**GOVERNMENT OF ASSAM**

**PLANNING AND DEVELOPMENT DEPARTMENT**

No.PDP(PP)25/2001/Pt/170 Dated Dispur, the 24th March,2008.

From : P.P.Varma,

 Additional Chief Secretary,

 Planning & Development Department.

To : The Principal Secretary/Commissioner & Secretary/

Secretary to the Govt. of Assam,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Department.

Sub : Guidelines to be followed for implementation of schemes/

projects under Non-Lapsable Central Pool of Resources.

Sir,

 Planning & Development Department vide No.PDP(PP)10/98/Pt/18 dated 1.10.99 issued guidelines for the implementation of the schemes/projects under Non Lapsable Central Pool of Resources (NLCPR). Since the issue of this order the Ministry of DoNER has been set up by the Government of India to deal with the projects and schemes under NLCPR, who have issued their own guidelines regarding sanction/implementation of schemes funded through NLCPR. Besides this, the State Government is now providing 10% loan component to the projects taken under this scheme since 2005-06 and the same is not been funded by the NLCPR. The State Govt. (Hill Areas Dept.) has also taken a decision to release the plan, non-plan and Central Sector funds to the Sixth Schedule Areas through Hill Areas Department and accordingly, the Department has claimed that the fund under NLCPR may also be provided to Hill Areas Department for the purpose of strategic and integrated planning for the hill districts.

 Keeping in mind the changed circumstances and considering all relevant aspects of the matter , it is decided to supersede the earlier guidelines dated 1st October,1999 and to enforce the following guidelines with effect from 1st April,2008 :-

1. The proposals relating to infrastructure related schemes and projects are to be submitted to the P&D Department latest by 15th October for the next financial year. In this connection detailed guidelines issued by the Ministry of DONER have already been circulated to all concerned departments which need to be followed strictly.
2. Proposals can also be submitted by the MPs through the DCs of their respective constituencies. Such proposals should also be in conformity with the guidelines of the Ministry. The proposals relating to the sixth Schedule areas shall be routed through the Hill Areas Dept/WPT&BC Department for the hill districts/BTC area respectively.
3. The State Level Committee in the P&D Department would consider all the proposals so received, prioritize them in order of their importance and with the approval of the State Government submit the same to the Ministry of DONER for their consideration. Normally the list of the proposals finalized by the Government should involve proposals with a total cost approximately three times of the cost of the projects retained in the previous year.
4. The proposals submitted by the State Government to the Ministry shall have to be accompanied by a concept paper to be prepared in accordance with the guidelines of the Ministry.
5. The Ministry of DONER after consideration of the State Government proposal would decide the projects to be implemented in next financial year and list of such projects called the retained list shall be made available to the State Government.
6. The proposals contained in the retained list would be intimated by the P&D Department to all concerned departments who have forwarded the proposals earlier for preparation of DPRs.
7. The DPRs shall be prepared in accordance with the guidelines of the Ministry of DONER and within the estimated cost mentioned in the concept paper. The DPRs would include a site plan, a certificate regarding availability of land and another certificate regarding non-duplication of the proposal with any other funding agency. The Ministry of DONER would not entertain any proposal where the cost exceeds 15% beyond the cost indicated in the concept paper.
8. Such DPRs would be submitted to the P&D Department for onward transmission to the Ministry of DONER for approval and sanction. Any clarification, modifications as may be required in the DPRs by the Ministry shall be furnished by the concerned department through the P&D Department only.
9. Clarifications, modifications in respect of the projects of the 6th Schedule areas shall be processed in the like manner by Hill Areas Department/WPT&BC Department who in turn consults the concerned development departments of the Councils.
10. P&D Department would after receipt of the approval/sanction of the projects from the Ministry of DONER shall issue Administrative Approval (AA) to the concerned departments who initiated the DPRs.
11. The Funds for contingency shall be sanctioned and released separately on submission of documentary evidence by the concerned department in accordance with the provisions of the guidelines issued by the Ministry of DONER.
12. On receipt of the Administrative Approval from P&D Department the concerned development departments/Council authorities would call tenders, allot works and implement the project at the earliest. They would submit demand of funds from time to time to the P&D Department. In case of the Sixth Schedule areas the demand of funds by the Council/implementing agency shall be routed through the Hill Areas Department/WPT & BC Department as the case may be.
13. As soon as the implementing agency has received and utilized 80% of the funds released by the Ministry of DONER for a particular project, they would submit a U/C in the prescribed format duly signed by the competent authority along with QPR , work plan for the next phase and the demand of fund thereof.
14. U/Cs must be signed by the implementing officer, head of the department, head of the administrative department in the Government before submission to the P&D Department. In case of the Sixth schedule areas, the implementing officer of the Council shall initiate the U/C which shall be countersigned by the Secretary of the Council and which should further be countersigned by the Secretary in-charge of Hill Areas Department/WPT&BC Department before sending the same to the P&D Department.
15. P&D Department would process the U/Cs and the demand for further funds and on receipt of the same from the Ministry of DONER shall pass on the same to the implementing agencies in the manner explained above.
16. The 10% loan component for each project shall be released by the P&D Department as the last installment along with last part of the 90% grant as per the demand. The implementing agency would, after utilization of loan and grant components submit a completion certificate to the P&D Department in the prescribed format. Such certificates for the Sixth Schedule Councils shall be routed through Hill Areas Department/WPT&BC Department.
17. P&D Department would make necessary budget provision for grant as well as loan component both keeping in mind the possible requirement of the project under the appropriate head of account. On receipt of the fund from various implementing agencies, it will recommend ceiling to the Finance Department which would be released directly to the implementing department. In case of the sixth schedule areas the ceiling would be issued in favour of the Hill Areas Department/WPT&BC Department who will further forward the ceiling to the concerned implementing agencies of the Councils.
18. The Departments would check these budget provisions and in case any augmentation is required, they would submit appropriate suggestions with justification to the Chief of Division, Perspective Planning Division, Planning and Development Department.
19. The DFP conferred vide Notification No.FEB.116/98/13 dated 1.12.1998 shall not be applicable for implementation of the projects etc. under NLCPR and concurrence of the Finance Department would be necessary for issuing sanction for each project by the concerned administrative department. In case of Councils in Sixth Schedule areas such concurrence would be obtained by the Hill Areas Department/WPT&BC Department. Further no approval of any departmental committee would be required in these cases.
20. Diversion of funds from one project to the other will not be permissible except with the approval of the Ministry of DONER.
21. The procedures laid down in the Finance Dept. Letter No.FEB.116/98/13 dated 1.12.98 for the implementation of the State Plan schemes shall be in general applicable unless specifically allowed otherwise in these guidelines.
22. Anything done before 1.4.08 in respect of proposals already approved by the Ministry of DONER by the State Government, shall however not be affected by these guidelines though further actions would be taken in all such cases according to these guidelines.

 Yours faithfully,

 Sd/-

 (P.P.Varma)

 Additional Chief Secretary,

 Planning & Development Department.

Memo No.PDP(PP)25/2001/Pt/170 Dated 24th March,2008.

Copy forwarded to :

1. The Chief Secretary to the Government of Assam, Dispur for favour of information.
2. The Principal Secretary, Finance Department for information.
3. All Heads of Department concerned for information and necessary action.

 By order etc.

 Sd/-

 (P.P.Varma)

 Additional Chief Secretary,

 Planning & Development Department