



GOVERNMENT OF KERALA
Abstract

Finance Department-Placing of plan proposals in the Special Working Group meetings for according Administrative Sanction - Further Instructions- Orders Issued.

FINANCE (PLANNING - B) DEPARTMENT

G.O (Rt) No. 3887/2023/Fin. Dated, Thiruvananthapuram, 23.05.2023

- Read:- 1. G.O.(P)No.351/2008/Fin. Dated 06/08/2008.
2. G.O.(P)No.8/2019/Fin. Dated 05/02/2019
3. G.O.(P)No.74/2019/Fin. Dated 27/06/2019
4. G.O.(P)No.76/2019/Fin. Dated 02/07/2019
5. G.O.(Rt) No.2162/2021/Fin. Dated 08/03/2021

ORDER

Government had issued detailed guidelines in the matter of placing plan proposals in the Working Group/Special Working Group meetings for according Administrative Sanctions as per Government Orders cited above. As per G O read as 5th above orders were issued stating that the Secretary of the administrative department should prepare and submit plan proposals in the revised proforma in Annexure I appended along with order.

2. It has come to the notice of Government that a comprehensive information of the schemes/projects is essential for a detailed analysis of the proposals submitted by the implementing departments for issue of Administrative sanction. Accordingly after having detailed discussions with State Planning Board and Programme Implementation, Evaluation and Monitoring Department, a common format for Departmental Working Group and Special Working Group has

been developed with a view to collect information for impact analysis during the Departmental Working Group/ Special Working Group meetings as well as for processing the files.

3. Government are now pleased to order that from the financial year 2023-24 onwards, Secretary of the concerned administrative department shall prepare concise and focussed scheme proposals containing various aspects as per the guidelines like objective (s), funding pattern, duration and phasing, physical targets along with amount for which administrative sanction already issued, amount posted under ELAMS, Treasury queue and Ways & Means queue etc., in the revised common Proforma for examining plan schemes by Departmental Working Group/Special Working Group meetings in the Annexure, as appended to this Government order, for grant of administrative sanction.

4. The Proforma in Annexures of the Government Orders read as 1st & 5th above stands modified to the above extent.

(By Order of the Governor)

BISHWANATH SINHA

ADDITIONAL CHIEF SECRETARY

To

The Principal Accountant General(A& E/Audit),
Kerala,Thiruvananthapuram.

All Additional Chief Secretaries, Principal Secretaries, Secretaries
and Special Secretaries to Government.

All Administrative Departments in Secretariat.

All Heads of Departments.

All Officers/Sections in Finance Department.

The Nodal Officer, www.finance.kerala.gov.in

Forwarded /By Order

Biju D

Section Officer

COMMON PROFORMA FOR EXAMINING PLAN SCHEMES BY WORKING GROUPS AND SPECIAL WORKING GROUPS

DRAFT VERSION 3.0

1	Name of the Administrative Department																																							
2	Name of the Implementing Agency																																							
3	Name of the Scheme																																							
4	Please state whether this is a new scheme/ continuing scheme with modification. If a continuing scheme, why a fresh sanction is sought?																																							
5	Plan Space ID																																							
6	First inclusion in the Five Year Plan (Please provide the financial year)																																							
7	Type of the Scheme (Please tick the appropriate box) <div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> a. State Plan Scheme <input type="checkbox"/> b. ACA <input type="checkbox"/> c. Convergence (LSGI, MP/MLA, CSR, Community Mobilization) </div> <div> <input type="checkbox"/> d. Central Sector Scheme <input type="checkbox"/> e. SCA <input type="checkbox"/> f. NCDC </div> <div> <input type="checkbox"/> g. CSS <input type="checkbox"/> h. EAP <input type="checkbox"/> i. RIDF </div> </div>																																							
8	Spread of the Scheme <div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> Single institution <input type="checkbox"/> One Panchayath <input type="checkbox"/> One Block <input type="checkbox"/> One Municipality <input type="checkbox"/> One Municipal Corporation Please provide additional details, if any </div> <div> <input type="checkbox"/> A group of institutions in selected locations <input type="checkbox"/> Group of selected Panchayats <input type="checkbox"/> Group of selected Blocks <input type="checkbox"/> Group of selected Municipalities <input type="checkbox"/> Selected Municipal Corporations </div> <div> <input type="checkbox"/> District wide <input type="checkbox"/> Group of selected districts <input type="checkbox"/> Statewide scheme </div> </div>																																							
9	Details of creation of posts for civil construction, projects and purchase of vehicles, if any, with cost estimates																																							
10	Has the scheme earmarked 25% or more for contract/daily wage sourcing of human resource from the total allocation?																																							
11	Various components and subcomponents with estimates <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th rowspan="2">Sl. No.</th> <th rowspan="2">Name of the component / sub component (where value is >10 lakhs)</th> <th colspan="2">Estimates</th> </tr> <tr> <th>Recurring</th> <th>Non - recurring</th> </tr> </thead> <tbody> <tr><td>i.</td><td></td><td></td><td></td></tr> <tr><td>ii.</td><td></td><td></td><td></td></tr> <tr><td>iii.</td><td></td><td></td><td></td></tr> <tr><td>iv.</td><td></td><td></td><td></td></tr> <tr><td>v.</td><td></td><td></td><td></td></tr> <tr><td>vi.</td><td></td><td></td><td></td></tr> <tr><td></td><td>Total</td><td></td><td></td></tr> <tr><td></td><td>Total Estimate in Crores</td><td></td><td></td></tr> </tbody> </table>		Sl. No.	Name of the component / sub component (where value is >10 lakhs)	Estimates		Recurring	Non - recurring	i.				ii.				iii.				iv.				v.				vi.					Total				Total Estimate in Crores		
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12	Funding pattern and flow of funds (year-wise) - Past 5 Financial Years																																							
13	Duration and phasing (year-wise) - Past 5 Financial Years																																							
14	Details of physical targets (year-wise) - Past 5 Financial Years																																							
15	Budget provision available for the scheme under the relevant Head (s) of Account (Please provide head(s) of account and allocations)																																							
16	Does this scheme has a connected non-plan budget allocation? (YES/NO), If YES, specify the head of account and purpose of the allocation																																							
17	Total amount for which Administrative Sanction already issued under the head of account during the current financial year																																							
18	Amount posted under ELAMS, Treasury Queue and Ways and Means Queue during the previous financial year (Please provide amounts of each item in new rows)																																							
19	Balance available [16-(17+18)]																																							
20	Expenditure already incurred - Past 5 Financial Years																																							
21	Status of Utilisation Certificate (UC) pending till date (Please provide released amount and release date against each UC pending)																																							
22	Details of monitoring mechanism(s) (Please describe the monitoring mechanisms being used to ensure on time achievement of milestones, financial discipline and compliance to funding & regulatory requirements)																																							
23	Whether the proposal covers the entire outlay of the scheme in the Budget? If it covers only a part of the outlay, how the remaining portion is proposed to be used?																																							
24	Whether the proposal is supported with DPR, Action Plan (annual or multi year) comprising of period of completion, phasing, execution plan, fund flow, physical target, details of beneficiary (please quantify numbers), impact and outcome of the project, Risk in implementation, mitigation measures and other relevant details. (Please attach DPR)																																							

25	If there is any Central Sector Scheme / Centrally Sponsored Scheme with Similar Objective and whether scheme envisages any assistance under CS/CSS, please provide details	
26	Please clarify if the scheme also envisages financial assistance from other sources? (please mark (X) appropriately)	
	<input type="checkbox"/> KIIFB <input type="checkbox"/> MP <input type="checkbox"/> MLA <input type="checkbox"/> LSGI <input type="checkbox"/> CSR <input type="checkbox"/> NABARD	<input type="checkbox"/> NCDC <input type="checkbox"/> external funding agencies <input type="checkbox"/> ADB <input type="checkbox"/> JBIC <input type="checkbox"/> World Bank <input type="checkbox"/> Community mobilisation
		<input type="checkbox"/> Others Others, Please Specify
27	In case of CS/CSS, whether the Government of India's approval has been obtained? If yes, is it advance or reimbursement basis?	
28	In the case of continuing Centrally Sponsored schemes with reimbursement pattern of Central Assistance, whether reimbursement claims for the past periods were furnished to GOI? Please furnish details of reimbursement pending at GOI level. (Amount and date on which complete application/documents submitted)	
29	In the case of continuing schemes with central assistance received in advance, whether the funds received from GOI in the previous years have been fully spent and the Utilization Certificates furnished to GOI? (In case of availability of unspent amounts, please provide details of released amount, released date and remaining amount. Details of pending UC may be added in column 18 above)	
30	In the case of centrally sponsored schemes, whether revalidation sanction for the unspent balances of the central assistance/external assistance received during the previous years has been obtained? (Please provide the details of each revalidation in separate rows)	
31	Is this plan helpful in achieving any specific SDG 2030 goals. If yes, please provide details.	
32	Challenges in Implementation of the scheme (Viz: Issues related to land acquisition, getting regulatory clearances, social issues, funding issues, non-availability of competent contractors/suppliers, non-availability of experts/skilled workers etc.)	
33	Is this scheme a stand alone scheme? (YES/NO). If NO, Is completion of this scheme dependant on completion of any other scheme / component (please provide details)	
34	Are there any other projects of the same department or other departments with similar or overlapping objectives/ outputs/ outcomes? YES/NO (If YES, briefly describe)	
35	Did this scheme already receive any advice / concurrence/ remarks from Finance Department on file for in the form of any other communication? (YES/NO) (Please attach copies)	
Representations from the Public & Media Reports		
36	Details of Suggestions / Observations / Grievances related to scheme from Regulatory Bodies, Government, Media, General Public, if any, received and Action Taken on them	
Impact Assessment		
37	Explain how the attainment of physical and financial targets, and project milestones as provided in various sections above have provided improved experience to the target beneficiaries and whatever improvements it facilitated in the general socio-economic standards of Kerala [Statements on this should be correlated to the stated objectives and outputs of the scheme, and testimonials for the same should be added to PlanSpace 2.0] Suggestions for further improvement of the scheme (To enhance the impact and quality of expenditure)	
Additional Point for Special Working Group		
38	Whether the Administrative Department is not competent to sanction the scheme/ expenditure in the light of the delegation of powers in force? (YES/NO)	
39	Whether the proposed expenditure exceeds the budgeted outlay of the Scheme? If so, how the excess fund requirement is proposed to be met?	

Signature
Planning Officer / In charge Planning
.....Department

Signature
Finance Officer
.....Department

Signature
Head of the Department
.....Department

Signature
Representative of Finance Department
(For Working Group)

Signature
Secretary
.....Department

Signature
Secretary
Finance Department