

Guidelines for Utilization of “Aspirational District Fund” of Government of Assam

1. Introduction

1.1 The Aspirational District Programme (ADP) was launched in January, 2018 with an aim to quickly and effectively transform the identified Aspirational Districts. There are 7 (seven) Aspirational districts in Assam viz. Darrang, Barpeta, Dhubri, Goalpara, Baksa, Udalguri and Hailakandi. The Deputy Commissioner of the 7 Aspirational districts have formulated the District Action Plan (DAP) keeping in view the 49 development indicators (KPIs) and 81 data points on the identified key sectors, thrust areas viz. (i) Health and Nutrition, (ii) Education, (iii) Agriculture and Water Resources, (iv) Financial Inclusions and Skill Development, (v) Basic Infrastructure to give priority for inclusive development so as to fulfill and achieve the targets set by them within 2022.

1.2. With States as the main drivers, this program shall focus on the strength of each district, identify low-hanging fruits for immediate improvement, measure progress and rank districts. The District Authorities, in this context, will have to play an important role in the implementation of the Aspirational District Programme in the line of approved District Action Plan (DAP).

2. Identification of schemes/ activities

2.1 The Deputy Commissioners/ Principal Secretary, BTC in consultation with district heads of the line department and the State Prabhari Officer of concerned districts will prepare and maintain shelf of schemes/activities within the purview of the approved District Action Plan (DAP) to meet the needs and gap in the districts with specific reference to the 49 KPIs and 81 data points, endorsed by the NITI Aayog under the thematic areas to be implemented on priority basis for the inclusive growth of the districts. Due emphasis should be given in selecting the schemes/activities in the districts to achieve the targets in the line of Sustainable Development Goal (SDGs). Each scheme included in the shelf of schemes/activities identified for implementation in the districts is to indicate its objectives, scope of work, justification in terms of its goal and needs, implementing agency, implementation schedule, project cost, contribution towards improving the different KPIs.

2.2. The district authorities may also seek the help of agencies like UNDP, UNICEF, Central Prabhari Officers and the NGO partners/consultants entrusted by NITI Aayog in developing the shelf of schemes/activities on the basis of identified needs and gap in the districts as per the approved DAP.

3. Financial arrangement:

3.1. A major concerted approach is required to ensure taking up the shelf of schemes/ activities in the Aspirational Districts in convergence with the different Centrally Sponsored Schemes (CSS), Central Sector Schemes and State's Schemes under different line departments. The district authorities are also required to develop roadmap for rational utilization of Compensatory Afforestation Management Fund (CAMPA), Corporate Social Responsibility (CSR) Fund, District Mineral Fund (DMF), other Local Fund, the financial assistance from NEC and the different ministries of Govt. of India in the

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form of awards and special assistance package etc. NEC has already provided @ Rs. 1(One) Crore to each Aspirational District in the mode of SPV to the PFMS account of the district concerned

4. Aspirational District Fund:

4.1 The State Government has also decided to provide financial assistance from State Budget for implementation of the identified shelf of schemes/ activities within the purview of the approved DAP of the Aspirational District after aligning the requirement of funds for different schemes/activities as mentioned at para 3.1 above.

4.2 The Deputy Commissioner of the Aspirational District concerned (**in case of Udalguri and Baksa, Principal Secretary, BTC**) is required to furnish the details of the schemes/ activities to Transformation and Development Department in the prescribed format attached herewith as at Annexure: I. **The required fund shall be directly made available to the Deputy Commissioners of Asp Districts, in case of Udalguri and Baksa to the Principal Secretary, BTC by Transformation and Development Department based on the proposals received from the Districts.** However, the views / comments from the concerned line departments may also be sought for based on the nature of the schemes/activities received from the Districts.

5. Type of schemes/activities eligible under these funds

- i. The scheme/activities should be strictly within the purview of the approved DAP covering five themes namely (i) Health and Nutrition, (ii) Education, (iii) Agriculture and Water Resources, (iv) Financial Inclusions and Skill Development, and (v) Basic Infrastructure. **District Action Plan (DAP) , with regard to each Annual Plan will be reviewed by the District Authority, in case of Udalguri and Baksa by the BTC authority, in the 1st Qtr of financial year based on the performance in the previous financial year for modification and correction etc with the approval of the Govt.**
- ii. **The schemes identified for implementation with the State Fund should reach Transformation and Development Department within the month of July of each financial year along with detail plan & estimate and non duplicity certificate for each scheme.**
- iii. **On receipt of the schemes, T&D Department will issue Administrative Approval based on which the Deputy Commissioner, in case of BTC the Principal Secretary, BTC will accord Financial Sanction.**
- iv. The schemes should primarily focus on meeting gaps not covered by existing schemes, both Central and State.
- v. The schemes/ activities should be such that can be completed within the same financial year. However, phasing of expenditure up-to maximum 1 ½ years(eighteen months), for taking up highly prioritized scheme, may be worked out, as a special case only from the date of according A/A..
- vi. Each scheme/ activities should be conceived and completed within the one time fund allocated/sanctioned for the purpose. There should not be any revision / escalation beyond the allocated / sanctioned amount.

- vii. The schemes/ activities should lead/ contribute to improve the identified KPIs with reference to the data points.
- viii. The scheme should be productive /remunerative//revenue earning and economically viable
- ix. The achievement under the schemes should be quantifiable/ monitorable.
- x. Special focus should be given to identify schemes/activities with result/output oriented programme in various fields/areas under present competitive scenario for Skill Formation of the youth as well as women in the districts.

5.1 Type of works ineligible under the funds:

- i. Works which do not fall within the scope of the District Action Plan (DAP).
- ii. Works belonging to commercial organization, trusts, registered societies, private institutions etc.
- iii. Memorials and memorial building
- iv. Acquisition of land or any compensation for acquiring of land.
- v. Assets for individual benefit.
- vi. Place of religious worship.
- vii. Organizing seminar, workshop, meeting etc.
- viii. Scholarship, Award to Students or Person etc.
- ix. Purchase of vehicles.
- x. Engagement / recruitment of personnel.
- xi. Any Schemes/Activities not deriving benefits to the common people and no link with improvement of identified KPIs.

6. Process of Implementation

- i. The Deputy Commissioner of the District (in BTR, the Principal Secretary of BTC) would be responsible for overall coordination and supervision of works at the district level.
- ii. An Executive Committee may be constituted under the chairmanship of Deputy Commissioner for smooth execution of the schemes/ projects. The composition of the Executive Committee (except Baksa and Udalguri districts) may be as follows:
 1. Deputy Commissioner --- Chairman
 2. District Development Commissioner (DDC) --- Vice-chairman
(Nodal Officer)
 3. Sub-Divisional Officer(C) --- Member
 4. District Head of the concerned Departments/Agencies -Member
 5. Finance and Accounts Officer --- Member
 6. Lead District Manager (LDM) - Member
 7. Senior Planning Officer - Member- Secretary
 8. Any other member may be co-opted by the Deputy Commissioner as and when required.

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iii. In case of Baksa and Udalguri districts Executive Committee may be constituted for each of the district, as follows.

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|----|---|--------------------------|
| 1. | Principal Secretary, BTC, Kokrajhar --- | Chairman |
| 2. | Deputy Commissioner of the district ---
(Baksa and Udalguri) | Co-chairman |
| 3. | Nodal Officer entrusted by the BTC Authority
for the Districts- | :Member |
| 4. | District Head of the concerned Departments/Agencies - | Member |
| 5. | Finance and Accounts Officer --- | Member |
| 6. | Lead District Manager (LDM) - -- | Member |
| 7. | PD, DRDA, Udalguri/ Baksa | Member Secretary. |
| 8. | The Chairman may co-opt officials or experts as required from time to time. | |

iv. Decentralized Planning Branch of the respective Deputy Commissioners' Office **in case of Udalguri and Baksa, Principal Secretary, BTC's Office**, will act as Secretariat for all matters relating to Aspirational District Programme.

v. Approved Schemes/ Projects will be executed by the respective Government Department /Agency/ Construction Committee constituted by D.C, **in case of Udalguri and Baksa, constituted by Principal Secretary, BTC**

vi. The scope of work and estimate for the scheme/works should be restricted between Rs. 5.00 lakh (Five lakh) as minimum level and Rs 1.00 crore as maximum level, including plant and machinery, required if any, for functioning of the scheme.

vii. The plan & estimate of schemes should be prepared by the line departments. The work of the scheme should be suitably phased with targets to complete within one Financial year and not beyond 1 ½ years (eighteen months) in any case from the date of according Administrative Approval by the Deputy Commissioner/ BTC Authority in case of Udalguri and Baksa Districts.

7. Transparency in implementation:

i. Any award of works and/or services shall be done only after following the Government Procurement Process. Construction Committee is meant for civil construction works in some cases only as the Construction Committees don't follow tendering/quotation system.

ii. In the area of location of the schemes/activities, a RCC signboard may be installed in an appropriate place depicting details of the scheme for the information of the public.

iii. The completion of the work should be certified by the concerned officers of the implementing departments, as well as by the Deputy Commissioner or Principal Secretary BTC, in case of BTR districts.

iv. The District Administration will display the photographs and completion certificates of the completed works in the web portal with geo tagging.

8. Utilization Certificate and Completion Report:

i. The Deputy Commissioner would submit Utilization Certificate. The Utilization Certificate shall be signed first by the implementing agency, then by the user agency and thereafter

countersigned by the Deputy Commissioners. In case of Udalguri and Baksa the Nodal Officer 'Aspirational District Programme' would submit Utilisation Certificate (UC). The UC shall be signed first by the implementing agency, then by the user agency, and then by the Nodal Officer, thereafter by the Principal Secretary, BTC, Kokrajhar.

- ii. Photographs of the location at the initiation of the project, mid-way during implementation and at the completion of the project should be kept for record by the district head of line departments and by the Deputy Commissioner. The Deputy Commissioner concerned and the BTC authority will maintain the Assets Register for the assets created under this programme.

9. Monitoring and Review:

- i. The Executive Committee will quarterly monitor and review the physical and financial progress of works including utilization of fund in the respective district.
- ii. The State Prabhari Officers will also monitor the progress of work being executed under Aspirational District Programme (ADP).

10. Accounting procedure

- i. The Deputy Commissioner, **in case of Udalguri and Baksa by Principal Secretary BTC**, shall keep the funds in any Nationalized Bank Savings account..
- ii. A Cash book and other books of accounts shall be maintained as per established financial rules and procedures of the Government of Assam.
- iii. The Bank account shall be operated jointly by the DDO i.e. Deputy Commissioner and the Finance and Accounts Officer of the districts. **In case of Udalguri and Baksa the bank account shall be operated jointly by the DDO i.e Nodal Officer, Aspirational District Programme and Finance and Accounts Officer of the District.** There should not be any overdraft on these accounts. Interest accrued if any, for the financial assistance provided from the State fund will have to be refunded to the Govt. exchequer as per existing procedures.

11. Operation and Maintenance (O&M)

- i. The assets created will be community assets and will be used for serving the public interest.
- ii. The operation and maintenance of the assets will be the responsibility of the departments concerned as well as the District authority.



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Transformation and Development Department

Annexure: I**FORMAT FOR SUBMISSION OF SCHEME/ ACTIVITIES****(Particulars of the each scheme/ activity has to be furnished separately)**

1.	District Name	
2.	Particulars of the scheme/ activity	
3.	Sector	Health & Nutrition/Education/Agriculture & Water Resources/Financial Inclusions & Skill Development/Basic Infrastructure
4.	Objective of the scheme/activity	
5.	How the schemes will contribute towards developing the identified KPIs and data points.	
6.	Linkages/ Convergence if any with existing schemes/ projects operating in the District	
7.	A brief of the scheme on the improvement of identified KPIs and data points	
8.	Total Cost of the scheme/activity	Attach a separate sheet indicating detail plan and estimates.
9.	Whether the fund is being utilized for the scheme from other sources. If so please specify the source and the amount	
10.	Target date of completion of the scheme.	
11.	Operation & Maintenance Mechanism of the project	

I hereby declare that the guidelines for utilization of "Aspirational District Fund" of Government of Assam issued by the Transformation & Development Department shall be followed in the implementation of the scheme. The fund for the scheme has not been proposed/ received from any other sources.

Signature of the Deputy Commissioner:

Date: