

**GOVERNMENT OF MEGHALAYA
PLANNING DEPARTMENT**

No. PLR. 9/2020/64

Dated Shillong, the 8th June, 2020.

OFFICE MEMORANDUM

Subject :- Revised guidelines for sanction and release of funds in respect of the schemes funded by the Government of India and administered by Planning Department.

I. In order to expedite the process of sanction and implementation including release of funds to the implementing agencies in respect of the schemes implemented under Non Lapsable Central Pool of Resources (NLCPR), North East Special Infrastructure Development Scheme (NESIDS) with financial assistance from the Ministry of DoNER, the schemes funded by the North Eastern Council and the schemes of the Ministry of Tribal Affairs namely, Grants under Art. 275(1) of the Constitution, Special Central Assistance for Tribal Sub Scheme, Tribal Research Institute, etc., the following arrangement shall henceforth be followed with regards to the drawal and release of funds to the implementing departments.

1. All funds released by the Ministry of DoNER, NEC and Ministry of Tribal Affairs which shall be drawn by the Planning Department and kept in separate bank accounts.
2. Planning Department shall release the funds to the implementing departments immediately on issuance of the work order for the first instalment.
3. In the case of the second or third instalments, the funds shall be released immediately on receipt of the Utilisation Certificate as well as progress report against the amount released earlier.
4. It is expected that this process will lead to quicker implementation of schemes as the implementing Departments are no longer required to approach Finance Department for release of funds except for the accordence of Administrative Approval/ sanction.

II. In view of the above revised procedure, the implementing departments are therefore required to undertake the following steps.

1. After obtaining the approval of the authorised sanctioning committee i.e. either the State Level Empowered Committee or the Executive Committee or the Inter Ministerial Committee, whichever is applicable, the implementing department should initiate the preparation of the Detailed Project Reports (DPRs).
2. On receipt of the formal approval of the concerned Ministry, the DPRs along with the project proposals are to be submitted to Planning and Finance Departments (in file) for according Administrative Approval/ sanction.
3. It may be noted that Administrative Approval is accorded for the entire project cost while the sanction is the amount of funds approved for utilisation during a particular financial year.
4. On issue of the Administrative Approval by both Planning and Finance Departments, the administrative department should initiate the tendering process without waiting for release of the first instalment or the sanction by Finance Department.

5. After the tender process has been finalised and immediately on issuance of the Work Order(s), the department should approach Planning Department for the release of the first instalment which would normally be 25 percent of the project cost except as otherwise directed by the concerned funding Ministry. The funds will be released to the concerned implementing department through cheques.
6. The time period between the finalisation of the DPRs and the issue of work orders should not exceed more than 90 days.
7. For release of the second as well as the subsequent instalments, the Departments are required to submit utilisation certificates for funds which have already been released, as per Gol's approved formats to the Planning Department.
8. It may be noted that the submission of Utilisation Certificates along with physical progress report should follow the timelines indicated below –
 - a) UC for the first instalment to be submitted within a period of 6 months.
 - b) UC for the second and subsequent instalments to be submitted within a period of 9 to 12 months.



[Dr. Vijay Kumar.D]

Commissioner & Secretary to the Government of Meghalaya,
Planning Department.

Memo No. PLR. 9/2020/64-A

Dated Shillong, the 8th June, 2020.

Copy to –

1. The P.S. to the Hon'ble Chief Minister, Meghalaya for kind information of Chief Minister.
2. The P.S. to the Chief Secretary to the Govt. of Meghalaya for kind information of Chief Secretary.
3. The P.S. to the Addl. Chief Secretary to the Govt. of Meghalaya for kind information of Addl. Chief Secretary.
4. All Principal Secretaries/ Commissioner & Secretaries/ Secretaries to the Govt. of Meghalaya for kind information.
5. All Heads of Development Departments, Govt. of Meghalaya for kind information & necessary action.
6. The Joint Secretary to the Government of Meghalaya, Finance (EC)/ Finance (EA) Department for information and necessary action.
7. Finance (EC-I/ EC-II/ Budget), Government of Meghalaya for information and necessary action.
8. All Financial Advisers, Government of Meghalaya for information and necessary action.
9. All Treasury Officers, Government of Meghalaya for information and necessary action.
10. All officers of Planning Department for information and necessary action.
11. The Under Secretary, Planning (A) Department, Government of Meghalaya for information and necessary action.

By order etc.,



Officer on Special Duty & Ex-officio
Joint Secretary to the Government of Meghalaya,
Planning Department.