

स्मिता कुमार
अतिरिक्त महानिदेशक (समन्वय)
SMITA KUMAR
Addl. Director General (Coord.)



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Azadi Ka
Amrit Mahotsav

भारत सरकार
संचार मंत्रालय, डाक विभाग
डाक भवन, नई दिल्ली - 110 001
Government of India
Ministry of Communications
Department of Posts
Dak Bhawan, New Delhi - 110 001

D.O. No. BDG-27/13/2023-Building-DOP

December 1, 2023

An approved Standard Operating Procedure (SOP) for the 'Members of Parliament Local Area Development Scheme' (MPLADS) for construction of postal buildings is enclosed herewith for information and further necessary action.

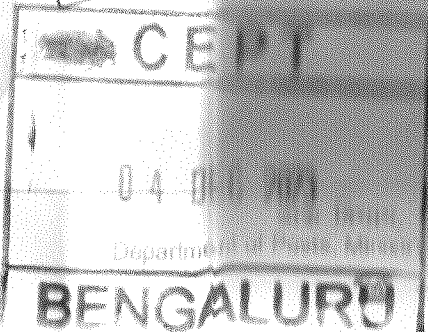
2. Circles must maintain proper records of the assets created under the said scheme at Divisional, Regional and Circle levels.

Yours sincerely,
Sd/-
(Smita Kumar)

All Circle Heads

Copy to :

1. The Joint Secretary (Admin), Ministry of Statistics and Programme Implementation, Khurshid Lal Bhawan, Janpath, New Delhi-110001 - with the request for circulation to all states and UT governments.
2. The Chief Engineer (Civil) -I and II, Postal Civil Wing
3. CGM, CEPT, Bengaluru for uploading the same on India Post Website.



(Smita Kumar)

Standard Operating Procedure (SOP) for operation of Member of Parliament Local Area Development Scheme (MPLADS) in D/o Posts

1. The MPLAD Scheme is a Central Sector Scheme, fully funded by the Government of India.
2. The main objective of the Scheme is to enable each Member of Parliament to recommend works of developmental nature with emphasis on the creation of durable community assets based on the locally felt needs of the people.
3. Hon'ble Member of Parliament shall recommend eligible work related to construction of new postal buildings etc. to the district authority of the district selected by him for operation of MPLADS in accordance with the guidelines issued by MOSPI in this regard.
4. On receipt of such recommendation, district authority concerned shall communicate the request made by the MP to the concerned Chief Post Master General (CPMG), D/o Posts with details of the project's financial value and land required seeking his 'no objection' for construction of the same.
5. Postal Circle Office shall examine the recommendation in accordance with departmental guidelines. It shall ascertain the existence of a departmental post office that is running from a rented premise which needs to be shifted to the newly constructed building. Sponsoring construction of new building of post office will not be linked with opening of any new post office. DPS (Hqrs) in each Postal Circle shall be the designated Nodal Officer for liaising with concerned district authorities wrt all matters related to construction work of the post office.
6. If the CPMG concerned, after examining the matter as per extant departmental rules/regulations/guidelines comes to a conclusion that a new post office building as requested by the Hon'ble MP is not required to be constructed, the same may be conveyed to the district authorities.
7. If the CPMG comes to a conclusion that a new post office building as requested by the Hon'ble MP is required to be constructed, then it may convey the NOC to the concerned district authority. Postal Circle Office will communicate its acceptance of proposal within 30 days of receipt of the proposal to the District authorities concerned. While conveying NOC to the project to the district authority concerned, it shall also convey that the drawings of the post office shall be prepared by the Postal Circle Office and the post office should be constructed as per the said drawings only.
8. Postal Circle Office shall thereafter get the SOA of the proposed building including boundary wall for security of the campus approved and drawings prepared by the Postal Civil Wing within a stipulated period. In case of exigencies, this work may be got completed in a time bound manner by outsourcing within the financial powers of CPMG. Even in case of land being offered by the State Government, the drawings shall be got prepared by the concerned Postal Circle Office only.
9. Postal Circle Office shall also convey that district authority shall decide the Implementing Agency for construction of the building. This work may be implemented either by CPWD or State PWD or any other agency found appropriate by district authorities as per MPLADS guidelines for the same which is capable of executing the eligible work timely and without compromising on quality of work.

10. The district authority should get the total fund required for construction of the project sanctioned by the Hon'ble MP for the same. There shall be no financial liability whatsoever on the part of D/o Posts in r/o the project.
11. The sanction letter/order issued by the district authority shall stipulate a time limit for completion of the work by the Implementation Agency.
12. The sanction letter/order should also include a clause for suitable action against the Implementation Agency in the event of their failure to complete the work within the stipulated time as per the concerned State Government Rules/Regulations/Procedure.
13. A copy of the sanction letter/order shall also be sent to the CPMG concerned and Department of Posts for information.
14. The district authority shall ensure that all necessary administrative, financial and technical approvals/clearances for the construction works to commence have been taken from the competent authorities before the work commences.
15. All records pertaining to accounts for the recommended works including procedure for estimation, sanction and implementation of the proposed works shall be maintained by the district authority concerned.
16. The status of the project should be reviewed periodically by the concerned district authorities and officials deputed by Postal Circle concerned including physical visits to ensure that the laid down standards of construction and time lines are being followed by the implementing agency. Objection(s), if any with regard to the construction being carried out may be communicated timely to the Implementing Agency so that necessary correction may be carried out on time.
17. On completion of the project, the district authorities shall intimate the same to local postal authorities and Hon'ble MP about the same.
18. On receipt of information about completion of the project, the local postal authorities shall depute a team from postal civil wing for final inspection of the project as soon as possible. After inspecting the project, the team will submit its recommendation to the local postal authorities for taking possession of the project.
19. D/o Posts shall be under no obligation to take possession of an incomplete project.
20. Upon the project being handed over on its completion, it shall be put to public use by the Circle concerned in accordance with the guidelines on MPLADS dated 1.4.2023 issued by MOSPI as amended from time to time.
21. For spreading awareness among the public regarding the contribution of Hon'ble Member of Parliament in construction of the project, a plaque (stone/ metal) carrying the inscription 'Member of Parliament Local Area Development Scheme Work' indicating the cost involved, the commencement, completion and inauguration date, and the name of the Member of Parliament recommending the project, should be permanently erected aesthetically at eye level at the project site for better visibility.
22. If the post office is constructed on a land owned by Department of Posts, then ownership of the land will lie with Department of Posts. If the post office is constructed on land owned by the State Government, local self government viz. village panchayat or any municipal body etc. or any other government agency, as the case may be, then the portion of land on which the building is constructed may either remain in the name of the owning agency with the condition the departmental officials and general public will have unhindered access to the building and full and complete control of the area lying between the building and boundary wall, or if possible, may be transferred to D/o Posts with the said rights.

23. D/o Posts shall undertake to operate, maintain and up keep the asset created under MPLADS at its cost. It may, in public interest wil have the right to carry out minor work/minor modification/addition in public interest for providing public facilities like cycle stand/shed, borewell installation for water supply, small garden/tree plantation etc. at its own cost for benefit of the general public.
24. Guidelines on MPLADS dated 1.4.2023 issued by MOSPI, as amended from time to time, shall be followed in r/o construction of all buildings under this Scheme.
