

GUIDELINES FOR IMPLEMENTATION OF NLCPR PROJECTS FOR NON ENGINEERING DEPARTMENTS (excluding BTC & Hill Districts)

Every year Line Departments submit large number of concept papers to Planning & Development Department (P &D) to include in the Priority List for funding under Non Lapsable Central Pool of Resources (NLCPR). P & D Department after scrutiny finalize and forward the priority list to Ministry of Development of North Eastern Region (DoNER) for approval of the projects under NLCPR. Based on the merit, some of the projects are retained by DoNER and intimate the State Government for submission of Detailed Project Report (DPR). P & D Department requests the concerned Departments to submit DPR within a stipulated time frame i.e. 2 months as per NLCPR Guidelines.

Generally, DPRs are not received within the stipulated time and as on date DPRs are pending for submission . The inordinate delay in submission of DPR , adversely affect in execution of the project , by way of cost escalation, time overrun etc. Further, in most cases, DPRs are not in line with the guidelines issued by the Ministries and as a result returned for correction/modification leading to undue delay in sanction of the projects. In addition, delay in submission of Utilization/Completion Certificate (UC/CC) has also been observed due to involvement of multiple Departments/agencies at execution level. The main reasons for delay in submission of DPR is identified as absence of technical wings in the Non Engineering Departments, non availability of fund for preparation of DPR .

In order to streamline the process of implementation of NLCPR Projects, a guideline in addition to the existing guidelines of M/o DoNER/ Govt of Assam has been framed for implementation of NLCPR projects for Non Engineering Departments in plain districts excluding Hills & BTC areas of Assam and comes into force with immediate effect.

A. Preparation of DPR :

1. DPR of the projects under Non-Engineering Departments, which are of construction in nature (construction of building, stadium etc), is to be prepared by Public Works (Building) Department in due consultation with the concerned Line Departments.
2. DPR must be prepared by adhering the Guidelines of DoNER (enclosed).
3. DPR should be prepared based on the current Schedule of Rate (SoR) and is to be mentioned invariably.
4. While preparation of DPR, maximum effort should be given to keep the project cost within the retained amount of DoNER. However, if necessary, flexibility is provided to the tune of 10 – 15% of project cost above the retained Cost as per M/o DoNER's directive vides D.O. No. DNER/NLP/04/2005 dated 31-03-2006.
5. DPR should be exhaustive covering all the components referred in the generic structure of DPR in the M/o DoNER's guideline.
6. Estimates should preferably be prepared on the plinth area rates and a complete set of drawings should be attached with the DPR.
7. The lump sum provision for the items like internal electrification, sanitation, water supply etc. in DPR should be avoided.

8. Estimates should be duly authenticated by the Chief Engineer, PWD (Building), Assam.
9. A soft copy of preliminary estimates, in excel form, should be furnished alongwith the DPR for onward submission to M/o DoNER.
10. In order to avoid modification of the DPR at the later stage, PWD (Bldg) to have close interaction including holding of point to point discussion at the level of Directorate by the Chief Engineer PWD (Bldg) /representatives and at the field level by the Executive Engineer, PWD (Bldg) with the District Officer of the concerned line Departments during preparation of the DPR.

B. Submission of DPR/MDPR

After preparation of DPR, PW (Building) Department will submit the 7(seven) copies of DPR to the concerned Line Department for onward submission to Planning & Development Department. The Line Department to forward the DPR to Planning & Development Department by enclosing a Non Duplicity Certificate (NDC) stating that the project has not been sanctioned/taken up/proposed under any scheme of Government of India or the State Government/NEC and duly signed by the Principal Secretary/Commissioner & Secretary/ Secretary (as the case may be) of the concerned Administrative Department.

1. 6 (six) copies of DPR should be submitted to the Planning & Development Department enclosing all required documents and certificates for onward submission to M/DoNER.
2. DPR must be prepared and submitted within the stipulated time frame i.e. two months from retention of the project by M/o DoNER as per guidelines.
3. If M/o DoNER sought clarification/modification on the DPR, the PWD (Building) to prepare clarification/modification with due consultation with the concerned line Department and submit to P & D directly.

C.Implementing Agency

On approval of the project from Government of India, such project is to be implemented by PWD (Building). No construction committee is allowed to execute the NLCPR projects.

D. Administrative approval of the project

Immediately after receipt of approval from M/o DoNER, P & D Department will accord A/A for the project in favour of the PW(Bldg) Department with intimation to the concerned Line Department. PW (B) Department will issue Administrative Approval/Financial Sanction of the project after observing normal procedure in force and shall be responsible for timely implementation of the project. PW(Bldg) Department will nominate a Nodal Officer for each project with name, address and contact phone Numbers etc.

E. Release of Fund :

1. The fund for the project will be budgeted in PWD (Building) H/A under Grant No. 44 .
2. Demand for recommendation of release of fund to be submitted by the PW(Bldg) Department to P & D Department.

3. On receipt of demand, P & D Department will recommend release of fund to the PW(Bldg) Department with intimation to the concerned Line Department.

F. Monitoring:

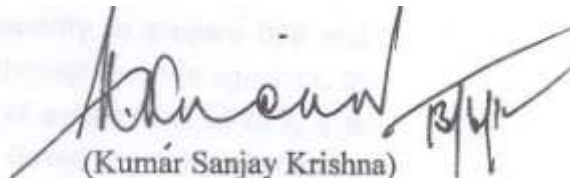
1. There shall be a Monitoring Committee headed by the concerned Deputy Commissioner or representative not below the rank of Additional Deputy Commissioner. The Nodal Officer of the project will be the Member Secretary and the District/Sub Divisional Head of concerned line Department and representative of local MLA will be the other members of Monitoring Committee. The Monitoring Committee will inspect the project at the time of beginning of implementation and on quarterly basis. The monitoring report to be submitted by the concerned Deputy Commissioner to P & D Department with copy to PW (Bldg) Department and concerned line Department alongwith observations.
2. Concerned Deputy Commissioner will notify the Monitoring Committee.
3. P & D Department will make additional arrangement for physical monitoring of the project as and when required.

G. Utilization Certificate :

Immediately after utilization of fund, a neatly typed Utilization Certificate in prescribed format be submitted to P&D Department with seal & signature of the Nodal Officer of the Project , Chief Engineer(Bldg) and countersigned by the Commissioner & Special Secretary, PW (Bldg) Department with requisite documents as per M/o DoNER's guidelines of NLCPR.

H. Completion of the project:

1. After completion of the project, PWD (Building) will hand over the project to concerned line Department in presence of the Monitoring Committee.
2. Immediately after completion of the project, Completion Certificate (CC) be submitted by PWD (Bldg) with seal & signature of Nodal Officer, Chief Engineer, PWD (Bldg) to the concerned Line Department for onward submission to Planning & Development Department. The Line Department to forward the C/C to Planning & Development Department with counter signature of the Principal Secretary/Commissioner & Secretary/Secretary of the Departments (as the case may be) for onward submission to M/o DoNER.


(Kumar Sanjay Krishna)
Principal Secretary,
Planning & Development Department

Memo No. PDP(PP)25/2001/Pt./205-A

Dated Dispur the 14th June, 2012.

Copy forwarded to :

1. PS to the Commissioner & Secretary to Chief Minister, Assam for favour of kind information of Hon'ble Chief Minister.
2. PS to the Minister, Planning, & Development, Govt. of Assam for favour of kind information of Hon'ble Minister.
3. Staff Officer to Chief Secretary, Govt. of Assam for favour of kind information of Chief Secretary.
4. Addl. Chief Secretary/Principal Secretary/ Commissioner & Special Secretary /Secretary to the Govt. of AssamDepartment for favour of kind information and necessary action.
5. Commissioner & Special Secretary, Public Works Department (Bldg. & NH) for favour of kind information & necessary action.
6. All Heads of Department Concerned for favour of information & necessary action.

By order etc.

Sd/-

Additional Director,
Planning & Development Department.