



GUIDELINES OF BIDHAYAK ELAKA UNNAYAN PRAKALPA

As Amended Upto October, 2013

**PLANNING (P&C) DEPARTMENT
GOVERNMENT OF TRIPURA**



**CHIEF SECRETARY
GOVERNMENT OF TRIPURA
AGARTALA – 799001**

18th October, 2013

PREFACE

The Bidhayak Elaka Unnayan Prakalpa (BEUP) was launched in 2001-02 with a view to undertake projects for meeting the felt needs of various Assembly Constituencies as per the advice of the Hon'ble Member of the Tripura Legislative Assembly (TLA) representing the said constituency. Certain parts of the guidelines, prepared in July 2001, have been amended from time to time subsequently.

With a view to facilitate reference to various provision of this scheme, an updated version of the guidelines (as on October 2013) has been prepared by the Planning & Coordination Department incorporating all relevant provisions. I am hopeful that these updated guidelines would be useful to the Hon'ble Members of the TLA in recommending projects as well as to the Sub-Divisional Magistrates and field officers in implementing the same.


(S.K. Panda)

**Chief Secretary
Government of Tripura**

**Agartala
18th October, 2013**

GUIDELINES OF
BIDHAYAK ELAKA UNNAYAN PRAKALPA (BEUP)

(as amended upto October, 2013)

1. THE SCHEME

1.1. The Government of Tripura has introduced “Bidhayak Elaka Unnayan Prakalpa” (BEUP) in the financial year 2001 – 2002 under which every member of Legislative Assembly of the State will have a choice to suggest to the concerned Sub-Divisional Magistrate works to the tune of ₹5.00 lakh in a year.

[i] This amount of ₹5.00 lakh has been increased to ₹7.50 lakh in 2004-05, ₹10.00 lakh from 2005-06, ₹15.00 lakh from 2011-12 and ₹25.00 lakh from 2013-14 onwards.

1.2. The MLAs are entitled to recommend schemes to the tune of ₹25.00 lakh for the financial year for their Constituency area during the tenure of their membership of the Legislative Assembly.

1.2.1. Two or more MLAs covered by the same SDM may recommend to the SDM to pool a part or total of their entitled funds to undertake any work, permissible under the guidelines, with total cost less than ₹20.00 lakh provided such projects serve the interest of public in providing common facilities.

1.3. The MLA will recommend schemes for his/her entitlement of fund under this scheme as early as possible, preferably in the month of April & May. The MLA will recommend schemes for the last time of his/her tenure as MLA before notification of the next Assembly Election or before the date of his/her resignation or termination of membership from the assembly.

2. GENERAL FEATURES

2.1. Each MLA will give a choice of works [ii] **about ₹25 to 30 lakh** per year to the concerned Sub-Divisional Magistrate who will get them implemented by following the established procedure laid down by the State Government including these guidelines. While preparing the outline of the scheme/work the

[i] **Inserted** (vide Notification No. F.8 (7)/PCD/ BEUP/ 2005-06/3693-842, dt.12.08.2011 & subsequent corrigendum No. 8 (7)/PCD/ BEUP/ 2005-06/5907-6056, dated 24.10.2011 and Notification No.8(2013-14)/PCD/BEUP/2013-14/2584-2733, dt.08.10.2013)

[ii] **Inserted** (vide Notification No.8(2013-14)/PCD/BEUP/2013-14/2584-2733, dt.08.10.2013)

MLAs will keep in view the developmental needs of his/her constituency with a view to ensuring consistency with the overall District, Nagar Panchayat and Block Plan and also to avoid duplication. SDM will send a copy of such scheme/work to the Secretary of the concerned District Planning Committee or in absence of the District Planning Committee to the District Magistrate & Collector and to the BDO of the concerned District/Block for consultation and the funds would then be sanctioned. The Sub-Divisional Magistrate will send these sanctioned schemes/works to the respective executing agencies, which are to be selected from amongst the Govt. Departments/Local Bodies/Public Sector Undertakings and Institutions which are considered by the Sub-Divisional Head as capable of implementation satisfactorily. The Sub-Divisional Magistrate will sub-allot and place the fund to the executing agencies for execution of the schemes. The SDMs will monitor and collect expenditure reports and Utilisation Certificates from the executing agencies for the funds sanctioned by them and send consolidated reports to the Nodal Department. The Planning (P&C) Department of the State Government will function as a Nodal Department for implementation of the scheme.

2.2. The works under this scheme shall be developmental in nature and based on locally felt needs. The emphasis is on creation of durable assets. Funds provided under the scheme should not be used for incurring revenue expenditure. The funds can also be used for purposes such as provision of public service support facilities. However, they will not include any recurring expenditure like staff salaries etc., to maintain such facilities.

2.2.1 The Sub-Divisional Magistrate would ensure that the expenditure of revenue, recurring or maintenance type is not incurred under BEUP.

2.3 An illustrative list of works that may be taken up under the scheme is presented in **Appendix-I**. A list of works which shall not be permissible under the scheme is presented in **Appendix-II**.

2.4 Sometimes execution of work, by their very nature, may span into more than one year. In such circumstances, funds under the scheme could be made available to the executing agency either in advance or over more than one year, phasing of execution of work being clearly kept in view.

- 2.5** The site selected for execution of the work by the MLA shall not be changed except with the concurrence of the MLA himself.
- 2.6** Payment of advances of any type to the contractors/suppliers under any work falling within this scheme is prohibited.
- 2.7** It should not be insisted that the land on which the scheme is to be executed should necessarily be that of Government. It can be the land surrendered by Panchayats/Municipal bodies or Private Trust, private individuals, etc. Care should be taken to verify that the institution or the person surrendering the land has the title over it. Locally recognised practices such as surrender of lands as per “No Objection Certificates” may also be considered adequate so long as they are legally valid and the assets created on the land will be available for public use for which they are created.

For the land belonging to private individual, registered Societies/ trusts, the transfer of land to the Government would be under a registered deed. Expenditure for registering deed will be met from the BEUP fund. For implementation of BEUP schemes on khash land or in case of transfer of Government land for implementation of BEUP works, ‘No Objection Certificate’ of the appropriate authority would be required.

- 2.8** The works belonging to registered societies and trusts may be taken up under BEUP subject to the following conditions.
- i)** The beneficiary organization should be engaged in social service / welfare activities and registered for at least last three (3) years.
 - ii)** The beneficiary organization shall be a well-established and reputed one. Whether such organisation is reputed or not should be decided by the Sub-Divisional Magistrate concerned on the basis of relevant factors like performance in the field of social service/welfare activities, overall reputation, non profit operation, transparency of performance and submission of Annual Audited Accounts etc.
 - iii)** The funds from BEUP will be used for creation of durable assets which would always be available for public use.

iv) The ownership of such assets would vest in Government. The sale/ transfer/disposal of these assets will not be undertaken without the prior approval of the SDM.

v) The maintenance and upkeep of assets so created will have to be ensured by the beneficiary organization in advance and the assets so created will be subject to periodical audit/ inspection by the Sub-Divisional Magistrate.

vi) The beneficiary organization will submit to the SDM annual report and its audited accounts on regular basis.

vii) The MLA giving the proposal or any of his/her family members, should not be the President/Chairman or a member of the Managing Committee etc. of the registered Society / trust in question.

viii) The beneficiary organization must enter into a formal agreement, in advance, with the SDM to comply with the above conditions before the fund from BEUP are used for creation of durable assets permissible, as per procedure laid down under the BEUP guidelines

3. SANCTION AND EXECUTION OF WORKS

3.1 In identifying and selecting works and giving administrative sanction for the same, the Sub-Divisional Magistrate should invariably get the concurrence of the Member of Legislative Assembly. Normally, the advice of the MLA should prevail unless it is for technical reasons such as land selected for work not being suitable for execution, etc. Where the Sub-Divisional Magistrate considers that a work suggested by the MLA cannot be executed, he should send a comprehensive report with reasons to the MLA.

3.2 As far as possible, selection of the implementing Agencies, preparation of estimates and sanctions for work should be completed within 30 days from the date of receipt of proposals from the concerned MLA. If there is any delay, the SDM shall inform the MLA the reasons for delay. While sanctioning works, SDM shall indicate the period for completion of works.

- 3.2.1** If the estimated amount for a work is more than the amount indicated by the MLA for the same, MLA's further consent is necessary before the sanction is accorded.
- 3.2.2** The work should be sanctioned and executed only if the MLA concerned has allocated the full estimated cost of the work in the year. If the commitment for the full estimated cost is not forthcoming and the amount recommended by the MLA is less than the estimates for the work and there are no other sources from which the deficit can be made good, then the work should not be sanctioned. The shortfall in the estimated cost vis-à-vis the once recommended by the MLA should be intimated to the MLA within 30 days of the receipt of the proposal.
- 3.3** Since the works under this scheme would be implemented by different State Government agencies such as PWD, Power, Rural Development, Agriculture, Health, Education, etc. and the local bodies like Agartala Municipal Council, Nagar Panchayat etc. the Sub-Divisional Magistrate would be responsible for the co-ordination and overall supervision of the works under this scheme at the Sub-Division level. The implementing agencies should not collect any administrative charge/agency charge, etc. for their services of preparatory work, implementation, supervision, etc.
- 3.3.1** The Implementing Agencies will give maximum priority to complete the works under BEUP. The SDMs are required to give priority to BEUP works and should try to implement the works within six (6) months of receiving the recommendations from the MLAs, as far as possible.
- 3.4** Normal procedure for execution of works followed by the State Government will be adhered to. The normal financial and audit procedures would apply to all actions taken under this scheme subject to these Guidelines.
- 3.5** All works for which recommendations are received in the office of the Sub-Divisional Magistrate till the last date of the term of the MLA and for which sanction/Work Order has been issued is to be executed. Such work cannot be changed by the MLA even if the MLA is re-elected.
- 3.5.1** If the work identified by the predecessor MLA is under execution, it should be completed.

- 3.5.2** If the predecessor MLA had identified the work, but sanction / work order has not been issued, it can be executed only after confirmation by the successor MLA, provided that the work is as per norms and within the entitlement of the BEUP Guidelines.
- 3.6** The funds under BEUP may also be dovetailed with funds available from other sources for taking up the works subject to the condition that part of the work taken up against BEUP fund should be distinct and clearly identifiable. Wherever such pooling is done, funds from other sources / schemes should be used first and the BEUP funds should be released later, so that the BEUP fund results in completion of the work.
- 3.6.1** Public and community contribution to the works recommended by MLA is permissible. In such cases, BEUP funds will be limited to the estimated amount minus the public and community contribution.
- 3.7** The work, once recommended, sanctioned and started under BEUP, should not be cancelled.

4. RELEASE OF FUND

- 4.1.** Funds for all the constituencies in a Sub-Division will be placed with the Sub-Divisional Magistrate. In case any constituency extends to more than one Sub-Division, Sub-Divisional Magistrate of the Sub-Division who is appointed Sub-Divisional Electoral Registration Officer for the Constituency during the Assembly elections will be the Nodal Officer and fund will be released to him. The Sub-Divisional Magistrate who is designated as Nodal Officer for this Scheme will maintain MLA and Constituency-wise separate accounts of fund and intimate the concerned MLAs when funds are credited to and debited from these accounts.
- 4.2.** The Sub-Divisional Magistrate (Nodal Officer) shall make the required funds available to the other concerned Sub-Division in keeping with MLA's choice so that the concerned Sub-Divisional Magistrate could implement the works suggested by the MLA in his Sub-Division.

- 4.3** After the release of the BEUP fund from the Finance Department, the Planning (P&C) Department shall draw the fund in lump sum and deposit the entire amount in a separate Savings Bank account of BEUP in a nationalised bank.
- 4.3.1** The Planning (P&C) Department shall release the BEUP funds to the exclusive BEUP Savings Bank (SB) account of the SDM. Separate SB account will be opened by the SDM for each Assembly Constituency for the transaction of the BEUP funds.
- 4.3.2** The interest accrued on the BEUP funds released to the SDM shall be used for permissible works recommended by the MLA concerned. The interest thus accrued would add to the BEUP fund available to the SDM.
- 4.3.3** The interest accrued in the exclusive BEUP Savings Bank account of the Planning (P&C) Department would be distributed, in proportion to the number of Assembly Constituencies within each Sub-division, among the SDMs for utilisation as “Contingency expenses” on the items like, a) purchase of stationery; b) office equipments; and c) telephone/fax charges, postal charges required for the execution of works under BEUP. This amount must not be used for meeting the cost of items like i) purchase of any type of office furniture or ii) renovation and maintenance of office building.
- 4.4 [iii] Release of fund under BEUP from the Nodal Department (Planning (P&C) Department) will be made in two installments in a year @ ₹15.00 lakh as the first installment and @ ₹10.00 lakh as the 2nd installment.**
- 4.4.1** Release of the first installment in a year shall be 60% of the annual entitlement and would be released during first quarter of the financial year. This is subject to the condition that second installment of the previous year was released for the Assembly Constituency concerned.
- 4.4.2** Second installment of the fund shall be 40% of the annual entitlement and would be released to the concerned Nodal Officer (SDM) of the Assembly Constituency on utilization of 50% of the first installment released.
- 4.4.3** Withheld installment/ installments of the previous years would be released subject to the condition that the unspent balance of funds of the MLA concerned is less than ₹10.00 lakh (rupees ten lakh).

[iii] **Inserted** (vide Notification No.8(2013-14)/PCD/BEUP/2013-14/2584-2733, dt.08.10.2013)

- 4.4.4** The eligibility for the release of an installment in respect of a constituency shall be decided on the basis of monthly reports furnished by the concerned SDM, regarding the status of expenditure and Utilization Certificate as per **Appendix-III** and **Appendix-IV** of the BEUP Guidelines respectively. SDM would also furnish the copy of the **Appendix-III** to the concerned MLA.
- 4.5** Fund released under BEUP would be Non-lapsable. Fund released in a particular year relating to a constituency (if remained unutilised) would be carried forward to the subsequent year.
- 4.5.1** The Planning (P&C) Department - the Nodal Department of BEUP- shall [iv] [***** **DELETED**] release withheld installment, if any, on the basis of expenditure statement, in the form of **Appendix-III** and Utilization Certificate in **Appendix-IV** of the guidelines and on receiving specific request from the SDM [v] [***** **DELETED**].
- 4.6** In case, any MLA is not willing to utilise the fund for his/her constituency, he/she will intimate this in writing to the Nodal Department and the Nodal Officer. In that case, fund will not be released for his/her constituency to the concerned Sub-Divisional Magistrate, or if already such fund has been placed, the same will be withdrawn by the Nodal Department.

5. MONITORING

- 5.1.** For effective implementation of the works taken up under this scheme the Nodal Officer (SDM) will have to arrange regular monitoring meeting with the implementing agencies and the MLAs or their representatives. Arrangement for joint field visits are also to be arranged to ensure maintain quality of the works.
- 5.1.1** The SDM shall review the BEUP programme every month at the Sub-divisional level, while the DM & Collector would also review the programme every month at the District level. The relevant excerpt of the record of discussions is to be sent to the Planning (P&C) Department and also to the concerned MLAs. The SDM shall send the detailed progress report of the BEUP works to the MLAs after every 3 months.
- 5.2.** It would be the responsibility of the Sub-Divisional Magistrates and senior officers to regularly visit the work spots and ensure that the works are

[iv] **Deleted** (vide Memo No.8 (2)/PCD/BEUP/2004-05/P-1/2626-46, dt.08.06.2007)

[v] **Deleted** (vide Memo No.8 (2)/PCD/BEUP/2004-05/P-1/2626-46, dt.08.06.2007)

progressing satisfactorily as per the prescribed procedures and specifications. Likewise, officers of the Agartala Municipal Council/Nagar Panchayat and Block levels shall also closely monitor implementation of these works through visits to work sites. The Sub-Divisional Magistrate should also involve the MLAs in such inspections and monitoring to the maximum extent feasible.

- 5.3** The Sub-Divisional Magistrate shall furnish **monthly** progress reports to the Planning (P & C) Department and also to the concerned MLAs in the format given at **Appendix-III**. The SDM shall submit **Utilization Certificate** in the format given at **Appendix-IV**. The SDM shall also maintain **Asset Register** of BEUP works in the format given at **Appendix-V**.
- 5.4** In order that local people become aware that particular works have been executed with BEUP funds, signboards carrying the inscription “BEUP Works” with the name of MLA may be prominently erected at the sites.

APPENDIX – I

ILLUSTRATIVE LIST OF WORKS THAT CAN BE TAKEN UP UNDER BEUP

1. Construction of buildings for Schools, Social Education Centre / *Anganwadi/ Balwadi*, hostels, libraries and other buildings of educational institutions belonging to government or local bodies. Such buildings belonging to aided institutions and unaided but recognized institutions can also be constructed provided, however, that the institution be in existence for not less than three years.
2. Construction of tube-wells and water tanks for providing water to the people in villages, towns or cities, or execution of other works, which may help in this respect.
3. Construction of roads in rural and urban areas.
4. Construction of culverts/bridges.
5. Construction of common shelters for the old and handicapped.
6. Construction of buildings for local bodies and for recognized District or State Sports Associations. Provision of multi-gym facilities for sports associations and for physical education training institutions and [vi] **(registered organization /society (for open use).**
7. Social forestry, farm forestry, horticulture, parks and gardens in Government and community lands or other surrendered lands.
8. De-silting (re-excavation) of ponds in villages, towns and cities.
9. Construction of public irrigation and public drainage facilities.
10. Construction of common *gobar* gas plants, non-conventional energy systems/devices for community use and related activities.
11. Construction of irrigation embankments or lift irrigation or ground water irrigation or water table recharging facilities.
12. Construction of public libraries and reading rooms.
13. Construction of Crèches and *Balawadi*.
14. Construction of crematoriums and structures on burial/cremation grounds.
15. Construction of public toilets and bathrooms.
16. Construction of drains and gutters.
17. Construction of footpaths, pathways and footbridges.
18. Construction of residential schools in tribal areas.
19. Construction of bus-sheds/stops for public transport passengers.
20. Construction of Veterinary Aid Centres, Artificial Insemination Centres and Breeding Centres.

[v] **Inserted** (vide Notification No. F.8 (7)/PCD/ BEUP/ 2005-06/3095-234, dt.22.07.2011).

21. Procurement of hospital equipment like X-Ray machine, Sonography machine, Scanner etc. for the Government Hospitals and setting up of mobile dispensaries in rural areas by Government / local bodies/ registered societies and Trusts (subject to para 2.8). Ambulance can be provided to reputed service organizations like Red Cross, Ramkrishna Mission and registered societies and trusts (subject to para 2.8 of guidelines) and [vii] **Rogi Kalyan Samiti (subject to approval by the Health Department).**
22. Provision of computers, sports, laboratory, etc facilities to schools and colleges and provision of furniture for schools.
23. Extension of LT line to slum areas and in SC/ST habitation
24. Security camp /security shed for the security personnel for public benefit. The camp/shed would be used for public purpose when remained vacant.
25. Works relating to the construction of the market stall / shed by and for the Local Bodies for public use/benefit.
26. Boundary walls for the Educational Institutions, Health Institutions, burial/ cremation grounds
27. Construction of Children Park, Eco Park, Open-air stage for cultural activities and Community Hall for public use, in the land surrendered by Panchayat/Municipal bodies or Private Trusts, Registered Societies, Private individual etc. (for this purpose the procedure given in *Para 2.7* needs to be followed).
28. Construction of bathing *ghat* in public ponds/ tanks for public use.
29. Construction of *pucca* steps for public use in tilla land.
30. Construction of Public *Ferry Ghat* and purchase of boat for public use. The ownership of boat would vest on the Government or Local Bodies.
31. Solar street lighting for public benefit where conventional electricity is absent.
32. Creation of infrastructural facilities, like production centre, market stalls for the registered Self-Help Groups.
33. Purchase of Musical Instruments for the registered cultural societies and purchase of musical instruments for the Tribal Band Parties, Scheduled Caste and Muslim Band Parties even if they are not registered.
34. Purchase of sports goods for registered sports societies **(and not for the clubs).**
35. Construction of Natural Calamity Relief Centre with ownership by Government/Local Self Government.
36. Expansion of hospital infrastructure facilities
37. Purchase of Agricultural Equipments like Power Tiller, LV Sprayer and HC Sprayer for Local Bodies and Cooperative Societies.
38. Purchase of fixed (non-removable) seating arrangements and electrical wiring / PA system for the Community Hall.
39. Purchase of Mortuary Van (Dead body carrier) for the Nagar Panchayat and Sub-Divisional Hospital.
40. [viii]**Purchase of furniture and utensils for Tribal Rest House and Tribal Hostels located in the TTAADC.**

[vii] **Inserted** (Notification No. F.8 (7)/PCD/ BEUP/ 2005-06/3095-234, dt.22.07.2011).

[viii]**Inserted** (vide Memo. No. F.8 (7)/PCD/ BEUP/ 2005-06/11765-11864, dt.05.03.2010).

APPENDIX – II

LIST OF WORKS NOT PERMISSIBLE UNDER BEUP

1. Office buildings, residential buildings, and other buildings (**except those mentioned in Appendix-I**) relating to central or state Governments Departments, Agencies or Organisations.
2. Works belonging to commercial organizations, private institutions or co-operative institutions.
3. Repair and maintenance works of any type other than special repairs for restoration/up gradation of any durable asset.
4. Grant and loans.
5. Memorials or memorial buildings.
6. Purchase of inventory or stock of any type.
7. Acquisition of land or any compensation for land acquired.
8. Assets for all individual benefit, except those which are part of approved schemes.
9. Places for religious worship.
10. Any individual work costing more than ₹10.00 lakh. If the work is undertaken by pooling the resources of two or more MLAs, the ceiling would be ₹20.00 lakh.

Appendix – III

Status of Utilization of Fund under BEUP

Date:.....

Sub-Division.....

Constituency:.....

(₹ in lakh)

| Year | Name of Works | Date of requisition by the MLA | Date of sanction/ Work order | Total estimated cost | Total expenditure | Status of work (Completed /% completed) |
|----------------|---------------|--------------------------------|------------------------------|----------------------|-------------------|--|
| Previous years | 1. | | | | | |
| | 2. | | | | | |
| | 3. | | | | | |
| | 4. | | | | | |
| | 5. | | | | | |
| | 6. | | | | | |
| Total: | | | | | | |
| Current Year | 1. | | | | | |
| | 2. | | | | | |
| | 3. | | | | | |
| | 4. | | | | | |
| | 5. | | | | | |
| | 6. | | | | | |
| Total: | | | | | | |

Total Cumulative Fund Received (since 2001-02) as on.....: ₹.....lakh

Total interest accrued from exclusive SB Account of BEUP as on.....: ₹.....lakh

Total Cumulative Expenditure (since 2001-02) as on.....: ₹.....lakh

Sd/-

(Sub-Divisional Magistrate)

BIDHAYAK ELAKA UNNAYAN PRAKALPA (BEUP)

Form of Utilization Certificate for funds received under BEUP during the year.....

and for theAssembly Constituency

(₹ in Lakh)

| Sl.No. | Ref. Memo. No. and date | Amount (₹lakh) | Certified that out of ₹.....of BEUP fund released during the year.....in favour of SDM.....by the Planning (P&C) Department, Government of Tripura vide letter given in the margin and ₹.....on account of unspent balance of the previous year, a sum of ₹..... has been utilized for the purpose of execution of works inAssembly Constituency, recommended by the MLA concerned and as permissible under the BEUP guidelines, for which it was sanctioned and that the balance of ₹.....is remaining unutilised. |
|---------------|--------------------------------|-----------------------|--|
| | | | |
| Total | | | |

2. Having been fully satisfied, I certify that the conditions on which the BEUP fund was sanctioned have been duly fulfilled and I have exercised the following checks to see that the money was actually utilized for the purpose for which it was sanctioned. The following kinds of checks were exercised by me while furnishing this Utilisation Certificate.

1. Amount has fully been entered in the Cash book.
2. All vouchers are kept in this office for record.
3. All the works have been entered in the Asset Register.
- 4.
- 5.

Place:

Date:

Sd/-

(Sub-Divisional Magistrate)

FORMAT OF ASSET REGISTER FOR WORKS DONE UNDER BEUP

Name of the Assembly Constituency:

| SL. No. | Name of works with exact location | Name of MLA who recommended | Estimated cost | Actual Expenditure | Date of start | Date of completion | Remark |
|---------|-----------------------------------|-----------------------------|----------------|--------------------|---------------|--------------------|--------|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 1 | | | | | | | |
| 2 | | | | | | | |
| 3 | | | | | | | |
| 4 | | | | | | | |
| 5 | | | | | | | |
| 6 | | | | | | | |
| 7 | | | | | | | |
| 8 | | | | | | | |
| 9 | | | | | | | |
| 10 | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

Sd/-

(Sub-Divisional Magistrate)