

CHAPTER V

PARTICULARS OF ANY ARRANGEMENT THAT EXISTS FOR CONSULTATION WITH, OR REPRESENTATION BY THE MEMBERS OF THE PUBLIC IN RELATION TO THE FORMULATION OF ITS POLICY OR IMPLEMENTATION THEREOF

With a view to streamlining the process of sanction and implementation of Plan Schemes the State Government in the Planning Department had issued Standing Instruction vide No. PLR.35/97/20, dated 21st May, 1998 as reproduced below.

No. PLR.35/97/20

Dated Shillong, the 21st May, 1998.

From: Shri. H.W.T.Syiem, IAS,
Chief Secretary to the Government of Meghalaya,
Shillong.

To,

1. All 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 Department, Government of Meghalaya, Shillong.

Subject: Standing Instructions regarding sanction and Implementation of Plan Schemes from the year 1998-99 onwards.

Sir,

The procedure for sanction of Plan Schemes in the State through the mechanism of the Departmental Committees introduced since the year 1993-94 has by and large improved the proves of timely sanction of such schemes during recent years. It is therefore, decided that this procedure shall continue from the year 1998-99 onwards until fresh instructions are issued by the Planning Department in this regard. Each Development Department may, therefore, constitute a Departmental Committee with the Principal Secretary/ Commissioner and Secretary/Secretary of the Department as the Chairman and the respective Heads of Departments and the concerned Financial Advisers as members. The Planning Officers and the Finance and Accounts Officer of the Departments may assist the concerned Heads of Department. **The term of the Departmental Committee shall expire on the afternoon of 31st March each year.** A copy of the orders constituting the Departmental Committees is to be sent to the Planning Department and Finance Department.

2. All Plans Schemes/ Proposals, whether continuing/ on-going or new schemes, including Grants-in-Aid/ Share Capital contribution/ Financial Assistance proposals/ subsidies/ revised estimates etc. should initially be examined and scrutinized in depth and duly recommended by the respective Departmental Committees for sanction. The Departmental Committee may ensure

serious scrutiny such as past performance, item-wise requirement of funds, detailed justification for continuation of the scheme, 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 Committee may carry out in-depth exercise in scrutinizing the need of the ‘**over view**’ statements and **check-lists** 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 recommend their termination. The recommendations of the Departmental Committees should be invariable 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 spare copies of the recommendations of the Departmental Committees be kept in the File containing the proposals so that one copy may be retained by Planning Department, and one copy by Finance Department.

3. The Secretaries and Heads of the Departments should personally guide and finalise proposals to make sure that the proposals actually meet the intended objectives and project cost 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.

4. The Plans and estimates of construction schemes like Roads, Bridges, Buildings, Embankments, Stadiums, Playgrounds, etc. should invariably be approved by competent technical authority before submission to the Planning Department for scrutiny and approval. The Planning Department should not honour countersignature of plans and estimates and only approved plans and estimates will be honoured. A number of Developmental Departments have constituted their respective Technical Boards to give technical clearance to their construction Schemes. The Departmental Committees may ensure that the Construction Schemes recommended by them for sanction in respect of the Departments having the technical Boards have got the clearance of the Technical Boards in respect of the schemes to be implemented by the Departments themselves or through their own agencies other than Public Works Department. The minutes of the Technical Boards containing their clearance in respect of the schemes should be signed by all members present in the Board’s meeting. 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./ M.G.C.C., the plans and estimates should be approved by the P.W.D./ M.G.C.C. 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**.

5. The Departmental Committee may clear on-going/ continuing schemes under the State Plan for sanction and implementation under the existing Delegation of Financial Power Rules if the on-going/ continuing State Plan schemes are substantially in conformity with the original sanctioned schemes. The Departments may issue sanction for such schemes under intimation to

Planning and Finance Department, provided that there is no requirements of revised administrative approval. Any case of revised administrative approval should be referred to Planning and Finance Departments. **Wherever specific amounts are not provided for Salaries/ Travelling Expenses/ Office Expenses/ Wages and other charges in the year's Budget under any on-going/ Continuing State Plan Schemes, the Departmental Committees are hereby empowered to clear expenditure on these items upto 10 per cent of the actual of preceding year within the budget provision for the Schemes.** The sanction for such schemes failing under this category should be issued within 31st August every year, by the respective Departments. In case of requirements exceeding the above ceiling, specific approval of Planning and Finance Departments will be necessary.

6. For creation of new post, purchase/ replacement of equipments/ vehicles under 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 immediately at the beginning of each financial year in respect of Establishment, Equipments, Vehicles and Buildings as per **Annexure- III to VI** as applicable for satisfying themselves that these new post/ vehicles etc. are essential for implementation of the schemes which can not otherwise be implemented by redeployment of existing staff/ vehicles under other schemes. The recommendations of the Departmental Committee may be invariably forwarded to the Planning Department. Within the on-going/ continuing schemes, high priority is to be accorded to schemes nearing completion so that benefits could accrue at the earliest. The schemes which do not make economic sense should be halted or deferred.

7. All proposals for New Schemes are also to be processed through the mechanism of the Departmental Committees and referred to Planning Department on or before the **31st October each year**. 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 a view to generating income and employment in the short and long term may be considered.

8. 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 Developmental 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.

9. All Developmental Departmental 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.

10. In regard to the sanction of State's Share or Central Share of Centrally Sponsored Schemes, prior approval of Planning Department and Finance Department should be obtained after the Departmental Committees have made their recommendations. Regarding the release of Central

Share, the Planning Department shall not entertain any proposal pending actual release of funds by the concerned Ministry of the Government of India and their revalidation wherever necessary.

11. The sanction of Central Sector Schemes/ N.E.C. Regional Schemes should also be processed through the Departmental Committee and should be submitted to the Planning and Finance Departments for clearance/ concurrence only after the concerned Ministry of the Government of India / N.E.C. have actually released the funds for implementation of the schemes during the year. In the case of proposals for utilisation of funds released in the preceding years, the proposals should be accompanied by a letter of revalidation from the Government of India/ N.E.C.

12. All Developmental Departments may note that while submitting proposals to Planning Departments the 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 emphasised that from the year 1998-99 onwards, 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 shall not be entertained by Planning Department.

13. 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-requirements of fund of the scheme from which diversion/ re-appropriation is proposed and adequate justification for additional requirements of funds of the scheme to which diversion/ re-appropriation 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 Department 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) It should be noted that no diversion/ re-appropriation should be made from the Loan and E.A.P. Component of any scheme.

14. It should be noted that the clearance of every proposal on Plan schemes/ proposals by the FA/ FAO of the Department 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.

15. In this connection, it is 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 of the State Plan ? To assess this, it is necessary to consider the contribution of the Schemes along with the departmental Plan as a whole to the overall State Plan objectives. Only against this backdrop can the utility of the individual scheme or proposal be assessed.

(b) Whether a proper perspective has been visualised 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 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 board terms in the Plan document and departmental objectives which, wherever possible, are to be quantified into physical targets.

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

17. 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:-

1. Continuing / On-going State Plan Schemes:-

The sanction in respect of Continuing/On-going schemes under the State Plan as per para – 5 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 with **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 **10th September** each year.

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

31st 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 format at **Annexures – II, III and IV** and should be submitted to the Planning Department with the **30th November** each year after the recommendation of the Departmental Committee.

IV. Purchase of vehicles/ machineries/ equip-ments:-

All proposals for purchase of vehicles/machineries/ equipments, etc. including replacement thereof should be submitted to the Planning Department within **30th 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. Central Sector/ Centrally Sponsored / N.E.C. 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, in respect of the State's Share of funds the proposals should be submitted to the Planning Department at the latest of the **30th November** each year with the recommendations of the Departmental Committee. The proposals for Central Sector/ Centrally Sponsored Scheme should be accompanied by information furnished in the formats as at **Annexure – II and VII**. In respect of N.E.C. 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 with 31st January each year after attending to points in para 13 (i) to (vi) after the recommendations of the Departmental Committee.

18. 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.

19. All Departments are requested to ensure 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.5.00 lakhs and above. However, the Departments may also seek the approval of concerned Minister for schemes with costs below Rs. 5.00 lakhs also if felt necessary. 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,

Sd/- H.W.T. Syiem
Chief Secretary to the Government of Meghalaya,
Shillong.

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 Minister of State.
3. The Agricultural Production Commissioner, Meghalaya for favour of information.
4. Personnel (A)/ Personnel (B)/ Law Department for information and necessary action.
5. Finance (EC.I) Department/ Finance (EC.II) Department/ Finance (B) Department/ Finance (EA) Department/ Finance (E) Department/Finance (AF) Department/Finance (ERT) Department for information and necessary action.
6. Programme Implementation Department for information and necessary action.
7. All Financial Advisers/ Financial Account Officers/ Planning Officers of Departments for information and necessary action.
8. All Deputy Commissioners for information and necessary action.
9. All District Planning Officers for information and necessary action.
10. The joint Secretaries/ Deputy Secretary/ Under Secretary, Planning Deptt. For necessary action.
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.,

Sd/- H.W.T. Syiem
Chief Secretary to the Government of Meghalaya,
Shillong.

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 Scheme	Budget provision during the year	Amount sanctioned under D.F.P Rules	Remarks
1	2	3	4	5

GENERAL FORMAT FOR SUBMISSION OF DIFFERENT CATEGORIES OF PLAN SCHEMES TO PLANNING DEPARTMENT.

Departments / Sector

1. Title of the Scheme

(indicate whether State Plan/ Central Sector/ Centrally Sponsored/ N.E.C. 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/ Maintenance).

(e) Land (Cost of acquisition etc.).

(f) Materials required and cost.

(g) Wages (of casuals/ 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, whether funds have been received from the N.E.C. ? Copies of the sanctioning letter from the N.E.C. be enclosed.

10. Linkage with other schemes.

11. Loan component, if any.

12. Vehicles. (If there is a proposal for acquisition of new vehicles, please add an inventory of existing vehicles)

Cost

Rs.....

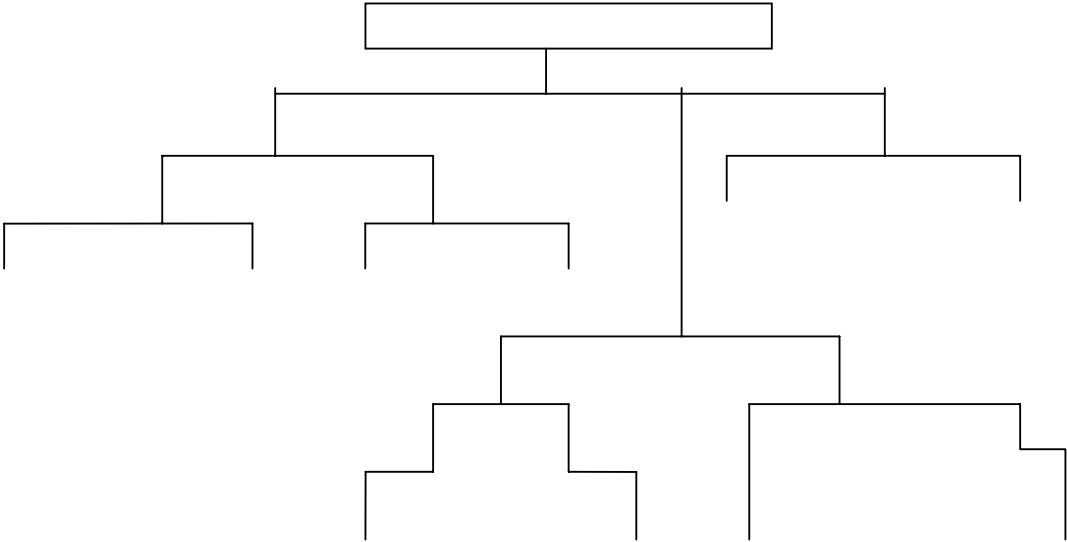
N.B. For all types of construction works like Roads, Bridges, Buildings, Embankment, Stadiums, Playgrounds etc. a Time Schedule as per specimen format at Annexure – IX should also be invariably enclosed.

Organisation Chart

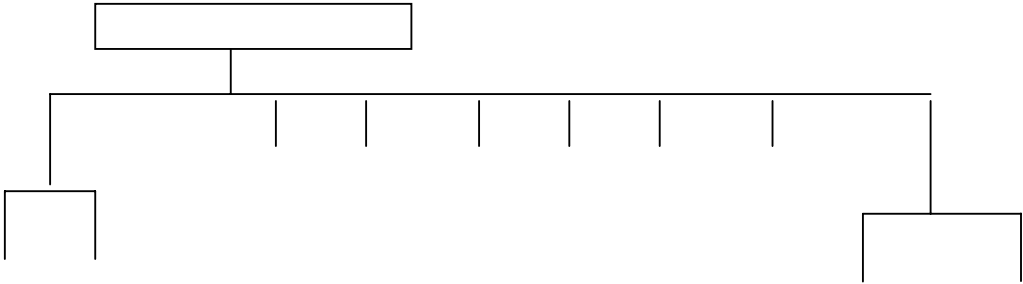
(As on 1st April of the year.....)

Department/ Agency.....

(STATE LEVEL)



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



(Please indicate 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- Vehicles/ Equipments**(Rs. In lakhs)**

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

ANNEXURE – VI

Overview Statement: Building (Office Buildings, Quarters, etc)

Name of the Department:

Particulars of Buildings Existed as on 1 st April	Particulars of Buildings utilized As on 1 st April	Particulars of Buildings not utilized as on 1 st April	Particulars of Additional Buildings required	Cost of Additional Buildings required	Amount required during the Year
1	2	3	4	5	6

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

ANNEXURE – VII

SCHEMES UNDER CENTRAL SECTOR/ CENTRALLY SPONSORED/ N.C.D.C. PROGRAMME

(to be submitted to Planning Department in connection with New Schemes/ Continuing Schemes as sanctioned by Government of India for approval)

Sl. No	Name of the Scheme	Whether the scheme is under Central Sector/ Centrally Sponsored/ N.C.D.C Programme	Sharing Pattern	Budget during Provision the year		Component wise provision of the Schemes	Component to be funded by Govt. of India in any	Component to be funded by State Govt. if any	Amount sanctioned by Govt. of India with date of sanction	Expenditure Incurred upto March 31 st (Year)		Amount released by Govt. of India for Central Share during the year	Remarks
				Central Share	State Share					Central Share	State Share		
1	2	3	4	5	6	7	8	9	10	11	12	13	14

CHECK LISTS

A. PROPOSALS FOR CREATION OF NEW POSTS:-

- (i) Have you examined the objectives of the schemes of 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 utilizing the services of the existing, including normalized 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 models of transport like motor cycles, scooters, mopeds, etc. ?
- (viii) Have you examined the possibility of utilizing the existing fleet more fully ?
- (ix) Have you considered the economic viability, durability and serviceability of the vehicle proposed in the logon run ?

C. PROPOSALS FOR PURCHASE OF STORES, EQUIPMENTS ETC.

- (i) Have you examined the existing position of the stores, equipments 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 utilizing the existing stores & equipments in the Department ?
- (vi) Have you examined the possibilities of repairing the existing unserviceable stores & equipments ?
- (vii) Have you examined the necessity and the full utilisation of capacity of existing machinery in the case of purchase of items like bulldozers, Roads 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 REPAIRS OF BUILDINGS:

- (i) Have you examined the utilisation of existing buildings ?
- (ii) Have you assessed the requirements of additional buildings ?
- (iii) Whether land is to be acquired of 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 ?

- (viii) Whether cost of acquisition of land has been included in the estimate ?
- (ix) What type of building is to be constructed ?
- (x) Whether the essential materials like C.I. Sheets, Cement, etc. are available ?
- (xi) Are the rates quoted in accordance with the prescribed rate of the Government ?
- (xii) What is the financial implication on the proposal ?
- (xiii) Whether fund exists in the budget to meet the expenditure ?
- (xiv) Have you examined the requirements of funds over the plan period ?
- (xv) Whether it will be possible to meet the expenditure within the probable cost from the Plan provision ?
- (xvi) Whether it would not be cheaper in the long run to hire a building ?

E. PROPOSALS FOR PLAN SCHEMES FOR PRODUCTION PURPOSES :

- (i) What is the objective of the Scheme ?
- (ii) Does it fit in the board 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 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 co-ordinated 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 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 institutions to whom share capital 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 a flow back, what is the benefit accruing to the department from the institution's work ?
- (viii) What is the amount proposed for share capital ?
- (ix) Is there adequate budget provision to meet the expenditure ?
- (x) Have you examined the profit and loss account and the balance sheet to be meet ?
- (xi) What is the working capital requirement of the institution ? How is it proposed to be met ?
- (xii) Have the estimated requirements of funds being given quarter-wise ?
- (xiii) Is the funds requirements consistent with the physical programme of the Institution ?
- (xiv) Have the details of the authorized 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 ?

VERY IMPORTANT

**GOVERNMENT OF MEGHALAYA
PLANNING DEPARTMENT**

No. PLR. 35/97/Pt/2

Dated Shillong, the 6th August, 2002.

From: Shri. P.J. Bazeley, I.A.S.
Principal Secretary to the Government of Meghalaya,
Planning Department.

To: 1. All Principal Secretaries/ Commissioner & Secretaries / Secretaries to
the Govt. of Meghalaya, Shillong.
2. All Heads of Development Departments, Government of Meghalaya,
Shillong.

Subject: Standing instructions regarding sanction and implementation of Plan Schemes from the year 1998-99 onwards.

Sir, I am directed to refer to the “Standing Instructions regarding sanction and implementation of Plan Schemes” as issued vide this Department’s circular No. PLR. 35/97/20 dated 21-05-1998. In this connection, some Departments have sought clarification on the role of the Departmental Committees in respect of the sanction of the schemes covered under the DFP Rules, 1981. In view thereof, it is hereby clarified, that the recommendations of the Departmental Committee for sanction of all Plan Schemes is mandatory, except, in special cases where such requirement of obtaining the recommendation of the Departmental Committee is specifically exempted by the Planning Department. After the recommendations of the concerned Departmental Committee, the concerned authority may exercise their powers as delegated under the DFP Rules, 1981 but in all cases which exceed the power delegated under the said Rules, the Administrative Department concerned shall first obtain the clearance of Planning Department and concurrence of Finance Department before issue of Administrative Approval/ sanction.

2. It is further clarified, that, for routine and committed administrative expenditures under the ‘Plan’ like payment of salaries for sanctioned posts, payment of rates, taxes, telephone bills, repair of vehicles, stationeries, travel expenses, refreshment bills, etc. the matter need not be referred to the term as Expenditure for Plan Schemes. The concerned Heads of Departments/ Administrative Departments may give approval and issue sanction for such items as stated above, limited to the powers delegated by the DDFP Rules, 1981 subject to availability of budget provision. In case the expenditure required to be made of these items exceed the powers of the concerned departmental authorities, sanction may be issued with the recommendation of the concerned Departmental Committee, provided the total proposed expenditure on such specific item during the year does not exceed 10 (ten) % of the expenditure made for the item during the preceding year. In case the total proposed expenditure for such specific item exceeds for the expenditure during the preceding year by 10 (ten)%, prior approval of Planning and Finance Departments shall have to be obtained.

The receipt of this communication may kindly be acknowledged.

Yours faithfully,

Sd/- P.J.Bazeley
Principal Secretary to the Government of Meghalaya
Planning Department.

Memo No. PLR. 35/97/Pt/2

Dated Shillong, the 6th August, 2002.

Copy to :-

1. The Private Secretary to the Chief Minister/ Deputy Chief Minister for kind information of Chief Minister/ Deputy Chief Minister.
2. The Private Secretary to all Ministers / Ministers of State for kind information of Minister / Minister of State.
3. The Private Secretary to the Chief Secretary to the Government of Meghalaya for kind information of Chief Secretary.
4. Finance (EC-I) Department / Finance (EC-II) Department / Finance (B) Department/ Finance (EA) Department/ Finance (E) Department Finance (AF) Department/ Finance (ERT) Department for information & necessary action.
5. Programme Implementation Department for information & necessary action.
6. All Financial Advisers/ Financial Account Officers/ Planning Officers of Departments for information & necessary action.
7. All Deputy Commissioners/ District Planning Officers, Government of Meghalaya for information and necessary action.
8. The Officer on Special Duty, Finance (Control) Department for information and necessary action.
9. All Officers of Planning Department for information and necessary action.

By order etc.,

Sd/- P.J. Bazeley
Planning Secretary to the Government of Meghalaya,
Planning Department.

VERY IMPORTANT

**GOVERNMENT OF MEGHALAYA
PLANNING DEPARTMENT**

No. PLR. 35/97/Pt/2

Dated Shillong, the 12th April, 2002.

From :- Shri P.J. Bazeley, I.A.S.,
Principal Secretary to the Government of Meghalaya,
Planning Department.

To,

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

Subject :- ***Sanction and implementation of Plan Schemes during 2002-2003.***

Sir,

I am directed to refer to the “Standing Instructions regarding sanction and implementation of Plan Schemes from the year 1998-99 onwards” as issued vide this Department’s circular No. PLR. 35/97/20 dated 21-05-1998 and to remind that the Development Departments which have not yet re-constituted their Departmental Committees for the year 2002-03, **should do so immediately**, and **without any further delay**. In this connection, it may be mentioned, that, the Vote-on-Account Budget passed by the State Legislative Assembly for the year 2002-03 empowers the State Government to incur expenditure up to one-fourth of the total Budget of the year after observing normal rules and procedures.

2. Keeping in view the need for early sanction and implementation of Plan schemes during the current year (2002-03), I would request you to kindly take early steps to prepare your schemes and process them through the Departmental Committees and **to convey sanctions** accordingly, **wherever the schemes and expenditure thereof are covered under the D.F.P. Rules**, with copies to this Department. However, schemes/ projects not covered by the powers under the D.F.P. Rules may kindly be processed to Planning and Finance Departments well in time. It is also reiterated, that, the development Departments should not wait for submission of proposals to the Planning Department until a few days before the last date(s) as indicated in the Standing Instructions, **but should prepare and submit their schemes well before the closing date, preferably during May – June, 2002**, so as to avoid unnecessary rush on or a few days before the closing date(s).

3. This may kindly be treated as “**Very Important**” and receipt thereof acknowledged.

Yours faithfully,

Sd/- P.J.Bazeley

*Principal Secretary to the Government of Meghalaya,
Planning Department.*

Memo No. PLR. 35/97/Pt/2 – A

Dated Shillong, the 12th April, 2002.

Copy to :-

1. The Private Secretary to the Chief Minister for kind information of Chief Minister/ Deputy Chief Minister.
2. The Private Secretary to all Ministers/ Ministers of State for kind information of Minister/ Minister of State.
3. The Private Secretary to the Chief Secretary to the Government of Meghalaya for kind information of Chief Secretary.
4. The Chairman/ Secretary, Me.S.E.B., Lum Jingshai, Shillong for information and kind necessary action.
5. All Deputy Commissioners/ District Planning Officers, Government of Meghalaya for information and necessary action.
6. The Officer on Special Duty, Finance (Control) Department for information and necessary action.
7. All officers of Planning Department for information and necessary action.

By order etc.,

Sd/- P.J. Bazeley

*Principal Secretary to the Government of Meghalaya,
Planning Department.*

**GOVERNMENT OF MEGHALAYA
PLANNING DEPARTMENT**

No. PLR. 35/97/Pt/3

Dated Shillong, the 8th August, 2002.

To,

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

Subject :- ***Standing instructions regarding sanction and implementation of Plan Schemes from the year 1998-99 onwards.***

Sir,

In partial modification to this Department's circular No. PLR. 35/97/pt/2 dated 06-08-2002 relating to the 'Standing instructions regarding sanction and implementation of Plan Schemes from the year 1998-99 onwards', the last sentence of the second paragraph may kindly be read as –

“In case the total proposed expenditure for such specific item exceeds the expenditure during the preceding year **by more than 10 (ten) %**, prior approval of Planning and Finance Departments shall have to be obtained.” *in lieu of*

“In case the total proposed expenditure for such specific item exceeds the expenditure during the preceding year **by 10 (ten) %**, prior approval of Planning and Finance Departments shall have to be obtained.”

Inconvenience caused is regretted.

Yours faithfully,

*Sd/-P.J. Bazeley
Principal Secretary to the Government of Meghalaya,
Planning Department.*

Memo No. PLR. 35/97/Pt/3 – A

Dated Shillong, the 8th August, 2002.

Copy to :-

3. The Private Secretary to the Chief Minister/ Deputy Chief Minister for kind information of Chief Minister/ Deputy Chief Minister.
4. The Private Secretary to all Ministers/ Ministers of State for kind information of Minister/ Minister of State.
5. The Private Secretary to the Chief Secretary to the Government of Meghalaya for kind information of Chief Secretary.
6. Finance (EC-I) Department/ Finance (EC-II) Department/ Finance (B) Department/ Finance (EA) Department/ Finance (E) Department/ Finance (AF) Department/ Finance (ERT) Department for information & necessary action.
7. Programme Implementation Department for information & necessary action.
8. All Financial Advisers/ Financial Account Officers/ Planning Officers of Departments for information & necessary action.
9. All Deputy Commissioners/ District Planning Officers, Government of Meghalaya for information and necessary action.

10. The Officer on Special Duty, Finance (Control) Department for information and necessary action.
11. All officers of Planning Department for information and necessary action.

By order etc.,

Sd/- P.J. Bazeley
Principal Secretary to the Government of Meghalaya,
Planning Department.

ANNEXURE – IX

(Specimen Time Schedule 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 works	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
Total:						