

Model Annual Calendar of Activities
for a CS/ CSS/NEC/EAP/ Other Scheme for a Current Year.

Tasks should be specific to Scheme and Code for each of the Task

Code	Year	Task/ Step	Timeline
1.	November (of Previous Financial Year)	At District / Division/ HOD level: AAP & Budget preparation: Preparation of Annual Action Plan of works / services / benefits (AAP) for their area of operation and Preparation of Budget Estimates based on AAP	
2.	December (of previous Financial Year)	At Administrative Department level: AAP & Budget preparation: Preparation of Annual Action Plan of works / services / benefits (AAP) duly considering field units AAP and Budget preparation.	
3.		Submission of Proper Budget estimates for Central share and State share of CSS/NEC/EAP/ Other Central schemes (based on the allocations communicated from Finance Dept.) to Finance Dept. Government of Assam, for next year Budget based on likely GOI Budgetary allocation – Central Share and State share. Also adequate budget for M&E, OE, TA etc. Where ever the Tentative Financial Allocation is less than the estimated Central allocation, the matter be discussed with Finance Dept. and be resolved.	
4.		Review: a. Reviewing Physical & Expenditure Progress for the current year, b. Reviewing Pending/ Incomplete Works of current year and of previous years and fixing accountability at HOD/Divisions/District/ Sub-District officers. c. Reviewing Pending Utilisation Certificate Status and fixing accountability at HOD/Divisions/District/ Sub-District officers	
5.		Business Process Re-engineering of processes to improve economy, efficiency and effectiveness and timelines based on past year performance.	
6.		Take measures to complete implementation/ execution of all the pending incomplete works. Where ever it is not possible, shall submit a reasoned report to HOD for a decision in consultation with Administrative Department.	
7.		Take measures to submit UC for all the completed works by fixing accountability on concerned officers accompanied with rigorous monitoring.	
8.		Submission of UC in duplicate to concerned authorities including uploading in online UC Portal when it is ready.	
9.		Secure approval of Competent Authority / Committee upon deliberations, and submit the proposal to Government of India	
10.	Current Year- April	Knowing yearly GOI allocation to each of the schemes for the state at the beginning of the Year- based on GOI communication/ conversation with concerned Joint Secretary/ Secretary and upon Study of Union Budget and GOI Ministry / Department website. Confirming the same under PFMS.	
11.	April	Ensure adequate Budgetary Provision in the Assam Budget both for Central and State Share as applicable. Else Department should make proposal for additional allocation appropriately at appropriate time including SD.	
12.	April	Identification of works / beneficiaries for the current year preferably from the Inventory of Works / Beneficiaries based on Priority.	
13.	April	Administrative approval of proposed works/ beneficiaries as per the Checklist upon examination of fund status under PFMS and informing to HODs/ Implementing Agencies and uploading the same in Department	

		website.	
14.	April	Plan for timely utilisation of 1 st , 2 nd and Other instalments duly considering Implementation progress reports and M&E Reports feedback for expediting the works with quality and economy.	
15.	April/May	Preparation of DPRs for the administratively approved works if applicable.	
16.	April/May	Technical Sanction of Administratively approved works by competent authority within 30 days.	
17.	April/May	Procurement of products/ services duly complying Government of Assam Procurement policy and Vigilance guidelines.	
18.	May	Financial Sanction within the Delegated powers under DFP Rules. Procedure applicable in case of NEC/ NLCPR/ NESIDS schemes and RIDF are referred to T&D / Finance (EA) concerned as per standard norm.	
19.	May	Submission of Proposals to Finance Dept. Assam as per Finance checklist for Financial Sanction appropriately using FINASSAM portal.	
20.		Timely receipt of received Central funds by Implementation Agencies from Finance Department GOA within 15 days /as per CSS sanction letter.	
21.		Building inventory of projects/beneficiaries in priority by Implementation Agencies including DPR estimates duly following SabkaSaathSabka Vikas Sabka Vishwas – inclusion of Plains, Riverine and Hill Areas, All Districts and all Social Groups(- ST/SC/OBC/MOBC/Minorities-Budhists/Christians/Jains/Muslims/Parsis/Sikhs), women, Disabled in due proportion etc.	
22.		Database of all the sanctioned/ approved works / beneficiaries	
23.		Timely Implementation / Execution of works with Quality & Economy.	
24.		Scheme/ Program Officers/ Implementing Agency-Implementation & Progress / Oversight –uploading of reports in the concerned webportal-Online Implementation progress & oversight Management Portal with 4 Reports to be uploaded by the Implementation agency against each of the sanctioned work viz., (i) Before the starting of work, (ii & iii) during the progress of work and (iv) after the completion of work with geo-tagging dashboard. Each report should include an Inspection report + Photograph/Video. Till the online portal is ready this is to be done by emails.	
25.		Monitoring & Evaluation by M&E Officers based at Administrative Department/ HOD/ Divisional Commissioner/Zonal Officer/ Deputy Commissioner / DDC/ Third party Agency / Social Audit and uploading of reports in the concerned web portal- Online Monitoring & Evaluation Portal (External to Implementation Agency but internal to HOD,) – uploading of all Physical Inspection reports (includes photographs of work) and evaluation reports. Till the online portal is ready this is to be done by emails.	
26.		Quality control of sample works across the State by HQ Quality Control Team.	
27.		Reviewing Physical and Expenditure Progress and submission of progress report to higher / competent authority-Monthly	
28.		Reviewing Pending/ Incomplete Works of current year and of previous years and fixing accountability at HOD/Divisions/District/ Sub-District officers- and submission of progress report to higher / competent authority-Monthly	
29.		Reviewing Pending Utilisation Certificate Status and submission of progress report to higher / competent authority--Monthly	
30.		Regular update of expenditure in PFMS Database. --Monthly	
31.		Cross verification with implementation progress based on M&E Reports and Quality Control reports--Monthly	
32.		Bill preparationas per Govt.of Assam norms. --Monthly	
33.		Proposal to Finance Dept. for ceiling and needful followup.	
34.		Timely submission of Utilization Certificates to HOD, Administrative Department and GOI. Online UC (Utilization Certificate) Management Portal wherein all the Implementation agencies are to host UCs on the	

		portal. Till the online portal is ready this is to be done by emails.	
35.		Reconciliation of Accounts of AG Assam	
36.		Evaluation of Schemes/ Projects once in 3 Years and Departments at regular intervals/ frequency once in 5 Years.	

Annual Monthly Calendar for the Scheme.....

Yr& Month	Responsibility of Stakeholders- Code						
	Administrative Department	HOD / Commissionerate/ Directorate/ Chief Engineer/ Project –CEO/ MD/ SPD/ Society (including Scheme/ Program Officers)	Division Commissioner/ Divisional / Zonal Officers	DC / DDC/ CEO ZP Nodal Agency	Implementation Agency/ District/	M&E Division of AA/ HOD / Division / District	Quality Control Division of HOD
Previous Yr							
Current Yr							
April							
May							
June							
July							
August							
September							
October							
November							
December							
January							
February							
March							

Note: While defining the responsibilities of Stakeholders, please examine the Scheme wise Business Process flow chart 2019-20 or 2020-21 and that of Model Business flow chart-prepared by the Administrative Department

HOD of the Administrative Department (Signature with Date)

Sr. Most secretary of the Administrative Department (Signature with Date)