

**GOVERNMENT OF MEGHALAYA  
PLANNING DEPARTMENT**

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NO. PLR.35/97/103

Dated Shillong, the 26<sup>th</sup> October, 2010.

From: Shri W.M.S. Pariat, IAS,  
Chief Secretary to the Government of Meghalaya,  
Shillong.

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: Modified Standing Instructions regarding sanction and implementation of Plan Schemes from the year 2010-11 onwards.**

Sir,

I am directed to say that the **Standing Instructions regarding sanction and implementation of Plan Schemes from the year 1998-99 onwards** as contained in this Department's circular No.PLR.35/97/20 dated 21.05.1998 have by and large systematized the process of sanction and implementation of plan schemes through the mechanism of the Departmental Committees during these years. However, with the passage of time, a number of changes have evolved and new development schemes/ programmes have been introduced, thus, necessitating our close review on the principle and practice of examination, scrutiny, sanction and implementation of schemes in the context of the present ground realities. As such, in supersession of the above mentioned circular including other subsidiary circulars in this regard, the **Modified Standing Instructions** to be effective from the year 2010-11 onwards are hereby issued as in the following paras for necessary compliance by all Development Departments until fresh instructions are issued by the Planning Department in this regard.

2. **Constitution and term of the Departmental Committees:** As practiced in the past, the process of scrutiny and examination of plan schemes through the mechanism of the Departmental Committee shall continue. Each Development Department is to constitute a Departmental Committee 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 term of the Departmental Committee shall expire on the afternoon of the 31st March each year.** A copy of the orders constituting the Departmental Committees is to be sent to the Planning Department and Finance Department.

3. **Examination and scrutiny of schemes:** All Plan 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 may ensure serious 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 based on use and current availability 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. It is, therefore, stressed that the Departmental Committees may carry out in-depth exercise in scrutinizing the need of the expenditure proposed for each component of the scheme guided by the '**Over-View**' statements and '**CheckLists**' and record their views accordingly. This may be done without fail. 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. The Planning Department shall not honour the recommendations of the Departmental Committees which have not been signed by all members present in the meeting. Each proposal to be submitted to the Planning Department/ Finance Department should be accompanied by the recommendations of the Departmental Committees. The Departments may bear in mind that while submitting proposals to the Planning & Finance Departments, spare copies of the recommendations of the Departmental Committees be kept in the concerned Files, so that one copy of the same may be retained by each of these Departments at the time of their examination of the proposals.

4. **Common Format** : The Secretaries and Heads of Departments should personally guide and finalise proposals to make sure that the proposals actually meet the intended objectives and that the project costs are realistic. To help the implementing agencies to formulate projects on a common format, a specimen format is enclosed in **Annexure-II**. While the format seeks to draw the attention of the implementing agencies to certain key parameters, the format may be suitably modified to suit the requirements of individual sectors and programmes. At the stage of placing schemes before the Departmental Committee, care should be taken to use this format with such modifications as may be necessary. The information furnished in the format should also be submitted along with the scheme proposed for sanction to Planning Department.

5. **Plans, Estimates and Time Schedules:** The Plans and estimates of construction schemes like 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. A number of Development Departments not having high level of technical Officers to approve their plans and estimates have constituted their respective Technical Boards to give technical clearance to their construction Schemes. The Departmental Committees of the Departments having Technical Boards may ensure that the plans and estimates in respect of Construction Schemes recommended by them for sanction have got the clearance of the Technical Board(s) concerned. The minutes of the Technical Board(s) containing their clearance in respect of the schemes should be signed by all members present in the Board's meeting and technical clearance not signed by all members of the Technical Boards present in the meeting will not be honoured by the Planning Department. In respect of the construction schemes implemented by the P.W.D./ P.H.E.D./ U.A.D./ M.G.C.C which have high 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. A Specimen Time Schedule format is as at **Annexure-IX.**

6. **On-going / Continuing Schemes under the State Plan:** The Departmental Committee may clear continuing schemes under the State Plan 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 State Plan 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 31<sup>st</sup> August** every year by the respective Departments. ***In the case of sanction and disbursement of Salaries under the State Plan, 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.***

7. **Creation of posts under Plan** : For creation of new posts under New/ On-going/Continuing Schemes, 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**' and '**Over-View**' Statements prepared or updated immediately at the beginning of each financial year in respect of Establishment as per **Annexure-III and 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 under other schemes. The schemes which do not make economic sense should be halted or deferred. The recommendations of the Departmental Committee may be invariably forwarded to the Planning Department.

8. **Office and residential buildings:** For construction of new office buildings/ residential quarters or for their renovation/ improvement under any category of plan schemes, 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 or updated immediately at the beginning of each financial year in respect of their departmental buildings as per **Annexure- V** for satisfying themselves that these new buildings or the renovation / improvement of existing buildings are essential to facilitate implementation of the schemes which can not otherwise be implemented by using of existing buildings. The recommendations of the Departmental Committee may be invariably forwarded to the Planning Department. The construction of buildings for schemes which do not make economic sense should be halted.

9. **Vehicles and equipments** : For purchase / replacement of vehicles / equipments under New/ On-going/ Continuing Schemes, 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- VI** 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.

10. **New Schemes and the Bank of Sanction:** All Development Departments may bear in mind, that, taking up of new schemes should be within the visible availability of plan funds during the time schedule of implementation of the schemes and that by taking up such new schemes the time schedule of 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 nature of works, the total bank of sanction of on-going schemes and new schemes proposed to be sanctioned should not exceed 3(three) times the plan 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.**

11. **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.

12. **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 to 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.

13. **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.

14. **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 State's share in respect of the NEC schemes/projects of autonomous bodies or Govt. aided or private institutions or NGOs should be provided by the autonomous bodies or Govt. aided or private institutions or NGOs themselves .**

15. **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 State's share in respect of the NLCPR projects of autonomous bodies or Govt. aided or private institutions or NGOs should be provided by the autonomous bodies or Govt. aided or private institutions or NGOs themselves .**

16. **Scholarships** – Full powers are entrusted to the Departments for sanction and disbursements of any type of approved scholarships or stipends under the State Plan/ Centrally Sponsored Schemes/ N.E.C. Schemes subject to availability of funds and budget provision.

17. **I/D Note in Files containing proposals submitted to Planning Department** : All Development Departments may note that while submitting proposals to Planning Department their I/D Note made in the File containing the proposal should reflect the purpose and objectives of the schemes including financial implications and actual fund provisions available in the Budget for

implementing the scheme during the financial year. Hence, it is emphasized that a self-contained note in duplicate be accompanied with the proposals, highlighting the physical and financial aspects and other essential information relating to the scheme to facilitate quick scrutiny and disposal of the scheme by Planning Department. It may also be noted that proposals/schemes without the accompanying Note may not be honoured by the Planning Department.

18. **Re-appropriation proposals** : All proposals requiring diversion or re-appropriation of plan funds from one District to another or from one scheme to another will require Planning Department's clearance as well as concurrence of Finance Department after the same have been cleared by the Departmental Committee and approved by the Minister of the concerned Department. It may be noted that proposal for diversion or re-appropriation of Plan funds should also be accompanied with a self-contained note (in duplicate) clearly clarifying reasons for non-requirement of fund in respect of the scheme from which diversion/re-appropriation is proposed and adequate justification diversion/re-appropriation to another scheme is to be made. The following information are also to be furnished (in duplicate) with regard to the scheme to which diversion/ re-appropriation is proposed :-

- (i) Year of concurrence of Planning and Finance Departments of the schemes to which and from which diversion/re-appropriation of funds is proposed.
- (ii) Date of issue of A/A or sanction with estimated amount of the schemes.
- (iii) Expenditure incurred upto date on the scheme.
- (iv) Current Year's provision made in the Budget for the scheme.
- (v) Up-to-date total plan expenditure incurred by the Department against the approved outlay for the year.
- (vi) Generally no diversion/ re-appropriation should be made from the Loan and EAP Component of any scheme. However, consequent on the revision of Annual Plans during the later part of the year based on more realistic assessment of the inflow of plan resources, **diversion/re-appropriation from the Loan and E.A.P. Components could be proposed to the Finance Department only with the prior and specific approval of Planning Department.**

19. **Involvement of FAs/FAOs**: It should be noted that the FAs /FAOs of the Department(s) should be involved right from the time of preparation of the detailed Plan Budget of the Department(s) and that their advice in respect of every proposal on Plan schemes/proposals is mandatory and in case of difference of opinion between the Administrative Department/ Head of Department and the Finance Officers, the matter should be referred to Finance Department for decision.

20. **Nature of examination and scrutiny in the Planning Department**: It may be stated that the examination and scrutiny in the Planning Department is mainly of an economic nature. Technically it is for the Department concerned to satisfy itself about the feasibility of the proposal. As regards the economic aspects of the proposal, the Planning Department generally studies the following points :-



- (a) How the schemes contribute to the overall Scheme and the objectives- the State Plan? To assess this, it is necessary to. Consider the contribution of the Scheme along with the departmental Plan as a whole to the overall State Plan objectives. Only against this backdrop can tile utility of the individual scheme or proposal be assessed.
- (b) Whether a proper perspective has been visualized in respect of the schemes/projects and whether the schemes/projects have been drawn up in its totality along with indication of the Time Schedule and the phases of their implementation.
- (c) Whether the utilisation of scarce resources like financial resources, skilled manpower and scarce materials is being done in the most economical manner? This would mean either achieving the state objectives through the use of a lesser amount of the above resources or achieving higher physical targets with the use of the same resources. It is for this reason that the Planning Department goes into the question of additional staff, equipments, grants-in-aid, subsidies, revision of costs etc. very carefully.
- (d) Whether the implementation of the schemes/projects is being managed, properly so as to avoid unnecessary delay, time over-run and cost escalation.

*The above considerations imply that there has to be a convergence between plan objectives set in broad terms in the Plan document and departmental objectives which, wherever possible, are to be quantified into physical targets.*

21. **Prompt clearance of Plan schemes and their effective implementation:** As Government attached high priority to timely and prompt clearance of Plan schemes and their effective implementation, the Departments are advised to commence the work of the Departmental Committee immediately at the beginning of each financial year and to adhere to time schedule indicated in the following. In case of any difficulty, the Departments are free to seek clarification/assistance from the Planning Department.

22. **Time Schedule for submission of proposals :** The time schedule for submission of Plan proposals to the Planning Department during each financial year and the formats in which the information in respect- of the proposals are required to be furnished are indicated below :-

**I. Continuing/On-going State Plan Schemes :-**

The sanction in respect of Continuing/On-going schemes under the State Plan as per para - 6 above may be issued by the respective Departments themselves under the Delegation of Financial Power Rules after the examination of the Departmental Committees. The sanction of these categories of schemes should be completed preferably within the **31st August** each year and the list of such schemes with relevant details like sanctioned amount, budget provision available, etc. should be furnished to Planning and Finance Departments in a format as at **Annexure -I** so as to reach these Departments at the latest by the **10<sup>th</sup> September** each year.

**II. New Schemes/Revised A/As under the State Plan :-**

The schemes under these categories should be submitted to the Planning Department within the **31<sup>st</sup> October each year** with the recommendations of the Departmental Committee. The proposals of these categories of schemes should be accompanied by the information to be furnished in the format as at **Annexure - II**. in respect of schemes for the construction of buildings, like office buildings and quarters, information in the format as at **Annexure - VI** should also be furnished in addition to **Annexure - II**.

**III. Creation of Posts :-**

All proposals for creation of posts should be accompanied by information to be furnished as per formats at **Annexures - II, III and IV** and should be submitted to the Planning Department within the **30<sup>th</sup> November** each year after the recommendation of the Departmental Committee.

**IV. Purchase of vehicles/machineries/equipments:-**

All proposals for purchase of vehicles/machineries/equipments, etc. including replacement thereof should be submitted to the Planning Department within the **30<sup>th</sup> November** each year with the recommendations of the Departmental Committee. The proposals should be accompanied by information to be furnished as per formats at **Annexures - II and V**.

**V. Centrally Sponsored /Central Sector / N. E. C. / N.L.C.P.R. Schemes :-**

*No date is fixed for submission of these categories of schemes in respect of the Central's / N.E.C's share of funds. However, the Departments are advised to take prompt action and to submit their proposals within 10(ten) days from the date of release of the funds by the Govt. of India/ NEC. However, in respect of the State's Share of funds the proposals should be submitted to the Planning Department with the recommendations of, the Departmental Committee. The proposals for Centrally Sponsored / Central Sector/ N.E.C./ N.L.C.P.R. Schemes should be accompanied by information furnished in the formats as at **Annexures - II and VII**. **In respect of N.E.C./ N.L.C.P.R. Schemes, only Annexure - II is essential.***

**VI. Diversion/Re-appropriation of Funds :-**

All proposals for diversion or re-appropriation of funds should be submitted to Planning Department **within the 31st January each year** after attending to points in para-18 (i) to (vi) after the recommendations of the Departmental Committee.

**23. Checklists :-**

Suggestive checklists to guide the Departments in preparing the proposals for sanction of different categories of Plan schemes are indicated at **Annexure - VIII**. These checklists may be looked into by the Departmental Officers and also by the Departmental Committees while examining and recommending the proposals to the Planning Department. However, these checklists are not exhaustive and the concerned Departments may add to or improve the same for the best interest of the Schemes/Projects. It may be noted that all the checklists as indicated are not required to be submitted with all proposals submitted to Planning Department, but only those checklists which are relevant to the proposal, eg. checklist on vehicles need not be sent when the proposal relates to sanction of posts.

**24. Minister's approval to the schemes :**

All Departments are advised that **approval of Minister-in-charge is essential in respect of any scheme** to be submitted to Planning Department **the cost of which is Rs.7.00 Lakhs and above. However, the Departments may seek the approval of concerned Minister for schemes with costs of below Rs.7.00 Lakhs also if considered essential.** In the case of **diversion or re-appropriation of funds, the approval of Minister-in-charge is to be obtained first before submission to Planning Department.**

The receipt of this communication may kindly be acknowledged

Yours faithfully,



(W.M.S. Pariat)

Chief Secretary to the Government of  
Meghalaya,  
Shillong.

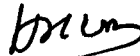
Memo No. PLR.35/97/ 103 -A

Dated Shillong, the 26<sup>th</sup> October, 2010.

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. The Private Secretary to the Parliamentary Secretary i/c ..... for favour of information of the Parliamentary Secretary.
4. The Agricultural Production Commissioner, Meghalaya for favour of information.
5. Personnel & A.R (A)/ Personnel & A.R. (B) / Law Department for information and necessary action.
6. 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.
7. Programme Implementation & Evaluation Department for information and necessary action.
8. All Deputy Commissioners for information and necessary action.
9. The Joint Secretary/ Deputy Secretary/ Under Secretary, Planning Department for necessary action.
10. All District Planning Officers for information and necessary action.
11. All Financial Advisers/ Financial Account Officers / Planning Officers of Departments for information and necessary action
12. The Special Officer & Ex-officio Under Secretary, Meghalaya State Planning Board for information.
13. All Planning Officers/Research Officers/Assistant Research Officers/Research Assistants, Planning Department for necessary action.
14. Guard File of Planning Department.

By order etc.



(H. B. Dkhar)

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

**ANNEXURE - I****STATE PLAN SCHEMES INCLUDING SALARIES, OFFICE EXPENSES  
ETC. SANCTIONED BY THE DEPARTMENT UNDER DELEGATION OF  
FINANCIAL POWER RULES DURING THE YEAR .....**

Name of the department .....

**(Rs. in lakhs)**

Sl. No.	Name of the Scheme	Budget provision during the year	Amount sanctioned under D.F.P. Rules	Remarks
1	2	3	4	5

**ANNEXURE – II****GENERAL FORMAT FOR SUBMISSION OF DIFFERENT CATEGORIES OF PLAN SCHEMES TO PLANNING DEPARTMENT:**

Department/ Sector : .....

1. Title of the Scheme  
(Indicate whether State Plan / Centrally Sponsored / Central Sector / N.E.C./N.L.C.P.R. Schemes):
2. Budget Provision :  
during the year ..... Page No ..... Volume .....
  - (a) Head of Account.....
  - (b) Amount provided Rs..... lakhs
  - (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 or N.L.C.P.R scheme, 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. Linkage with other schemes.
11. Loan component, if any.
12. Vehicles. (If there is a proposal for purchase of new vehicles, please add an inventory of existing vehicles).

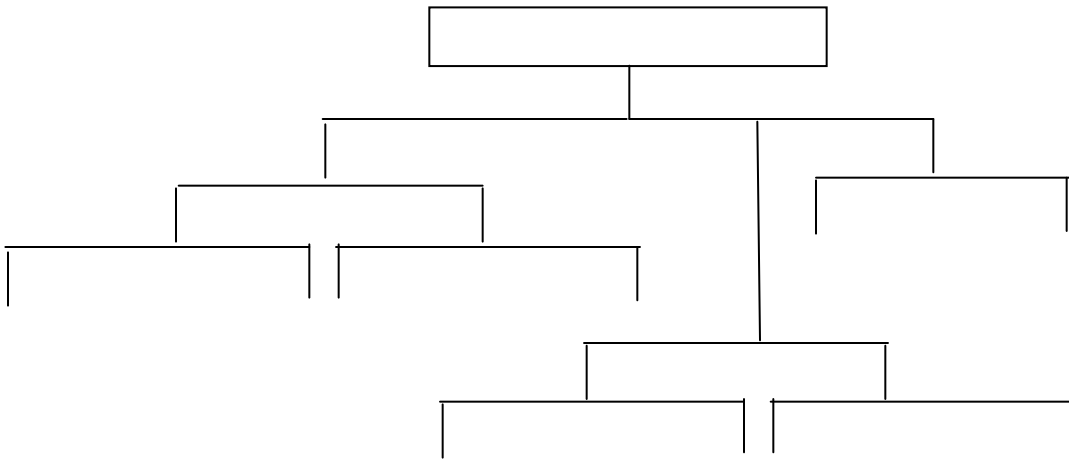
N. B. For all types of construction works like Roads, Bridges, Buildings, Embankments, Stadiums, Playgrounds etc. a Time Schedule as per specimen format at **Annexure – IX** should also be invariably enclosed.

**ORGANISATION CHART**

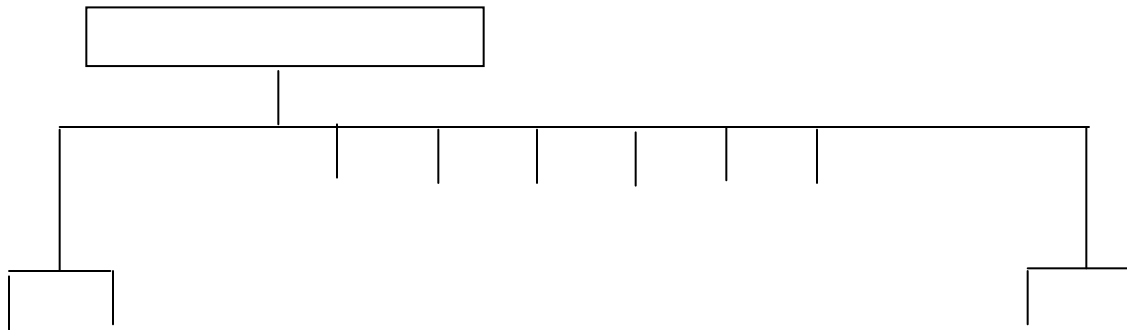
(as on 1<sup>st</sup> April of the year .....)

Department/Agency .....

**(STATE LEVEL)**



**(District/Local Level)**  
(for each district/unit)  
Head of District Office



(Please include all categories of manpower-technical, administrative, finance/account, clerical, drivers, cleaners and other supporting elements).



**ANNEXURE - IV****Overview Statement - Establishment**

Particulars of Posts.	No. existed at the end of March			No. of posts vacant at the end of March			Posts proposed during..... under Plan	
	Plan	Non-Plan	Total	Plan	Non-Plan	Total	No.	Expenditure thereof
1	2	3	4	5	6	7	8	9

ANNEXURE - V**Overview Statement; Buildings (Office Buildings, Quarters, etc.)**

Name of the Department :

Particulars of Buildings existed as on 1st April _____	Particulars of Buildings utilised as on 1st April _____	Particulars of Buildings not utilised as on 1st April _____	Particulars of Additional Buildings required Or Renovation/ Improvement required	Cost of Additional Buildings required Or Renovation / Improvement required	Amount required During the Year	Remarks
1	2	3	4	5	6	7

**Overview Statement - Vehicles/Equipments**

(Rs in lakhs)

Particulars of Vehicles/ Equipments	No, existed at the end of March .... (Year)		Year..... Proposed for replacement under Plan		Year Proposed for additional new vehicles under Plan		Total of Columns 5 & 7 (Rs. lakhs)
	Plan	Non-Plan	No.	Cost	No.	Cost	
1	2	3	4	5	6	7	8

N.B. :- In addition to this, all proposals for construction of Buildings will have to be accompanied by a Time Schedule as per specimen format at Annexure - IX.



CHECKS LISTS**A. PROPOSALS FOR CREATION OF NEW POSTS:-**

- (i) Have you examined the objectives of the schemes for which additional posts have been sought?
- (ii) Have you examined the duties, functions and work load of the existing staff?
- (iii) Have you examined the functional chart and the organisational chart of the existing staff in the Department?
- (iv) Have you assessed the additional physical target proposed to be achieved by the additional staff?
- (v) What is the financial implication of the proposal including committed liability?
- (vi) Is there adequate budget provision to meet the expenditure on the proposed new posts?
- (vii) Is there any special pay proposed for the new posts and does it satisfy the provisions of Fundamental Rules and Subsidiary Rules (F.R. and S.R) ?
- (viii) Is there any deviation in the scale of pay proposed for the post?
- (ix) Have you examined the possibilities of utilising the services of the existing, including normalised staff, for the new works?
- (x) Has the job been properly specified with due regard to its job content?. Would a suitable person be available from within the Department or would have to be recruited from the open market,?
- (xi) Have existing vacant posts of similar nature been filled up?
- (xii) Have you taken up appropriate steps for training the existing staff to take over the job?
- (xiii) Have you examined whether the proposed additional target could be-fulfilled by the existing functionaries by an upward revision of the work-load norms?

**B. PROPOSALS FOR PURCHASE OF NEW VEHICLES:**

- (i) Have you examined the condition of the existing vehicles-Cars, trucks, buses, etc.?

- (ii) Have you assessed the number of condemned vehicles?
- (iii) Have you examined the utilisation capacity of the existing vehicles?
- (iv) Have you initiated to condemn the old and un-serviceable vehicles?
- (v) What is the financial implication of the proposal?
- (vi) Whether provision exists in the current year's budget?
- (vii) Have you examined any alternative modes of transport like motor cycles, scooters, mopeds, etc?
- (viii) Have you examined the possibility of utilising the existing fleet more fully?
- (ix) Have you considered the economic viability, durability and serviceability of the vehicle proposed in the long run ?

**C. PROPOSALS FOR PURCHASE OF STORES, EQUIPMENTS ETC.**

- (i) Have you examined the existing position of the stores, equipment etc.?
- (ii) Have you constituted a purchase Board for purchase of stores, equipments etc?
- (iii) Have you taken steps to sell the un-serviceable stores & equipments by public auction ?
- (iv) Whether Government of India or any other agency will supply such stores, equipments, etc ?
- (v) Have you examined the possibilities of utilising the existing stores & equipments in the Department ?
- (vi) Have you examined the possibilities of repairing the existing un-serviceable stores and equipments ?
- (vii) Have you examined the necessity and the full utilisation of capacity of existing machinery in the case of purchases of items like bulldozers, Road Rollers, tractors, etc. ?
- (viii) Whether steps have been taken to locate covered space/building to install the machinery ?
- (ix) What is the financial implication of the proposal ?
- (x) Whether adequate provision exists in the Budget ?

- (xi) Have you examined the criteria and norm in estimating the proposed need ?
- (xii) Have you drawn up an Action Calendar for the delivery of stores to the destination ?
- (xiii) Have you examined whether the existing stores have served the requisite time span ?
- (xiv) Have you examined whether improvisation is possible for the spare parts which are not ordinarily available ?

**D. PROPOSALS FOR CONSTRUCTION AND RENOVATION OF BUILDINGS :**

- (i) Have you examined the utilisation of existing buildings ?
- (ii) Have you assessed the requirement of additional buildings ?
- (iii) Whether land is to be acquired or khas land is available ?
- (iv) If the land is to be acquired, whether land acquisition proceedings have been started ? If not, when will they be started ?
- (v) Have you taken into account- the cost of improving the land after acquisition?
- (vi) Have you examined the valuation of land ?
- (vii) Whether plans and estimates have been prepared ?
- (viii) Have you examined whether the building will be completed as per time schedule ?
- (ix) Whether cost of acquisition of land has been included in the estimate ?
- (x) What type of building is to be constructed ?
- (xi) Whether the essential materials like C.I. Sheets, Cement, etc. are available ?
- (xii) Are the rates quoted in accordance with the prescribed rate of the Government?
- (xiii) What is the financial implication on the proposal ?
- (xiv) Whether fund exists in the budget to meet the expenditure ?
- (xv) Have you examined the requirement of funds over the plan period ?
- (xvi) Whether it will be possible to meet the expenditure within the probable cost from the Plan provision ?
- (xvii) Whether it would not be cheaper in the long run to hire a building ?

**E. PROPOSALS FOR PLAN SCHEMES FOR PRODUCTION PURPOSE :**

- (i) What is the objective of the scheme ?
- (ii) Does it fit in the broad objectives of the State Plan/National Plan ?
- (iii) Whether it is a -
  - (a) Continuing Scheme;
  - (b) New Scheme;
  - (c) Non-Plan Scheme;
  - (d) Centrally Sponsored Scheme;
  - (e) Central Sector Scheme;
  - (f) North Eastern Council or N.L.C.P.R. Scheme ?
- (iv) What is the physical target laid down ?
- (v) Whether programme structure has been drawn up ?
- (vi) What is the financial implication of the scheme ? Is fund available in the budget for the purpose ?
- (vii) How the scheme will affect production ?
- (viii) What is the expected economic benefit of the scheme ?
- (ix) What is the relationship of the scheme with other departmental schemes and schemes of other concerned departments ? Have these links been explicitly established and the time schedule of the other schemes coordinated with the time schedule of the scheme under consideration ?
- (x) Have you reviewed the earlier schemes of same nature and evaluated their achievements ?
- (xi) If so, have you adopted corrective measures accordingly ?
- (xii) Have you examined if the proposed scheme is economically the best among the various alternatives considered ?

**F. PROPOSALS FOR PLAN SCHEMES FOR PROMOTIONAL PURPOSES :**

- (i) Have you examined the objectives of the scheme ?
- (ii) What is the physical target of the scheme, if any ?
- (iii) Whether programme structure has been drawn up ? How does the scheme fit into the programme structure ?
- (iv) What is the financial implication of the scheme ?
- (v) Whether adequate provision exists in the budget to meet the expenditure ?
- (vi) How the scheme will benefit the State ?
- (vii) What are the inter-departmental and intra-departmental linkages (ix of 'E') ?
- (viii) Have you reviewed the earlier schemes of similar nature ?
- (ix) If so, have you adopted corrective measures accordingly ?



**G. PROPOSALS FOR GRANT-IN-AID SCHEMES :-**

- (i) Why the grant-in-aid has been proposed ?
- (ii) Have you examined the objective of the scheme ?
- (iii) What is the name of the institution to be benefited ?
- (iv) What is the amount proposed for grant ?
- (v) Whether the institution receiving the grant has drawn up a satisfactory scheme?
- (vi) In what way the scheme of the institution will benefit the State ?
- (vii) Have you examined the scheme as to how it fits in with objectives of the department and its programme structure ?
- (viii) Are you satisfied with the performance of the institution receiving the grant ?
- (ix) Have you examined the utilisation certificates from the institutions receiving grants in the past ?
- (x) Have you examined the Government rules, orders etc., regarding sanction of grant-in-aid ?
- (xi) Have you examined the Accountant General's objections to grant-in-aid given in previous years ?
- (xii) Have you taken appropriate steps to rectify the defects, in any ?
- (xiii) Have you reviewed the earlier schemes of similar nature and evaluated its achievements ?
- (xiv) If so, have you adopted corrective measures accordingly ?
- (xv) What is the financial implication of the proposal ?
- (xvi) Whether budget provision exists to meet the expenditure ?

**H. PROPOSALS FOR SHARE CAPITAL CONTRIBUTION:-**

- (i) Have you examined the objectives of the institution to whom share capita! is proposed to be given ? .
- (ii) Are you satisfied with the performance of the institution ?
- (iii) Has the institution drawn up its Annual Plan and perspective Plan ?
- (iv) Have you examined the plans of the institution and how they fit into the programme structure of the department ?
- (v) Do the schemes drawn up by the institution provide for flow back of funds in the future ?
- (vi) If there is a flow back, after how many years will it start ?
- (vii) If there is no flow back, what is the benefit accruing to the department from the institution's work ?
- (viii) What is the amount proposed for share capita! ?
- (ix) Is there adequate budget provision to meet the expenditure ?
- (x) Have you examined the profit and loss account and the balance-sheet of the institution ?
- (xi) What it the working capital requirement of the institution ? How is it proposed to be met ?
- (xii) Have the estimated requirement of funds being given quarter-wise ?
- (xiii) Is the funds requirement consistent with the physical programme of the Institution ?
- (xiv) Have the details of the authorised subscribed and issued capital been furnished?
- (xv) Have you examined the ratio of capital to loan in the context of the overall functioning of the Corporation / Company ?

**I PROPOSALS FOR RE-APPROPRIATION:-**

- (i) Do you agree with the re-appropriation proposal ?
- (ii) Why the additional fund is required ?
- (iii) Have you examined the reasons for saving of the fund ?
- (iv) Have you examined as to how the physical target of the scheme will be achieved ?

**ANNEXURE - IX****TIME 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	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

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Total :-

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