

## **Documents to be attached along with appeal papers**

### **General**

In respect of **items for which appeal is filed** all documents noted under `Means of verification` in the Schedule for Annual Performance Assessment (APA) of Local Government (APA tool) against the **respective items**. The following documents shall also be produced if these are not noted under means of verification in the tool. **Documents need not be submitted in respect of items for which no appeal is filed.**

#### **A. Minimum Mandatory conditions**

##### **Item 1.2.1 Minimum of 80 % expenditure**

1. Annexure 1 from site “plan.lsgkerala.gov.in” under projects, reports for the year **2014-15 & 2014-15**.
2. Project wise Expenditure report for the financial year **2014-15 & 2015-16** drawn from Sulekha.
3. Spill over expenditure report from Sulekha for the financial year **2015-16**.
4. Bank book report from Saankhya in respect of Head of account VPFA II (a), [ Development fund-General-Capital], VPFA II (b) [Development fund-Special Component Plan-Capital], VPFA II (c) [Tribal Sub Plan], VPFA IV [Development fund-Central Finance Commission Grant-Capital] and VPFA V [KLGSDP performance grant] for the financial years **2014-15 & 2015-16**.

##### **Item 1.2.2 (Compliance with the regulatory list from the ESMF)**

1. Duly filled Environment & Social Screening and Compliance Form Annexure 6 attached with DPR [as per G.O.(MS) No 233/12/LSGD dated 7/9/2012]
2. In respect of items coming under regulatory list (detailed in Proforma-A) or for activity allowed with conditional clearance under regulatory list, the statutory clearance certificate obtained from the relevant authority
3. Approval of the sanctioning authority (President /Chairman) accorded with seal and signature in the Annexure-6 ( Form 6)
4. Compliance verification section signed by Block Engineer/ Municipal Engineer in the case of completed projects.

##### **Item 1.2.3 (The projects under KLGSDP do not pertain to items coming under negativelist)**

1. Expenditure statement of all DPC approved KLGSDP Projects from Sulekha for the years 2014-15 & 2015-16.
2. List of KLGSDP projects taken up during 2014-15 & 2015-16.

##### **Item 1.2.4 (Implementation of KLGSDP projects)**

1. List of all KLGSDP projects included in the annual plan for 2014-15 & 2015-16.
2. Copy of agreements executed with executing agencies of works and or supply order or agreements executed with suppliers of goods in respect of the above projects.
3. Copy of tender/quotation and copy of advertisement given in newspaper in the case of works and goods.

**Item 1.3 (Audit certificate issued by LFA dept. for 2013-14)**

1. Copy of original audit certificate and subsequent letters/certificates from LFA dept. showing clearance of observations in the qualified audit certificates issued earlier.

**B. Performance Benchmark  
(Crematorium/ Burial ground)**

1. Copy of asset register page showing the entry relating to Crematorium/Burial ground (land as well as buildings)
2. Evidence like register of burials, sanction given by LSG for burial based on requests from relatives of dead persons etc. to prove that the crematorium was in use during 2014-15.
3. In the case of crematoriums/burial ground established after 1994 the copy of sanction order issued by District Collector in the case of Panchayats and consent given by District Medical Officer and District Collector in the case of Municipalities and consent given by Pollution Control Board.
4. In case crematorium is not functioning, proof such as annual plan for 2014-15 or previous period showing a plan for purchase of land/construction of crematorium /burial ground etc.

**Item 2.1.2 (Slaughter house)**

1. Copy of asset register page showing existence of a modern /conventional slaughter house under the ownership of LSGI or copy of license issued by the LSGI in the case of private slaughter house.
2. Copy of license issued to butchers working in slaughter houses.
3. Consent of pollution control board.
4. In case modern /conventional slaughter house is not functioning, proof such as annual plan for 2014-15 or previous period showing a plan for purchase of land/construction of slaughter house etc.

**Item 2.1.3 (Centralized Solid Waste Management facilities)**

1. Copy of asset register page showing existence of a Centralized Solid Waste Management facility under the ownership of LSGI.
2. Proof to show that the facility was in use during 2014-15.
3. Proof relating to installation of solid waste management facilities in households, segregation, collection, transportation of waste, recycling of non-degradable waste, proof to show the banning of plastic products below the prescribed thickness of 40 microns etc.

**Item 2.1.4.1 (Public toilets/ resting places)**

1. Reports signed by Medical officers in charge of Allopathy, Ayurveda, Homeo, Unani, Ayush, Veterinary hospitals/dispensaries in the LSG area in the prescribed format.

**Item 2.1.4.4 (Toilets in schools)**

1. Reports signed by Head Masters of schools under the control of the LSGI in the LSG area in the prescribed format.

**Item 2.1.5 and 2.1.6 (Front office and Markets)**

1. Photographs, copy of asset register etc. as noted in the APA tool under `Means of verification against the respective items.

**Item 2.1.7 Street lights**

1. Records as mentioned under means of verification in the APA tool under the respective items.

**Item 2.1.8 Safe drinking water facilities**

1. Reports from PHC /CHC, water authority, Jananidhi etc. and also Head Masters of schools under the control of the LSGI in the LSG area in the prescribed format.

**Item 2.1.9 and 2.1.10 (Anganwadis and SC/ST colonies)**

1. Reports from ICDS supervisor and SC/ST Development Officer or SC ST Promoter in the prescribed format..

**Item 2.1.11 compliance of procurement guidelines of work and goods**

1. Documents to prove that the guidelines were followed as mentioned in the means of verification in APA tool.

**Item. 2.1.12 (compliance with ESMF procedure)**

1. Copy of annexure 6.
2. All documents mentioned in `Means of verification` in APA tool against 2.1.12

**Item 2.2.1 (clearance of serious audit observations)**

1. Audit certificate initially issued by LFA and rectification letter issued later by LFA

**2.3.1 Vulnerable group participation**

1. Annexure 2 extracted from Secretary Login, Sulekha, DPC, Validation window for 2015.