

GOVERNMENT OF ASSAM
DIRECTORATE OF WELFARE OF PLAIN TRIBES & BACKWARD CLASSES, ASSAM,
RUKMINI NAGAR, GUWAHATI-6

No. DW/DC/1210/2020-21/21

Dated Guwahati, the 29th of July/2021.

From : **Shri Jadav Pegu, A.C.S.,**
Deputy Director, WPT & BC, Assam.

To : **1) The Principal Secretary,**
NCHAC, Haflong/KAAC, Diphu

2) The Project Director, ITDP

3) The Sub-Divisional Welfare Officer,

Sub : **Regarding distribution process of grants.**

Sir/Madam,

In inviting a reference to the subject cited above, I am directed to inform you
the following:

- 1) Various items have been procured by the Directorate of WPT & BC, Assam under various schemes during the years 2018-19, 2019-20 and 2020-21 (details enclosed at Annexure-A)
- 2) The items have been procured for distribution to the beneficiaries belonging to the Backward category of ST and OBC community to address the development in sectors viz. Education, Health, Housing, Income Generation, Women Empowerment, etc.
- 3) As per the allocation (enclosed at Annexure-B), the suppliers have been instructed to deliver the items to your offices for onward distribution to the beneficiaries. The selection of beneficiaries is required to be undertaken as per guidelines of each scheme from your end.

In the light of the above, you are requested to kindly take the following
action on war footing against the items delivered during the following years:

1) Year : 2018-19 and 2019-20

- i) **Submission of Year wise and Item wise beneficiary lists, APRs and Utilization Certificates**
- ii) **Submission of Status report as per format enclosed at Annexure-C**
- iii) **Uploading of data on enagarik portal <http://enagarik.in/>**

NB: The documents required to be submitted i and ii can also be mailed to distributioncellofdwptbc@gmail.com in advance. Hard copies are also mandatory.

2) Year 2020-21

- i) Receipt of items, preparation of beneficiary list and distribution of items by maintaining APRs
- ii) During the year 2020-21, a special initiative has been undertaken to ensure delivery of quality materials as per specification and online updation of APRs

Ensuring quality of materials as per specification

- a) Technical Inspection by Technical officials of items stocked in godown before delivery to your offices are being undertaken
- b) On assurance of quality by Technical officials, Unique Special Bar Coded Stickers (USBCS) will be pasted over the items and the items will be dispatched from Guwahati to your office
- c) The USBCS are special stickers which once pasted are difficult to remove. **You are required to ascertain that the USBCS are untampered while receiving the items**

Online updation of APRs

- a) The USBCS are backed by an online mobile application
- b) **During distribution of items the USBCS are required to be scanned by the online mobile application which will direct to a form where the details of the beneficiaries has to be filled in on real time basis which will automatically update the distribution status in the server of the Directorate**
- c) Manual of the USBCS system along with User ID/Password for your respective offices in sealed envelopes is being delivered to you. **You are required to ensure that the login credentials are not shared to any non-official or non entrusted official and the credentials are legitimately used**

iii) **Apart from the added measure of USBCS system, you are required to follow the traditional system of receiving items in challans by stating that “the material with all accessories specified above are received in full and good condition with the exact quantity and quality” issue maintain beneficiary list and APRs**

iv) **Beneficiary list, APRs and UCs are required to be submitted through mail and hard copy at the earliest to the Directorate in part or full on distribution of the items.**

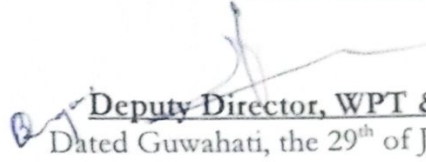
Any type of queries may be diverted to the following personnel:

- 1) Shri Anuj Kr. Saloi : Ph: 97064-21065
- 2) Shri Rohit Medhi : Ph: 70025-74153
- 3) Shri Biswajit Saha : Ph: 60009-29009

The website of the Directorate viz. <https://directorwptbc.assam.gov.in/> may also be referred for time to time instruction/information, allocation, orders, etc.

The matter may kindly be taken up on **TOP MOST PRIORITY BASIS.**


Yours faithfully,


Deputy Director, WPT & BC, Assam
Dated Guwahati, the 29th of July/2021.

Memo no. DW/DC/1210/2020-21/21

Copy to:

- 1) The Deputy Commissioners, for information and necessary action.
- 2) P.S. to the Hon'ble Minister, WPT & BC Deptt. for favour of information of the Hon'ble Minister.
- 3) P.S. to the Principal Secretary to the Govt. of Assam, WPT & BC Deptt. for favour of kind information of the Principal Secretary.


Deputy Director, WPT & BC, Assam