

Draft
NEC General Guidelines, 2018

North Eastern Council Secretariat
Shillong - 793003

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NEC GENERAL GUIDELINES 2018

1. Introduction

1.1. The North Eastern Council which was set up as a Regional Advisory Body under the North Eastern Council Act, 1971 was transformed into a Regional Planning Body by the 2002 amendment. To fully appreciate the transformation the relevant provision of the amended NEC Act is quoted below:-

Section 4 of the original Act:

“(a) for sub-sections (1) and (2), the following sub-sections shall be substituted, namely:-

(1) The Council shall function as a regional planning body for the North eastern area.

(2) While formulating the regional plans for the North eastern area, the Council shall give priority to schemes and projects, which will benefit two or more States:

Provided that in case of Sikkim, the Council shall formulate specific projects and schemes for that State including the review of implementation of such project and schemes”

1.2. The “NEC General Guidelines” were first prepared in 2010 and laid down the importance of preparation of perspective plans with regional approach; procedures to be followed for obtaining priority list from the NE States; selection, appraisal, sanction, monitoring and reporting, evaluation of projects; composition and functions of various committees and other details for NEC to follow.

1.3. The “NEC General Guidelines” were revised in May 2015 and approved by the 64th Plenary held in April 2015. The “Revised NEC General Guidelines”, inter-alia, brought out in greater detail the roles and functions of the three nominated Members of the NEC which had not been clearly laid down in the “NEC General Guidelines” prepared in 2010.

1.4 While addressing the 65th Plenary of NEC on 26-27th May 2016 at Shillong the Hon’ble Prime Minister inter alia stated.

“ To meet the growing aspirations of the people it is important that the North Eastern Council introspects and assesses the extent to which it has been able to achieve its objectives. Perhaps there is a need to reorient and upgrade the North eastern Council. You may like to consider developing NEC as a state-of-the-art resource centre for North Eastern states with the necessary resources, knowledge and skills. The resource centre may enable the states and the implementing agencies to properly plan and execute projects, promote research and innovation and provide strategic policy vision for the region. The NEC may look into developing a specialized domain expertise either by itself or through an

agency model to assist states and central ministries in their development planning as also problem solving needs. This will enable the imbibing of good governance and best practices in the region. The NEC should also consider focusing on issues in emerging areas of livelihood entrepreneurship, venture funds, start-up and skill development. All this will help in generating jobs.”

1.5. As a step towards ensuring equitable allocation of resources and benefits amongst all NE States, the 66th Plenary of the Council, held in May 2017, approved the normative allocation of 60 % of the NEC budget among the 8 NE states as per a formula based on various development indices, with the rest 40 % of the budget set aside for NEC to plan and fund major iconic Institutes, development programmes and infrastructure projects which can generate pan-regional benefits and which also are of national and international significance. This normative allocation is now included in the Guidelines **(Annexure - A)**.

1.6. The “Schemes of the NEC” were reviewed and revised on the basis of the recommendations of the Expenditure Finance Committee mechanism and approved for extension till March 2020, as the scheme has now become a Central Sector Scheme on 100% funding by Government of India. However the on-going projects under the Scheme of NEC- Special Development Projects with existing funding pattern (90:10) will continue till March 2020 through States treasury.

2. Vision, Objectives and Goals of the NEC

2.1. The NEC shall be a state-of-the-art resource centre for North Eastern Region with the necessary resources, knowledge and skills.

2.2 The NEC shall enable the states and the implementing agencies to properly plan and execute projects, promote research and innovation and provide strategic policy vision for the region.

2.3 The NEC shall develop specialized domain expertise either by itself or through an agency model to assist states and central ministries in their development planning.

2.3 NEC shall focus on issues in emerging areas of livelihood entrepreneurship, venture funds, start-up and skill development enabling in generating jobs.

2.4 NEC would focus on interstate projects having wide ranging impact and on selected areas of critical nature. The challenge for the NEC is therefore to look into building on the specific strengths of the NE Region instead of addressing a wide range of demands.

2.5 The EFC appraised the Memo on Schemes of NEC in its meeting held on 20.12.2017 for extension of the scheme beyond 2017 upto March, 2020. It was noted that during the 12th Five Year Plan, projects costing Rs. 4279 crores were sanctioned. Around 840 nos. Of projects at an approved cost of Rs. 7453 crores are ongoing for which the liabilities as on 31/03/2017 is Rs. 2357 crores. For the new projects, the transition NEC scheme from Centrally Sponsored Scheme

with funding pattern of 90:10 to Central Sector Scheme with 100% grants is contemplated.

Accordingly, the projects will now be prioritised by NEC in consultation with the States as against the earlier system of prioritisation by the States.

2.6 The reorientation of NEC is aimed at convergence/alignment of M/o DoNER and NEC; the areas of intervention by each body to be demarcated; addressing the acknowledged/agreed gaps; bigger and iconic inter-state projects; neutralization of committed liabilities and unspent balances, convergence with Act east Policy; leveraging of S&T and sectoral focus on strengths of NER namely Bamboo, 3H-T (Horticulture; Handicrafts; Handlooms – Tourism) etc.

2.7 The EFC, inter alia, recommended that M/o DONER may develop an appropriate institutional mechanism so that the optimisation of resources is made through convergence and synergy among schemes across all Ministries/Departments through the mechanism as per draft guidelines given below:

I. For identification of new projects for the earmarked State component @ 60% of NEC allocations, for better synergy with the projects being implemented by various Ministries, and also to ensure better and effective monitoring, the composition of Project Implementation Committee (PIC) to include Secretary, M/o DoNER and Secretary, NEC and the Chief Secretary of the concerned State as members on the same pattern as the recently approved NESIDS.

Representatives of concerned line-Ministries may also be co-opted in the PIC.

II. Subsequent to the approval of the shelf of schemes by this PIC for each State, the same be then vetted and endorsed for implementation by the Sectoral Empowered Committee chaired by the concerned member, NEC. In view of the fact that Secretary, DoNER has been notified as the ex-officio Member, NEC, he shall be co-opted in the Sectoral Empowered Committee in respect of such subjects which are allotted to other members.

III. A mechanism on the pattern of Standing Finance Committee with representatives from the concerned line Ministries, and from Ministry of DoNER would be constituted under the chairmanship of Secretary, NEC for approval of the projects costing between Rs. 5-15 crores.

IV. The proposal at (III) above is aimed at bringing Synergy with programmes of other Union Ministries and avoiding of duplication through process of SFC even under delegated powers of Secretary, NEC, which is presently upto Rs 15 crores in an individual project.

2.8 The NEC shall take up new projects in selective and focussed sectors as below:

- i. **Bamboo sector:** In order to realise the potential of turning bamboo into green gold in the NER, NEC would support multi-sectoral interventions

- covering the entire value chain including support to regional centres of excellence including strengthening of state, regional level and national level institutions located in NER.
- ii. **Piggery:** Value chain development of piggery right from setting up of swine flu vaccine plants to proposed processing and packaging, meeting locally unmet internal consumption demand and ultimately export to neighbouring countries of ASEAN and China.
 - iii. **Regional Tourism:** Promotion of theme based regional tourism circuit. Support would be provided for completion of infrastructure projects under PIDDC Scheme of M/o Tourism where substantial work (more than 50%) has been accomplished.
 - iv. **Higher Education, Tertiary Healthcare (including Health Education) & special interventions in backward areas:**
 - a. Support to augmenting infrastructure of higher education including hostels etc.
 - b. Support to tertiary healthcare (including medical education), both State Centre, in NER to cater to the need of the region which would in turn attract both education and medical tourists from neighbouring countries;
 - c. Special interventions in the Sixth schedule areas; backward districts and militancy affected districts & Autonomous Council Areas, in the form of creation of supports and infrastructure, training of teachers of science and mathematics;
 - d. Telemedicine in above areas; and
 - e. Educational interventions through remote media like satellite TV, digital and other media.
 - v. **Livelihood Projects:** Interventions throughout the value chain in other sectors which are local strengths of NER having great potential of augmenting livelihood employment generation and augmenting incomes and capture the entire value chain from production till processing and packaging in areas like (a) Floriculture; (b) Aromatic medicinal plants (c) Horticulture (d) Poultry (e) Fishery (f) Handloom (g) Handicraft and (h) Bee-keeping could also be taken up.
 - vi. **S&T interventions in the NER (STINER)** including use of remote sensing applications for planning and project monitoring; popularisation of ICT uses and innovation for livelihoods; setting up of Technology Facilitation Centres (TFCs) with focus on appropriate technological interventions for farm, nonfarm and other sectors across NER; Early Warning System (EWS) for disaster mitigation including use of space technology.
 - vii. **Surveys & Investigations:** Support for undertaking surveys and investigation and preparation of DPR for various infrastructure projects including hydro electric power, flood management, irrigation, soil erosion etc.
 - viii. **Promotion of the North Eastern Region:** Setting up of Centres for awareness generation, advocacy and promotion of NEC ; creating networks with Centres of Excellence on priority across sectors throughout the country; augmenting of the Regional Documentation Centre as move towards making NEC to a State of the Art Resource

Centre. The above interventions are illustrative and fresh areas, if any, would be identified in consultation with the State Governments and the Central Ministries.

3. NEC funds:

The Central Government has a plethora of schemes and programmes which are aimed at bringing about a balanced socio-economic and infrastructure development under all sectors besides delivering services.

The strategy for NEC would be to encourage the State Governments to fully leverage funds from the Central Ministries/Central organisations and then use NEC funds for meeting critical gaps not covered under the Central schemes/programmes.

4. Budget heads of NEC

The NEC plan funds are reflected under the following Major Heads as per the M/o Finance classification as given below:-

MH-3601: Schemes of NEC – Special Development Projects

MH-2552: Schemes of NEC - Revenue:

MH-4552: Schemes of NEC – Capital

MH-2070 Administrative and Establishment Expenditure

MH-4552: NLCPR (Central) - Capital: Continuation of schemes and projects being implemented under the erstwhile NLCPR (Central) till the Twelfth Five Year Plan period.

5. Nodal Department

The Planning Department of the NE States shall be the nodal department for NEC in the States. NEC shall address all correspondences to the Planning department with copy to the implementing department in the State for enabling them to take advance action. In the same manner, the Planning department in the State concerned shall send all correspondence to NEC. The implementing department in the State may endorse to NEC a copy of their letters addressed to the State Planning department.

Mechanism of Approval of Projects

6. Project Identification Committee

6.1 For identification of new projects for the earmarked State component of 60% of NEC allocations, for better synergy with the projects being implemented by various ministries and also to ensure better and effective monitoring, a Project Identification Committee (PIC) consisting of Secretary, Ministry of DONER and

Secretary, NEC and the Chief Secretary of the concerned State as members may decide on the shelf of projects to be retained for each state. Representatives of concerned line Ministries may also be co-opted in the PIC.

6.2 The PIC will be assisted by the concerned Sector in the NEC which shall examine the concept papers submitted by the State Governments regarding the admissibility of the project as per these Guidelines, its relevance to the regional plan, information on past support given by NEC for the same institution/ entity, liabilities of ongoing projects, availability of fund under the appropriate heads, etc. The sector will fill up details in the prescribed "Technical Note" at **Annexure-B** for assisting the PIC.

6.3. The concept paper of the project along with a technical note shall be placed by the sector concerned before the PIC for consideration.

6.4. To the extent possible, the PIC shall, with reference to these Guidelines, follow the following steps for identification of shelf of projects:

- a. First priority for recommendation of projects shall be given to projects of regional character which will benefit two or more States.
- b. Second priority shall be given to projects having common objective falling in the areas identified for formulating regional plans and strategies for NER.
- c. Third priority shall be given to projects which are located in the backward areas/district council areas/areas inhabited by marginalized community in the State.
- d. Fourth priority shall be given to projects which address new pressing/urgent concerns that require immediate attention and support of NEC.
- e. All other projects which are in accordance with these guidelines including the Sectoral Schemes and Guidelines shall be retained in such a manner that they have the effect on ensuring a balanced development among various States in the region and districts in the States.
- f. NEC will not be bound by order of priority given by the State Governments. Retention will be guided by soundness and viability of the project vis-a-vis other similar projects of competing nature.
- g. The decision of the PIC will be final and binding in respect of recommendation of the projects.

6.6 Projects recommended for a given year shall be normally considered and sanctioned within the financial year concerned. In exceptional cases, retained projects may be considered for sanction till the end of the third quarter of the succeeding year. Recommended projects of the previous year shall be deemed to have lapsed after the third quarter of the succeeding year unless the matter is placed in the PIC and is allowed to be carried further with reasons to be recorded in writing for another three months. Such recommended projects which are not sanctioned by the end of the second year of shall not be extended further.

7. Sectoral Empowered Committee (SEC)

7.1. There shall be Sectoral Empowered Committees (SEC) in the NEC. It shall be headed by the respective nominated Members (NEC), as per the notification with respect to the subject matter allotted to them, as Chairperson and shall have as members the Secretary, NEC; Financial Adviser; Economic Adviser (E&M); Economic Adviser (HR), Sectoral Heads concerned and Planning Adviser as Member Convenor.

7.2. As per the notification the sectors are allocated among the nominated Members by the Chairperson of NEC and they include – resource mobilization & allocation (to deal with the overall coordination of entire developmental investment in NER viz Central Sector, State Plans & NEC Plan, Externally aided projects, Act East Policy, Monitoring & Evaluation), Transport & Communication, Power, Tourism, Water & Power, Agriculture & Allied Sectors, Implementation of Revitalization Committee report, Industries & Minerals, Medical & Health, HRD (education), Skill development, Social welfare, sports & youth affairs, Science & Technology including Disaster Management, Art & Culture and IPR. The Chairperson may allocate any new sectors/areas in addition to the above.

7.3. Secretary Ministry of DoNER, being the ex-officio Member of the NEC, may be co-opted in the Sectoral Empowered Committee in respect of such subjects which are allotted to other members.

7.4. The Sectoral Empowered Committees will have the following functions:

- a. To vet and endorse the selected projects from the shelf prepared by the Project Identification Committee (PIC) for each state.
- b. Preparation of regional plans and strategies for NER in various sectors/areas.
- c. Suggesting proposals of regional character needed by the region costing up to Rs.15 crore and above, for funding out of the 40% share of NEC's budget, their execution and management and how the benefits should be shared among the NE States.
- d. Recommending to the NE States/Central Government for taking up survey and investigation of projects for examining its feasibility and thereafter facilitating its funding.
- e. Consultations with Central Government agencies at the regional level and the NE State Government concerned for aiding the speedy implementation of major infrastructure projects in the NER.
- f. Consultations with the NE State Governments and concerned Central Government Ministries on various Centrally Sponsored Schemes (CSS), Central Sector Schemes and programmes etc for making recommendations for modification in the norms and parameters to suit the local conditions in NER.
- g. Consultations with the NE State Governments, Central Government organisations and civil society on various issues related to cultural and racial discrimination, harassments etc.

7.5. The SEC may meet as and when required. Depending on the subject and the gravity of the matter/issue to be discussed, Chief Secretaries, State Secretaries of the department concerned and Planning Department Secretaries of constituent States, academics, experts/NGOs, senior officials of the Central Ministries and representative of NITI AAYOG may be invited to the SEC meetings.

7.6 The projects identified by PIC and further vetted and endorsed by the SEC will be submitted to the competent authority for in principle approval before communicating them to the State Governments.

7.7 The State Government will prepare Detailed Project Reports (DPRs) of the identified projects communicated to them. No change in the scope of the project in the DPR against what was proposed in the Concept Paper will be admissible. The State Level Empowered Committee (SLEC) will authorize institutes of national repute like IIT/NIT/Engg. Colleges for the technical and economic appraisal of DPRs for projects recommended by PIC. The cost of DPR appraisal by these institutes shall be an admissible component to be included in the project cost. The DPR of the projects so prepared, will be placed before the State Level Empowered Committee (SLEC) for their techno economic vetting and to make suitable recommendations to the NEC for sanction/non-sanction.

7.8 The SLEC recommendations for sanction/non-sanction of projects must be accompanied with all regulatory and statutory clearances like forest & environment, land acquisition, non-duplication certificate, availability of stone quarry etc. wherever applicable along with appraisal report.

8. Standing Finance Committee (SFC)

8.1. NEC shall follow an SFC Mechanism for appraisal of the projects costing between Rs. 5 - 15 crore under the chairmanship of Secretary, NEC with representative from Ministry of Finance, Ministry of DoNER and line Ministries.

8.2. The procedures laid down by Ministry of Finance for considering proposals by SFC shall be followed for appraisal/approval of project costing above Rs. 15 crore.

8.4. For projects approved by SFC, the sector shall process the project for sanction and release of fund to the Planning Adviser who shall send the file to the Financial Adviser (FA) for concurrence. The FA shall send the file for sanction and release of funds for the project from the Secretary, NEC.

9. Small Projects

All small proposals/schemes costing less than Rs. 5 crore shall also be processed in the same spirit as at para 6 to para 8. The process for obtaining 'in-principle' approval of projects shall be initiated by the Sector concerned by examining its linkage to the common aims and goals, thrust areas of NEC, soundness, feasibility etc.

10. Appraisal of estimates of projects/ DPRs

10.1. All estimates of projects/DPR having civil construction, electrical, water supply, plant & machinery should be prepared based on the latest approved Schedule of Rates (SoR) of the State Department concerned and vetted by a competent engineering authority.

10.2 The State Government will prepare Detailed Project Reports (DPRs) of the identified projects communicated to them. The State Level Empowered Committee (SLEC) may authorize institutes of national repute like IIT/NIT/Engg. Colleges for the technical and economic appraisal of DPRs for projects recommended by PIC. The cost of DPR appraisal by these institutes shall be an admissible component to be included in the project cost.

11. Other Schemes

11.1 Capacity Building and Technical Assistance

The Plan Scheme of "**Capacity Enhancement for Governance in NER**" (erstwhile Capacity Building & Technical Assistance) of Ministry of DoNER aims to provide funding for overall capacity building of State Government machinery of the North Eastern States to improve governance and delivery across the board. The effort will encompass several elements like skill development, skill enhancement, improving knowledge & competencies and improving capacity in terms of effective delivery of services for good governance in respect of in-service personnel and functionaries of all North East State Governments. The Min. Of Finance has approved the transfer of this scheme to NEC. Accordingly all the projects and proposals (including pending liabilities endorsed by MDoNER) under this scheme shall be undertaken by NEC.

11.2 Advocacy and Publicity

The scheme of Advocacy and Publicity aims to build upon comparative advantages of the North Eastern Region including upscaling innovation that could lead to social economic development. The Ministry Of Finance has approved the transfer of this scheme to NEC. Accordingly all the projects and proposals (including pending liabilities endorsed by MDoNER) under this scheme shall be undertaken by NEC.

Draft consolidated guidelines for both the schemes at 11.1 & 11.2 (**Annexure – C**) may be adopted by NEC. Any modifications especially for administrative reasons like composition of the committee etc. may be incorporated with the approval of duly notified screening committee under the Chairmanship of Secretary NEC in consultation with DoNER Ministry.

11.3 NLCPR (C) Projects

A Scheme "Non Lapsable Central Pool of Resources" – Central (NLCPR) provides resources to the concerned line Ministries/ their agencies for projects in NER. The cabinet has approved transfer of scheme to NEC for implementation;

accordingly all the ongoing projects under this scheme shall be implemented by NEC. The necessary budget to meet the committed liabilities of these schemes shall also be transferred to NEC. The NLCPR scheme would be discontinued after meeting the committed liabilities and the Central agencies would hence forth get resources from the 40% earmarked funds for new projects of NEC.

The identification of new projects for the Central Agencies from 40% funds of NEC allocations shall also be done by the PIC as at para 6 above. The Project Identification Committee (PIC) shall co-opt the representatives of concerned line Ministries.

12. Management Information System (MIS)

12.1. The Sectoral head shall ensure that the details of projects recommended for sanction are entered properly in the OASIS software programme before files containing draft sanction order for expenditure sanction and release of funds are sent to FA for concurrence.

12.2. The Sectoral head shall also ensure that the updated details of projects being implemented are uploaded in the NEC web portal through the NEC Web Administrator.

12.3. The FA shall have the responsibility to ensure that details of all expenditure sanction and release of funds have been entered in the OASIS software programme by the sector concerned and shall also ensure that the details to be entered by the Finance division are entered properly before financial concurrence diary number is allotted to the sanction order. This is necessary to ensure that all data regarding sanctions and releases are captured and there is accuracy in the reports.

12.4. The State Government would ensure that the data entry of the progress of the project starting from the submission of the project by the State Government upto the completion of the project, including hosting photographs, shall be made by the designated officials of the State Government on the online data entry in the designated Management Information System (MIS).

12.5 The NEC will ensure that the OASIS software and MIS seamlessly integrated with the MDoNER portal so that an integrated dashboard view of all the DoNER/ NEC projects can be viewed. This shall be taken further to DoNER App (under finalisation) to be suitably rendered as a one stop information tool for entire DoNER/ NEC projects.

12.5. Upon closure of projects, sector concerned should ensure the correct status is entered into the MIS.

12.6. All Agencies receiving funds from NEC will be required to implement Expenditure Advance Transfer (EAT) Module of PFMS.

13. Project implementation by the State Government:

13.1. It shall be mandatory on part of State Governments to award contract(s) after following a transparent tender procedure. Tender notices and contracts will incorporate binding clauses for incentives to contractors for early completion and penal provision for delays. Tender notices etc. issued by the State Governments may be linked to the NEC/ Ministry of DoNER Websites.

13.2. Funds released by NEC must be transferred to the implementing agency/ project authority (such as PWD or other State Government Departments, Housing Corporation, State Electricity Board, etc.) by the State Government within 30 days from the date of release of funds from NEC and a copy of the release order should be endorsed to NEC. If the released fund is not transferred to the Implementing Agency within 30 days and a copy of such transfer is not received in NEC, the project will stand chances of being cancelled and money utilized for completion of other ongoing projects.

13.3. As provided under Rule 238 (1) of GFR 2017, funds released by NEC must be utilized for the sanctioned project and Utilisation Certificate submitted to NEC within 12 months of the closure of the financial year.

13.4. The State Government shall ensure that the implementing department/executing agency invite tender on competitive basis by giving wide publicity in print media & website preferably through e-tendering and also ensure that the work is awarded within three months of sanction by NEC. Any work done prior to sanction of the project will not be funded by NEC.

13.5. The State Government should follow all codal formalities and strictly adhere to the project implementation schedule and physical targets given in the sanction order.

13.6. The State Government shall ensure that projects are completed within the target date but not beyond 6 months from the target date of completion. In case during implementation of project the State Government wants to extend the completion schedule of the project, it may be done with the approval of State Chief Secretary and the revised date of completion conveyed to NEC, stating reasons for the delay.

13.7. For projects leading to creation of physical assets, the GPS coordinates of the project site shall be indicated in the DPR by the State Government.

13.8. For projects requiring construction of physical assets, the State Government shall furnish valid land document for establishing ownership or possession of land by the entity concerned through long term lease of at least 30 years.

13.9. The State Government shall ensure that the land on which this project will be constructed and the assets/ facilities created out of Government Grant will not be transferred/ sold/ alienated/ mortgaged without the approval of NEC and Ministry of DoNER, Government of India.

13.10. The State Government shall ensure proper upkeep, maintenance and operation of the assets/ facilities created out of the project.

13.11. It would be incumbent on the part of the State Government to inaugurate the asset created and invite senior DoNER/NEC officers to such functions for projects of NEC which have physical visibility and can be termed as a major infrastructure.

14. Release of funds:

14.1 The funds will be released to the designated agency through treasuries of the State Governments as per special dispensation accorded by Ministry of Finance. The State Government will install PFMS portal at the State level and link their treasuries to the PFMS of NEC for tracking of funds released under the scheme.

14.2 The funds will be released by NEC in two instalments of 40% and 60%.

14.3 Initially at the time of issuance of Administrative and Financial sanction, a token amount of Rs. 10.00 lakhs will be released by the NEC as part payment of the first instalment so that tender formalities could be initiated and finalized by the agency. Thereafter, the agency will approach the NEC with a copy of work order and letter for claiming the release of balance amount of first instalment of funds.

14.3 Normally, fresh sanctions will not be issued if unspent balance of a State is more than 3 times of the normative allocation of the State.

14.4 Second instalment of the project will be released by the NEC once the State Government mandatorily submit utilization certificate for 75% of the first instalment released and commensurate physical progress duly signed by the Head of designated agency and countersigned by Planning Secretary of the State Government.

14.5 The instalments for release of funds to the Central Sector Projects shall be on case to case basis on the basis of the recommendations of the PIC while recommending the project for approval.

14.6 Request for release of subsequent instalment of funds submitted by the State must be accompanied with:

- (a) Utilisation Certificates (UC) for 75% of 1st instalment released. (GFR 12-C)
- (b) Quarterly Progress Report (QPR).
- (c) Photographs of the works completed.
- (d) Inspection report of Nodal Officer.

14.7 Any cost overrun over and above the approved/ sanctioned cost in any project due to delay in implementation or any other reasons has to be met by the concerned agency.

14.8 After completion of the project, a Completion Certificate along with utilization certificate of the total fund released will be submitted by the designated agency through the State Government.

14.9 Any delay in completing the project beyond the schedule date, could invite a cut in the subsequent normative allocation of the State Government.

14.10 Utilization Certificates shall be submitted in the form GFR 12-C. Format is at **Annexure-D** [with counter-signatures of (i) Secretary, Planning Department and (ii) Secretary, concerned Department]. The UC will require signature of the implementing agency/ Department and counter-signatures of the Planning and Development Department of the State Government.

15. Cancellation of the Project and adjustment of funds released

Work should be awarded within six months of the issue of the sanction by NEC and a copy of the work order endorsed to the NEC. In case, no work order is received by the NEC within a period of six months of the release of first instalment or part payment of first instalment of funds, the sanction of the project shall stand cancelled. In the event of cancellation, the funds already released for the project shall be adjusted against other ongoing NEC projects of the State.

16. Overheads for NEC projects in the DPR

16.1. Apart from contingencies the NE states implementing NEC projects also incur expenditures on Agency/establishment charges, Quality control charges, Cost for Consultancy and DPR preparation. These charges are apart from the cost incurred by the State Governments on land acquisition and forest compensations.

16.2 For all civil works there are established provisions in the project cost which are provided for smooth execution of works, and Central Govt Ministries like the BRO, CPWD and MoRT&H etc. provide certain percentages over and above the cost of item of work in their estimates as agency charges.

16.3. To ensure that the benefit of the special category status to the NE States in respect of NEC projects is not neutralised, apart from statutory levies etc., the following provision will be allowed to be incorporated in the DPR:

Provisions	Percentage
Quality control	1%
Contingency charges	2% for plain areas and 3% for hill areas
Agency charges	6.5%

This will ensure better quality of work, servicing of costs towards the establishment required by the States for execution and management of the projects, statutory levies on account of labour cess etc., apart from contingencies.

17. Monitoring & Evaluation:

17.1 NEC shall follow a Project Management Agency (PMA) model through outsourcing, with Hub at NEC headquarters and spokes in all eight states to assist both states and central ministries in providing required domain expertise and strategic development planning.

17.2 In view of the vision given by the Prime Minister of India, fact that NEC should function as a State-of-the-Art resource centre and also as a body for strategic planning and implementation in NER will require focussed and expert domain knowledge and resources. NEC may appoint professional agency/agencies that have proven experience in strategic planning and result oriented implementation of projects as Project Monitoring Agency (PMA). The PMA will focus on the sectoral priorities as per the Cabinet decision on Schemes of NEC. The PMA shall assist NEC in project strategic planning, monitoring and their implementation, right from the stage of conceptualisation, approval to commissioning of the project. NEC shall be supported by the PMA comprising of result oriented subject matter experts and support staff. The prime objective of PMA is to provide required technical, administrative and managerial consultancy and other support for effective planning, implementing, monitoring and evaluation of project activities so that the scheme objectives are accomplished and projects are executed as approved. PMA will work under the administrative control of NEC and the PMA team leaders will liaison with the designated sectoral Nodal officer in NEC. The agencies selected will be evaluated against suitable criteria, including, but not limited to: (a) Qualifications of personnel (b) Proven skills in the identified fields (c) Prior experience of working on relevant projects (d) Prior experience in project management, through competitive bidding.

17.2. In the state secretariat, the Chief Secretary or a senior officer in the rank of Additional Chief Secretary or Principal Secretary of the State shall hold quarterly meeting to review the progress of implementation of the ongoing projects under NEC. The state cell of PMA shall also participate in the review.

17.3 States should nominate a 'nodal officer' for each department implementing NEC funded projects. The nodal officer would be a single point contact for project implementation and monitoring.

17.4. Each State would ensure that the projects being funded by NEC are shown at Major-head to sub-head level in their plan budgets so that the withdrawals from those heads as certified by audit can be matched with expenditure figures supplied by State for each project.

17.5. States implementing social audit should include all NEC funded projects in the social audit calendar.

17.6. The NEC will engage the North Eastern Space Application Centre (NESAC) for tracking the progress of infrastructure projects through satellite imaging technology and other remote sensing/ GIS and space related technologies.

18. Closure of projects

18.1 On completion of all NEC funded projects, the following would be required for formal closure of the projects:

- a. UCs for all NEC releases as well as State share as the case may be.
- b. Completion Certificate from the State Government/ concerned organization.
- c. Photographs with date and geo-tagging.
- d. Project inspection report by PMA.

19. Transparency and Publication of Information:

19.1. In order to ensure that the information about developmental schemes financed by the NEC reaches the public and beneficiaries, there is a need to ensure greater transparency and publicity of relevant information. For this purpose, the following shall be ensured:

- a. Immediately after project approval is received, the State Government shall display at project site a board indicating the date of sanction of the project, source of funding i.e. NEC (Government of India), contractor(s) name and the physical Target as at **Annexure – E**.
- b. After completion of projects, State Government will put a permanent display on site like plaque on the wall etc. after asset is created displaying details of NEC funding as per **Annexure – F**.
- c. State Government shall disseminate information of all NEC funded projects through print and electronic media and State Government website.

19.2. State Government shall provide NEC with high resolution photographs of projects with GPS location and a brief write-up for record and publicity.

20. Audit

For audit of the Schemes of the NEC, GFR 2017 as amended from time to time will be applicable.

Disclaimer: A committee has been set up to Review the Staffing Needs of NEC in the light of new Priorities thereby any changes shall be incorporated accordingly.

Normative allocation of NEC budget among NE states

Following allocation of NEC budget was approved in the 66th Plenary of the NEC:

1. 40% of the NEC's Annual budget will be set aside towards planning and funding of only major iconic Institutes, development programmes and infrastructure projects which can generate pan-regional benefits and which also are of national and international significance. Projects for such funding will be decided after detailed planning exercises in the NEC, including deliberations in the Plenary Council and consultations with line Ministries of the GOI.
2. The balance 60% NEC budget will be utilised for funding other projects where the proposing state has a major stake but which also benefit other states, except in the case of Sikkim where projects benefiting only that state may also be taken up. The normative allocation of the 60% of NEC's budget is as follows:

Sl No	States	Percentage
1.	Arunachal Pradesh	13%
2.	Assam	20%
3.	Manipur	12%
4.	Meghalaya	12%
5.	Mizoram	12%
6.	Nagaland	12%
7.	Sikkim	7%
8.	Tripura	12%
9.	Total NE States	100%

Formats for preparing technical note for referring to PIC

1. Name of Sponsoring Department:
2. Does the proposal fall in the priority areas identified in the Regional Plan approved by the Plenary Council?
3. Has the concept paper been provided in full detail?
4. Is the proposal benefiting more than one State (except in the case of Sikkim)
5. Indicate whether this project falls under first, second, third, fourth etc. priority as given in the Revised NEC General Guidelines.
6. Indicate the gender content (For Gender Mainstreaming):
7. Indicate the liabilities of ongoing projects under this sector:
8. Indicate the unspent balances of ongoing projects under this sector:
9. Is the proposal for Government department/Govt. Owned society/company/corporation or Not for Profit society/trust or PPP mode?
10. Proposed Major Head from which fund to be debited. State rupees in lakh.

MH	Budget provision for the year			Proposed project cost			Balance fund available under the scheme for the year		
	OH-31	OH-35	Total	OH-31	OH-35	Total	OH-31	OH-35	Total

Guidelines for Capacity Enhancement for Governance in NER and Advocacy & Publicity

A. Capacity Enhancement for Governance in NER

1. Introduction and need for revising the scheme.

Given the increasing importance of service sector in GDP and particularly exports, there is an immediate need for meeting global demand.

The Plan Scheme of Capacity Building and Technical Assistance of Ministry of DoNER aims to provide funding for skill development, enhancing of employability and competencies and promotion of self-employment and entrepreneurship. The scheme also seeks to enhance the knowledge and skills of mid level North East State Government functionaries to facilitate better governance.

2. Proposals eligible for funding-The proposals having the following objective shall be eligible for funding under the scheme:

- (i) To provide employable and entrepreneurial skills.
- (ii) To organize job/skill fairs within and outside the region that will specifically involve the youth from the region.
- (iii) To create awareness of skill potentials.
- (iv) To provide a platform for career orientation/vocational or both.
- (v) Establishing counselling/ career orientation centres for helping youth to adopt a new environment outside NER and also to opt for an optimum career.
- (vi) Setting up finishing schools in each state for personality development, communication skills, basic IT skills, soft skills, technical skills, life management skills.
- (vii) To carry out Psychometric/Aptitude test of the youth to give right direction.
- (viii) Training of trainers in the form of training workshops for educators, trainers, counsellors to help the youth.
- (ix) To assist in surveys, evaluation in the field of skills and competencies.
- (x) To assist institutions/organizations in the public/private/non-profit/joint sector who can assist in testing of competency levels and certification so as to enhance employability especially in the unorganized sector.
- (xi) To assist in providing any other specialized inputs required for human resource development for building of skills and capacities in any sector that is critical for the development of the region.

- (xii) To provide technical assistance for development of human resources and capacity building.
- (xiii) Capacity building of mid level officers of the State Governments, Organizations and institutions under the control of the State Government on contemporary issues such as good governance, project formulation, M&E of projects of DPRs.
- (xiv) Any proposal which in the view of Ministry of DoNER poses an innovative and creative way of enhancing the skills and competencies of the people of the North Eastern Region.
- (xv) In the interest of integrating the North East, the Ministry will encourage proposals that seek to train student/youth/officials from the North East in a common group with participants from other States.
- (xvi) The skill development courses would have to conform to the National Skill Qualification Framework(NSQF) as per the notification No.8/6/2013-Invt., point 13 (b) dated 27.12.2013 which provides for transition of all training/educational programmes / courses to be NSQF compliant by third anniversary date of the notification i.e. 27.12.2016. Thus the proposals accepted under the scheme should be aligned with NSQF.
- (xvii) The skill development proposals for defining the skill input, input standardisation in terms of outcome, costing and monitoring and tracking should conform to the Notification No.H-22011/2/2014-SDE-I dated 15.7.2015.
- (xviii) The training partners are required to be affiliated to Sector Skill Councils.

3. Target Groups

- (i) Youth from the North East Region residing within and outside the Region.
- (ii) Special focus on girls, women, disabled persons and youth from BPL background and from remote and backward districts or unreached areas.
- (iii) Focus on youth who are dropouts or have discontinued education after secondary level.
- (iv) Mid level officers who are at the critical implementation level of the state governments State PSUs and autonomous organization of the State Governments.

4. Eligible Organizations

- (i) Central and State Government Departments.
- (ii) Centres of Excellence in Training, Education, Research, Universities, PSUs in Central, State, Joint or cooperative sector and autonomous organizations under Central, State and local governments.
- (iii) Reputed institutions of training and education in the private sector.
- (iv) Corporate and Industry Associations willing to partner in sectors where there is a shortage of skills such as in hospitality, aviation, banking and insurance, automobiles. This is only an illustrative list.
- (v) Non-government organizations and trusts that fulfil eligibility criteria.

5. Submission of proposals

- (i) All new proposals will be submitted in prescribed format in the months between January and March for funding requests in the next financial year. The same will be informed through the website of the Ministry (valid from the financial year 2009-10 only).
- (ii) Ongoing proposals will be funded as per the schedule of release of grants mentioned in para-6 (i), (ii) and (iii) of these guidelines upon receipt of utilization certificates and other prescribed documents.
- (iii) The Ministry may also invite eligible institutions/ organizations to take up Capacity Building programme and technical assistance based on the felt needs of the North Eastern Region.

6. Administration of the Scheme

All proposals shall be examined by the CB&TA Division before they are placed before the Sanctioning Committee. The constitution of the Committee is proposed below:

- | | | | |
|-------|--|---|-------------|
| (i) | Joint Secretary (CB&TA), M/o DoNER | - | Chairman |
| (ii) | Joint Secretary/Representatives of M/oSD&E | - | Member |
| (iii) | An expert in the area/Human Resource Development with experience of the North Eastern Region | - | Member |
| (iv) | Any other JS of M/o DoNER | | Member |
| (v) | Representative of IFD, M/o DoNER | | Member |
| (vi) | Representative of Ministry /Deptt. related to the proposal under discussion | | Member |
| (vii) | Dir./DS(CB&TA), <i>Mia</i> DoNER | | Member Secy |

The Committee shall meet every month and as and when required.

Projects recommended by the Committee shall be sanctioned with the approval of Secretary, Ministry of DONER and concurrence of IFD.

7. Release of Grants-in-aid:

(i) **Short Duration Courses:** Training courses of upto 6 (six) month duration are short duration courses. The disbursement schedule in respect of short duration courses will be as given below at Table 1.

Table 1: Disbursement of Grants-in-aid for Short duration Courses

Installment	Stage	Percent of amount Approved
1 st	Project approval (after receiving the acceptance and bond executed)	75
2 nd	Receipt of Achievement-cum - Performance Report and UC for the full amount and expenditure statement of account which should be submitted within 3 months after completion of total duration of the training programme	25

(ii) **Medium Duration Courses:** Training courses of over 6 (Six) months upto 1 (One) year are medium duration courses. The disbursement schedule for projects of medium duration courses will be as under (Table 2).

Table 2: Disbursement of Grants-in-aid for Medium Duration Courses

Instalmen	Stage	Percent of amount Approved
1 st	Project approval (after receiving the acceptance and bond executed)	50
2 nd	Mid - term progress review (and receipt of UC of 1 stinstallment)	40
3 rd	Receipt of Final Report, UC for the amount expenditure statement Account.	10

(iii) Long Duration Courses: Training courses of over 1 (one) year are long duration courses. The disbursement schedule for projects of long duration courses will be as given at Table 3.

Table3: Disbursement of Grants-in-aid for Long Duration courses

Installment	Stage	Percent of amount approved
1st	<i>Project approval (after receiving the acceptance and bond executed)</i>	50
2nd	1 st progress review after the completion of the 1 st year from the commencement of course (and receipt of UC of 1 st installment)	40
3rd	Receipt of Final Report, UC for the full amount and expenditure statement of account.	10

Release of second and subsequent instalments shall depend upon review by *M/o* DONER of the progress of ongoing course or assessment of completed training as of acceptable quality.

8. Eligibility Norms for Institutions other than those which are under State and Central Governments or autonomous bodies/PSUs of the State and Central Governments.

- (i) The organization should have completed at least 3 year of activities specially in the field of activities applied in, from the date of registration under the Central Societies Registration Act, 1860 or under corresponding State Act or be a Trust registered under the Indian Trusts Act, 1882 or the Charitable and Religious Trusts Act, 1920 or any other statute as may be applicable.
- (ii) The organization should have its accounts duly certified by an authorized Chartered Accountant. These should be up-to-date and open to due diligence exercises.
- (iii) The organization should have up-to-date published Annual Reports on their activities.
- (iv) The organization should preferably be for not-for-profit ones and should furnish an undertaking to the effect that they are not making profits out of the grants received from the Government of India under this scheme.
- (v) The organization should have published Constitution, Articles of Association and a duly constituted management structure, with clearly defined powers.
- (vi) The organization should not have been blacklisted by Central or State Governments or any other agency.

9. Other conditions for Acceptance of Grants-in-aid under Capacity Building and Technical Assistance.

- (i) All sanctions of the Ministry of DONER will be issued in favour of the organizations or institution and not to individuals.
- (ii) The grantee institution shall maintain separate account of the grant-in-aid provided by the ministry of DONER for undertaking a project.
- (iii) The grantee organization or institution shall not accept any financial assistance from any other source(s) for the same project without the prior permission of the Ministry of DONER.
- (iv) The grantee organization or institution shall furnish quarterly report of the project along with a statement of expenditure actually incurred during the quarter. The organization/institution shall record a certificate to the effect that the expenditure has been incurred in accordance with the sanctioned grant.
- (v) The persons employed in the project will be treated as the employees of the organization/institution and not of the Government of India and the conditions of their service will be governed in accordance with the rules and orders of the organization applicable to such persons.
- (vi) The scheme will not normally finance any capital expenditure on lands or buildings. However, capital expenditure for training material or training equipment can be funded wherever necessary as the emphasis of the scheme is on creation of capacity and not asset creation.
- (vii) The organization/ institution will have to execute a bond in favour of Ministry of DONER on judicial stamp paper of -100/-
- (viii) On completion of the project, the organization/institution shall submit final report along with supporting documents such as photographs and utilization certificate of the grant-in-aid.
- (ix) The applicant organization will issue a certificate to the trainees after their successful completion of the training.
- (x) The applicant organization will submit the proposal in the prescribed application format.

10. Norms of Funding- The extent of funding of the eligible project will be decided by the competent authority based on the merit of the proposal and will be up to a maximum of 100 project. It shall be open to the Ministry of DoNER to spend up to 0.5 of the annual allocation for administrative expenses such as preparing pamphlet, etc., for the dissemination of the scheme. The components which will be funded are listed below:

- (i) Course fees.
- (ii) Administrative costs, inter-alia, for selection procedure covering, advertisements, written/ oral examination and travel expenses of faculty to visit the State of the North East Region. These will be considered as contingent expenditure to be normally restricted to 10 of the total course fee. The training institution should conduct a fair and transparent process of selection of candidates covering all eight States of the Region.
- (iii) Boarding and lodging.
- (iv) Travel costs of trainees - one time travel cost for to and fro journey from the place of residence to the institute limited to the second class sleeper rail fare and cheapest bus fare for the places not connected by train on production of relevant ticket document.
- (v) In case of Government officers PSUs/Other autonomous bodies, travel cost of the employees will be reimbursed as per their entitlement in their respective government/PSUs other autonomous bodies, on a certificate that they have not claimed TA/DA from any other source.
- (vi) Service tax as and where applicable.
- (vii) Expenditure on training of employees of State Governments and organizations under it will be restricted to 10 of the annual allocation under the scheme. Preference for such training will be for long duration intensive courses in selected areas critical to the development of the NER.
- (viii) Training schemes of skill development implemented by the Ministry of Micro, Small and Medium Enterprises for youth from the North East can be dovetailed with this scheme as may be mutually agreed between Ministry of DoNER and Ministry of MSME.

11. Evaluation

The grantee institutions should follow the time schedule indicated in the Sanction order strictly and periodical reports such as enrolment of trainees and other activities relating to the project should be reported to the Ministry. Inspection will also be carried out to assess the proper implementation of the sanctioned project. Evaluation will be conducted for each project after completion, Ministry of DoNER reserves the right to blacklist the organization if

it is implementing the project in an unsatisfactory or improper manner.

12. Linkage with PFMS / DBT (Direct Benefit Transfer): The grantee institutions shall ensure that they get themselves registered with PFMS of Ministry of Expenditure. They would be also required to be DBT compliant.

13. Application Forms

Prescribed format for submission of proposals under the scheme is available in the official website of the Ministry of DoNER.

14. Bond

All organizations that do not come under the category of Central Government, State Government, PSU of the Central/State Governments, autonomous, subordinate and statutory organization of the Central/State Government, have to execute a bond. In addition to this in case of private organisations, before the release of the first instalment Bank Guarantee for a suitable percentage of the total grant to be indicated by the Ministry of DoNER has to be furnished.

B. Advocacy & Publicity

The scheme of Advocacy & Publicity aims to build upon the comparative advantages of the North Eastern Region including upscaling innovations that could lead to socio-economic development.

2. Proposals eligible for funding under Advocacy & Publicity Scheme:

Proposals that can be taken up under this scheme include the following types of programmes:

1. Road shows and pilot projects to promote, advocate and publicise **good practices in the priority areas** identified by the Ministry for NER viz:
 - Handloom & Handicrafts
 - Horticulture, Tourism
 - Food Processing
 - Bamboo and medicinal/aromatic plants
 - Organic NER
 - Livelihood schemes
 - Waste management / Green Energy
 - Entrepreneurship & Start-ups in NER
 - Or any other priority fixed by the Ministry from time to time.
2. Dissemination and advocacy of **information/education on various Govt. programs using TCI and mobile technology** with a greater focus on innovations and initiatives designed to benefit relatively more remote, deprived areas and disadvantaged sections of society in NER.
3. Promotion and **advocacy new/appropriate technology for NER** through demonstration and assimilation. In compliance with the above, MDoNER may finance installation of demonstration/prototype units (STINER).
4. Proposals for **Business Summits, Conventions, Seminars, Workshops, Consultations, Exhibitions etc.** in domains connected to developmental priorities of the North Eastern Region hosted/co-hosted/sponsored by Ministry in consultation with line Ministries / Departments subject to financial ceiling notified.
5. Specialised media campaigns on themes concerning NER like organic farming, cleanliness (Swachata), bamboo etc.
6. **Web Presence and Media presence of** the MDoNER including social media.
7. **Evaluations/ Impact Studies/assessments** related to development/promotion of NE Region.
8. **Gap Funding** in relevant media campaigns etc for NER to other Ministries.
9. Calendar events of the Ministry like MDoNER day, Destination North East and other celebrations on important/festive occasions relevant to NER.

10. Any other proposal which the Ministry (DONER) views as having **intrinsic merit and value to the NER.**

3. Eligibility norms

- i. Ministries of GoI
- ii. PSUs of MDoNER
- iii. Central universities and colleges there-under (as listed in MoHRD)
- iv. State universities / deemed universities (as listed in MoHRD)
- v. Government Institutions of National importance (e.g. IITs/IIMs/BARC).

Programmes organized/ conducted by the Ministry/NEC itself or the Ministry/NEC may provide financial assistance to GoI Ministries, State Governments, PSU's of MDoNER etc. or entities as above for the same.

4.1 Internal proposals:

A Divisional head of the Ministry may invite eligible institutions/organizations to take up programmes/projects relating to the Subject assigned to him/her under Advocacy & Publicity Scheme. Such proposals may be put up to the Joint Secretary in-charge of Advocacy & Publicity for consideration of the Screening Committee of Advocacy & Publicity before final approval of the competent authority.

4.2 External Proposals:

Proposals submitted by any organization/institution as per the prescribed format of A&P scheme is an external proposal. External proposals may be submitted to Joint Secretary in-charge of Advocacy & Publicity Scheme. The Division shall examine and process the proposal to be placed before the Screening Committee of Advocacy & Publicity scheme. Subsequently, approval of the Competent Authority may be obtained. The Screening Committee meeting will be held on a monthly basis (as far as possible).

5. Administration of Advocacy & Publicity Scheme:

5.1 All proposals shall be examined by the Advocacy & Publicity Section before they are placed before the Screening Committee. The Screening Committee shall have the following members:

- (i) Joint Secretary, (Advocacy & Publicity), - Chairman
MDoNER
- (ii) Joint Secretary - Member

- | | | | |
|--------|--|---|------------------------------|
| (iii) | Secretary, North Eastern Council or his nominee | - | Member |
| (iv) | A representative of MHA, (NE Division) | - | Member |
| (v) | A representative of DAVP | - | Member |
| (vi) | A representative of Doordarshan | - | Member |
| (vii) | A representative from All India Radio | - | Member |
| (viii) | A representative from Press Information Bureau (PIB) | - | Member |
| (ix) | A representative of Integrated Finance Division MDoNER | - | Member |
| (x) | A representative from PSA/CSIR | - | Member
(Technical Expert) |
| (xi) | Dir./DS (Advocacy & Publicity), MDoNER | - | Member Secretary |

Representative(s) of the sponsoring Ministries that seek financial assistance or are concerned with the subject may be invited to these meetings.

5.2 The Committee shall decide the quantum of financial assistance, timing and duration of the programme and other parameters concerning the proposal and recommend accordingly for sanction. No sanction shall issue without the recommendation of the Committee.

5.3 Management / Administrative Fees

"The Management fee may be restricted to 10 % only in the city where the head quarters of the organisations are located. For all other places in India, the Management fee may be 15% over and above the actual expenditure subject to ceiling of Rs 25 lakhs for a single event. This ceiling may be relaxed in exceptional cases/circumstances with full justifications with approval of Competent Authority. In this case, no TAIDA may be admissible to the officers I officials of the organisations. This Management fee may be applicable to the organisations attached to this Ministry and other CPSEs only. This may not apply to private organisations, NGOs etc".

5.4 For clearer scrutiny and vetting of proposals, the following steps will be kept, in view:

- i. The Organisation should follow the General Financial Rule 2017 and its subsequent amendments/instructions/orders etc. issued time to time by the Government of India while disbursement of funds released as Grants-in-Aid.
- ii. TA/DN Accommodation for non-officials (artisans/farmers) participating in events at our invitation: Ordinarily, the lowest class entitled for Central Government employees (for farmers/artisans). However, for Shilp Gurus or any persons who have been awarded/recognized for their works and extraordinary circumstances/exceptions prior permission from competent authority will be obtained O11 case to case basis.

- iii. Local Conveyance: FR /SR of Gal will be applicable. For group participants, bus Ivan will be hired. Approval of competent authority may be sought with justification for exceptions if any.
- iv. Stalls / exhibition space: Rent shall be paid at not more than ITPO rates(i.e. ITPO basic space rates). Approval of competent authority may be sought with justification for exceptions if any.
- v. All Bills/Vouchers should be GST paid.
- vi. The concerned authorised and registered CA must certify (countersigned by the HoD) that the A&P Guidelines have been followed. Consolidated and duly certified/stamped bill statements only need to be attached and not each and every bill 1) original. However, Ministry / NEC may asked for original bills in special circumstances.
- vii. All payments will be paid through EAT Module of PFMS.

5.4 Release of Advertisements/ Campaigns etc. (print. Electronic or others)

- i. Advertisements/ Media Campaign of the programme should be done through only such agencies as are specifically prescribed by GoI orders only. As suggested by ADG PIB, for the programmes of PAN India reach/importance Curtain raiser function to be organised, a press release introducing the event, its rationale and salient features to give wider publicity should be made prior to the event.
- ii. An outcome report specifying the targets of the project / programme and achievements in financial and physical prospective should be submitted after each event.
- iii. Release of advertisements in print/electronic media and other media related issues would be governed by the provisions of the extant rules, issued by Directorate of Advocacy and Visual Publicity, Ministry of Information & Broadcasting, Government of India and in no case should be contravened.

5.5 Projects recommended by the Committee shall be sanctioned with the approval of Competent authority.

5.6 No sanction or release orders shall be issued without the prior concurrence of Integrated Finance Division, *Mia* DoNER and the approval of Secretary M/o DoNER.

6. Financial Parameters of Advocacy & Publicity

6.1 Ceilings of financial assistance:

The amount of financial assistance for various programmes under the Advocacy & Publicity scheme is given below at Table 1.

Table 1: Amount of Financial Support

Sl. No	Programme	Financial Ceiling
1.	Workshop	As per Govt. of India's instruction issued from time to time
2.	Business Summit	
3.	Convention	
4.	Seminar	
5.	Evaluations/ Impact Studies/Assessments/ Other Advocacy related works relevant to NER	

6.2.3. In the case of theme based Media Campaigns (e.g. Swachhta Abhiyan, etc.), release of funds would be subject to the Terms and Conditions of the specific campaign;

6.2.4. Release of second and subsequent instalments shall depend upon review of the progress/ acceptable quality of the project by the Screening Committee (Advocacy & Publicity)

7. **Other Conditions for acceptance of proposals under Advocacy & Publicity Scheme:**

7.1 All sanctions of MDoNER will be issued in favour of the Organizations/ Institutions/ Agency and not to individuals.

7.2 The Organisation or Institution shall maintain separate accounts of the financial assistance provided by the Ministry of DoNER for undertaking a project.

It should also maintain a list of beneficiaries who have received the benefit directly and all payments of the fund should made through electronic mode.

7.3 The Organisation or Institution shall not accept any financial assistance from any other source(s) for the same project without the prior permission of MDoNER. While applying for assistance under this Scheme, the organization or Institution should certify to the effect that it has not received any financial assistance from any other source(s) for the same project. If this is the case, applicant may furnish justification for seeking financial assistance from multiple sources for consideration of the Screening Committee.

7.4 For long term projects, the Organisation or Institution shall furnish monthly report of the project along with a statement of expenditure actually incurred during the quarter. The organization/ institution shall record a certificate to the effect that the expenditure has been incurred in accordance with the Terms and Conditions of release of funds stipulated in the Sanction Letter.

7.5 In the case of Media Campaign, Evaluations/ Impact Studies/ assessments etc, the organizations/ institutions engaged by the Ministry shall not make available to any other person organization/ institution, the material compiled or data collected for the project/ task, without prior permission of the Ministry of DoNER and will be bound by the Terms and Conditions of release of funds stipulated in the Sanction Letter.

7.6 The organizations/institutions, other than in the case of media campaign will have to execute bonds in favour of the Ministry of DoNER on judicial stamp paper of Rs. 10/- Execution of Bond will not apply to quasi-Government Institutions, Central Autonomous Organisations and Institutions whose budget is approved by the Government.

7.7 On completion of the activity, the organization/institution shall submit final report along with supporting documents/data including high resolution photographs/ Videographs and all relevant material in soft and hard copy format.

7.8 Operations of the institutions/organizations that receive financial assistance from Government of India are governed by relevant sections of the General Financial Rules (GFR). Hence, compliance with relevant, prescribed Government Rules and formalities should be ensured.

7.9. Reports, duly audited accounts and Utilization Certificates shall be submitted on the completion of the Projects/events as prescribed in the Sanction Letter.

7.10. The institutions/organisations should not have been black-listed by any Department/Ministry / Government Organisation. While applying for assistance under this Scheme, the institutions/ organisations should certify to the effect that it has not been black listed by any Department/Ministry/ Government Organisation.

7.11 The accounts of the institutions/organizations which received financial assistance from the M/DoNER will be open to Audit at any time by the Comptroller and Auditor General of India or his nominee at his discretion.

**Government of India
Ministry of Development of North Eastern Region**

Proforma for Application

I. ORGANIZATION PROFILE

1. Name of the Organization :
2. Name of the Website/ Social :
Medial link
3. Address, Street, District State Pin :
Code, Phone & Fax No, (with STD
Code) E-mail
4. Name, Designation, Aadhar :
Number & address of Chief
functionary
5. Name of other key Functionaries :
& their Aadhar Number, Contact
No. & Address
6. Registration details Act Under :
which registered Date of
registration
7. FCRA NO. (if available) :
8. PFMS Registration No. with :
MDoNER

9. Unique identifier of NGO Darpran, NITI Aayog Portal) :
10. Activities in brief :
11. Thrust Area :
12. Experience in the area in Which funding is sought :
13. Source of funds (last three years) :

National/ International	Name of the Project	Amount received	Year

14. Banking details (Account No. Name & Address of the bank) :
15. Has the work of your organization been Evaluated by any independent agency, if yes, Please attach the evaluation report :

II. PROJECT PROFILE

1. Title of the Project :
2. Aims & Objectives :
3. Duration :
4. The project description needs to include the following details :
1. Project goal
 2. Project area
 3. Target Group
 4. Problems to be addressed
 5. Details of any 'need assessment' done in the area Before deciding on the project

6. Beneficiary (yes) Type & No :
7. Strategy / Action Plan :
8. Voluntary contribution from the community :
9. Monitoring & Evaluation indicators :
10. Project sustainability :
(How will the activities be sustained after project support is completed)
11. Proposed Budget for the project :

Attachments to be furnished :

1. Registration certificate
2. By-laws & Memorandum of Association
3. Annual Report (latest one year)
4. Audit statements (for last three years)
5. Latest list of Executive Committee Members (copy of Aadhar Card)
6. List of Employee

All attached photocopies of documents should be attested by Gazetted officer/ Notary

Annexure – II of C

**Self –Certificate regarding financial assistance
received/ applied for from other Ministries/ Department of
GoI/ State Government**

(on official letter head)

This is to certify that the _____ (name of VO/NGO/Agency) has received/ applied for Rs. _____ which is ____% of the total budget of the event from _____ (name of Ministry/ Department of GoI/ State Govt.)

Signature with stamp

Annexure – III of C

Certificate for Financial Contribution Statement

(on official letter head)

This is to certify that the _____ (name of VO/NGO/Agency) is contributing Rs. _____ which is ____% of the total budget of the event.

Signature with stamp

Annexure – IV of C

Acknowledgement for receipt of Sanction

(on official letter head)

This is to acknowledge that the sanction of Rs. _____ (in words) to _____ (name of VO/NGO/Agency) has been received on _____ (date) for organizing _____ (name of the project).

**Format for submission of utilization certificate
FORMS
FORMS GFR 12-C
(See Rule 150 of GFR 2017)
Form of Utilization Certificate**

Sl No	Letter No. & Date	Amount (in lakh)

1. Certified that out of Rs. of Grants sanctioned during the year in favour of Under this Ministry/Department letter No. given in the margin and Rs.....On account of unspent balance of the previous Year, a sum of Rs. has been utilized for the purpose for which it was sanctioned and that the balance of Rs..... remaining unutilized at the end of the year has been surrendered to Government (vide No..... dated)/ Will be adjusted towards the grants payable during the next year.....

2. Certified that I have satisfied myself that the conditions on which the Grants was sanctioned under Plan Scheme have been duly fulfilled are being fulfilled and that I have exercised the following check to see that the money was actually utilized for the purpose for which it was sanctioned.

Kinds of checks exercised:-

- 1.
- 2.

Signature.....

Designation.....

Date.....

(G.I. M.F., O.M. No. F.114(I) E.11(A)/73 Dated the 23rd April, 1995)

Counter signature of
Secretary, Planning

Counter signature of
Secretary of the
concerned Deptt.

ANNEXURE – E

**FORMAT FOR DISPLAY BOARD AT ON GOING PROJECT SITE
INFORMATION BOARD AT PROJECT SITE
(BOARD SIZE TO BE 5 FT. X 4 FT)**

GOVERNMENT OF INDIA

1.	Name of the Project	
2.	Approved Cost	
3.	Facilities to be created	
4.	Date of starting	
5.	Date of completion	
6.	Implementing Agency	
7.	Name of the Contractor (if any)	
8.	Funding Agency and pattern of funding	

**FORMAT FOR DISPLAY BOARD AT COMPLETED PROJECT SITE
PERMANENT DISPLAY ON SITE LIKE
PLAQUE ON THE WALL ETC. AFTER ASSET IS CREATED**

“This asset has been created in the year out of the funds sanctioned by the North Eastern Council, Ministry of Development of North Eastern Region, Government of India”