



GOVERNMENT OF KERALA

Abstract

NINTH FIVE YEAR PLAN-DECENTRALISED PLANNING-LOCAL LEVEL PLANS-PROCEDURE FOR APPROVAL AND APPRAISAL OF PROJECTS BY THE VOLUNTARY. TECHNICAL CORPS (VTC) /PLAN APPRAISAL TEAM (PAT) - SANCTIONED - ORDERS ISSUED.

PLANNING & ECONOMIC AFFAIRS (A) DEPARTMENT

G.O. (Ms.) No. 8/97/Plg.

Dated, Thiruvananthapuram, 16th May, 1997.

Read:- G.O.(Ms.) No. 10/96/Plg. dated 30-7-1996.

ORDER

The Planning Board has reported that the People's Campaign for 9th Five Year Plan ordered to be organised as per G.O. (MS.) No. 10/96/Plg. dated 30-7-1996 has almost completed the 4th phase of its implementation. During this phase the Panchayats, Municipalities and Corporations have prioritised and selected the projects prepared by the task forces for drawing up the local plan documents. A review of these projects and plan documents by the Planning Board has revealed that many of them require revisions before they could be finalised. Soon the activities connected with the 5th phase i.e. integration of local plans at higher levels and preparation of Block and District plans will be take up. The Planning Board has recommended that a new phase-6th phase-be organised to systematically appraise the schemes included in the projects, concurrently with 5th phase. The sixth phase will examine the technical feasibility, financial viability and procedural acceptability of the projects included in the plans of the local bodies by competent bodies comprising qualified persons. These bodies will be called Voluntary Technical Corps/Plan Appraisal Team (VTC/PAT) at the Block/Municipality/ Corporation Level and District Level Expert Committee at the District Level.

2. The proposal of the State Planning Board to set up the Voluntary Technical Corps/Plan Appraisal Team in each of the Blocks, Municipalities and Corporations and the District Level Expert Committees was examined by the Government in detail. Accordingly, Government are pleased to order the formation of Voluntary Technical Corps/Plan Appraisal Team in each of the 152 Block Panchayats, 55 Municipalities and 3 Corporations and the District Level Expert Committees in each of the 14 Districts. The composition, structure, duties and functions and their roles of "Vis-a-Vis" the local bodies and other Government Departments and District Planning Committees are given in the Annexure.

3. Government are also pleased to order that one Government Official from among the Key Resource Persons (KRPs) for each Block Panchayat, Municipality/Corporation will be appointed on working arrangement. The terms and conditions and the mode of appointment of 210 personnel from various Departments, educational institutions etc., shall be as per G.O. read above.

4. The expenditure for the working of the VTC/PAT/DLEC will be met from the Budget Provision under the Head of Account 3451-00-101-92-preparation of area plan and conduct of surveys and studies (Plan) in the current year's budget and/or from the Central Assistance for the People's Campaign sanctioned by the Ministry of Rural Areas and Employment, Government of India.

By order of the Governor,

C.P. Nair.

Chief Secretary to Government.

To

The Secretary, State Planning Board.

The Secretary, Local Administration.

All Secretaries to Government.

All Heads of Departments.

All District Collectors.

The Secretary to the Governor.

The Registrar, University of Kerala (with C.L.)

The Registrar, University of Cochin (with C.L.)

The Registrar, University of Calicut (with C.L.)

The Registrar, Mahatma Gandhi University, Kottayam (with C.L.)

The Registrar, Kerala Agricultural University, Thrissur (with C.L.)

The Secretary to the Planning Commission, Yojana Bhavan, New Delhi
(with C.L.)

The Secretary, KSEB/KSRTC, Thiruvananthapuram.

The Managing Director, Kerala Water Authority.

The Managing Directors/Chief Executives of all Public Sector Undertaking/
Corporations/Boards/Autonomous bodies.

The Director of Public Relations.

The Director of Panchayats, Thiruvananthapuram.

The Director of Municipalities, Thiruvananthapuram.
The Finance Department.
The Director, Kerala Institute for Local Administration, Thrissur.
All Presidents, District Panchayats.
All Presidents, Block Panchayats.
All Presidents, Grama Panchayats.
All Chairpersons, Municipalities/City Corporations.
All Chairpersons, District Planning Committees.
All District Planning Officers.
The Sub Treasury Officer, Vellayambalam.

Copy to:

The Private Secretary to Chief Minister and other Ministers.
The Confidential Assistant to Principal Secretary (Planning).
The Private Secretary to Vice-Chairman, State Planning Board.
The Confidential Assistant to Members, State Planning Board.
The Joint Secretary to Chief Secretary.

Voluntary Technical Corps/Plan Appraisal Team (VTC/PAT) for People's Campaign for Ninth Five Year Plan

1. The Concept:

The main objectives of the new phase-Sixth phase-of people's Campaign for Ninth Plan are: (i) to ensure that the Annual Plan (1997-98) and Ninth Five Year Plan (1997-2002) documents of local bodies are prepared in accordance with the guidelines and norms issued by the State Planning Board and (ii) to appraise the projects included in the local plans so that they are technically feasible, financially viable and procedurally acceptable in all respects. The District Planning Committees have to formally approve the plan only after such an appraisal. It is in this context that Voluntary Technical Corps/Plan Appraisal Teams is conceived as a multi-disciplinary body consisting of retired experts (officials and non-officials), Government/Bank Officers,. College Teachers, Social activists, Key Resource Persons etc; at Block/Municipal level. The team after detailed appraisal of projects and scrutiny of plan documents shall help the local bodies to make the necessary modifications if they so desire. VTC/PAT shall have no authority to examine the priorities fixed by the local bodies. The comments of VTC/PAT may be communicated to the DPC for its consideration and decision.

2. Composition:

A team of 50-60 experts, in various fields will be formed in each Block Panchayat/Municipality/Corporation as VTC/PAT. The size of the VTC/PAT can vary as per requirement and availability of experts. Around 25% of the members will be Government Officials of Development Departments. The membership will be mandatory for categories of officers listed in para 3 (a) and for others it will be optional. Around 25% of the team will be non-officials such as bank officials, college teachers, Technocrats, Management Experts, Key Resource Persons etc. The remaining 50% is expected to be selected from retired persons.

3. Qualifications for Membership:

The following are the criteria for membership in VTC/PAT:

- (a) Retired Gazetted Officers of the Government in any of the development sectors.
- (b) Selected Key Resource Persons.
- (c) Private sector experts, academic or non-academic with a post graduate or professional degree and minimum 5 years experience in a development sector.
- (d) Officers of Managerial cadre and officers of non Managerial cadres who are already participating in the bank project clinics having a minimum experience of 5 years in development banking sector.

(e) Government Officials-Mandatory:

1. Block Development Officer.
2. Assistant Director, Agriculture.
3. Assistant Director, Dairy Development.
4. Assistant Executive Engineer (Minor Irrigation)
5. Assistant Executive Engineer (Local Works)
6. Assistant Executive Engineer, District Panchayat.
7. Assistant Registrar of Co-operative Societies
8. Assistant Executive Engineer (Electrical Major Section/Deputy Electrical Inspector/AEE (PWD), Electrical Wing.
9. Taluk Development Officer for SC Development.
10. Assistant Engineer, Housing Board.
11. Project Officer, ICDP/Superintendents of various Institutions.
12. Assistant Engineer/Assistant Executive Engineer (Kerala Water Authority)
13. District Education Officers/Sr. Lecturer, DIET.
14. Deputy District Medical Officer/Medical Officer in-charge, Block PHC.
15. Junior Soil Conservation Officer.
16. Assistant/Deputy Director of Fisheries
Chief Executive Officer of Fish Farmers Development Agency/Brackish Water Fish Farmers Development Agency.
17. Project Officer, Matsyafed.
18. Senior Veterinary Surgeon/Asst. Director/Asst. Project Officer (Animal Husbandry).
19. Assistant Executive Engineer/Hydrogeologist, Ground Water.
20. Assistant District Industries Officer/Manager/Deputy Director, District Industries Centre.
21. Project Officer/Extension Officer for ST Development.
22. District Social Welfare Officer/Child Development Project Officer of Social Welfare Department.

Besides, any Government Officer in gazetted rank in development department at block level and above shall have the option to volunteer for service in the VTC/PAT.

4. Structure:

The Block Level VTC/PAT will have the following Office Bearers:

Chairperson : A senior Technical Expert

Vice-Chairperson : A senior Technical Expert

Convener : Block Development Officer

Joint Convener : Key Resource Person

The Block Level Team will be divided into sub-groups based on development sectors. The members in each subgroup should have expertise in the particular field they are selected for. Each subgroup will have an official as Convenor. There will be one full time Officer as Resource Person in each Block/Municipality/Corporation appointed on working arrangement basis who will be put in charge of the organisational activities of the VTC/PAT at Block level. The Block Development Office/Municipal Office/ Corporation Office shall provide all Secretarial Assistance to the functioning of the VTC/PAT.

5. Duties and Functions:

The Process of appraisal has to be carried out in three successive phases.

In the first phase a preliminary appraisal of the plan documents and all the projects included in the documents will be made. More specifically the following aspects have to be examined during this phase in respect of plan documents.

- (i) Whether these have been prepared according to the due process as prescribed by the State Planning Board ?
- (ii) Whether the guidelines regarding the broad sectoral allocation, special Component Plan, Tribal Sub Plan and the structure of the Plan document have been adhered to ?

In respect of Projects, the following procedure will be followed:

- (i) A rapid appraisal of all the projects to ensure that they are implementable with necessary corrections and modifications.
- (ii) A detailed examination of the projects that are proposed for the Annual Plan 1997-98 will be made. For this, the projects will be classified into two, namely:-
 - (a) Simple development projects; and
 - (b) Projects that involve construction work or technical contents which require technical specifications and detailed examination.

The simple development projects will be revised and finalised in the first phase. The technical projects will be set apart for detailed analysis. The VTC/PAT shall undertake the appraisal in consultation with the local bodies and modifications may be made only with their consent. The VTC/PAT will give a certification as to the above points (as per Appendix-A) for accompanying the plan document to be submitted to District Planning Committee through the District Planning Office. Unless the Plan Appraisal Team Certification has raised serious objections the DPC shall approve the plan. In case of disputes, the DPC will go into the merits of the case in consultation with the Grama Panchayat/Municipality/Corporation concerned

and assisted by the District Level Expert Committee. The appraisal reports from the Municipality/ Corporation shall be examined by the District Level Expert Committee before being submitted to the DPC.

In the second phase the PAT will consider the projects which require detailed technical examination. All the projects shall be finalised by adding detailed technical specifications, wherever necessary. With a certificate from PAT, the project will be forwarded to the District Level Expert Committee constituted under District Planning Committee for issue of technical sanction.

The District Level Expert Committee (DLEC) shall consists of 50-60 members including the District Collector, all District Level Officer of Development Departments, selected members of VTC etc. The DLEC will have the following office bearers:

The District Collector .. Chairman

The District Planning Officer .. Convener

Nomination of VTC members to DLEC shall be made by the State Planning Board.

Sub groups of DLEC shall be formed for various sectors of development and the officials and non officials in each sub group shall have expertise in the particular field they are selected for. The DLEC should confine its role strictly in providing technical appraisal of projects. The DLEC shall also function as an appellate authority in case of disputes with VTC/PAT.

In the second phase, the following aspects shall be examined by VTC in respect of the individual project:

1. Has the relevance of the project been clearly spelt out ?
2. Whether the objectives of the projects have been defined ?
3. Whether in the selection of the beneficiaries clear and whether transparent criteria have been followed?
4. To ensure whether all the activities of the project are list
5. To technically examined whether the proposals contain all the necessary details and also to check whether the technical specifications have been adhered to so that the projects can be given technical sanction.
6. Whether the Organisational structure for implementation of the projects has been specified.
7. To examined whether the project costs, the source of funds identified and the phasing are realistic. Similarly the returns from the projects have to be arrived at after closely examining the projected income and expenditure. Projects to be funded with assistance from financial

institutions have to be critically examined with regard to their bankability and economic viability.

8. Whether the indirect benefits and costs of the projects have been explained and due considerations have been given for poverty alleviation, women development, environmental aspects etc ?
9. Whether any monitoring system has been conceived ?

In the third phase all other projects proposed in the Ninth Five Year Plan (1997-2002) will be examined, revised, modified and approved. Detailed technical appraisal such as designs, specifications, financial analysis etc., will be done only at the time of Annual Plan preparation.

In case of disputes between the District Planning Committee and the local bodies in respect of selection/approval of any project, which cannot be resolved through mutual consultations, the local body shall have the right to appeal to the Secretary to Government, Planning and Economic Affairs Department.

6. Role of VTC/PAT/DLEC :

The VTC/PAT/DLEC shall confine its role strictly in providing expertise to determine the technical and financial viabilities of the projects. The VTC/PAT/DLEC shall not have any power to interfere with priorities set by the local bodies. They shall have no right to select/reject the projects and challenge the social acceptability of projects approved by the local bodies.

The duties of VTC/PAT/DLEC are confined to the approval of technical feasibility and financial viability and making necessary corrections and modifications in the projects so as to rectify the deficiencies. Such modifications are to be made in consultation with and with the consent of the representatives of local bodies concerned.

The guidelines for the selection, training and functioning of VTC/PAT/DLEC and the agency for implementation of projects at local level shall be issued by the State Planning Board.

No remuneration/honorarium shall be paid to the members of the VTC/PAT/DLEC for their services. However, the actual travel expenses and other allowable incidental expenses like working lunch and refreshments during the period of work will be met by the State Planning Board.
