

GOVERNMENT OF MEGHALAYA

PLANNING DEPARTMENT

No. PLR..32/2010//Pt/26

Dated Shillong the 30th May, 2019

To

1. All Heads of Administrative Departments
2. All Heads of Departments

Subject . Standard Operating Procedures in respect of schemes under Rural Infrastructure Development Fund (RIDF)

Sir/Madam,

I am directed to say that for the smooth implementation of schemes funded by NABARD under Rural Infrastructure Development Fund (RIDF) a Standard Operating Procedures (SOP) for submission of schemes and drawal of funds has duly been prepared for guidance of the implementing Departments. Further, Departments are requested to strictly comply with the instructions contain therein.

1. Submission of schemes/projects : The proposal(s) proposed to be funded under RIDF must be submitted to Planning Department latest by 15th June every year or as otherwise instructed. Such proposal(s) must be approved by the concerned Minister in-charge before submission to Planning. The proposal must be accompanied by a Detailed Project Report duly approved by competent technical authority.
2. Accordinging Administrative Approval : Once project(s) are sanction by NABARD, concerned Department must immediately submit proposal in file to Planning/Finance for according Administrative Approval as per Standing Instruction of Planning Department. (NABARD mandated that a copy of the Administrative Approval must be submitted within 30 days from the date of sanction).
3. Phasing of project(s) : Projects(s) sanctioned under RIDF are to be completed within a stipulated time frame fixed by NABARD, which normally ranges from 3 to 5 years depending on the type of project. In case project(s) cannot be completed within the approved timeline, implementing Department must move proposal for extension of the phasing period of the project.
4. Grounding of projects : Project(s) sanctioned by NABARD must be implemented within 18 months from the date of sanction. If not grounded within this period, such project(s) will be considered as non-starter and NABARD will automatically de-sanction such project(s).
5. Drawing of mobilisation advance : On receiving Administrative Approval from the State Government, NABARD will issue formal sanction for the project(s) and also release the 30% Mobilisation Advance to the State Government. The Department must immediately then moved Planning/Finance for release of the Mobilisation Advance against the project(s).
6. Expenditure : Subsequent expenditure on RIDF projects are to be met from the budget provision during the financial year. The implementing departments are advised to provide sufficient budget provision towards the project(s) under NABARD loan.

7. Submission of QPR : The implementing Departments must regularly submit QPRs to Finance (EA) Department with a copy to Planning Department so as to enable the State Government to claim reimbursement from NABARD.
8. Completion Certificate : Implementing Departments must submit Completion Certificate along with photographs to Planning Department on physical completion of the project(s) as per the prescribed format of NABARD. Planning Department will examine and forward the same to NABARD.
9. Project Completion Report : The implementing Departments should ensure timely submission of Project Completion Report to NABARD as per the prescribed format with copy to Planning/Finance Department for formal closure of the project.
10. State Share : The funding pattern for RIDF projects include NABARD loan which ranges from 90% to 95% depending on the type of activity. The balance amount including the in-eligible component/ item if any is to be treated as State Share. For the release of the State Share component the implementing Department should submit proposal in file to Planning/Finance Department.


(K.Hynniewta)

Officer on Special Duty & ex officio
Deputy Secretary to the Govt. of Meghalaya
Planning Department

Memo No. PLR..32/2010/Pt/26-A

Dated Shillong the 30th May, 2019

Copy to:

1. The P.S. to the Chief Secretary, Govt. Of Meghalaya for kind information of the Chief Secretary
2. The P.S. to the Addl..Chief Secretary Govt. Of Meghalaya , Finance Department for kind information of the Addl..Chief Secretary.
3. The CEO, MBDA for kind information
4. The Director, Institutional Finance & Ex- Officio Joint Secretary, Govt. of Meghalaya, Finance (E/A) Department.
5. General Manager , NABARD , Meghalaya Regional Office, Shillong.


(K.Hynniewta)

Officer on Special Duty & ex officio
Deputy Secretary to the Govt. of Meghalaya
Planning Department