

GOVERNMENT OF ASSAM

.....DEPARTMENT

ACTION TAKEN REPORT ON

Proceedings of the review meeting of CS/CSS/NEC/EAP /Other Central Schemes of
Administrative Departments

Dated: 24th September 2020 Time: 3.00-7.00PM

Dated 2020

I. A 2 Page Self-appraisal / Diagnosis of Schemes- CS/CSS/NEC/EAP/Other Central Schemes by the Administrative Departments:

It involves critical examination and analysis of Schemes of Administrative Department- using the Model Template of 10 Parameters. Administrative Departments may examine sample critical diagnostic observations for 12 Departments, prepared by Monitoring Division and enclosed along with the proceedings. This is the basic requirement / homework for enhanced central receipts and to accelerated utilisation of central funds to improve the quality of life of all people of Assam.

Slide	Parameter	
1	Number of Central Schemes	Schemes being availed & Schemes not being availed
	Year: 2020-21	
	I Instalment	Schemes for which I instalment not received till date
	Allocations	Schemes wherein I instalment is received but recorded decline compared to 2019-20:
	Years: 2018-19 to 2020-21	
2	Opening Balance	At Finance Dept./ At Implementation Agency
	GOI Allocation	Decline if any during 2020-21 compared to 2019-20/ Variable
		No monitoring
	Central receipt	Decline if any during 2020-21 compared to 2019-20/ No receipts
	Government of Assam Budget	Need improvement/ No Budgetary provision
	Quantum of Fund release by Finance Dept.	Full release
		No/ Partial releases:
	State share release by Fin. Dept.	Delays / Not released Yet for 2020-21
	Fund Utilisation by IA	Good/Poor / Needs improvement :
	UC Pending	UC Pending
3	10% GBS of NER States	Assam share and loss and Action Plan
4	Fund release by GoA Fin.	Timely in schemes- ➤ 30 days delay in schemes-
5	Incomplete / pending works	Nil/Less/High&Oversight Mechanism
6	Monitoring	Should be independent of Implementation team
7	Existence of Training Plan	Current Status and Proposed Plan
8	Fixing constraints	At all 5 Processes as per Template
9	Evaluation	of (i) Schemes and (2) Departmental Mandate
10	Reforms	Need to draw time bound action plan

II.Action taken on the decisions of the Review Meeting: Action by Administrative Departments, Finance Dept; T&D / Hill Areas / WPT&BC Departments and Monitoring Division of O/o CS Assam.

All the Administrative Departments:

		Decision	Action taken
1	Immediate action for 2020-21	Shall obtain details of Central allocations for every Central scheme for Assam State and satisfy the quantum, by testing the same with the scheme wise criterion of allocations across the States	
		Shall avail first instalments immediately wherever it is not received yet	
		Shall take all measures to avail second instalments for all Schemes by submitting all requisite UCs expeditiously	
		All Administrative Departments shall examine all the available Central Schemes and shall take all steps to avail benefit under all schemes immediately	
2	Institution building of M&E	a. Shall examine their respective Presentations (Template Slide 2.1 & 2.2) based on the parameters outlined above and shall revise presentations	
		b. Shall circulate their respective revised error-free presentations to all Sr.most secretaries of other Administrative Departments for their valuable suggestions and feedback, under intimation to Monitoring Division and revise their Presentations before 10 th October 2020 and submit the same to Monitoring Division at the earliest.	
		c. Shall set up and institutionalize M&E Division independent from that of Implementation Division at Department level, HOD level, Division/Zonal and District level by designating M&E officers with assam.gov.in email ids, for sustainability. The name, designation, Telephone & mobile number and email ids of all designated M&E officers will be hosted in the respective Department website before 30 th October 2020. Besides shall create a 2 social messaging groups (i) Implementation Team and (ii) M&E team. Monitoring Division officials will be part of these social messaging groups. Model Format has already been circulated	

		to all the Nodal M&E Officers of all Administrative Departments	
		<p>d. Shall prepare Annual-Monthly calendar of activities for each of the scheme on all 6 elements (i) receipt of funds from GOI, (ii) receipt of funds from Finance Department GOA, (iii) Implementation & Progress / Oversight – both for timely completion, quality and economy (iv) Monitoring & Evaluation (v) Bill and (vi) Utilization Certificates, by fixing responsibility and accountability of officers at Administrative Department, HOD and Division/ District level month wise.</p> <p>Model Format has already been circulated to all the Nodal M&E Officers of all Administrative Departments.</p>	
		e. Shall ensure proper budgeting of all central schemes every year by keeping good coordination with GOI and State Finance Dept.,	
		f. Shall cross verify central funds received with that of PFMS and RBI Credit Memos to avoid fund receipt discrepancies between the Implementation Agency, Finance Dept., of GOA and GOI. This exercise needs to be undertaken on a monthly basis.	
		<p>g. On 10% GBS for NER States: All the Administrative Departments shall critically examine Transformation & Development Department communication No.PDP.16/2020/46 Dated 24th August 2020 enclosing Secretary, Ministry of DONER, GOI (DO No.E and P/1/2020-E and P Sec-Part 3 Dated 13th July 2020) and ascertain Assam share and losses being suffered every year and prepare a roadmap to fix the problems before 30th October 2020.</p>	
		h. Shall take steps such that UCs are submitted expeditiously and there are no pending UCs and shall settle outstanding DCC bills expeditiously without delay.	
		i. Shall earmark adequate budgeting (i) for TA, DA and Office expenses for an effective M&E and (ii) for Training / Capacity building in diverse areas in collaboration with AR&T Department and Assam Administrative Staff College viz.,	

		<ul style="list-style-type: none"> i. Leadership Development ii. Project Management / DPR/ Project Formulation / iii. Monitoring & Evaluation studies iv. Financial Management & Accounts v. Procurement vi. Inclusion vii. Rule of Law viii. Business Process Re-Engineering. ix. Good Governance 	
3	Database Management	Feed the data/ information in the following portals to be developed by T&D Department in collaboration with the Administrative Departments at the earliest viz.,	
		a. Database of all the sanctioned/ approved works / beneficiaries.	
		b. 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.	
		c. Online Monitoring & Evaluation Portal (External to Implementation Agency but internal to HOD, also that of Divisional Commissioner, DC, DDC and External Agencies- Third party) -uploading of all Physical Inspection reports (includes photographs of work) and evaluation reports.	
		d. Online UC (Utilization Certificate) Management Portal wherein all the Implementation agencies are to host UCs on the portal.	

Finance Department

	Decision	Action taken
a.	Capacity building: Shall build capacities of Administrative Departments, HODs, and Implementation Agencies on how FINASSAM and PFMS portals can effectively enhance their internal efficiency at every six monthly intervals	
b.	Proper State Budgetary provision for Central Schemes including for State Share: Shall take all required measures to ensure that every CS/CSS/EAP / Other schemes – Central share and State share budgets are properly provided.	
c.	Business Process Re-engineering (BPR): Streamline the fund release mechanism for CS/CSS/NEC/EAP/Other Central Schemes strictly as per GOI sanction (within 15 days of receipt) including appropriate delegation of powers to appropriate authorities before 30 th October 2020.	
d.	Monthly meetings to ensure timely release of funds under CS/CSS/NEC/EAP and Other central schemes: Shall hold monthly meetings on fixed days with all the M&E officers of all the Administrative Departments to address their concerns on delayed and partial release of central funds and to ensure timely releases as per GOI sanction terms and conditions.	
e.	Monthly meetings with all Administrative Departments on status of UCs and on outstanding DCC bills: Finance Dept. shall hold monthly meetings on the subject.	
f.	Shall take initiative to encourage Administrative Departments to avail performance based incentives / III instalment from GOI for enhanced receipts.	
g.	Efficient & Timely Procurement as per Government Policy-Should streamline procurement systems and build capacities of Implementation Agencies and should monitor their progress for timeliness and efficiency.	
h.	Shall examine / explore-	
	i. A reported Tamilnadu Model of financing schemes from State Budget without waiting for GOI releases: As soon as the schemes & allocations are approved by GoI for the state, the fund for that particular scheme should be disbursed from the State budget in the case of first instalment and is to be adjusted from central release, upon its receipt.	
	ii. Delegation of Financial Powers to Administrative Departments like that of GOI: Finance Department may examine to delegate financial powers with respect to CS/CSS/EAP/NEC/Other central Schemes involving Financial Advisors as representatives of Finance Dept. (made available at	

	each of the Administrative Department.)	
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Transformation and Development / Hill Areas / WPT&BC Department

(In addition to the decisions already listed under all the Administrative Departments)

	Decision	Action taken
a.	Scheme Database: These Departments shall maintain a database of CS./CSS/NEC/EAP and other Central schemes Administrative Department wise on its website with updation at regular intervals before 30 th October 2020.	
b.	Development and upkeep of online Financial & Physical Performance and Monitoring Dashboard / Portals in collaboration with all the Administrative Departments: The T&D Dept./HAD/WPT&BC shall develop the following online applications for an effective physical and financial monitoring and for accelerated utilization of central funds and timely submission of Utilisation Certificates.	
	i. Quarterly financial progress reports of CS/CSS/NEC/EAP/& other Central Schemes from all Administrative departments starting from 2015-16, as per Templates being used by Monitoring Division.	
	ii. Online Database of Schemes where funds are not routed through Finance Dept: It is observed that several Implementation Agencies of various Administrative Departments are receiving Central funds under various schemes directly and are not routed through Finance Dept both for the record and for an effective monitoring. T&D Department shall monitor the said schemes financial management starting from 2015-16. All the Administrative Departments shall submit the requisite reports monthly through online.	
	iii. Database of all the sanctioned/ approved works / beneficiaries.	
	iv. 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. Similarly for schemes involving individual beneficiaries.	
	v. Online Monitoring & Evaluation Portal (External to Implementation Agency but internal to HOD, also that of Divisional Commissioner, DC, DDC and External Agencies- Third party) –for uploading of all Physical Inspection reports	

	(includes photographs of work) and evaluation reports.	
	vi. Online UC (Utilization Certificate) Management Portal wherein all the Implementation agencies are to host UCs on the portal.	
c.	Development Database & Performance Dashboard: Shall design and build a development database of all works & beneficiaries in the State in collaboration with all the Administrative Departments starting from 2015-16, including the parameters of equity and inclusion –on social and geographical basis. In addition Data analytics will also be used for harnessing the information through Performance Management Dashboard. In this regards, the T&D/HAD/WPT&BC Dept. shall submit an action plan to Monitoring Division at the earliest before 30 th October 2020.	
d.	SabkaSaathSabka Vikas: The design of Development Database should consider Inclusion / Equity– social and geographical. The T&D /HAD/WPT&BC Dept. shall submit an action plan to Monitoring Division at the earliest before 30 th October 2020.	
e.	Shall design a module for preparing a Priority Bank of Works and Beneficiaries for the benefit of all the Administrative Departments, to be revised annually for expeditious implementation of works / beneficiaries. The T&D/HAD/WPT&BC Dept. shall submit an action plan to Monitoring Division at the earliest before 30 th October 2020.	
f.	Shall hold a meeting with all Works Departments and Agencies capable of undertaking construction and civil works in the State viz., Housing Board, HOUSEFED, DRDA, Police Housing Corporation, etc along with expert institutions of IIT Guwahati, AEC, Guwahati, CBRI, CRRI, CSIR, DST etc.and set standards of construction both for quality and timeliness.	
g.	Shall review the monitoring (Physical & Financial Progress) of different works being undertaken by the Works Department on behalf of the Administrative Departments by involving them Monthly.	
h.	Shall monitor the status of works that remained incomplete / pending for more than 1 year by each of the Implementing Agency / Administrative Department and take measures for expeditious completion in collaboration with Administrative Departments.	
i.	On 10% GBS for NER States: T&D/HAD/WPT&BC Department shall monitor Central allocations, receipts, expenditure and utilization –scheme wise and facilitate all the Administrative Departments, such that Assam avails its full allocations in all central schemes.	

Personnel and Administrative Reforms & Training Department

(In addition to the decisions already listed under all the Administrative Departments)

	Decision	Action taken
a.	Shall ensure that adequate manpower is in position across the Departments	
b.	State Transfer Policy is respected and enforced with stability of tenure.	
c.	Shall collaborate with all the Administrative Departments to assess their training needs and accordingly design training programs to improve their capacity building towards improved performance as per State Training Policy in collaboration with Assam Administrative Staff College and other Training / expert Institutes of State and Union Government.	
d.	Shall ensure that all the Administrative Departments shall keep adequate budgets.	
e.	Shall document best practices of Assam & India for replication.	

PWD (Roads) and PWD-Building Departments

(In addition to the decisions already listed under all the Administrative Departments)

	Decision	Action taken
a.	Shall prepare a database of various works being undertaken on behalf of different Administrative Departments and submit the work progress to the Monitoring Division of Office CS, Assam by 15 th October 2020	
b.	Shall submit monthly progress of works to Administrative Departments by 5 th of every month under intimation to Monitoring Division of O/o CS Assam.	

General & Secretariat Administration Department

(In addition to the decisions already listed under all the Administrative Departments)

	Decision	Action taken
a.	Shall expedite implementation of e-Office application both in Assam Secretariat and in all offices of Divisional Commissioners, Deputy Commissioners, DDCs and District Heads of Offices.	
b.	Shall actively engage Divisional Commissioners and District Development Commissioners, SDO © in the Monitoring of CS/CSS/NEC/EAP & other Central Schemes.	

Revenue Department

(In addition to the decisions already listed under all the Administrative Departments)

	Decision	Action taken
	Shall formulate a protocol /SOP to resolve land matters of different schemes across the state (where any work is not started or delayed for want of land) first at the level of ADC (Revenue) of each District and then at the level of Administrative Department such that decision is taken within 2 months. All the decisions in the matters shall be as per existing policy and statute of the Government of Assam.	

Power Department

(In addition to the decisions already listed under all the Administrative Departments)

	Decision	Action taken
	Shall formulate a protocol /SOP to resolve Power connectivity matters of various works under different schemes across the states (where any work is not operationalized or delayed for want of electricity connectivity) first at the level of District Authority and then at the level of Administrative Department such that decision is taken within 2 months. All the decisions in the matters shall be as per existing policy and statute of the Government of Assam.	

Environment & Forest Department

(In addition to the decisions already listed under all the Administrative Departments)

	Decision	Action taken
	Shall formulate a protocol /SOP to resolve issues related to Environment & Forest Dept. of various works under different schemes across the states (where any work is not operationalized or delayed for clearance of Environment and Forest Dept. of Government of Assam and GOI) by the Competent Authority such that decision is taken expeditiously. All the decisions in the matters shall be as per existing law, policy and statute of the Government of India and Government of Assam. Environment and Forest Dept. shall monitor such pending matters monthly involving all the concerned Administrative Departments.	

Monitoring Division, Office of Chief Secretary, Assam.

	Decision	Action taken
a.	Shall undertake capacity building of all M&E Nodal officers of all Administrative Departments, HODs and Districts at regular intervals.	
b.	Shall formulate common guidelines / framework for M&E for all the Administrative Departments.	
c.	Extend all requisite help to all the Administrative Departments and Implementation Agencies in this collective endeavor of enhanced central receipts and accelerated utilization of received funds.	