CHAPTER IV

THE RULES, REGULATION, INSTRUCTIONS, MANUALS AND RECORDS FOR DISCHARGING FUNCTIONS

The Govt. of Meghalaya in the Planning Department have issued Standing orders to delegate power of decision vide letter No. PLR.10/98/6, dated the 2nd January, 2003 as reproduced below.

No. PLR.10/98/6 **Dated Shillong, the 2nd January, 2003.**

OFFICE ORDER

With a view to streamlining the functioning of Planning Department and to ensure prompt disposal of proposals/ files from other Departments, the following delegation of powers is made with immediate effect:-

Sl. No	Designation of Officer	Power delegated for clearance of Plan Proposals
1.	2	3
1	For submission to Principal Secretary, Planning Department	(i) All Policy matters. (ii) Clearance of all Plan Schemes involving a cost of more than Rs. 75.00 lakhs (iii) All Revised Administrative Approval proposals in respect of any kind of construction work exceeding 50% of the original cost and involving a revised cost of more than Rs. 75.00 lakhs (iv) Continuing Scheme under the Revenue account (e.g Agriculture, Forest, Soil Conservation etc) having new items or with 10% increase over the previous year's expenditure provided that the additional cost involved exceeds Rs. 20.00 lakhs (v) Purchase and replacement of vehicles (vi) Purchase of new machinery/ equipment costing Rs. 20.00 lakhs and above. (vii) All proposals relating to the creation of posts.

2.	Commissioner & Secretary, Planning Department.	(i) Clearance of any category of Plan Schemes upto Rs. 75.00 lakhs (ii) All Revised Administrative Approval proposals in respect of any kind of construction work exceeding 50% of the original cost and involving a revised cost of more than Rs. 75.00 lakhs (iii) Continuing Scheme under the Revenue account (e.g Agriculture, Forest, Soil Conservation etc) having new items or with 10% increase over the previous year's expenditure provided that the additional cost involved exceeds Rs. 20.00 lakhs (iv) Purchase of new machinery/ equipment upto Rs. 20.00 lakhs .
3.	Secretary/ Additional Secretary/ Officer on Special Duty & Ex-Officio, Joint Secretary, Planning Department	(i) Clearance of any category of Plan Schemes upto Rs. 50.00 lakhs (ii) All Revised Administrative Approval proposals in respect of any kind of construction work exceeding 30% of the original cost and involving a revised cost of more than Rs. 50.00 lakhs (iii) Continuing Scheme under the Revenue account (e.g Agriculture, Forest, Soil Conservation etc) having new items or with 10% increase over the previous year's expenditure provided that the additional cost involved exceeds Rs. 10.00 lakhs (iv) Purchase of equipment/ machinery upto Rs. 10.00 lakhs .
4.	Special Officer & Ex-Officio, Deputy Secretary, Planning Department.	(i) Clearance of any category of Plan Schemes upto Rs. 30.00 lakhs (ii) All Revised Administrative Approval proposals in respect of any kind of construction work exceeding 20% of the original cost and involving a revised cost of more than Rs. 30.00 lakhs (iii) Continuing Scheme under the Revenue account (e.g Agriculture, Forest, Soil Conservation etc) having new items or with 10% increase over the previous year's expenditure provided that the additional cost involved exceeds Rs. 5.00 lakhs (iv) Purchase of new equipment/ machinery upto Rs 5.00 lakhs .
5	Planning Officers and Ex-Officio, Under Secretaries, Planning Department.	(i) Clearance of any category of Plan Schemes costing upto Rs. 5.00 lakhs other than proposals for purchase of machinery/ equipments and provided that the proposals are supported by specific budget provisions. (ii) Continuing Scheme under the Revenue account

			(e.g Agriculture, Forest, Soil Conservation etc) having new items or with 10% increase over the previous year's expenditure provided that the additional cost involved exceeds Rs. 2.00 lakhs
		(iii)	All other cases than specified above are to be put up to Senior Officers.
6.	Research Officers, Planning Department	(i)	In- complete proposals received from the Department etc. lack of the approval of Minister, Departmental Committee, absence of other important documents etc. may be referred back to the concerned Departments at the level of the Research Officers with advice to the Departments to re-submit the proposal in complete form.

N.B. (*1) Wherever the cost of scheme exceeds the specified limit, the concerned Officers may submit the proposal to the next higher authority.*

(2) In spite of the delegation of powers to the Officers of Planning Department at different levels as indicated in the above table, the Officers at their wisdom may bring to the notice of the senior officers any proposals in case of serious doubt or reservation.

(3) In the absence of Principal Secretary on tour or leave in excess of three days, the Commissioner & Secretary, Planning will exercise all powers of the Principal Secretary.

(4) It is re-iterated that files/ proposals submitted by other Departments should be disposed within one week from the date of receipt. In case it is necessary to seek clarifications from the concerned Department this may be done in the one instance.

In case further clarifications are needs, this may be done by calling the Departmental Officers for discussions and the proposal disposed of thereafter within reasonable time.

(5) Where it is considered that a proposal deserved to be rejected, this may be done at a level not below that of Joint Secretary in the Department subject to the original powers that have been delegated under this order. In case a review/ recommendation of the rejection is sought, final orders may be made at the next higher level.

(6) Where it is felt that consultation with Officers at higher levels is ecessary, dealing officers should feel free to approach senior level Officers for such consultation at any time. This should not, however, effect the disposal of files/ proposals.

Sd/- W.M.S. Pariat
Principal Secretary to the Government of Meghalaya,
Planning Department.

Memo No. PLR.10/98/6 **Dated Shillong, the 2nd January, 2003.**

Copy forwarded to:-

1. The Private Secretary to the Deputy Chief Minister i/ c Planning for favour of information of Deputy Chief Minister.

2. The Commissioner & Secretary to the Govt. of Meghalaya, Planning Department for favour of information.

3. The Officer on Special Duty & Ex-Officio Joint Secretary to the Government of Meghalaya, Planning Department for information and necessary action.

4 All Officers of Planning Department for information and necessary action.

By order etc.,

Sd/- W.M.S. Pariat
Principal Secretary to the Government of Meghalaya,
Planning Department.