

**GOVERNMENT OF ASSAM
PLANNING AND DEVELOPMENT DEPARTMENT**

NO. PD/DCP/29/95

Dated Dispur, the 20th July, 1995

UNTIED FUND

The **Revised Guidelines** for approval and implementation of schemes for the year 1995-96 and onwards (issued in supersession of the guiding principles issued under letter No. PD/DCP/49/88/70, dated 31-3-89 and amendments issued thereto)

1. OBJECTIVE OF UNTIED FUND :

Untied Fund is being placed at the disposal of every district/Sub-Division with a view to providing the Sub-Divisional Planning & Development Committee a certain measure of financial freedom and to encourage them to plan some schemes in their discretion. This is an earmarked fund for the purpose of encouraging Local Level Planning. The schemes under untied fund should be of local nature. It is desirable that such schemes help either production or employment generation or both.

2. THE DISTINCTION BETWEEN MLA'S AREA DEVELOPMENT SCHEMES AND UNTIED FUND SCHEMES

With the introduction of MLAs Area Development Schemes in the State in the line of MP's Local Area Development Scheme, it has become necessary to draw a line of distinction between MLA's Area Development Schemes and Untied Fund Schemes in the matter of drawing up the schemes.

The Untied Fund shall not in any way be divided among Legislative Constituencies and the selection of schemes is also not to be constituency wise in view of the fact that requirement of MLA's for their respective constituencies is not being taken care of by the fund under MLA's Area Development.

3. SHARE OF UNTIED FUND FOR URBAN AREA:

Over 50% of Untied Fund allocated for a Sub-Division/District for a year may be spent for development in Urban Area in view of the fact that on the one hand as rural area investment has been stepped up of late tremendously through Rural Development Programmes and most of the schemes earlier covered under Untied Fund are now taken up by the DRDAs, and on the other, no special funds are available to take care of special problems of local nature in Urban Areas which can be met by minor investments from the untied fund.

4. SALIENT FEATURES OF UNTIED FUND SCHEMES:

The works under untied fund shall primarily for asset creation and no purchase of inventory of revenue expenditure should be allowed. The Untied Fund Schemes shall be prepared on the basis of the following criteria:

- (i) The type of works should be such that can be completed in one or two working seasons i.e. within the same financial year.
- (ii) The schemes should lead to the creation of durable assets.
- (iii) The scheme should be for development works based on local felt needs.
- (iv) The scheme should be productive/remunerative /revenue earning and economically viable.
- (v) Each individual work should be conceived and completed with the onetime fund allocated for the purpose.
- (vi) The scheme should be of such type that helps removal of some problem of the area.
- (vii) The scheme should be visible and may also help infrastructure development.

5. THE FOLLOWING TYPE OF WORKS,IN PARTICULAR, SHALL NOT BE ALLOWED UNDER UNTIED FUND :

- (a) Works which do not fall within the scope of the district plan.
- (b) Works belonging to commercial organization trusts, registered ,societies, private institutions of cooperative institutions.
- (c) Repair and maintenance works of any type as distinct from expansion and renovation works.
- (d) Grants and loans.
- (e) Memorials and memorial buildings.
- (f) Purchase of inventory or purchase of any type.
- (g) Acquisition of land or any compensation for land acquired.
- (h) Assets for an individual benefit, except those which are part of approved schemes.
- (i) Places of religious worship.

6. MAINTENANCE OF UNTIED FUND SCHEMES:

Deputy Commissioner should ensure that provision for maintenance of scheme taken up under untied fund will be forthcoming from the concerned local body/agency department.

7. IMPLEMENTING AGENCY:

Untied fund scheme will be implemented by the respective Government Department/Agency. However, if necessary, depending upon the circumstances, implementing committee may be constituted under the supervision of Deputy Commissioner and such committee should be made accountable to the district authority and to Audit and Accounts. Completion of the work should be certified by the technical officers of the implementing department concerned. Implementation Officers of the implementing department concerned. Implementation of the schemes should start only after clearance of planning and development department is obtained.

8. APPROVAL BY THE PLANNING AND DEVELOPMENT DEPARTMENT:

All schemes under the untied fund should be passed by the SPDC and these schemes should be clearly recorded in the minutes. Only those scheme which are recorded in the minutes, will be approved by the Planning & Development Department.

While forwarding schemes for clearance of the P & D Deptt., Deputy Commissioner s should certify that schemes are taken up as per guidelines, along with observations, if any . All schemes forwarded by the Deputy Commissioners for approval of planning & Development Department should be accompanied by appropriate justification. Every schemes must have a stated objective, physical targets and other benefits, if any ,outlay, specific location and time required for completion.

In the area of location of the schemes a signboard or even a handwritten poster may be hung in an appropriate place depicting the amount that will be spent and the likely benefit derived there from for the information of the public.

Sd/-

(A. Bhattacharjya)

Chief Secretary to the Govt. of Assam
Planning & Development Department

**GOVERNMENT OF ASSAM
PLANNING AND DEVELOPMENT DEPARTMENT**

NO.PD/DCP/7/2004/27

Dated Dispur the 14th Sept., 2005

OFFICE MEMORANDUM

Subject: Sanction and Release of Untied Fund.

The guidelines for approval and implementation of schemes under Untied Fund issued vide this Department letter NO.PD/DCP/29/95, dtd. July 20, 1995 are in force at present. Of late, the attention of the Government has been drawn of the procedure for approval and implementation of the schemes under Untied Fund which need to be further elaborated for speedy and proper utilization of funds released to the Deputy Commissioners for various schemes. After due consideration, it has therefore, been decided to amend the existing guidelines in respect of sanction. Release and Utilization of Untied Fund to the extent given below:

1. All proposals for a district must invariably be routed through the Deputy Commissioner of the district level officers of technical departments as per usual Govt. norms and the estimates etc. shall be approved by the Deputy Commissioner before the schemes are submitted to the Govt. in the Planning and Development.
2. Planning and Development Department would make a preliminary examination of these estimates and wherever felt necessary, refer the same to the higher authorities of the technical departments at the State Level(i.e. to say Chief Engineers/ Directors of various departments). These senior officers would be required to comment on the technical feasibility and correctness of estimates of the proposals. Planning & Development Department having satisfied in the manner above about the technical and financial reasonableness of the project would sanction funds as per the estimates and release the same to the Deputy Commissioners for implementation.
3. Any proposal, which is received directly by the department would be referred back to the Deputy Commissioner for further processing as mentioned above.
4. The Deputy Commissioners while submitting the proposals to the Govt. would obtain a certificate from the concerned implementing department of the district to the effect that funds for the same proposal (either in full or part) have not been received from or proposed for sanction to any other agency like the concerned departments of State Govt. any external funding agency or any department of the Govt. of India.
5. The Deputy Commissioners would cause the implementation of the scheme strictly in accordance with the sanctioned proposal and submit a Utilization Certificate within 12 months of the receipt of funds by him in a format prescribed by the planning and development department. Failure to submit this Utilization Certificate would be adversely taken note of by the Govt. as far as the Deputy Commissioner is concerned.
6. In case of funds released in the form of grants-in-aid where no specific proposals indicating identified works are given to the Planning & Development Department (like

grants for development of schemes etc.) , the Deputy Commissioner would ensure that after the receipt of funds the same are released only after the works to be executed are properly identified and approved by him. The Utilization Certificates in these cases would be submitted in accordance with the works approved by him.

7. All the Utilization Certificates shall be signed first by the implementing agency then by the user agency and there after countersigned by the Deputy Commissioner.
8. The Deputy Commissioners would be responsible for inspection (either be themselves or through their officers) of at least 15% of the works undertaken from untied funds and an annual inspection report including all these reports shall be furnished to the Planning & Development Department.

The component-wise expenditure to be submitted in the following format.

1. Name of the Scheme :
2. Amount sanctioned :

Component/items of work	Fund utilized.
(a).	
(b).	
(c).	
(d).	

These guidelines would come into force immediately.

(P.P. Varma)
Principal Secretary to the Govt. of Assam.
Planning and Development Department

Memo No. PD/DCP/7/2004/27-A,

Dated Dispur the 14th Sept.,2005

Copy to:

1. All Commissioners of Division.
2. Commissioner and Secretary of Chief Minister, Assam.
3. Commissioner and Secretary to Chief Secretary, Assam.
4. All Deputy Commissioners for information and necessary action.
5. The Director, DCP, P & D Department for necessary action.
6. P.S. to Hon'ble Minister of State (Independent), P & D Department.

By order etc.

Principal Secretary to the Govt. of Assam,
Planning Development Department, Dispur