

# GUIDELINE FOR DEVELOPMENT INITIATIVE FOR SPECIAL DEVELOPMENT PACKAGE FOR INDIGENOUS COMMUNITIES OF AHOM, CHUTIA, MORAN AND MOTOK IN SELECTED DISTRICTS OF ASSAM

## I. Introduction

I.1. The Government of Assam has been taking various measures for development of communities living in different parts of the State. The development among the Ahom, Chutia, Moran and Motok communities are not at par with other communities. Therefore, the Government has decided to earmark some fund and formulate a special developmental package which envisages to create employment opportunities, especially among the youths and help the Ahom, Chutia, Moran and Motok communities living in various districts to develop economically.

## II. Salient features

II.1. The special development package is for the indigenous communities namely Ahom, Chutia, Moran and Motok living in all districts of Assam.

II.2. The thrust of development will be to preserve historical monuments and sites, promote culture, address emotional issues, promote sports, open up avenues for generating better livelihood opportunities through skill development etc. The schemes will be taken up in areas inhabited by the communities in various districts of Assam.

II.3. Major components and **type of works allowed** to be taken up

The scheme is aimed to take up the works under the following areas.

- (i) sports and culture
- (ii) skill development and livelihood
- (iii) emotional connect with special outreach programme

II.4. Under sports and culture component, stadiums and auditoriums should be built in districts and named after legendary personalities from the community concerned. The documentaries may also be made on the life and achievements of renowned personalities.

II.5. Under skill development and livelihood component, various capacity development and training programmes for development of skills among the people of the specific community should have to be conducted. Some of the identified areas under the component are – air hostess, skilling in computer – hardware/ software, development of piggery, goatery, duckery, poultry, fishery, horticulture, rearing of muga/ eri cocoons, handlooms & textiles etc. Some of the state agencies, like SIRD for providing training may be consulted for imparting training etc.

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II.6. Under emotional connect with special outreach programme component, various works like preservation of historical sites, preservation/ development of monuments and maidams, erection/ construction of statues of legendary personalities of the community concerned, establishment of institutions for ethnic culture, etc. should be taken up. The works/ scheme taken up will have to be implemented up in a time bound manner having specific date of completion.

- II.7. Some of the works shall not be allowed under the scheme, namely
  - (i) maintenance work of any type
  - (ii) recruitment of manpower
  - (iii) land acquisition and its related compensation

### III. Budget Provision

*A sum of ₹500 crore will be provided on medium term for the package from the state budget. Ahom, Chutia, Moran and Motok community will get ₹125 crore each under the package.*

### IV. Implementation Mechanism

#### IV.1.Nodal Department

IV.1.a. The Transformation & Development Department, Government of Assam will act as nodal Department for this package. The Government of Assam through Transformation & Development Department will exercise the power of making inclusion, modifications and deletion of working modalities of the guidelines, in public interest in addition to give clearance of projects costing over ₹ 50 lakh to be done by Construction Committee.

#### IV.2. Roles & Responsibilities of Government of Assam

IV.2.a. The roles and the responsibilities of the Government of Assam are outlined below:

- (i) **Overall control:** The Government of Assam shall exercise the control through its various mechanisms like Departments, District administrations, Block level administrations, GPs, etc.
- (ii) **Monitoring:** The Government of Assam will liaise with the local administration and affiliate organizations to monitor the progress on-ground, to ensure that developmental objectives are met in a timely manner.
- (iii) **Engagement of agencies:** The Government of Assam may partner with various Knowledge Partners which could be Developmental Agencies, Corporate Philanthropy agencies, Not for Profits, Academic Institutes etc. as Knowledge Partners (KPs) based on the identified skill gaps.

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### IV.3. Steering Committee

IV.3.a. There will be a Steering Committee at the State level. The composition of the Steering Committee shall be-

1. Chairperson: Senior-most Secretary, Transformation & Development Deptt.
2. Members:
  - (i) Senior-most Secretary, Chief Minister's Office
  - (ii) Senior-most Secretary, Finance Deptt.
  - (iii) Senior-most Secretary, Skill, Employment & Entrepreneurship Deptt.
  - (iv) Senior-most Secretary, P&RD Deptt.
  - (v) Senior-most Secretary, WPT & BC Deptt.
  - (vi) Senior-most Secretary, Cultural Affairs Deptt
  - (vii) Senior-most Secretary, Agriculture Deptt.
  - (viii) Senior-most Secretary, AH&V/ Dairy Development Deptt.
  - (ix) Senior-most Secretary, Fishery Deptt.
  - (x) Senior-most Secretary, Sports & YW Deptt.
  - (xi) Commissioner & Special Secretary, PWD (R, B)
  - (xii) Four Deputy Commissioner

3. Member Secretary: Commissioner & Secretary/ Secretary, T & D Deptt.

### IV.3.b. Roles and Responsibilities

As an apex advisory and supervisory body, the Steering Committee shall-

- (i) Meet once in every quarter to provide input and strategy to execute.
- (ii) Approve and review all outlay of funds in the package on a regular basis.
- (iii) Review and approve proposals submitted by the Deputy Commissioners.
- (iv) Review and monitoring the overall progress of work under the package through District Committees.
- (v) Monitor the package targets at a macro-level and approve scale up plans.
- (vi) Approve any change of operational modalities and guidelines for smooth implementation of the scheme.

### IV.4. Selection of projects -

IV.4.a. The projects for the four communities should be prepared separately by Deputy Commissioner as below:

- Deputy Commissioner of Sivasagar will prepare the list of projects to be implemented for the Ahom community people living in various districts.
- Deputy Commissioner of Dibrugarh will prepare the list of projects to be implemented for the Motok community people living in various districts.
- The Deputy Commissioner of Golaghat district will prepare list of projects to be implemented for Chutiya community people living in various districts.
- Deputy Commissioner of Tinsukia will prepare list of projects to be implemented for Moran community people living in various districts.

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- The Deputy Commissioner should prepare the list of projects in consultation with leading organizations of the communities, stakeholders, experts and any agency/ consortium if felt necessary.
- The list of projects should include short, medium and long term projects related with goals.

**IV.4.b.**DCs should finalize the projects as above and it should have to be sent to Steering Committee for approval. After due approval at Steering Committees the fund for the approved projects related to a particular community will be released to the DC of the district under whose jurisdiction it falls and DC will implement the project accordingly.

- The procurement process and payment, should be looked after by the Deputy Commissioner with assistance from the concerned District Head of Line Departments, if necessary.
- The Deputy Commissioner shall issue Administrative Approvals for all projects.
- The Deputy Commissioner shall take decisions to award any work to construction committee or contractor on the basis of exiting financial rules and regulations.
- The Deputy Commissioner shall notify the Construction Committees related to projects as per formation given in the guidelines.
- Approve for implementation of the starting/ initial activities.
- Arrange to geo-tag all resources and assets available and created during the process (both for physical and financial verification)

**IV.5. District Implementation Committee**

IV.5.a. A District Level Committee shall have to be constituted as special institution for rigorous on-ground monitoring of implementation. The committee shall ensure that development works are being carried out effectively and efficiently in the selected places, with optimum utilization of funds and resources. There shall be district level implementation committee in each district.

IV.5.b. The composition of the District Level Committee at each of the four districts shall be-

1. Chairperson: Deputy Commissioner
2. Members:
  - i. District Development Commissioner
  - ii. CEO, Zilla Parishad
  - iii. Representatives of relevant line Deptts (Cultural Affairs/ PWD (B,R)/ P&RD/ Sports/ Skill Development/ Agriculture/ AH&V/ Dairy/ Fishery/ etc.)
  - iv. Two representative(s) each of the four communities, nominated by the Government of Assam.
3. Member Secretary: Additional DC (Development)

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**IV.5.c.Roles and Responsibilities**

The Committee shall be responsible for the overall implementation of objectives of the scheme at the district level. The roles and responsibilities of the committee are:

- (i) Meet regularly, atleast once in three months to review implementation of projects delivery in the selected locations
- (ii) Monitor each and every activity taken up in the district and helps in smooth execution in the locations and oversee the works of the Construction Committees or Contractors, etc.
- (iii) Assurance of flow of fund through convergence of other schemes in the District.
- (iv) Provide guidance and capacity building support to the communities at the district and oversee and monitor the progress of works and activities taken by the communities are to be analyzed and provide instant guidance and assistance
- (v) Ensure Public-Private convergence at the district level to meet the evolving needs of the special package for development.

**IV.6. Execution of works, Construction Committee and Execution Committee**

IV.6.a.The civil works under the scheme will be executed through either Departments or Construction Committees. Separate construction committees are to be formed to handle different work. For execution of various projects, as per the value of projects three types of arrangements shall be there- (a) Construction Committee to handle works value upto ₹ 1 crore, (b) Line Departments (executed Departmentally) to handle works of values above ₹ 1 crore and (c) Execution Committee for beneficiary oriented projects. The details of these committees shall be as under.

**IV.6.b.Construction Committee for the projects upto ₹ 1 crore**

IV.6.b.1.The composition of the construction committees for handling projects upto ₹ 1 crore shall be as under-

1. Chairperson: District Development Commissioner/ ADC (Dev)
2. Members:
  - (i) Executive Engineer, line Department/ Asstt. or Junior Engineer, Block Development Office
  - (ii) Member, Zila Parishad representing the area where the scheme will be implemented
  - (iii) President, Gram Panchayat(s) concerned
  - (iv) Two Members from the beneficiary Community concerned
  - (v) Officials from Line Deptt, as deemed necessary by the DC
3. Member Secretary: Govt. servant of the locality of the community

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#### IV.6.b.2.Roles and Responsibilities

- The roles and responsibilities of the committees will be confined to the particular construction activities. They will be responsible for preparation of estimates of the work, preparation of architectural designs, do the designated work as per approved plan by district committee, complete the work maintaining quality and timeliness. They will raise the bills as per completion of work and send for payment to the DC of the District.
- All projects sanctioned will be geo-tagged.
- Also, payments to the parties/ vendors by Construction committees or otherwise shall be made by cheque/ account transfer or DBT only and no cash transactions shall be allowed. The construction committee will submit the bills to the DC of District and the same should also be scrutinized by the HOD of the concerned line Deptt, before payment.

**IV.6.c.The projects for those the project cost above ₹1 crore shall be mandatorily implemented through line Departments.**

#### IV.6.d. Execution Committee for beneficiary-oriented projects

**IV.6.d.1.** For beneficiary-oriented projects there shall be Execution Committees and the composition of such Execution Committees shall be as under-

1. Chairperson: Deputy Commissioner
2. Members:
  - (i) Member, Zila Parishad representing the area where the scheme will be implemented
  - (ii) Two Members from beneficiary community concerned
  - (iii) Officials from other Line Deptt./ SIRD, as deemed necessary by the DC
3. Member Secretary: A Senior officer from concerned Line Deptt.

#### IV.6.d.2. Roles and Responsibilities

For beneficiary-oriented schemes, the benefits should be transferred directly to the beneficiary account. The authority shall consult and engage knowledge partner on requirement basis for selection of appropriate schemes fit to the community/ locality.

### V. Administrative Expenses, Procurement Formalities and Maintenance of Accounts

#### V.1.a.Administrative expenses

To meet various administrative expenses 1% of the total allotment is earmarked, shall be spent at district and community level for organizing meetings, seminars, brain storming sessions, printing/ photocopy of report, etc. However, for state level requirements the districts shall have to bear the expenditure proportionately.

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**V.2. Procurement Formalities**

V.2.a. The developmental works mostly should be infrastructure related and there may be individual beneficiary-oriented component under skill development and livelihood activities. However, the value of such beneficiary-oriented scheme should not be more than 20% of the total allocation.

V.2.b. The procurement of services and constructions should be as per the existing Government rules, norms and procedures.

V.2.c. In case of large projects like construction of building, etc. action plan should be prepared with specific physical and financial targets with definite timelines.

V.2.d. Non duplication of the scheme is to be ensured by the district authority.

**V.3. Maintenance of Accounts**

V.3.a. Effective utilization of fund is one of the critical components of any scheme. In this scheme also the accounts shall be maintained at two levels, state level and district level. At State level, since Transformation & Development Department will be the Nodal Department, so accounts will be maintained at the Department level. At District level detail expenditure should be maintained, under the overall control of Deputy Commissioner or any other designated Official by him/her.

V.3.b. The expenditures related to the package shall have to be made following all applicable financial rules and regulations and the accounts should be maintained and linked through PFMS system. For monitoring purposes, a MIS will be specially designed by the T& D Deptt.

**V.4. Payment Mechanism**

V.4.a. As mentioned at para V.3 accounts should be maintained at two levels and for making necessary expenditures following existing financial rules and regulation and procedure. The procedure for payments are-

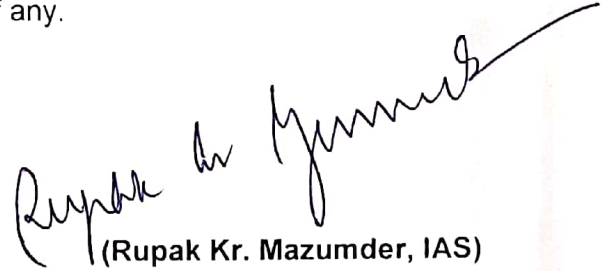
- (i) From the State Government level, the funds shall be allotted to the Districts as per approved Community Development Plan.
- (ii) After taking up any activity/ work with due approval of required competent authority, initially 50% (of work/ activity cost) fund will be paid to the construction committee as advance from District.
- (iii) DC/DDC/ ADC(Dev) concerned through her/ his mechanism shall make the payment and keep record of it in a separate account opened at nationalized bank.
- (iv) After initial payment, the remaining amount will be released as per production of bills in two instalments (40% and 10%) from district level following the same procedure.
- (v) The Construction Committees/ Execution Committees/Deptt shall open bank account at any nationalized bank and they will make payment to the parties/ vendors either through cheque or DBT mode only. For easy linkage and mapping of accounts through PFMS, all accounts should he opened at a nationalized bank.

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- (vi) In case of works being executed departmentally, the district HOD of the concerned line Deptt, which is executing the work, shall produce the bill as per work progress, while submitting the demand for funds to the Member secretary of the district level committee.
- (vii) The Deputy Commissioner should ensure timely and proper utilization of the projects and give utilization certificate.

**VI. Audit Mechanism**

A detailed audit of the accounts using Accountant General of India/ Statutory Auditor appointed for this purpose shall be carried out on regular basis. District Authority shall be responsible to settle audit paras, if any.



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