

IMPORTANT**GOVERNMENT OF MEGHALAYA
PLANNING DEPARTMENT**

No. PLR.35/97/143

Dated Shillong, the 9th June, 2017.

To,

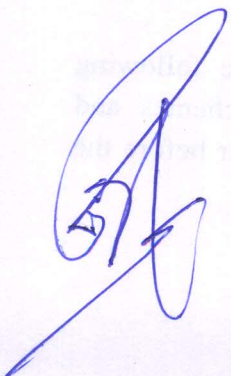
1. All Addl. Chief Secretaries / Principal Secretaries to the Government of Meghalaya, Shillong.
2. All Commissioner & Secretaries to the Government of Meghalaya, Shillong.
3. All Secretaries to the Government of Meghalaya, Shillong.
4. All Heads of Development Departments, Government of Meghalaya, Shillong.

Subject: Standing Instructions regarding sanction and implementation of Development Schemes from the year 2017-18 onwards.

Sir,

I am directed to say that certain modifications in respect of the prevailing Standing Instructions issued earlier by the Planning Department are considered necessary with effect from 2017-18 in view of the merger of the Plan and Non-Plan budgets and with a view to further streamline the process of sanctioning of development schemes as well as to ensure optimum utilization of the available resources.

2. All Departments are requested to kindly give due importance and accord priority to the following while processing for sanction of schemes from 2017-18 onwards:-
 - a) Release of the corresponding State Share where the Central Share in respect of Centrally Sponsored Schemes, Central Sector Schemes, schemes implemented under NLCPR, NEC, RIDF, Grants under Art 275(1), EAP, etc. has been released by the Government of India;
 - b) Completion of **on-going schemes** sanctioned under Special Plan Assistance, Special Central Assistance, Special Plan Fund, etc.;
 - c) **Important initiatives and programmes** of the State Government including **convergence schemes**;



3. With a view to ensure faster clearance of schemes/ proposals by Planning Department, all Departments are requested to ensure that information relating to the amount for which sanctions have already been accorded so far through Delegation of Financial Powers (DFP), Empowered Sanctioning Committee (ESC) and through files in a particular financial year are reflected as per format at Annexure – I. Further, information as sought for in Annexure – II should also be included along with all proposals submitted to Planning Department whether for approval through the mechanism of the Empowered Sanctioning Committee or through file.

4. To ensure prompt sanction and release of funds in respect of proposals not covered by powers delegated to Departments, a single window clearance mechanism has been put in a place with an Empowered Sanctioning Committee headed by the Additional Chief Secretary, i/c Finance Department with Principal Secretary/ Commissioner & Secretary, Planning and the Principal Secretary/ Commissioner & Secretary of the concerned Departments as members. The Committee will meet at regular intervals as per the calendar to be notified separately to clear the Departmental proposals. The concerned Departments will prepare the background materials/ PowerPoint presentations on the schemes/ projects which are to be placed before this Committee and the related materials are to be furnished to the Planning and Finance Departments at least one week before the date fixed for the meeting of the Committee. The format for submission of proposals before the Empowered Sanctioning Committee is indicated at Annexure – III. *The Empowered Sanctioning Committee will not, however, take up schemes/ projects which involve re-appropriation of funds, revision of estimates as well as proposals for creation of posts and purchase of vehicles.* Once the proposals are cleared by the Committee, these are deemed to have the approval/ concurrence of Planning and Finance Department and sanction for such proposals may be issued immediately by the concerned Department. Proposals in respect of which the Committee consider that they will require further scrutiny by the Planning/ Finance Departments, such proposals will be retained by the Committee for further diligence by the Planning/ Finance Departments as per the existing procedures for clearance of schemes.

5. The Techno Economic Appraisal Committee (TEAC) headed by the Commissioner & Secretary/ Secretary, Planning Department has been constituted for scrutiny of work estimates such as estimates for construction of buildings, roads, etc, both new and revised, wherever deemed necessary. After such work estimates have been cleared by the TEAC, the proposals shall be placed before the Empowered Sanctioning Committee for issue of Administrative Approval or Revised Administrative Approval, as the case may be or will be examined by Planning Department for decision in file.

6. In addition to the stipulations indicated at para – 2 above, the following instructions may also be duly followed while processing for sanction of schemes and proposals before sending the same to the Planning Department to be placed either before the Empowered Sanctioning Committee or to be processed in file :-



7. **Constitution and term of the Departmental Committees:** The process of scrutiny and examination of schemes through the mechanism of the Departmental Committee shall continue to be mandatory for all schemes and projects before their submission to Planning and Finance Departments. All Development Departments are to constitute their Departmental Committees with the Addl. Chief Secretary/ Principal Secretary/Commissioner and Secretary/Secretary of the Department as the Chairman and the respective Heads of Departments, the concerned Financial Advisers, the Planning Officers and the Finance and Accounts Officers of the Department as members. The Member Secretary of the Departmental Committee should be from the Officers of the concerned Department at the Secretariat level not below the rank of Under Secretary. **The Committee can be reconstituted, if necessary, from time to time.** A copy of the orders constituting the Departmental Committees is to be sent to the Planning Department and Finance Department.

8. **Examination and scrutiny of schemes:** All Schemes/Proposals, whether continuing/on-going or new schemes, including Grants-in-aid/ Share Capital contribution/ Financial Assistance / subsidies/ original and revised administrative approvals for works etc. should initially be examined and scrutinized in depth and duly recommended by the respective Departmental Committees for issue of sanction or original / revised administrative approval as the case may be. The Departmental Committee must ensure an in-depth scrutiny of the proposals by examining past performance, item-wise requirement of funds, detailed justification for continuation of the existing scheme, selection of the new scheme or requirement for additional equipments, etc. The exercise of the Departmental Committee should not be of a routine nature and simply clearing of schemes having provisions in the Budget, but should be a need-based one, depending on the justification of each scheme. In particular, the Departmental Committees should review if certain schemes have become redundant and if so, to recommend their termination. The recommendations of the Departmental Committees should be invariably signed by all members present in the Committee's meeting. Each proposal to be submitted to the Planning Department/ Finance Department or placed before the Empowered Sanctioning Committee should be accompanied by the recommendations of the Departmental Committees. ***It may, however, be noted that in case of the proposals for creation of post, purchase of vehicles and creation of capital assets which have been referred back by Planning Department to the concerned Departments in the preceding year without according the necessary clearances on account of lack of budgetary resources, the approval of the Departmental Committee as well as of the Minister in-charge may not be required again while re-submitting the proposal for consideration in the succeeding year provided it does not require revision of estimates.***

9. **Plans, Estimates and Time Schedules:** The Plans and estimates of construction schemes such as roads, bridges, buildings, embankments, stadiums, playgrounds, etc. should invariably be approved by the competent technical authority before submission to the Planning Department for scrutiny and approval. All Departments having construction schemes must ensure that technical clearance is obtained from the P.W.D. before the proposals are placed before the Departmental Committees. The Departmental Committees should ascertain that the plans and estimates of such schemes have been recommended by the P.W.D. before the schemes are cleared by the Committee and processed with the Planning and Finance Departments.



10. In respect of construction schemes implemented by the P.W.D./ P.H.E.D./ U.A.D./ M.G.C.C/ M.E.C.L., which have senior level of technical Officers, the plans and estimates should be approved by these Departments/ Agencies themselves at the appropriate level and the approving authority should also sign in the plans, estimates, drawings etc. It is further stressed, that, **each construction scheme should have an approved Time Schedule and the span of such Time Schedule should not normally be more than 3 (three) years.** The Time Schedule should reflect both financial and physical aspects. An illustrative Time Schedule format is as at **Annexure-VI.**

11. **On-going / Continuing Schemes:** The Departmental Committee may clear continuing schemes which require annual clearance for sanction and implementation inclusive of all items of expenditure under the scheme under the existing Delegation of Financial Power Rules provided the continuing schemes are substantially in conformity with the original sanctioned schemes, subject to availability of budget provision during the year and subject to the expenditure **not exceeding 15(fifteen) percent of the actual expenditure incurred for the scheme during the preceding year.** The Departments may issue sanction and incur expenditure for such schemes within the above limit under intimation to Planning and Finance Departments. Any case of revised administrative approval should invariably be referred to Planning and Finance Departments. In case of requirements exceeding the above ceiling of 15(fifteen) percent, specific approval of Planning and Finance Departments will be necessary. The sanction for such schemes falling under this category should preferably be issued **within the 31st August** every year by the respective Departments. ***In the case of sanction and disbursement of Salaries, the limit of 15(fifteen) percent will not apply but full powers are given to the Departments concerned through their Departmental Committee for sanction and disbursement subject to availability of budget provision during the year.***

12. **Creation of posts:** For creation of new posts, specific approval of Planning and Finance Departments will be necessary. The Departmental Committee may critically examine these proposals and record their views. To facilitate an in-depth exercise to quantify these requirements, the Departments are advised to get the '**Organisational Chart**' statements prepared or updated immediately at the beginning of each financial year in respect of their establishment as per **Annexure- IV** for satisfying themselves that the new posts are essential for implementation of the schemes which can not otherwise be implemented by redeployment of existing staff. The schemes which do not have favourable cost benefit ratio should be discontinued or appropriately restructured. The recommendations of the Departmental Committee are to be invariably forwarded to the Planning Department. All proposals relating to the creation of posts should be submitted to Planning Department by the 15th January each year.

13. **Office and residential buildings:** For construction of new office buildings/ residential quarters or for their renovation/ improvement under any category of schemes, specific approval of Planning and Finance Departments will be necessary. The Departmental Committee may critically examine these proposals and record their views. *With respect to repair and renovation of office and residential buildings, it is necessary that the concerned Departments should obtain a written request for such repairs/ renovation by the occupant(s) of the building which is also to be supplemented by photographs. The written request along with the photographs*

should be placed before the Empowered Sanctioning Committee before approval is accorded to the estimate. Further, on completion of the repair/ renovation works, a written certificate should be issued by the occupant(s) to the effect that the work has been carried out to their satisfaction and this should also be supplemented with photographs.

14. **Vehicles and equipments** : For purchase / replacement of vehicles / equipments, specific approval of Planning and Finance Departments will be necessary. The Departmental Committee may critically examine these proposals and record their views. To facilitate an in-depth exercise to justify these requirements, the Departments are advised to get the '**Over-View**' Statements prepared immediately at the beginning of each financial year in respect of Vehicles and Equipments as per **Annexure- V** for satisfying themselves that these new vehicles / equipments etc. are essential for implementation of the schemes which can not otherwise be implemented by redeployment of existing vehicles / equipments under other schemes. The recommendations of the Departmental Committee may be invariably forwarded to the Planning Department. The purchase / replacement of vehicles / equipments for schemes which do not make economic sense should not be considered in any case. Prior approval of the Chief Secretary and Transport Department should be obtained in all cases relating to purchase/ replacement of vehicles before the proposals are processed for sanction. All proposals relating to the procurement/ purchase/ replacement of vehicles and equipments should be submitted to Planning Department by the 15th January each year.

15. **New Schemes and the Bank of Sanction**: All Development Departments may bear in mind, that, taking up of new schemes should be within the ambit of availability of fund during the time schedule of implementation of the schemes and that by taking up such new schemes, the time schedule for completion of on-going / continuing schemes should not be affected, since adequate thrust and provision of funds should be given to on-going / continuing schemes for their timely completion so as to ensure accrual of benefits at the earliest. ***It may particularly be borne in mind that for schemes involving capital expenditure, the total bank of sanction of on-going schemes and new schemes proposed to be sanctioned should not exceed 3(three) times the funds actually available for the such schemes during the year.*** It is only after taking serious consideration of this aspect that the Departments may process new scheme proposals through the mechanism of the Departmental Committee. Token provisions for schemes in the Budget should be avoided. Only those new schemes/projects which show promise of high returns and which can be completed in a short time or which can lend support and significantly enhance benefits to the existing assets, or schemes for creation of new productive assets with potentials to generate income and employment in the short and long term may be considered.

(a). While submitting the proposals for sanction of **new schemes**, the Departments may indicate **whether the scheme is a State level Scheme or a District level Scheme. In case the scheme is a District Level Scheme, it may be specifically mentioned as to whether the same had been duly recommended by the concerned District Planning**

and Development Council. If so, reference to such recommendations is also to be made. If not, reasons for taking up the proposal without the concerned District Planning and Development Council's recommendations must be clearly stated .

(b). All proposals for **New Schemes** are to be processed through the mechanism of the Departmental Committees and referred to Planning Department on or before the **31st October each year.**

16. **Grant –in-aid Rules/ Subsidy Rules:** All Development Departments should frame Grant-in-Aid Rules/ Subsidy Rules in respect of the Grant-in-Aid Schemes/Subsidy Schemes administered or implemented by them which may be followed only after obtaining the approval of Planning Department and Finance Department. Wherever Rules have not been framed and approved by Planning Department and Finance Department, the Development Departments should submit the proposals for sanction of Grant-in-Aid/Subsidy to Planning Department and Finance Department along with the recommendations of the Departmental Committee. In case of schemes where the Grant in aid rules/ subsidy rules have already been approved by the State Government, these proposals need not be submitted to Planning Department before sanction. However, copy of such sanctions may be forwarded to Planning Department for its record. All Departments are to ensure that grant in aid rules/ subsidy rules should have the mandatory approval of the State Government within a period of three years from the date of the launch of the scheme.

17. **Centrally Sponsored Schemes :** All Development Departments shall consult the Planning Department before submission of any new proposals under the Centrally Sponsored schemes to the Govt. of India. After the Government of India conveyed their approval and released the funds to the State's exchequer, the concerned Department is required to processed promptly through the mechanism of the Departmental Committee and consult Planning Department for issue of the original Administrative Approval in respect of capital works and for the issue of the first sanction only in respect of the schemes falling under the revenue type of expenditure. Seeking the revalidation of the Govt. of India's sanction in respect of schemes sanctioned by them in the preceding years will be required only in cases where the Govt. of India specifically reflects such conditions in their sanctioning letter. In respect of the capital works, once the Administrative Approval are issued, these schemes/ projects become on-going schemes and the concerned Departments may continue implementation on their own, as per availability of funds. Further reference to the Planning Department will be required only in the case of revision of cost and the need to issue revised Administrative Approval. For the Centrally Sponsored Schemes which are of the revenue type of expenditure, once the first sanction is issued with the approval of Planning and Finance Departments, these become continuing schemes and the concerned Departments may make budget provision from year to year in consultation with Finance Department and issue successive sanction on their own depending on the release of funds by the Government of India.

(a) **Central Share of Centrally Sponsored Schemes** :- Full powers are provided to

the Departments for the sanction and release of the Central Share of funds in respect of the on-going/ continuing schemes under the Centrally Sponsored Schemes subject to availability of budget provision and subject to release of funds by the Government of India.

(b) **State Share of Centrally Sponsored Schemes** :- In the case of the matching State's share of the on-going/ continuing Centrally Sponsored Schemes, the Departments are also fully empowered to sanction and incur expenditure subject to the condition that the corresponding Central Share has actually been released by the Government of India and that there is sufficient budget provision for the State's share.

18. **Central Sector Schemes** : The Central Sector schemes are funded by the Govt. of India on 100 percent basis and they do not involve any State's share of expenditure. As such, the issue of administrative sanctions/ administrative approvals may be required only in the case of central funds which are transferred to the State's exchequer and reflected in the State's Budget. Regarding the sanction of **new Central Sector Schemes** the same procedure of processing through the Departmental Committee as in the case of the Centrally Sponsored Schemes should be followed for seeking the clearance of Planning and Finance Departments. For the sanction and release of funds under the on-going / continuing Central Sector schemes, further clearance of Planning Department will not be required and the concerned Departments are empowered to continue implementation, issue the sanction wherever necessary and incur the expenditure on the schemes subject to the actual release of funds by the Govt. of India and subject to availability of budget provision. However, for any case requiring revised sanction / revised administrative approval due to cost escalation or other reasons, the clearance of Planning & Finance Departments should be obtained.

19. **N. E. C. Regional Schemes** : All schemes/ proposals under the NEC Regional Schemes have to be submitted to the North Eastern Council Secretariat through the Planning Department which is the nodal Department. As of now, the North Eastern Council releases 90 percent only of the funds for the schemes/projects approved by them and the rest will have to be borne by the State Govt. The schemes approved by the North Eastern Council have also to be processed through the mechanism of the Departmental Committee for issue of new sanctions/ original and revised administrative approvals and the clearance of Planning and Finance Departments are also to be obtained. For sanction, implementation and incurring of expenditure in respect of on-going/ continuing schemes within the approved parameters, the Departments are empowered to do so subject to actual release of funds by the NEC and subject to availability of budget provision and observance of LOA/LOC instructions issued by Finance Department from time to time. However, for the sanction and release of the State's share to the NEC schemes, specific approval of Finance Department must be obtained and the Planning Department be kept informed. **It may be particularly noted that the NEC schemes/projects of autonomous bodies or Govt. aided or private institutions or NGOs shall be implemented by a State Government Department or agency and the State's share in respect of such schemes/projects should be deposited in a specific head of account to be indicated by Finance Department by**

the autonomous bodies or Govt. aided or private institutions or NGOs.

20. **Schemes under the Non Lapsable Central Pool of Resources (NLCPR)** : All schemes/ proposals under the **Non Lapsable Central Pool of Resources (NLCPR)** have to be submitted to the Ministry of Development of North Eastern Region through the Planning Department which is the nodal Department for the same. As of now, the Ministry of DONER releases 90 percent only of the funds for the schemes/projects they approved under NLCPR and the rest will have to be borne by the State Govt. On receipt of the sanction and release of funds from the Ministry of DONER in respect of NLCPR projects, the Planning Department issues prompt advice to the concerned Department(s) to process for administrative sanction and to implement the project without any delay in consultation with Finance Department. The schemes approved by the Ministry of DONER and duly communicated and advised by the Planning Department have also to be processed by the concerned Departments for issue of administrative approvals through the mechanism of the Departmental Committee and the clearance of Finance Departments should also to be obtained. For sanction, implementation and incurring of expenditure in respect of on-going/ continuing schemes within the approved parameters, the Departments are empowered to do so subject to actual release of funds by the Ministry of DONER and subject to availability of budget provision. However, for the sanction and release of the State's share of NLCPR schemes/ projects, specific approval of Finance Department must be obtained and the Planning Department be kept informed. **It may be particularly noted that the NLCPR schemes/projects of autonomous bodies or Govt. aided or private institutions or NGOs shall be implemented by a State Government Department or agency and the State's share in respect of such schemes/projects should be deposited in a specific head of account to be indicated by Finance Department by the autonomous bodies or Govt. aided or private institutions or NGOs.**

21. **Scholarships** – Full powers are entrusted to the Departments for sanction and disbursements of any type of approved scholarships or stipends under Centrally Sponsored Schemes/ N.E.C. Schemes subject to availability of funds and budget provision. A copy of the sanction of such scholarships should be forwarded to Planning Department for its records.

The receipt of this communication may kindly be acknowledged

Yours faithfully,

(Y. Tsering)
 Chief Secretary,
 Government of Meghalaya.

Memo No. PLR.35/97/143 - A

Dated Shillong, the 9th June, 2017.

Copy forwarded to :-

1. The Private Secretary to the Chief Minister, Meghalaya for favour of information of the Chief Minister.
2. The Private Secretary to the Minister i/c...../ Minister of State i/c.....for favour of information of the Minister/Minister of State.
3. Personnel & A.R (A)/ Personnel & A.R. (B) / Law Department for information and necessary action.
4. Finance (EC-I) Department/ Finance (EC-II) Department/ Finance (B) Department/ Finance (EA) Department / Finance (E) Department/ Finance (AF) Department/ for information and necessary action.
5. Programme Implementation & Evaluation Department for information and necessary action.
6. All Deputy Commissioners for information and necessary action.
7. The Joint Secretary/ Deputy Secretary/ Under Secretary, Planning Department for necessary action.
8. All District Planning Officers for information and necessary action.
9. All Financial Advisers/ Financial Account Officers / Planning Officers of Departments for information and necessary action.
10. The Special Officer & Ex-officio Under Secretary, Meghalaya State Planning Board for information.
11. All Planning Officers/Research Officers/Assistant Research Officers/Research Assistants, Planning Department for necessary action.
12. Guard File of Planning Department.

By order etc.

Special Officer & ex-officio
Deputy Secretary to the Government of Meghalaya,
Planning Department.

ANNEXURE - I

GENERAL FORMAT INDICATING THE AMOUNT SANCTIONED BY THE DEPARTMENT AS ON _____ (date).

Name of the department

(Rs. in lakhs)

Sl. No.	Budget provision during the year	Amount sanctioned under D.F.P. Rules	Amount sanctioned through Files	Amount sanctioned through ESC	Total amount sanctioned (3+4+5)	Remarks
1	2	3	4	5	6	7

**** The expenditure sanctioned under DFP includes all sanctions relating to salaries, ongoing projects and continuing schemes.**

ANNEXURE – II**GENERAL FORMAT FOR SUBMISSION OF DIFFERENT CATEGORIES OF DEVELOPMENT SCHEMES TO PLANNING DEPARTMENT:****Department/ Sector** :

1. Title of the Scheme
(Indicate whether State / Centrally Sponsored / Central Sector / N.E.C./N.L.C.P.R. Schemes):
2. Budget Provision during the year 20_____ - Rs. lakhs
vide Page No _____ Volume _____
 - (a) Amount earmarked for Development Expenditure – Rs. lakhs
 - (b) Head of Account
 - (c) New/Continuing Scheme.....
 - (d) If continuing scheme, sanction letter & date and amount (in the preceding year).
 - (e) If the proposal is for Revised Administrative Approval, copy of the original Administrative Approval should be enclosed.
3. State whether State level/District level scheme –
4. Objectives of the scheme (200-250 words) :
5. Cost components of the scheme :
 - (a) Manpower (Salaries/TA etc).
 - (b) Office expenses (Stationery/telephones etc.)
 - (c) POL/Maintenance of vehicles
 - (d) Buildings (Construction/Improvement/Renovation)
 - (e) Land (Cost of acquisition etc.)
 - (f) Materials required and cost
 - (g) Wages (of casual/temporary labour etc.)
 - (h) Equipment
 - (i) Subsidy/grant-in-aid etc.
 - (j) Other elements (specify details).
6. Performance in preceding years. (Indicate impact/response to the scheme).
7. Has the scheme been evaluated by any external agency? If so, what were the findings?
8. If the scheme is a centrally sponsored or central sector scheme; the central share of funds received in full or part may be indicated along with copies of relevant sanctioning letters issued by the Government of India. If the sanction lapsed, whether it has been revalidated during the year of submission of the proposal to Planning Department? Copies of revalidation letter to be enclosed.
9. If the scheme is an N.E.C. regional scheme /N.L.C.P.R scheme / Article 275 (1), whether funds have been received from the N.E.C. or the Ministry of DONER ? Copies of the sanctioning letter from the N.E.C. / Ministry of DONER be enclosed.

10. If the scheme is being assisted / funded under Externally Aided Project, whether sanction from the Ministry have been received? Please also indicate the sharing pattern of the funding. Copies of the sanctioning letter from the Ministry be enclosed.
 11. Linkage with other schemes.
 12. Loan component, if any.
 13. Posts – If there is a proposal for creation of new post / posts, please as the no. of existing posts as per the statement at **Annexure III**.
 14. Vehicles. (If there is a proposal for purchase of new vehicles, please add an inventory of existing vehicles as per statement at **Annexure IV**.
- N. B. For all types of construction works like Roads, Bridges, Buildings, Embankments, Stadiums, Playgrounds etc. a Time Schedule as per specimen format at **Annexure – VI** should also be invariably enclosed.

ANNEXURE – III**Overview statement for submission of schemes/ proposals before the Empowered Sanctioning Committee**

1.	Name of the Schemes	
2.	Head of Account	
3.	Whether State / CSS/ NEC/ NLCPR	
4.	Whether New/ Continuing Schemes	
5 (a)	Budget Provision	
5 (b)	Of which, earmarked for Development Expenditure.	
6.	Amount required to be sanctioned [₹ lakh]	
7.	Highlights of the Proposal	

ANNEXURE – IV**Overview Statement - Establishment**

Particulars of Posts.	Total No. of existing post at the end of March	Total No. of posts vacant at the end of March	Posts proposed during.....	
			No.	Annual financial implication (in lakhs)
1	2	3	4	5

ANNEXURE - VITIME SCHEDULE

(SPECIMEN FORMAT FOR ALL TYPES OF CONSTRUCTION WORKS LIKE ROADS, BUILDINGS, BRIDGES, EMBANKMENTS, POWER AND IRRIGATION DAMS, CANALS, STADIUMS, PLAYGROUNDS, ROPEWAYS, ETC.).

Name of Department/Sector :

Title of the Project :

Estimated cost :

Budget provision during the year :

Items of work	Estimated Cost	Expenditure till _____ (date) in case of revised estimate	Target for the year _____		Target for the year _____		Target for the year _____	
			Financial	Physical	Financial	Physical	Financial	Physical
1	2	3	4	5	6	7	8	9