Add_agency it can be used.
- Default dates are shown as 01/01/1950. It may be changed accordingly.
- 100% physical progress of a given work does not imply that the work is completed till UC is received and refund if any, is handed over to District Head.
- Any work that has been cancelled due to some reason or other is to be shown as **Discontinued** status. The reasons can be mentioned in the **Remarks** column.

2.6. EXIT: **Click** this icon to close and exit from this **works_agency.mdb**

MEMBER OF PARLIAMENT LOCAL AREA DEVELOPMENT SCHEME

Ministry of Statistics & Programme Implementation

NIC – SPI (PI) Computer Center

Input Format for the Districts

State : **Implementing District :**

Whether LS/RS : **Nodal District :**

Constituency : If LS **MP :** **Report for (MM/YYYY)**

Block/Urban : **Ward /Gram Panchayat**

---

1. Work Identity No.
2. Work with Location
3. Sector
4. Scheme
5. No. of SC and ST population covered by this work (SC) (ST) (Total)
6. (dd) (mm) (yyyy)
   a) Date of Receipt of Proposal
   b) Priority No. of Proposal as recommend by MP
   c) Date of Sanction
   d) Date of Work Commencement
7. Work Cost Sanctioned (Rs.)
8. Executing Agency
9. Date of Completion (dd) (mm) (yyyy)
   a) Original (as indicated on sanction order)
   b) Anticipated (Actual if Completed)
10. Cumulative Expenditure (Rs.)
11. Present Status
    (N – Not yet started, O – On going, C – Completed, D – Discontinued)
12. Physical Progress (%)
13. Cumulative Amount Released (Rs.)
14. Date of last Release of Payment (dd) (mm) (yyyy)
15. If Completed, Amount of Saving (Rs.)
16. Date of Refund of Saving to the District Head (dd) (mm) (yyyy)
17. If Completed, Date of handing over to the user Agency
18. If Completed, Date of submission of Completion Certificate by Executing Agency
19. REMARKS IF ANY
    This space may be used to mention reasons for Discontinued Projects/Delay in execution/Non Completion, or any other remarks and steps taken for revival /early commencement and completion of the work.

Annexure II

MEMBER OF PARLIAMENT LOCAL AREA DEVELOPMENT SCHEME

Ministry of Statistics & Programme Implementation

NIC – SPI (PI) Computer Center

Input Format for Master Data Entry

State : **Implementing District :**

Whether LS/RS : **Nodal District :**

Constituency : If LS **MP :** **Report Month (mm/yyyy)**

Block/Urban : **Ward /Gram Panchyat**

---

1. Work Identity No.
2. Work with Location
3. Sector
4. Scheme
5. No. of SC and ST population covered by this work (SC) (ST) (Total)
6. (dd) (mm) (yyyy)
   a) Date of Receipt of Proposal
   b) Priority No. of Proposal as recommend by MP
   c) Date of Sanction
   d) Date of Work Commencement
7. Work Cost (Rs.)
8. Executing Agency
9. Date of Completion (dd) (mm) (yyyy)
   Original (as indicated on sanction order)

Annexure III

MEMBER OF PARLIAMENT LOCAL AREA DEVELOPMENT SCHEME
Ministry of Statistics & Programme Implementation
NIC – SPI (PI) Computer Center

Input Format for Monthly Data Entry

State : **Implementing District :**

Whether LS/RS : **Nodal District :**

Constituency : If LS **Name : of MP** **Report for the Month (MM/YYYY)**

Block Name : **Village Name :**

1. Date of Completion Anticipated now (Actual if Completed) (dd) (mm) (yyyy)

2. Cumulative Expenditure (Rs.)

3. Present Status
(N – Not yet started, O – On going, C – Completed, D – Discontinued)

4. Physical Progesss (%)

5. Cummulative Amount Released (Rs.)

6. Date of last Release of Payment (dd) (mm) (yyyy)

7. If Completed, Amount of Saving (Rs.)

8. Date of Refund of Saving to the District Head (dd) (mm) (yyyy)

9. If Completed, Date of handing over to the user Agency

10. If Completed, Date of submission of Completion Certificate by Executing Agency

11. REMARKS IF ANY
This space may be used to mention reasons for Discontinued Projects/Delay in execution/Non Completion, or any other remarks and steps taken for revival /early commencement and completion of the work.

MEMBER OF PARLIAMENT LOCAL AREA DEVELOPMENT SCHEME

Ministry of Statistics & Programme Implementation

NIC – SPI (PI) Computer Center

FORMAT FOR ENTRY OF DATA BY EXECUTING AGENCY

State : _____ **District :** _____

MP: _____

Whether LS/RS : _____ **Nodal District :** _____

Constituency : _____ **Report for the Month** **mm** **yyyy**

If LS

Executing Agency : _____

---

1. Work Identity No. (Should be same as given by the District) _____

2. Date of Completion (Actual, if completed) dd mm yyyy

3. Cummulative Expenditure (Rs.) _____

4. Present Status (N – Not yet started, O – On going, C – Completed, D – Discontinued) _____

5. Physical Progesss (%) _____

6. Cummulative Amount Received (Rs.) _____

7. Date of last release of payment dd mm yyyy

8. If work completed, amount of savings refunded by the executing agency to the district head _____

9. Date of Refund of saving to the district Head dd mm yyyy

10. If work completed, date of submission of completion certificate dd mm yyyy

11. REMARKS IF ANY
This space may be used to mention reasons for discontinued Projects/ Delay in execution / Non Completion, or any other remarks and steps taken for Revival/early commencement and completion of the work. _____

LIST OF SECTOR AND SCHEMES CODES

(Sector wise List of Type of Works under Mplads)

	SECTOR	SCHEME
I. DRINKING WATER FACILITY (01)		
1. Tube wells	01	001
2. Water tanks	01	002
3. Hand pumps	01	003
4. De silting of ponds, tanks	01	004
5. Water tankers	01	005
6. Piped Drinking Water Supply	01	006
7. Other works for providing drinking water	01	999
II. EDUCATION (02)		
1. Building for Government educational institutions	02	001
2. Buildings for Government aided and unaided educational institutions	02	002
3. Computers for Govt. and Govt. aided educational institutions	02	003
4. Other projects for educational institutions	02	999
III. ELECTRICITY FACILITY (03)		
1. Projects for lighting of public streets and places	03	001
2. Projects of Govt. Agencies for improvement of electricity distribution infrastructure	03	002
IV. HEALTH & FAMILY WELFARE (04)		
1. Buildings for hospitals, family welfare centers, public health care centers, ANM centers	04	001
2. Procurement of hospital equipments for Govt. hospitals	04	002
3. Ambulances	04	003
4. Mobile dispensaries	04	004
5. Crèches and Anganwadies	04	005
6. Other health & family welfare projects	04	999
V. IRRIGATION FACILITIES (05)		
1. Construction of public irrigation facilities	05	001
2. Construction of irrigation embankments	05	002
3. Public Lift irrigation projects	05	003
4. Public water table recharging facilities	05	004
5. Other public irrigation projects	05	999
VI. NON-CONVENTIONAL ENERGY SOURCES (06)		
1. Community Gobar-gas plant	06	001
2. Non-conventional energy system/devices for community use	06	002

	SECTOR	SCHEME
VII. OTHER PUBLIC FACILITIES (07)		
1. Construction of community centers	07	001
2. Construction of common shelters for old and handicapped	07	002
3. Construction of public libraries & reading rooms	07	003
4. Crematoriums and structures on burial/cremation ground	07	004
5. Common work sheds for artisans	07	005
6. Construction of bus-sheds/stops for public transport passengers	07	006
7. Buildings for cultural activities	07	007
8. Purchase of motor boats for flood and cyclone prone areas	07	008
9. Boundary walls for buildings permissible in the scheme	07	009
10. Public parks	07	010
11. Hearse Vans	07	011
12. Battery operated buses for Govt. agencies	07	012
13. Fire tenders for Govt. bodies	07	013
14. Other public works not covered elsewhere	07	999
VIII. ROADS, PATHWAYS AND BRIDGES (08)		
1. Construction of roads, approach roads, link roads, pathways	08	001
2. Construction of footpaths	08	002
3. Construction of culverts and bridges	08	003
4. Level crossing at unmanned railway crossing	08	004
IX. SANITATION & PUBLIC HEALTH (09)		
1. Drains & gutters for public drainage facility	09	001
2. Public toilets and bathrooms	09	002
3. Garbage collection & night soil disposal Systems for local bodies	09	003
4. Other projects for sanitation & public health	09	999
X. SPORTS (10)		
1. Buildings for sports activities	10	001
2. Buildings for physical training institutions	10	002
3. Buildings for multi-gym	10	003
4. Fixed (immovable) sports equipment	10	004
5. Other public projects for sports activities	10	999
XI. ANIMAL CARE (11)		
1. Building for veterinary aid centers, artificial insemination centers & breeding centers	11	001
2. Shelters for animals	11	002

Frequently Asked Questions

Question-1. When a work will be deleted or taken out of monitoring?

Response- A work is taken out of monitoring when it gets completed, (the status of the work is **C**) ,the Utilization certificate **(UC)** should be received and refund if any, is received from the executing agency.

Question -2. What is the function of Generate Next Month Data?

Response- Data is prepared for the next month, so that all works have a record on each month. If a work is Completed or Discontinued it will not be carried over to the next month.

Question -3. When to Initialize Data?

Response- This will erase all data entered. It has to be used only when one wishes to clear data tables say for e.g. after testing etc. It is not to be used on a regular basis. One has to take backup of data tables before doing this. Be very careful in using it.

Question -4. What the Work discontinued mean?

Response- A work has been sanctioned and could not take off for some reasons **or** Work is stopped after incurring some expenditure. The reason(s) may be given in the remark column.

Feed Back Form

If any of your query is unanswered please send e-mail in the following format:

Problem Faced : ……

……

……

……

……

Response of the System: ……..……

Machine being used : ……

Platform on which the Software is installed:

……

E-mail Id : …rpkapoor@hub.nic.in