



REVISED

NEC GENERAL GUIDELINES

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**North Eastern Council Secretariat,
Nongrim Hills, Shillong - 793003**

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NEC GENERAL GUIDELINES
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REVISED NEC GENERAL GUIDELINES

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 Northeastern area.

(2) While formulating the regional plans for the Northeastern 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 above provision of the amended NEC Act mandated the North Eastern Council (NEC) to function as a “regional planning body for the Northeastern area” with the tasks of formulating “regional plans for the Northeastern area” that benefit two or more States. Given the smallness of majority of the States in the region, in terms of landmass and population, it is advantageous for such States that regional plans are formulated in a coordinated manner for cohesive and integrated economic development for the region as a whole.

1.3. The amendment of 2002 also brought about the induction of three nominated Members for NEC. The functions of the Members which were not clearly laid down in the “NEC General Guidelines” prepared in 2010 have been brought out in greater details in the “Revised NEC General Guidelines.”

1.4. The “Revised NEC General Guidelines” and the “Policy Framework and Scheme Guidelines” would be subject to the Government of India sanction procedures issued by Department of Expenditure, Plan Finance-II Division vide O.M. No. 1(3)/PF.II/2001 dated 15.11.2007 on Guidelines on Public Investment/Expenditure etc. and the GFR as well as NEC Five Year Plan/Annual Plans as formulated under the guidance of the Council. These guidelines lays 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.

Objectives and Goals:

2.1. The NER Vision - 2020 encapsulates the aspirations of the people in the region and the tasks ahead for the Central Government, NEC and the constituent States is to translate the vision and the regional plans into a reality.

2.2. The NER Vision 2020 Document, released on 2nd July 2008, projected that GDP in the North-Eastern Region should grow at an annual average rate of approximately 13%, with per capita income growing annually at an average rate of 11.64%, for the Region to catch up with the projected national annual growth rate of 9% GDP (FC) and the average projected national increase in per capita growth of around 7.6% (or Rs 87,459 or USD 2250 per capita income). The ambitious economic growth projected in the vision document for the NER would entail that investments in the region should be stepped up substantially. Making more investments in the region can be done best through coordinated efforts of the Planning Commission (now NITI Aayog), Central Ministries including NEC and State Governments besides creating conditions for attracting private investments.

2.3. The high growth rate projected for NER in the vision document could perhaps be pursued through coordinated and prioritised allocation of resources under the relevant schemes/programmes of the Central Ministries by targeting the aims and goals for the regional plans, with NEC and the State plan resources addressing the remaining minor infrastructure gaps. Policy initiatives and incentives to attract private sector investments for implementation of regional plans and the Look East Policy (LEP) (now Act East Policy) would also need consideration of all the stakeholders.

2.4. NEC should work towards realisation of the goals and objectives in the NER Vision 2020 document apart from those in the Five Year Plan and Annual Plans of NEC. It should concern itself with inter-State projects having wide ranging impact and focus on few areas of critical nature and not spread its resources thinly. NEC should create schemes and projects which are in tune with the priorities. It should work for creating premier institutes/centres of excellence in educational and skill training institutions through appropriate strategies including PPP. The thrust areas should be human capital building and upgradation especially for youth and women, livelihood activities, tourism, cottage and village industries, border trade and issues of governance. It should make efforts to emerge as the Think Tank or Brain Trust for regional planning. NEC should mobilise academicians, professionals and experts from universities, professional institutions and civil society generally from the NER having national standing. NEC should endeavour to ensure equitable allocation of resources and benefits amongst all NE States.

2.5. Goals of the North Eastern Council inter-alia may include the following:-

- a) Preparation of integrated and holistic regional perspective plans to achieve specific short-term and long-term objectives, by taking into account the aspirations, needs and sensitivities of the people of the region.
- b) Identifying the strengths of the region and focusing on the opportunities for accelerating the pace of socio-economic development in the NER through participatory planning and implementation.
- c) Synergising and building convergence in the efforts of Central/State Governments/other stakeholders for balanced development of the region.
- d) Evolving a coordinated common approach for all agencies working for the development, public order and security in the region.
- e) Evolving and aiding in the formulation of innovative and appropriate policies and strategies suited for the region for its all round rapid development.

Regional Planning role of NEC:

3.1. The regional priorities and gaps shall normally be reflected in the NEC regional Plans in line with the policies of the Central Government. For facilitating the preparation of

regional plans for the region, NEC has identified some areas focusing on achieving common aims and goals. These areas are not exhaustive but only indicative and do not in any way relegate the importance for development of major infrastructures in the region which are implemented by Central Ministries and their organisations. A Note on the areas identified for formulating regional plans and strategies for NER requiring the attention of NEC, Central Ministries and organizations, NITI Aayog and the State Governments besides other stakeholders including an indicative list of projects to achieve the objectives are at **Annexure-A.**

3.2. The Regional Plans (RP) would be formulated by NEC in a holistic manner in the form of regional perspective plans on common concerns, objectives, aims and goals in consultation with the various stakeholders. The regional development plans would be prepared in such a manner that the different sources of funding under existing Centrally Sponsored Schemes (CSS), Central Sector Schemes and programmes etc are identified for convergence and resource gaps are filled up by NEC and State resources including private sector investors to achieve the common regional aspirations. This is necessitated because NEC's own budgetary allocation alone would not be sufficient for taking up projects in the various regional plans for the NER.

3.3. Project proposals sometimes cannot always have inter-state ramifications from inception and that all projects cannot be necessarily costing more than Rs. 2 crore. It needs to be kept in mind that projects which are taken up in places other than the State capital cannot be so big that the utility created is beyond the utilisation capacity of the population. Such projects could be in backward areas/Sixth Schedule areas/ Autonomous Districts Council areas of the States and should continue to be accorded weightage.

3.4. Till such time regional plans are prepared, the common aims and goals for the region identified in the Note for formulating regional plans and strategies for NER may be targeted as an interim measure for achieving them by all stakeholders. Based on the areas identified for formulating regional plans and strategies for NER, the State Governments in the region should prepare their annual priority list of projects.

3.5. In the implementation of regional plans and strategies, NEC would play the role of a facilitator partnering the Central Ministries and various organisations under them, and the State Governments including private sector investors. At the stage of implementation,

effective and periodical monitoring of the projects in the regional plans would be required to be performed by all the stakeholders for ensuring time bound completion. For specific agreed project, a MOU could be entered into between the parties concerned.

NEC Plan funds:

4.1. 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 leverage funds from Centrally Sponsored Schemes (CSS), Central Sector Schemes and programmes etc of the Central Ministries/Central organisations for funding the main components of the regional plans and use NEC funds for funding infrastructure gaps of items not covered for funding under the Central schemes/programmes and viability gap funding in case it is critical for proper implementation of the project besides using State's own resources.

4.2. NEC funds shall be used for implementation of its schemes and projects.

4.3. NEC funds shall be utilised for building institutions of regional character. The main source of funding for regional institutes shall be from the Centre as far as possible and the funds of NEC may be used for complementing the efforts of the Centre.

4.4. NEC fund shall not normally be used for supplementing normal plan programmes of the State Government.

Gender Mainstreaming:

5. For gender mainstreaming, schemes and projects of NEC should be gender neutral and should benefit both women and men equally. This aspect should be brought out in the project proposals/DPRs sent by the NE States to NEC.

Budget heads of NEC, scope and funding pattern

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

A. Under MH-3601: Grants-in-Aid to State Governments - Proposals of the State Government departments included in the priority list shall be funded under this head for implementation of schemes and projects for development of transport and communication, power, medical and health, Irrigation & Flood Control and Water Shed management, Human Resource development & employment, sports, agriculture & allied, Science & Technology, Tourism & industries, Art & Culture etc. The funding pattern of proposals between NEC and States will be in 90:10 ratio. State share has to be contributed by the State Government from its budget. The contribution from MP/MLA Area Development Fund towards 10% share of the State Government would be permissible.

B. Under MH-2552 : North Eastern Areas: Proposals, schemes and projects of the entities given below for implementation of schemes and projects with the objective of improving the socio-economic conditions development of infrastructure and services institution building etc. may be funded under this head in varying ratios upto 100% by NEC. All proposals will be processed as per GFR 2005.

Proposals of the following entities may be supported under this head:-

- (i) Proposals submitted directly to NEC by Central Public sector undertakings (CPSU), Central Universities/ Central Institutions/ Central Organizations like ICAR etc. under revenue and capital heads.
- (ii) Proposals of State Owned Public sector undertaking societies, State Universities/ State Institutions/ State Organizations submitted by the State Governments in their priority list under revenue and capital heads.
- (iii) Proposals of 'Not for Profit' institutions registered under the Societies Registration Act; Companies registered under section 25 of the Companies Act; and Charitable Trusts proposed in the priority list by the States may be funded under revenue head only. However, in the case of creation of assets for such category of institutions, exceptions may be made for funding under MH-3601 in accordance with the sectoral schemes and guidelines.
- (iv) Proposals of institutions/ societies promoted by NEC and M/o DoNER to implement projects such as NERCORMP, NERLP, CBTC, NEDFi, NERAMAC,

NEHHDC or any such institutes set up in the future under both revenue and capital heads.

- (v) Proposals for Skill development by central government agencies and other Central institutes and institutes empanelled by NEC through the process of open tender under revenue head only.
- (vi) Schemes of NEC for viability gap funding for air connectivity under revenue head only.
- (vii) Schemes of NEC for scholarships/stipend to students, hosting festivals, awareness campaigns, outreach programmes, tournaments, awards, etc.
- (viii) Expenditure of NEC Secretariat on evaluation & monitoring of NEC projects/ schemes under various sectors including consultancy fees for carrying out studies, travel expenses, hiring/ purchase of vehicles for field work, engagement of Regional Level Monitors/ Consultants/ Young Professionals/ Data Entry Operators, holding of Plenary, regional seminars/symposium, regional workshops/conferences, IPR activities, library, modernization of NEC Secretariat, capacity building of NEC and State Government officials and such other schemes/ proposals as identified in the Policy Framework and Scheme Guidelines under revenue head only.

C. Under MH-4552: Major Works/Investment: Implementation of schemes and projects for improvement of roads of economic importance and airport development. Under this head funds are provided by NEC for implementation of major projects by Central Government organizations like Border Roads Organisation (BRO), Airport Authority of India (AAI), CPWD and works of NEC buildings by corporations of the State/ **Central Government**.

Nodal Department:

7. The Planning Department in 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.

Indicative Plan and Annual Priority List:

8.1. **Indicative Plan:** This should be formulated keeping in mind the provisions of the NEC Act, the thrust and policies of the Central Government and NEC, areas and concerns for regional planning, Thrust Areas identified in the NER Vision 2020 document and Working Group recommendations. State Governments while formulating project proposals should ensure that the convergence, synergy, sustainability, management of natural resources, employment generation potential etc. are kept in view and given due consideration for incorporating these aspects in the projects.

8.2. **Annual Priority List:** An Annual Priority List of projects should be proposed by the State Government for NEC funding each year. The projects in the priority list should be accompanied by Concept Papers and sent through the State Planning Department.

8.3. Detailed guidelines for preparation of Priority List of Projects and Annual Priority List of projects for NEC funding along with concept paper template are at **Annexure-B**.

8.4. Since regional plans have not been drawn up, except for the roads, airports, power and tourism sectors, NEC shall convene meetings with the Planning Departments of the NE States to draw up regional Perspective Plans.

8.5 Review of the regional Plans shall be carried out by NEC with the State Governments from time to time.

Executive Committee of NEC and Functions:

9.1. There shall be an Executive Committee in NEC. It shall consist of the Chairman, NEC as Chairperson and Convener, nominated Members of the NEC and will be assisted by Secretary (DoNER), Chief Secretaries of NE States and Secretary (NEC). Senior officers, not below the rank of a Joint Secretary of Central Ministries and their organizations which are implementing major infrastructure projects in the NER and representatives of NITI Aayog may be invited to attend the meetings.

9.2. The Executive Committee shall have the following function:-

- (a) Review and monitor the implementation of projects and schemes included in the regional plans and strategies, and recommend measures for effective coordination among the NE State Governments and Central Government.
- (b) Review and monitor the implementation of major infrastructure projects in the NER, and recommend measures for their speedy implementation.
- (c) Review and monitor the implementation of projects in the inter-state border areas and recommend measures for removing difficulties and solving problems faced in their implementation.
- (d) Review and monitor the measures taken for removal of cultural and racial discrimination, harassments etc. and suggest measures for bringing about stronger national integration.
- (e) Discuss any issues of regional importance and concern including maintenance of security and public order.

9.3. The Executive Committee shall take steps to have the decisions of the Council implemented.

9.4 The Executive Committee shall meet on half yearly basis or at such intervals as advised by the Chairperson of NEC.

Sectoral Empowered Committee:

10.1. There shall be Sectoral Empowered Committees (SEC) in NEC. It shall be headed by the respective Member (NEC) as chairperson for the sectors allocated to them 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.

10.2. The sectors shall be 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.

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

- (a) Preparation of regional plans and strategies for NER in various sectors/areas.
- (b) Suggesting proposals of regional character needed by the region costing Rs.15 crore and above, including the manner of its funding, execution and management, and how the benefits should be shared among the NE States.
- (c) Recommending to the NE States/Central Government for taking up survey and investigation of projects for examining its feasibility and thereafter facilitating its funding.
- (d) 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.
- (e) 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.
- (f) Consultations with the NE State Governments, Central Government organisations and civil society on various issues related to cultural and racial discrimination, harassments etc.

10.4. 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.

Standing Finance Committee (SFC)/ Expenditure Finance Committee (EFC):

11.1. The procedures laid down by Ministry of Finance for considering proposals by EFC/SFC shall be followed for appraisal/approval of project costing above Rs.15 crore. DPRs having civil estimates shall be scrutinised and appraised by the technical experts in NEC before it is referred to the line Ministry/DoNER, etc.

11.2. For projects approved by SFC/EFC, 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 then obtain sanction for release of funds for the project from the Secretary, NEC.

Standing Committee for Project Retention (SCPR):

12.1. Selection of projects for retention within the administrative and financial competence of Secretary, NEC (i.e. individual projects costing Rs.2 crore to Rs.15 crore) shall be done by a Standing Committee headed by the Secretary (NEC) consisting of the Planning Adviser as Vice-Chairperson, with Financial Adviser, Economic Adviser (E&M) and the heads of the concerned sector as Members. The Director (Planning) shall be the Member Secretary-convenor for the SCPR.

12.2. The Planning Commission had since FY 2013-14 started indicating the flow of NEC funds in the Annual Plan Financing Scheme of the respective NE States. The total flow of NEC funds to the States have been indicated higher than the budgetary provision of NEC for a particular year. Further, the Planning Commission had not taken into account the fund provisions made in the NEC budget made for other agencies such as BRO, AAI, Alliance Air and other institutes which are provided directly to such agencies. Considering these developments it has become necessary to hold meetings with the State Governments primarily to identify the ongoing projects for which funds are to be released during the year concerned and also identify the core areas for sanctioning new projects of regional character for the year concerned with reference with the funds available for each State. The delegation from the State for such meetings may preferably be led by the Chief Secretary or in his absence by the Principal Secretary of the Planning Department of the State concerned.

12.3. The Sector shall examine the minutes of the meeting taken with the State Government and the priority lists and 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, the progress of implementation of similar projects sanctioned by NEC for the State in the preceding years, availability of fund under the appropriate heads, availability of funds under other CSSs etc and fill up details in the prescribed “Technical Note” at **Annexure-C** for projects satisfying the requisite scrutiny of the sector.

12.4. The concept paper of the project along with a technical note shall be placed by the sector concerned before the SCPR for consideration of retention. The SCPR shall follow the priorities laid down for retention of projects from the priority lists of the NE States and maintain minutes of each meeting for retention or declining retention of projects. In case of some projects fitting into the priority areas of NEC but due to insufficient information given in the concept papers the Committee may decide to get more information from the State Governments. Such types of projects will be termed as “Potential project for Retention”. On receipt of requisite information from the states the SCPR will take final decision for retention of such projects in subsequent meeting.

12.5. To the extent possible, the SCPR shall, with reference to these Guidelines, follow the following steps for retention of projects:

- a) First priority for retention of projects shall be given to projects of regional character which will benefit two or more States.
- b) Second priority for retention of projects 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 SCRP will be final and binding in respect of retention of the projects.

12.6. Notwithstanding the above, the priorities set down by the Council shall have precedence.

12.7. The sector concerned shall, upon projects being retained, convey to the Planning Department of the State concerned with copy to the Chief Secretary and the line Department to prepare and send the DPR in accordance with the guidelines for retained projects. In respect of projects not approved by the Chairperson, the NEC Secretariat shall take necessary action on the notes recorded against the project wherever required.

12.8. On receipt of DPR containing more details, the Sector shall once again examine the non-technical aspects and soundness/feasibility of the retained projects along with its linkage to the regional plan etc. For project having civil works component, the Sector shall examine the compliance of the DPR with the guidelines and checklist and seek clarifications/information/rectification from the State Government wherever necessary. On receipt of all details, the sector shall send the DPR to the Adviser, T&C for technical appraisal and scrutiny. The guidelines for preparation of DPRs and checklist for submission of DPR are at **Annexure-D** and **Annexure-E** respectively.

12.9. Projects retained 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. Retained 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 NEC-PAC and is allowed to be carried further with reasons to be recorded in writing for another three months. Such retained projects which are not sanctioned by the end of the second year of retention shall not be extended further. The

State Government may however include the same in the Priority List of the next financial year.

Appraisal of estimates of projects/ DPRs in NEC:

13.1. 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. Within NEC Secretariat, such estimates/DPR would be appraised and scrutinised by the T&C sector in NEC before it is placed in the NEC-PAC along with the Memorandum and Technical Note.

13.2. The Sector concerned shall prepare a Memorandum for NEC-PAC and Technical Note for referring the estimates/DPR for appraisal and scrutiny by the T&C sector in the format given in **Annexure-C**.

13.3. However, sectors having their own engineering staff and technical sectoral head may carry out their own appraisal and scrutiny of estimates/DPR. Such sector shall have the project placed similarly before the NEC-PAC.

NEC - Project Appraisal Committee:

14.1. There shall be a NEC - Project Appraisal Committee (NEC-PAC) to examine and appraise the retained projects costing between Rs.2 crore to Rs.15 crore. The NEC-PAC shall be headed by the Secretary (NEC) consisting of the Planning Adviser as Vice-Chairperson, with Financial Adviser, Economic Adviser (E&M) and the heads of the concerned sector as Members. The Director (Planning) shall be the Member Secretary-convenor for the NEC-PAC.

14.2. Depending on the need for obtaining clarifications from officials of the State Governments on the project being placed for consideration before the NEC-PAC, representative (s) of the State Government may be invited to attend the meeting.

14.3. The Technical Note prepared by the Sector for referring the estimates/DPR for appraisal and scrutiny by the Transport & Communication Sector shall be updated by the concerned Sector and placed before NEC-PAC.

14.4. Projects/schemes costing between Rs.2 crore to Rs.15 crore shall be sanctioned only with the recommendation of NEC-PAC. Projects/schemes which are recommended by NEC-

PAC shall be sent by the sector concerned indicating the amount to be released to the Planning Adviser who shall obtain the administrative approval and expenditure sanction of the Secretary, NEC through the Financial Adviser.

14.5 Projects retained by SCPR, but the project cost subsequent to the appraisal and scrutiny falls below Rs. 2 crore shall continue to come under the purview of NEC-PAC.

Small proposals/schemes:

15.1. All small proposals/schemes costing less than Rs. 2 crore shall be processed in the normal course of office procedure. The process for obtaining 'in-principle' approval of projects shall be initiated by the Sector concerned by examining its linkage to the regional plans/areas/concerns, common aims and goals, thrust areas of NEC, soundness, feasibility etc along with Technical Note (**Annexure-C**) before submitting to the Planning Adviser for examination and comments, and for obtaining the 'in-principle' approval of the Secretary, NEC through Financial Adviser. No proposal shall be rejected at Sectoral, Planning or Finance Division level.

15.2. Such proposals approved in-principle and having civil component shall be sent by the Sectoral head to the T&C Sector along with the Technical Note for appraisal and scrutiny of estimates/DPR.

15.3. In case of seminars/workshops and brain storming sessions, a Committee may be constituted in NEC comprising of the Planning Adviser as Chairman with FA, EA (E&M) as Members and Director (E&M) as the Member-Secretary. The Committee may short list the topics which meet the thrust areas and concerns for regional plans of NEC and recommend the organisation/university etc for providing funds.

15.4. The Sectoral Head shall send the proposal to Planning Adviser for obtaining administrative approval and expenditure sanction of Secretary, NEC through Financial Adviser.

Management Information System (MIS)

16.1. 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.

16.2. 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.

16.3. The State Government would ensure that the data entry of the progress of the project starting from the submission of the priority list 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).

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

16.5. Proposals for financial assistance under MH-2552 shall be accompanied by the general Check List, CPSMS check-list (**Annexure-F**), ECS form from a bank having core banking facility and other information as required by the NEC Secretariat from time to time.

Pre-investment visit:

17. The Sector concerned shall ensure that pre-investment site visits are carried out for projects wherever there is a perceived need for ensuring feasibility and ruling out duplication.

Project implementation by the State Government:

18.1. 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.

18.2. State's matching share should also be released simultaneously and a copy of the release order should be endorsed to NEC.

18.3. As provided under Rule 212 (1) of GFR 2005, 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.

18.4. 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.

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

18.6. 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.

18.7. 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.

18.8. 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.

18.9. 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.

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

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

Cost escalation and change of scope of works :

19.1. Where the increase in cost of a project is not due to change in scope and is justifiable on account of factors beyond the control of the executing agency, a view may be taken by NEC for revision of estimates provided that the escalation in overall terms does not exceed 10% of the original approved project cost. Such proposals shall be processed as per Rule-134 of GFR 2005 as amended from time to time.

19.2 As a matter of principle, during the course of implementation of a project no change in scope of the work will be allowed. However, in exceptional cases like availability of alternative source of funding for some component or redundancy/obsolescence of some components of works, the NEC-PAC may recommend for change in scope of work for such projects including those falling under EFC/ SFC based on the proposal/ revised DPR from the State Government/ Organization. Such consideration may be taken up in a review meeting only after ascertaining the utilization of 50% of the sanctioned project cost. It shall be incumbent on the part of the State Government to inform the NEC about any modification/ alteration required including changes in the scheme of financing/ funding pattern of the project.

19.3 Any change in drawing and scope of work should be informed to the NEC prior to undertaking such revisions to ensure that these are accommodated during the Mandatory Review before the release of second instalment or 50% of the sanctioned project cost, whichever is earlier.

Quarterly Progress Reports (QPRs):

20. QPR shall normally be submitted in the format given at **Annexure-G**. However, as the items of work varies from project to project, the State Government shall submit QPRs with the quantifiable details prescribed by the sector concerned which is attached to the sectoral schemes and guidelines appended to these guidelines.

Release of funds:

21.1. Priority for release of funds shall be given to ongoing projects of the past years and among them to projects which are in the final stage of completion.

21.2. Once the project/proposal is approved for financial support, the funds shall normally be released in three installments comprising of 40%, 40% and 20% of the approved project support/cost, or as per phasing of expenditure proposed in the DPR, unless there are special circumstances like fund constraints which should be clearly brought out in the proposal for release. Releases may however vary from sector to sector in accordance with the sectoral schemes and guidelines appended to these guidelines and availability of budget provision under the head concerned.

21.3. For projects requiring selection of contractor on National level or selection which require a long tendering process, funds not exceeding 5% of the project cost may be released by NEC as first instalment. This is to ensure that huge funds are not parked and left un-utilised by the State Govt for a long period.

21.4. UCs shall be submitted in the form GFR 19-A. Format is at **Annexure-H** [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.

21.5. The 2nd installment will normally be released on submission of utilization certificate by the State Government equivalent to NEC funds released in the 1st installment and also the release of proportionate state's share.

21.6. The release of subsequent installments shall depend upon the progress - both in financial and physical terms - of the implementation of infrastructure project subject to 80% utilization of fund of last release, and 100% utilization of all previous releases, if any, and achieving commensurate physical progress. However, before release of final installment, UC for the entire releases made by NEC as well as State share has to be submitted. Submitting Audit Certificate from the Accountant General of State concerned for release of final instalment shall not be required for projects implemented by the State Government since all accounts of State Government are statutorily audited by the C&AG. However, audit certificate from an authorised audit firm/chartered accountant shall be obtained for release of last instalment in respect of projects implemented by other agencies.

21.7. For release of subsequent instalments, including final instalment, in respect of projects funded under MH-2552, an audited Statement of Accounts by an authorised Chartered Accountant and other stipulated documents as contained in the administrative approval/sanction order shall be submitted.

21.8. Request for release of subsequent installments of funds, including final instalment, submitted by the State must be accompanied with:-

- a) Utilization Certificate (UC)
- b) Physical Progress Report
- c) Financial Progress Report
- d) Photographs of the progress of works
- e) Any other requisite documents as stipulated in the administrative approval/sanction order.

Cancellation of the Project and adjustment of funds released:

22. In the event of non-commencement of the project for two years after sanction and release by NEC, the project shall be frozen and justification called from the State. The justifications provided by the State shall be put up to the respective committee which had approved the project for taking a decision on the same. The committee shall consider the justification and propose cancellation or continuation of the project to the competent authority. In the event of cancellation, the funds already released for the project shall be adjusted against other ongoing NEC projects of the State.

Overheads for NEC projects in the DPR:

23.1. The States in the NER come under the special status category and thus the projects sponsored by the Central Ministries are funded on a more liberal ratio in favour of the Special Category States on 90:10 basis. It is seen that the NEC projects provide for only 2% contingencies and do not provide for the following in their sanctions:

- i. Agency/establishment charges
- ii. Quality control charges
- iii. Cost for Consultancy and DPR preparation

The above charges constitute more than 10% of the cost of the project apart from the cost incurred by the State Governments on land acquisition and forest compensations. Thus, the benefit of the special category status to the NE States in respect of NEC projects is neutralised.

23.2. For all civil works there are established provisions in the project cost which are provided for smooth execution of works. Central Govt Ministries like the MoRT&H etc. provide certain percentages over and above the cost of item of work as indicated in the

table below. These are provided to ensure better quality of work, 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.

S/NO	Charges	BRO	MoRT&H	NEC	CPWD
1	Quality Control Charges (QCC)	1%	1%		1%
2	Agency/supervision charges	2%	6%	Not allowed	6.50%
3	Labour cess	1%	1%	1%	1%
4	Contingencies	5%	3%	2%	3%
5	Total	9%	11%	3%	11.50%

23.3. To ensure the estimates are costed rationally a provision of 1% for quality control, contingency charges of 2% for plain areas and 3% for hill areas and agency/supervision charges of 6.50% should be allowed to be incorporated in the DPR apart from statutory levies etc. In short, the total overheads that may be allowed for NEC projects is recommended to be 10.50% in plain areas and 11.50% for hill areas.

Monitoring & Evaluation:

24.1. The State and Implementing Agencies/ Departments shall report the progress in respect of each project at the end of the quarter in the Quarterly Progress Report (QPR) proforma prescribed in the sectoral schemes and guidelines. Such QPRs should reach the NEC Secretariat within three weeks of the end of the quarter under report.

24.2. Chief Secretary or a senior officer in the rank of ACS or Principal Secretary of the State shall hold quarterly meeting to review the progress of implementation of the ongoing projects under NEC and make available summary record of such meetings to the NEC. A representative of NEC should be invited to attend such meetings.

24.3. Besides the State Governments should constitute department-wise monitoring Committees to oversee implementation of NEC projects in the State. Such monitoring Committees may be headed by the Administrative Head of the Department concerned. The head of the NEC Cell in the Planning Department should invariably be a member of such Committees. These department-wise monitoring committees may review the progress of implementation on quarterly basis.

24.4. State will carry out project inspection periodically. The quarterly review report of the State would contain a separate and distinct section on the findings of the project inspection and a copy of the report should be endorsed to NEC. In case of NEC projects implemented by Central Government agencies or other public sector institutions, such inspections may be conducted by their competent authority and reports will be submitted to the NEC under intimation to concerned State Government.

24.5. States should nominate a 'nodal officer' for each department implementing NEC funded projects including projects sanctioned under MH-2552. The nodal officer would be a single point contact for project implementation and monitoring. NEC may request the State Government to constitute a high level committee headed by the Chief Secretary to monitor the progress of implementation of the projects.

24.6. Monitoring and evaluation of implementation of the project shall also be undertaken through field inspections by officers of the NEC or by NEC appointed consultants/Regional Level Monitors (RLM) as well as through impact studies, social audits and evaluations conducted by government or through independent agencies at the request of the NEC. Before the release of the last installment of the NEC projects, the project should compulsorily be inspected by NEC officers or NEC appointed consultants or RLM.

24.7. 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.

24.8. The NEC will also review implementation of projects with State Governments through periodical review meetings.

Closure of projects

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

- (i) UCs for all NEC releases as well as State share as the case may be.
- (ii) Completion Certificate from the State Government/ concerned organization.
- (iii) Photographs with date.

Transparency and Publicity of Information:

26.1. 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 - IA. 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 - IB.
- (b) State Government shall disseminate information of all NEC funded projects through print and electronic media and State Government website.

26.2. State Government shall provide clear photographs of projects with a brief write-up for consideration of NEC to include them in NEC's News Letter.

27. **Audit of Accounts of Grants-in-aid:**

GFR 2005 as amended from time to time will be applicable.

“Revised Sectoral Schemes and Guidelines”

28. “Sectoral Schemes and Guidelines” for all the sectors under NEC have been revised to meet the new and emerging challenges and opportunities. NEC's intervention in the field of regional development in the NER is mainly in critical infrastructure-related sectors like transport and communication and power. However, NEC also takes up schemes under health, irrigation and flood control, water supply, rainwater harvesting, banking and industries, tourism, human resource development (education, social sector, skills and sports), science and technology, agriculture, horticulture, fisheries, animal husbandry, sericulture, forestry sectors and art and culture. As the sectors differ in nature, criticality, category, size, priority and there are variations in various aspects among them, specific Policy Framework and Scheme Guidelines containing the scope, norms and objectives are articulated in the Sectoral Schemes and Guidelines. These are listed below and enclosed as annexures to the Revised NEC General Guidelines.

Sl.No.	Revised Sectoral Schemes and Guidelines	ANNEXURES
i	Agriculture & Allied	J1
	Guidelines for implementation of the Scheme for providing Financial Assistance to State Governments of North Eastern Region (Arunachal Pradesh, Assam, Manipur, Meghalaya, Mizoram, Nagaland, Tripura & Sikkim) for Organising Agriculture & Allied related Seminars, Festivals, Fairs and Events etc.	J2
ii	Transport & Communication Sector	K1
	Rehabilitation/Construction of State Guest Houses of NE States at Shillong with NEC funding	K2
iii	Power & RRE Sector	L
iv	Health Sector	M
v	Human Resource Development & Employment Sector	
	a. Education	N1
	b. Skill Development	N2
	c. Social Sector	N3
	d. Sports and Youth Affairs	N4
	e. NEC Chairman's Sports Awards for excellence in International & National Sports Meets by Sportspersons of NE	N4(a)
	f. NEC Dr T. Ao Memorial Football Tournament	N4(b)
vi	Irrigation, Flood Control & WSM Sector	O
vii	Industries & Tourism Sector	
	a. Industries Sector	P1
	b. Tourism Sector	P2
	Guidelines for implementation of the Scheme for providing Financial Assistance to State Governments of North Eastern Region for Organising Tourism related Festivals, Fairs and Events.	P3
viii	Science & Technology Sector	Q
ix	Information & Public Relation Sector	R1
	Guidelines for providing Financial Assistance to State Governments for Development and Promotion of Art & Culture in North Eastern Region for furtherance of Art and Culture and related activities.	R2

Sl.No.	Revised Sectoral Schemes and Guidelines	ANNEXURES
	Guidelines for Festival of “Songs and Dances of the North East”	R3
	Development and promotion of Art & Culture in North Eastern Region through Film Festivals of films and documentaries based on art, culture and traditions of NER.	R4
	Development and promotion of Art & Culture in North Eastern Region through Fashion Show of traditional and ethnic designs, patterns, colours and fabrics of the NER.	R5
x	Evaluation & Monitoring Sector Including Guidelines for the scheme “Support for Seminar/Workshop/ Symposium etc.	S1
	Guidelines for the scheme “Support for Preparation of Detailed Project Report (DPR) (Effective from 01.04.2014 onwards)	S2
	Guidelines for the selection of Third Party Evaluation Organizations/ Agencies to prepare Evaluation Reports On NEC-funded Projects	S3
	Guidelines for Regional Level Monitoring (RLM) for NEC Funded Projects	S4
	Guidelines for engagement of consultants in the field of civil engineering, electrical engineering and managerial economics in the NEC Secretariat for strengthening the monitoring and site inspection mechanisms of the NEC funded projects.	S5
	Guidelines for engagement of Young Professionals (on contract basis) in the NEC Secretariat	S6

AREAS IDENTIFIED FOR DEVELOPING REGIONAL DEVELOPMENT PLANS AND STRATEGIES FOR NER

Following an amendment of the North Eastern Council Act in 2002, NEC became a Regional Planning Body with the induction of three nominated Members in NEC. The general directions to be pursued by the NEC, State Governments in the region and the Central Government for the overall development of the NER have been laid down in the NER - Vision-2020 document, which was released by the Hon'ble Prime Minister on 2nd July 2008, and it encapsulates the aspirations of the North Eastern people.

B. With the Vision 2020 in mind, the NEC General Guidelines was formulated and was approved in the 58th NEC Plenary in 2010. One of the important components in the guidelines was the requirement for the NE States to send priority list of projects for funding by NEC. It was however noted that the projects proposed by the NE State Governments were mainly State-specific projects without linkages to aims and goals for the region. This may be mainly attributed to the absence of regional plans for various sectors and concerns of the region.

C. For bringing about more clarity in this regard, modified guidelines for preparation and submission of "Annual Priority List of Projects for NEC Funding" was issued to all NE States vide letter No.NEC/PLAN/I-54/2013 dated 22.11.2013 drawing the attention of the State Governments in the NER to, as far as possible, formulate and propose projects from the Thrust Areas, NER - Vision 2020 Document and 12 FYP Working Group Reports having regional character that benefit more than one State in the NER. The aims and goals for the region and the concerns of all the stakeholders, i.e. the Central Government, Ministry of DoNER, State Governments in NER and NEC, should be to work towards fulfilling and addressing them are discussed below. These are only indicative and not exhaustive and do not in any way relegate the importance for the development of major infrastructures in the region. Shelf of Projects for the 12 FYP is available in respect of roads, power and air connectivity. However, it was not drawn up for other sectors of NEC and this would need to be prepared by NEC in consultation with all the State Governments for the remaining years of the 12 FYP.

D. In furtherance of the advice for proposing projects of regional character that benefit more than one State in the NER which was re-emphasised in the modified Guidelines for Preparation and Submission of Priority List of Projects for NEC Funding, certain areas in the first instance have been identified for preparation of Regional Plans and Strategies for NER.

The areas and concerns have been brought out in the guidelines below for enabling the NE States to work towards achieving some common aims and goals for the region. These are over and above the priorities and efforts of the Central Government for development of major infrastructures in the region. It is important to mention here that the implementation of actionable points in NER Vision 2020 document has past its midway point. The onus to implement all the actionable points in NER Vision 2020 document in the remaining half of the period upto 2020 is in the hands of the Central Government, Ministry of DoNER, NEC and its constituent States.

E. NE States to propose projects in priority list to fit into regional aims and goals:

While the process for preparation of Regional Plans and Strategies on the areas mentioned in the guidelines and others would continue to be taken up by NEC, the State Governments in the region should prepare their priority list of projects for NEC funding for 2014-15 and onwards from the Shelf of Projects which would be drawn up with reference to the general directions for fulfillment of common aims and goals for the region as contained in the NER Vision 2020 document and this note. NEC would examine and consider retaining projects submitted by the State Governments in their priority lists with reference to the identified areas and concerns for preparation of regional plans for the region.

F. The areas and concerns initially identified for Regional Plans and Strategies for NER are given below in the guidelines:-

1. Background:

The geographical positioning of NER in the midst of five countries encircling 98% of its landmass with more than 5000 kms of international border needs to be converted into an advantage as the NER serves as a corridor for the country to South East Asia. The emphasis should be for regional planning and strategy to take advantage of the international borders and transform NER into a zone primarily focused on export oriented economic activities with neighbouring countries and to South East Asia and beyond. At the same time, the economy of NER should be strengthened to enable the region to withstand the ill effects of opening up the border. Such an approach would be in furtherance with the Look East Policy (now Act East Policy) of the Government of India as elaborated in the NER Vision Document 2020.

2. Working towards this direction would require a multi-sectoral approach for creation of enabling environment for sustainable agricultural growth, industrial activities and socio-economic development besides development of major infrastructures so that local capacities

in terms of human capital and production are built and consolidated to counter the effects of opening up the borders and prevent the region from being turned into a dumping ground for imported goods.

3. In the formulation of all such regional plans for various sectors, generation of employment, both directly and indirectly, should constitute an integral part of the plans.

4. All such regional plans should be prepared in such a manner that convergence with Central schemes/programmes, the extent of funding through different sources including the private sector are suggested and becomes an integral part of the plans.

5. Some of the major development deficits which need to be addressed to make the region more robust are given below:-

a. Special Development Zones for production of various fruits/flowers/crops etc:

i) The NER-Vision 2020 Document has observed that all the NE States are highly dependent on imports to meet their demands for eggs, fish and milk. The cost of living in NER is comparatively higher than other regions in the country and this may be partly attributed to the high cost of transportation as several essential produces are imported by road into the region from the mainland. Some of the produces where self-sufficiency may be targeted could be in the production of eggs, poultry, fish, meat, milk etc.

ii) NER is endowed with a variety of agro-climatic zones and has immense potential for production of various agricultural crops like fruits, nuts, spices, medicinal plants, flowers and various plantation crops such as rubber, coffee, tea, cashew, etc. Plantation of such crops could be intensified for turning the region into a major producer.

iii) The region is dependent on import of one-day-old birds, seeds and planting materials from outside the NER. Hatcheries for birds and fishes, livestock breeding units, seed multiplication centres including tissue culture laboratories, progeny cum demonstration farms and elite plant multiplication nurseries for various fruit trees, flowers and plantation crops need attention to meet the present deficit and the future requirement of the region.

iv) The region has numerous watershed areas. Such watershed areas and other arable areas could be developed into Special Development Zones through cluster approach for focused development of a main major crop. An integrated and

coordinated approach would be required to develop such zones including provisioning of assured irrigation facilities including construction of small ponds/water impounding structures for use in agriculture & allied activities during the dry season, setting up of food processing units, packaging units, marketing facilities, cold storage chains, nurseries for planting materials etc. It could also have provisioning of utilities and services like roads, power supply, water supply, banks etc.

v) Strengthening the institutional mechanism of the State Government for intensive development of agriculture and allied activities appears to be an area requiring attention. The agriculture department in the States in NER should be entrusted to senior officers as the Agricultural Production Commissioner (APC) as it involves multi-disciplinary planning and implementation. Coordination between various Departments which are directly or indirectly linked to agricultural and allied activities such as agriculture, horticulture, floriculture, animal husbandry, fisheries, forests & environment, minor irrigation, irrigation & flood control, command area development authority, industries, taxation, power connectivity etc is crucial for success and is needed to steer such programmes in the States.

vi) **Contract farming could be an option which should be explored by the States to intensify production.**

vii) Such Special Development Zones could also be similarly planned and proposed for rearing of birds, animals and fishes along with setting up of hatcheries, processing units, cold storage, establishment of marketing facilities including procurement of refrigerated vans etc.

viii) For the purpose of storage, processing, marketing and providing other services, NERAMAC could be associated.

ix) Impact of climate change and the policies and approaches to contain the problems and mitigate its adverse effects could be one of the concerns which may require the attention of all stakeholders. Legislation to protect the vegetation on hill/mountain top where most of the problems related to ground water retention and erosion begin may require serious consideration of the Central and State Governments.

b. **Establishment of Special Economic Zones/ Corridors:**

i) The NER has several roads leading into the neighbouring countries. Some of the roads have already been developed by the Central Government in cooperation with the neighbouring countries concerned and one of them is the Moreh - Tamu - Mandalay -

May Sot (Thailand) road through Manipur. The Ministry of External Affairs and other Central Government Ministries and organizations are in the process of implementing the Kaladan Multi-Modal Project through Mizoram which will provide alternative connectivity to the North- East with mainland India through Kaladan River & Sittwe Port in Myanmar. There are also other border towns in Mizoram, Meghalaya, Sikkim, Tripura, Assam and Nagaland where Border Haats have been developed under ASIDE scheme. A fair level of cross border trading activities is taking place in these Haats. All such border towns where substantial cross border trading has started may be targeted for provisioning of all requisite support facilities to further develop them into full fledged international trading towns with an Integrated Check Post under the scheme of MHA (D/o Border Management) for having Land Custom Stations, Immigration facility, Police station, Truck and Container Terminals, Cargo handling facilities, ware housing facilities, cold storage, Banking facilities etc.

ii) Other locations/ corridors which have potential for being developed as centres for border trade may be planned for development of infrastructure by the State Government.

iii) The development plans for border towns should invariably include the requirement for improvement and upgradation of connectivity in terms of road/air/rail/waterway/telecom and provision of utilities like power, water supply, etc.

c. **Establishment of industrial estates/IT parks and promotion of cottage industries:**

i) The Central Government has a number of schemes/programmes for establishment of industrial estates and IT parks in the States. States in the NER have received support for such projects from the Ministry of MSME, Ministry of Food Processing Industries, Ministry of Commerce & Industries, Ministry of Communications & IT, Ministry of External Affairs etc. In order to provide the requisite enabling environment for operation of industrial estates and IT parks, various infrastructure gaps in existing estates/ parks could be supported.

ii) For new estates/ parks, plans could be drawn up and projects proposed for infrastructure development. These may include provisioning of all the required infrastructure like work sheds, internal road network, perimeter wall fencing, support services and utilities like approach road, power supply, water supply, yard lighting, etc.

- iii) Due to the difficult terrain in the NER, engaging in activities of value addition through cottage industries in the agricultural and allied produces of villages could be one of the ways for reducing cost and volume of transportation.
- iv) Building human capital in terms of entrepreneurship development, skill development, etc. and providing hand holding services for loans, raw material, marketing support etc could be part of the plan and strategy.
- v) Organizations such as CBTC, NEDFi and NEHHDC could be associated for the promotion of handloom and handicraft sector, skilling of artisans, technological & design upgradation and marketing of products etc.
- vi) Cold storage chain including re Fridgerated vans, IT enabled services, medical tourism, cultural exchange programmes etc. could be part of the plan and strategy.
- vii) Existing industrial policies to attract private sector investments in industrial activities may need consideration by the NE State Governments.
- viii) Providing adequate land for setting up industrial estates/ IT parks at suitable locations which are advantageous in terms of accessibility to roads, rail, power, water, raw materials, etc. may require the attention of the State Governments.
- ix) Existing Central schemes, especially NEIIPP 2007, may need the attention of the Central Government for providing better incentives to attract private sector investments in the NER.

d. **Regional tourism plan:**

- i) The “Integrated Tourism Master Plan for NER” has been prepared by NEC through TCS and has been made available to the NE States and the Ministry of Tourism. 33 regional circuits across the NER have been recommended and the State Governments are now required to consider various options for development of these circuits through private sector investments, community owned approach and Government support.
- ii) Rural tourism by facilitating development of home stays in villages which have scenic natural beauty and attractive eco-tourism settings require to be promoted. Such approach provides livelihood opportunities for the villagers and encourages them to preserve their eco-system.
- iii) Monsoon tourism for tourists to experience the heavy and continuous downpour of rains could also be promoted.
- iv) Medical tourism in the border towns/areas where specialized medical facilities are available could be promoted.

e. Upgrading educational institutes:

- i) The north eastern region has been witnessing a trend where students migrate in large numbers to institutes in other parts of the country in pursuit of higher education causing heavy financial burden to their families. Such migration is not confined to students at university level but also among school going children. One of the reasons for this, apart from many others, is the poor educational infrastructure and lack of good faculty in the NER. Existing educational institutions upto senior secondary level in selected cities/towns/big villages in NER could be identified for transforming them into premier centres of education by upgrading their infrastructure such as new academic & administrative buildings, hostels, multi-utility halls, playgrounds including provisioning of furniture, laboratory equipment, computers, modern and inter-active teaching aids etc.
- ii) Wherever existing educational institutes are insufficient to meet the demands or are not feasible for upgrading them into premier centres of education, setting up of new premier centres of education for Senior Secondary and college levels, providing access to specialized/professional courses like B.Ed., Music and performing arts could be promoted. This may also be done on PPP mode.
- iii) Central and State universities could also be included in the plan for upgradation and setting up colleges on similar lines to make them into premier centres of education.
- iv) The regional plan and strategy could include formulating a scheme of incentives for attracting outstanding faculty members in colleges, institutes of higher learning and universities to serve in the NER.
- v) To retain students in NER, the regional plan may also include extending scholarships/stipend to students to study in such premier centres of education in NER.
- vi) The regional plan may cover integrating fine arts like music, culture studies and sports in school education curriculum.
- vii) Although recently, the Government of India has set up an IIT in Guwahati, an IIM in Shillong, an NIFT in Shillong and a number of National Institutes of Technology (NITs) in the region, there is still a need to set up more such institutes.
- viii) Teachers/faculty training requires the attention of the State Governments/ Central and State universities.

f. **Upgradation of skill/ vocational educational institutes:**

- i) The north eastern States suffer from migration of unemployed youth to other parts of the country in search of skill education and skill upgradation for improving their employment opportunities. To tackle this, existing skill institutes in selected cities/towns/ big villages in NER which have already been developed into Centres of Excellence by the Ministry of Labour & employment could be provided with further support for introduction of new and upscale skill/trade courses, besides upgrading and improving the existing infrastructure including provisioning of furniture, labs, computers, teaching aids etc.
- ii) The plan and strategy could include launching of a scheme of incentives for attracting teaching faculty in skills/trades which are not available in the NER.
- iii) To retain unemployed youth in NER, the policy may also include extending stipend to youth who enroll in such Centres of Excellence in NER.
- iv) Wherever existing skill/vocational institutes are insufficient to meet the demands or are not feasible for upgradation or a new world class skill institute is required to be established in NER, setting up of such new institute could be proposed in the plan. This could also be done on PPP mode.
- v) Leveraging the strengths of youth from NER in English speaking, music, beauty care and fashion would require support. English speaking could be improved further through technical collaboration with the British Council for training of college and school teachers in refining their English language and giving them certificates which will make them employable in the neighboring countries.
- vi) Courses in which the youth from the region has innate aptitude like music, beauty care, health care, fashion design, IT enabled services could be given the thrust it deserves.
- vii) Several sports facilities have been developed and more are being developed in the NER. Courses for opening up employment opportunities for having skilled personnel to maintain and operate sports facilities have become necessary. Such courses could be provided in existing Centres of Excellence in NER.
- viii) Institutes like the Central Institute of Vocational Education in Bhopal, Advanced Training Institute in Hyderabad, College of Physical Education in Bhopal, Indian Institute of Tourism & Travel Trades in Gwalior, Tata Football Academy in Jamshedpur and many more need to be replicated in the NER. A Aviation training

institute could be considered for the region.

ix) An enabling environment should be created and incentives and facilities provided so that private sector education providers including those working in the region are encouraged and attracted to expand their activities in the region for empowerment of the youth.

g. Improving access to technical and professional courses:

i) Youth from the NER are generally found to be weak in mathematics and science and therefore land up pursuing higher education in humanities which limits their employment opportunities. If the right facilities are made available for encouraging youth in NER to take up mathematics and science, their opportunity to pursue courses that will lead them to become doctors, engineers, technicians, scientific researchers etc. could be enhanced. Dedicated institutes/class rooms could be set up for maths and science besides upgrading infrastructural facilities for maths and science in existing schools right from the primary school level.

ii) Campaign for popularization of mathematics and science among school children in NER could be proposed in the plan.

iii) To demystify science and maths and make it challenging for the school children, the plan could include setting up science centres, planetarium, scheme for special tuition classes, scheme for inter-active digital class room for advanced learning by using inter-active white board, etc.

h. Awareness campaign on employment opportunities:

i) Career guidance seminar/workshops could be organized on regular periodicity and in various academic centres across the region and in metro cities for dissemination of information on vacancies in various jobs in the Central Government to educated youth for enabling them to select appropriate coaching courses which may be supported. Such seminar/workshops should also cover the job opportunities available in the private sector and coaching/training for such jobs could also be supported.

i. Development of inter-state roads in the State borders:

i) Most of the inter-state roads in NER originate from Assam and enter into the States of Arunachal Pradesh, Meghalaya, Nagaland, Mizoram, Tripura and Manipur. There are several such roads where the last mile (a few kilometers) before crossing the border lies mainly in Assam. It has been the experience of the States neighbouring

Assam that such roads remain neglected and are left in very poor condition hampering smooth traffic. A regional plan and strategy to develop and maintain the last section of such inter-state roads need to be evolved.

j. **Conduct of study on the efficacy of 10% earmarking for NER by Central Government:**

i) After several years of implementation of 10% earmarking of schemes by Central Ministries for the NER, it has become necessary now to conduct a study on such an approach in terms of its appropriateness and efficacy of schemes for NER and make recommendations for improvement in the approach and delivery including having a close monitoring and evaluation mechanism. The study may also cover the extent of CSS and Central Sector Schemes availed by the NE States and the difficulties faced in accessing such schemes.

ii) As done by the Ministry of Textiles by launching a North East Textile Policy, other Central Ministries could also consider recommending to the Central Ministries for formulating and evolving North east specific schemes that suits the land and conditions of the NER.

k. **Study of Land Use Policy, practices for carrying out land reforms in tribal areas:**

i) Mizoram is a forerunner in the development of an innovative land use approach in tribal areas which has resulted in scientific planning of land resources, appropriate utilisation of land, regulated use of land resulting in improved agricultural production, augmenting income to the poor farmers and increasing production of raw materials for commercial activities. The land holding system in tribal areas where there are not land settlement and land laws has in some way become an impediment for development. Tribal persons are not able to use land documents for obtaining bank loans. The New Land Use Policy of Mizoram including other good practises in tribal areas the NER could be studied for making recommendations for land reforms in tribal areas in the NER.

ii) North Eastern Regional Community Resource Management Projects (NERCORMP) have been successfully implemented in the NER. This project has been extended to Arunachal Pradesh in three districts and two more districts have been covered under NERCORMP-III. The replication of this project for creating sustainable livelihood opportunities could be proposed in the plans of the State Governments.

l. Sports policy for NER:

- i) The National Advisory Council (NAC) has been carrying out several consultations to recommend a Sports Policy for NER. This report could be used to develop a regional plan with State specific interventions for developing sports in NER and promote sports disciplines in States/communities which have the highest potential and natural talent for earning medals in national and international competitions.
- ii) Sports facilities could be developed in locations having potential for producing medalists and also for providing avenue to youth for engaging in physical activities and for enhancing their employment opportunities.
- iii) Annual regional level tournaments for various sports which are popular and have the potential for earning medals in national and international competitions could be introduced for the region.
- iv) Employment opportunities for sportspersons including coaches need to be improved to encourage the youth to pursue sports as a career.

m. Regional Plan for providing and improving tertiary and secondary health care facilities in NER:

- i) The Central Government has set up NEIGRIHMS in Shillong with the objective of providing tertiary health care treatment for the entire NER. However, patients still continue to travel outside the NER for investigation and treatment. This is causing huge financial burden to the families of the patient and the objective of setting up a tertiary facility in NER remains unfulfilled. The State would need to develop their own tertiary health care treatment facilities for which plans for development and upgradation of infrastructure and medical equipments could be proposed in the plan.
- ii) One of the reasons for patients going outside the NER is the lack of good super-specialists in the region. Given the fact that the majority of the population cannot afford to go outside the NER for specialized medical treatment, strategy and schemes needs to be evolved for attracting super-specialists, training specialist to become super-specialists, training nurses and health care workers to assist super-specialists etc.
- iii) Further, except for the States of Assam and Manipur which are relatively more comfortable with the availability of specialists, all the other six States of the NER are presently facing acute shortage of medical specialists. Practically none of the PHCs and CHCs in the six States is having the prescribed number of specialists. A regional

plan is needed for ensuring that within a given timeframe, all NE States are in a position to man the secondary health care sector to meet the IPHS manpower standards.

- n. **State Load Dispatch Centre:** For efficient and effective management of power distribution within the State, each State in the NER should have a State Load Dispatch Centre (SLDC). So far, Assam, Meghalaya and Tripura have SLDCs. The remaining States should propose for setting up such facility in their State.
- o. **Climate change:** The Ministry of DoNER through technical assistance with GIZ of Germany has carried out studies and have brought out action plans on climate change adaptation for a number of States in the NER and would eventually cover the rest of the States in the NER. The action plans on climate change adaptation would need to be scaled up and this would need to be done through convergence with various Ministries, the State Government concerned and other funding agencies like NEC.
- p. **Strengthening the working of district councils and the panchayati raj institutions:** The local self government institutions in some States in the NER need additional support to improve the mechanism of governance. The weakness in the grassroot level could lead to low degrees of participation by the people in planning, design and execution. This can result in low levels of satisfactory use of the utility created for the village or the benefits given to the households. Special efforts need to be made to improve and strengthen the mechanism of local self government in the NER.

Areas identified for Regional Planning for NER

NEC Secretariat had issued a letter to all Chief Secretaries of NE States vide No.NEC/PLAN/I-54/2013 dated 11th April, 2014 on the subject “Submission of Annual Priority List of Projects for NEC funding for 2014-15 - Additional Guidelines to fit into Regional Planning and Strategy” thereby enclosing a Note on “Areas identified for Regional Planning for NER.” It was advised in the letter that NE States should propose projects in their Priority List in line with the Additional Guidelines to fit into regional planning and strategy.

In order to enable the NE State Governments to work cohesively and in a coordinated manner towards achieving common regional goals identified in the said Note which NE States should strive to achieve individually for their State and collectively as a region, an indicative list of areas for proposing of projects in this regard is suggested below for the NE States to

include in their annual priority list for NEC funding for the year 2015-16 and in the next 5 to 10 years.

Most of the areas indicated are covered by Central Ministries under its various schemes and programmes and efforts of the NE State Govts should be to build convergence with their projects proposed to NEC.

Sl. No.	Para No. of Note attached to letter	Areas identified for preparation of regional plans and strategies attached to the letter.	Indicative list of areas for proposing of projects towards achieving common regional goals which may be proposed in the annual priority list by NE State Governments.
	i	ii	iii
1	3. a. and b.	Regional Planning for establishment of Special Economic Zones at the borders	<ol style="list-style-type: none"> 1. Provisioning of additional requisite support facilities to further develop border towns (Border Haats, ICP etc) into full fledged international trading centres. 2. Providing of I.T. enabled services, provisioning of health care services for facilitating medical tourism, setting up facilities for cultural exchange programmes in border towns.
2.	3. b.	Regional Plan for establishment of industrial estates/parks	<ol style="list-style-type: none"> 1. Upgradation of existing industrial estates, IT parks, Food parks etc. 2. Funding from NEC for critical infrastructure gaps not funded by the Ministry concerned for setting up of new industrial estates, IT parks, Food parks, incubation centres etc. funded by their Ministry. 3. Projects for setting up of a complex in the State capital to house emporiums for handloom and handicraft products and also food courts of all the 8 NE States. 4. Projects for upgradation/setting up of Integrated Check Post (Police, forests, taxation, excise etc) at the inter-State border with CCTV cameras and accessories.

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3.	3. c.	Regional Plan for achieving self-sufficiency in selected produces	<ol style="list-style-type: none"> 1. Projects targeted for achieving self-sufficiency in production of eggs, poultry, fish, meat and milk. 2. Projects for setting up of hatcheries for day old chicks (DOC) and fish fingerlings. 3. Projects for setting up of seed multiplication nurseries for production of planting materials of various fruit bearing trees, spices, commodity crops etc. 4. Projects for upgradation/setting up of livestock breeding units. 5. Projects for plantation of nuts like almond, walnuts, cashewnut, chestnuts, hazelnuts, pinenuts etc and fruits like apple, Kiwi, apricot, blue/black/rasp berries etc. having export potential. 6. Projects for floriculture including refridgerated vans for transportation and cold storage facility at the airport having export potential. 7. Projects for plantation of commodity crops like rubber, coffee etc. 8. Projects for establishment of marketing complex with cold storage and truck parking facilities. 9. Projects for setting up of Common Facility Centres in big villages through SHG/society for enabling farmers to process and package their produces like turmeric, chillies, cardamom, black pepper, star anise, mustard oil, fruit juice, vegetable and fruit pickles including facilities for drying and storage. Such facility could be used for converting maize into animal feed.

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4.	3.d	Regional tourism plan	<ol style="list-style-type: none"> 1. Funding from NEC for critical infrastructure gaps not funded by the Ministry of Tourism for operationalisation of 33 regional circuits across the NER recommended in the “Integrated Tourism Master Plan for NER”. 2. Projects for creation of rural tourism facilities by facilitating development of home stay houses in villages which have scenic natural beauty and natural eco-tourism settings. 3. Projects for creation of adventure tourism facilities.
5.	3. e.	Regional Plan for upgrading educational institutes:	<ol style="list-style-type: none"> 1. Projects for upgradation of existing government/ government aided higher secondary schools in State capital/ district/ sub-division headquarters and transform them into centres of excellence. 2. Projects for upgradation of existing government/ government aided secondary schools in district/sub-divisional/ block hqs and transform them into centres of excellence. 3. Projects for upgradation of existing government/ government aided colleges in State capital/ district/sub-division headquarters and transform them into centres of excellence 4. Projects for upgradation of existing educational institutes for enabling access to specialized/ professional courses like B.Ed., English/foreign languages, music and performing art etc.

Sl. No.	Para No. of Note attached to letter	Areas identified for preparation of regional plans and strategies attached to the letter.	Indicative list of areas for proposing of projects towards achieving common regional goals which may be proposed in the annual priority list by NE State Governments.
			<p>5. Projects for upgradation of existing government/ government aided institutes for teachers training.</p> <p>6. Projects for upgradation of existing State and Central universities for increasing the intake capacity and facilitating opening of new courses.</p> <p>Upgradation may include construction of academic block; hostels for girls and boys; auditorium; playfields; cafeteria and recreational centres; laboratories for science and maths; computers; teaching aids; library; toilets; teachers living quarters etc. In case of labs , libraries, classrooms, hostels, multi-utility halls, etc. Wherever required provision for furniture/ books / science laboratory equipment/ computers with accessories and ICT tools should be proposed.</p> <p>The projects may be designed in such a manner for arresting the migration of students outside NER and attracting international students at degree level from neighbouring countries.</p>
6.	3.f.	Regional Plan for skill/ vocational studies	<p>1. Projects for upgradation of infrastructure facilities in existing government / govt aided institutes for skill and vocational courses and facilitating opening of new courses like beauty care, health care, fashion design, ICT enabled services etc for meeting industry driven demands.</p> <p>2. Projects for setting up of new institute for skill and vocational courses. This could be proposed on PPP mode between State</p>

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			<p>Government with NEC funding and private entrepreneur.</p> <p>The infrastructure facilities may include construction of academic blocks, hostels for girls and boys, workshops; auditorium; playfields; toilets; cafeteria and recreational centres; laboratory; library; teachers living quarters etc. Wherever required provision for machineries/tools/equipment/ furniture / books / science laboratory equipment/ computers with accessories and ICT tools should be proposed.</p>
7.	3. g.	Regional Plan for improving access to technical and professional courses	Project for setting up science centres, planetarium, digital classrooms for popularisation of mathematics and science for school going children.
8.	3. m.	Regional Plan for providing and improving tertiary and secondary health care facilities in NER	<ol style="list-style-type: none"> 1. Projects for upgradation of infrastructure facilities and/or provisioning of State-of-art equipments in Government health care institutions for improving the health care services at the State capital and district hqs. 2. Projects for upgradation of infrastructure facilities including equipment in Government nursing schools and para-medical institutes for increasing the intake capacity of such institutes to produce more skilled manpower from the region. 3. Upgradation of existing infrastructure established by registered charitable non-profit making institutions in the field of healthcare services like leprosy, TB, de-addiction, AIDS, children with special needs and mental health.
9.		Sports	1. Projects for construction/ upgradation of stadiums at the State Capital of all NE States to

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			<p>international standards with turf, flood lighting, hostel for sportspersons etc for hosting events like the NEC funded Dr. T. Ao Football Tournament in a league format.</p> <p>2. Projects for construction of Multi-purpose halls in district Hqs for youth to engage in sports and cultural activities.</p>
10.		Minor irrigation	<p>1. Projects for minor irrigation to provide assured irrigated water that will improve productivity and enable multiple cropping.</p> <p>2. Projects for creation of rain water harvesting reservoir for soil and water conservation in hill slopes for enhancement of livelihood activities of the watershed areas where water is scarce.</p>
11.		Art and culture	<p>1. Projects for upgradation of State Museum to international standards for displaying the rich cultural heritage of various communities of the State.</p> <p>2. Projects for preservation of the rich cultural heritage of different communities in the NER through documentation and digitalization.</p>
12.		ISTT and ISBT (Transport & Communication)	Projects for construction of Inter-State Bus Terminus (ISBT) and Inter-State Truck Terminus (ISTT) at various points in the State.
13.		SLDC (Power)	Project for construction/upgradation of State Load Despatch Centre (SLDC)
14.		Mapping of natural resources using remote sensing and GIS techniques (Science & Technology)	1. Projects for mapping and identification of areas suitable for plantation of specific crop/plant like apple, kiwi, almond, walnuts, apricot, banana, orange, pineapple, cashew, rubber, coffee, palm, spices etc. and different spices of flowers/orchids.

Sl. No.	Para No. of Note attached to letter	Areas identified for preparation of regional plans and strategies attached to the letter.	Indicative list of areas for proposing of projects towards achieving common regional goals which may be proposed in the annual priority list by NE State Governments.
			<ol style="list-style-type: none"> 2. Projects for mapping and identification of economic mineral resources like crude oil and natural gas, coal, limestone, dolomite, sillimanite, iron ore, base metals, platinum group of elements (PGE), and atomic minerals, etc. 3. Projects for mapping and identification of water resources for sustainable and efficient water management. 4. Projects for mapping and identification of landslides and ground subsidence prone areas, micro-zonation mapping of earthquake prone areas and flood hazard areas of densely populated areas.

GUIDELINES FOR PREPARATION AND SUBMISSION OF SHELF OF PROJECTS AND ANNUAL PRIORITY LIST BY THE NORTH EASTERN STATES FOR NEC FUNDING

1. Introduction:

The Guidelines for preparation and submission of “Shelf of Projects and Annual Priority List for NEC Funding” have been necessitated in view of the shift from “annual priority list” to “Shelf of Projects and Annual Priority list”.

2.1. Background:

The North Eastern Council (NEC) was set up as a Regional Advisory Body through the NEC Act, 1971. Following an amendment of the NEC Act in 2002, it became a Regional Planning Body. With the release of the Vision-2020 document by the Hon’ble Prime Minister on 2nd July 2008, which encapsulates the aspirations of the North Eastern people, it became incumbent on the State Governments in the region and the NEC to effectively live up to the expectations brought out in the Vision Document. In this regard, Section 4 (1) and 4 (2) of the amended NEC Act, which brings out the general direction for preparation of schemes and projects, and is relevant to project formulation is reproduced below:-

“ (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 projects and schemes.”

2.2. The NE States should therefore keep in view the above provision of the NEC Act while formulating proposals for taking up projects with NEC funding in the States.

Major Infrastructures:

3.1. NEC has been investing more than half of its annual plan allocation mainly for the development of infrastructure under transport & communication and power sectors.

However, given the size of NEC's annual plan allocation it has not been possible to take up new road projects during the 12 FYP. The emphasis of NEC would henceforth be to complete the ongoing road and power projects and leave the development of major infrastructure in NER to the Ministries of DoNER, MoRTH, Power, Civil Aviation/Airport Authority of India and Inland Waterways.

3.2 The M/o DoNER has provided in the budget for 2014-15 for setting up a NE Road Corporation. This corporation should be able to take care of the inter-state roads and 'orphan roads' in the NER which may also be supplemented by NEC whenever the need arises.

4.1. Thrust Areas:

NEC has been taking up schemes under the health, irrigation & flood control, industries, tourism, human resource development, science & technology, agriculture & horticulture, fisheries sectors and art & culture, etc. In order to bring about uniform and balanced development among the constituent States, a number of "Thrust Areas" were identified and approved in the 62nd NEC Plenary. However, taking into consideration the need to focus sharply on regional planning for NER, it has been decided to modify the thrust areas as follows:-

- (a) Achieving self-sufficiency in selected food items namely eggs, fish, meat, milk and fruits. This may be done by identifying Special Development Zones targeting a major item through cluster approach in a comprehensive manner with convergence of schemes and programmes for better synergy.
- (b) Increasing the pool of students in NER for access to technical and professional courses. This may be through provisioning of critical infrastructure like additional buildings/classrooms and equipment/books for laboratory and library, modern and inter-active educational aids. This will inter-alia include awareness for popularisation of science and mathematics.
- (c) Containing the large scale migration of students from NER. This may be done by upgradation of existing educational institutes into institutes of excellence.
- (d) Value addition to local produces, promote local entrepreneurship and generate employment. This may be done by supporting Industrial Estates/Parks.
- (e) Increase economic activities and trading in border towns. This may be done by

supporting Special Economic Zones/corridors.

- (f) Increasing the inflow of domestic and international tourists to NER. This may be done, among others, by development of regional circuits identified in the tourism master plan prepared by NEC.
- (g) Improving employability of the youth of the region. This may be done by upgradation of existing skill development institutes into centres of excellence and sponsoring youth for skill development.
- (h) Increasing the prospects for winning medals in the national and international competitions by sportspersons from the NER. This may be done developing sports infrastructure in identified places where native talents are available and extending other related supports.
- (i) Upgrading secondary and tertiary health care facilities so that patients do not have to go for investigation and treatment outside the region.
- (j) Development of a State Load Dispatch Centre in each State for efficient and effective management of power distribution in the State and region.
- (k) Increase preparedness for natural disaster management and mitigation of hazards.
- (l) Increase usage of remote sensing and GIS applications for planning, implementation and monitoring of projects.
- (m) Promotion of IT education.

4.2 Vision-2020 document has captured and outlined the aspirations of the people of the north eastern region and this along with the recommendations, thrust of the Five Year Plan, concerns and issues for regional planning etc. should be kept in view while formulating the shelf of projects.

4.3. In the beginning of every Five Year Plan, an exercise is carried out by the Working Groups in NEC which go threadbare into the performance and efficacy of various schemes and programmes of NEC implemented by the States in the NER. The NEC Working Group Reports which are circulated to all NER States contain several recommendations for consideration of implementation during the Five Year Plan period. For sectors other than roads, power and air connectivity for which shelf of projects were drawn up, the shelf of projects for the remaining sectors of NEC would need to be prepared for the remaining years of the 12 FYP period in line with the Working Group Reports.

4.4. State Governments in the NER should therefore, as far as possible, formulate and propose projects/proposals that fits the Thrust Areas including areas and concerns identified for regional planning, Vision 2020 Document and Working Group Reports for FYP having regional character that benefit more than one State in the NER. Projects/proposals which may be State-specific, but are directed for achieving the common aims and goals for the region, would receive higher priority for retention of projects. Small, diverse and stand-alone projects should be avoided.

4.5. State Governments while formulating project proposals should ensure that synergy, convergence, sustainability, management of natural resources, etc. are explored and given due consideration for incorporating these aspects in the projects.

4.6. Innovative projects should be proposed in the form of pilot projects and should have demonstrative effect for replication in the State and by other NE States.

5. Sectors and schemes under NEC:

The annual plan of NEC approved by the NEC Plenary every year includes projects of regional nature which are implemented through various Central public sector undertakings/Central organizations and institutions. Besides this, NEC also implements projects through the State Governments in the NER which falls in the sectors and sub-sectors listed in **Annexure-I**.

6. Project Cost:

NEC normally supports projects that do not exceed Rs.15 crore. The practice of clubbing many projects into one to increase the size of the project or the practice of splitting one project into many to bring it within the financial powers of NEC is not acceptable. Each location specific project would be counted as one. Projects costing above Rs.15 crore fall normally under important infrastructure category and are processed by NEC through the SFC/EFC forum.

7. Funding pattern:

Projects supported by NEC shall be in the ratio of 90:10 between NEC and State Government. It will be assumed that the State Government is ready and willing to provide the State share for projects included in the Priority List of projects to be funded by NEC. However, for gap funding the share of NEC would be lower than 90%.

8. Preparation of Shelf of Projects and Priority List:

The following process shall be adopted for preparation of shelf of projects and priority list:

- a) NEC shall prepare, in consultation with the Planning Department of NE State concerned, “Shelf of Projects” for NEC funding. This exercise should normally be done as part of the exercise for Five Year Plans. The Planning department should ensure that the proposed project originates from the concerned line department which will be implementing the project. Shelf of projects once submitted shall, normally, not be changed or modified. Since shelf of projects for the 12 Five Year Plan period have not been drawn up, except for the roads, airports and power sector, the Planning Departments in the NE States would be expected to hold meetings with the departments/organizations in the State and propose to NEC a shelf of projects for NEC funding for the remaining years of the 12 FYP. Planning Departments in the NE States would also be expected to propose an annual priority list drawn from the shelf of projects for NEC funding.
- b) From the shelf of projects, the State Government shall propose a priority list of projects to be taken up during the financial year concerned accompanied by concept paper which should invariably sent with a “No - Duplication Certificate” that the project has not been taken up or is proposed to be taken up through other schemes/programmes of the Central/State Government or other sources of funding.
- c) The priority list should be accompanied by a Concept Paper for each project as per the Template/Proforma enclosed in **Annexure - II**. Projects in the Priority List which are submitted without Concept Papers in the prescribed template/proforma or the Concept Papers are incomplete/ inadequate will not be considered for retention.
- d) The priority list of projects should be a list of judiciously selected and limited number of projects for each sector keeping in view the annual Plan allocation of NEC for the year concerned.
- e) Retention of any particular project would depend on its soundness. The priority list will only be a suggestive guide. NEC will not be bound by the serialised priority.

- f) The State Government shall submit a priority list for different sectors dealt by NEC including roads and power projects by 1st April for the financial year from the shelf of projects for enabling NEC to retain projects for the year concerned.
- g) NEC fund will not supplement or substitute normal plan programmes of either the State Governments or Union Ministries/Departments/Agencies unless and until there are specific reasons to be recorded in writing for an appropriate decision by the competent authority.
- h) Normally project implementation period should not exceed maximum 3-4 years. Long gestation projects should not be encouraged or taken up.
- i) The projects retained by NEC from the Priority List will be communicated by NEC to the State Planning Department with a copy to the line department concerned for sending the DPR to NEC.
- j) If the State Government fails to submit DPR within two (2) months of retention, the project may become liable to be dropped.
- k) Three copies of DPRs should be submitted to NEC through the State Planning Department within two months of retention of projects.

9. Detailed Project Reports (DPRs):

- a) Detailed Project Reports (DPRs) having civil, electrical and water supply, plant and machinery estimates should be prepared by the State Department concerned based on the current Schedule of Rates (SOR) and vetted by a competent engineering authority. Such DPRs should be prepared with all the items indicated in the “Check List” circulated by NEC to the State Governments.
- b) In respect of DPRs related to Agriculture and allied sector (e.g. plantations, fisheries, animal husbandry, poultry etc.), skill development (e.g. coaching etc.) should be prepared having all the items indicated in the “Check List” which will be circulated separately by NEC.

10. Components/items not funded by NEC:

- (a) Staff component, either work charged or regular, shall not be funded from NEC funds.
- (b) NEC funds will not be used to fund land acquisition costs.
- (c) Purchase of vehicle is not allowed from NEC funds, except for survey and investigation projects or projects where vans/vehicles are required for marketing and extension services.
- (d) No maintenance work/cost will be funded from NEC funds.
- (e) No working capital will be funded by NEC.
- (f) Monitoring and evaluation charges are not provided to the States. This is done centrally by NEC.

SECTORS & SUB-SECTOR IN THE NORTH EASTERN COUNCIL

I	AGRICULTURE & ALLIED
i	Crop cultivation
ii	Spices (<i>Thrust area approved in 62nd Council Meeting</i>)
iii	Horticulture and Plantation Crops (<i>Thrust area approved in 62nd Council Meeting</i>)
iv	Animal Husbandry
v	Fishery
vi	Sericulture and Forestry
vii	Marketing
viii	Augmentation of Community Based Sustainable Livelihood Projects
II	POWER SECTOR
i.	System Improvement (Upgradation/ Improvement/ Construction of Power transmission & Distribution Lines and Sub-Station)
ii	Renewable Resources of Energy (RRE)
III	IRRIGATION, FLOOD CONTROL & WATERSHED MANAGEMENT SECTOR
i	Anti-Erosion, Flood Control and River Management and Water related projects
ii	Survey & Investigation of HEP/MPP, Water Supply related projects
iii	Minor/micro Irrigation projects
iv	Watershed Management projects
IV	INDUSTRIES SECTOR
i	Development/Upgradation of Industrial Infrastructure including that of the Industrial Estates/ Industrial Parks etc. (<i>Thrust area approved in 62nd Council Meeting</i>)
ii	Capacity Building Programmes in the Industries Sector with focus on Development of Entrepreneurship and Skill Upgradation of Industrial Workers
iii	Setting up of Integrated Inter-State Border Trade Centres/ Border Haats
iv	Setting up of Plastic Parks and other downstream Industries arising out of Assam Gas

	Cracker Plant, Oil Refineries etc
v	Integrated Handloom and Handicraft, Cane and Bamboo Industries
V	TOURISM SECTOR
i	Destination development of important tourist locations (wildlife sanctuaries, sacred groves, Tea Tourism, adventure tourism, Historical/War Tourism, Village/Rural/Eco Tourism & Home Staying etc)
ii	Eco-tourism, Health tourism, Model Villages etc
iii	Events such as familiarization tours for international & domestic tour operators, Tourism Marts, Fairs, Festivals, Conferences related to promotion of tourism
iv	Printing of publicity materials as well as publicity, media campaigns and development of the much needed human resources for manning the different aspects of the tourism industry
VI	TRANSPORT & COMMUNICATION SECTOR
i	Construction of Roads and Bridges
ii	Inter State Bus/ Truck Terminus
iii	Interstate check post
iv	Conversion of Timber Bridges
v	Improvement of Airports
VII	MEDICAL & HEALTH SECTOR
i	Support to Specialized Health Institutes
ii	Support for development/ creation of infrastructure for speciality and super speciality facilities in the health centers/ institutes
iii	Support for development/ creation of infrastructure/ equipment for health centers/ hospitals/ paramedical and allied health institutes
VIII	HUMAN RESOURCE DEVELOPMENT & EMPLOYMENT SECTOR
1	DEVELOPMENT AND PROMOTION OF SPORTS & YOUTH ACTIVITIES IN THE NER:-
i	Development of Sports and Youth Activities (Playgrounds, Galleries, Stadiums, Sports Hostels etc.)

2	DEVELOPMENT AND PROMOTION OF EDUCATION AND SOCIAL SECTOR ACTIVITIES:-
i	Development and Promotion of Educational Activities (Schools & Colleges, Hostels, Laboratories, popularization of Science and Mathematics, Training Institutes etc.)
ii	Development for Social Welfare Sector (Old Age Home, Special needs Home, Orphanages, Shelter Homes etc.)
iii	Skill/ entrepreneurship development Training Programmes including Coaching for Employment and admission to Professional & Technical courses (<i>Thrust area approved by 62nd Plenary</i>)
iv	Teachers' Training Institute and programmes
v	Financial support to Employment Courses in the ITIs and Polytechnic Institutes
IX	SCIENCE & TECHNOLOGY SECTOR
i	Regional Management Information SYSTEM (RMIS) (<i>Thrust area approved in 62nd Council Meeting</i>)
ii	Support for Remote Sensing Service Centre (<i>Thrust area approved in 62nd Council Meeting</i>)
iii	Consultancy and R&D Programme
iv	Disaster Management programmes (<i>Thrust area approved in 62nd Council Meeting</i>)
v	IT APPLICATION RELATED PROGRAMME
vi	Information Technology Education Programme (<i>Thrust area approved in 62nd Council Meeting</i>)
vii	Public Awareness of Science & Technology (Science Centres, etc <i>Thrust area approved in 62nd Council Meeting</i>)
viii	Seismo & Technology & IT Oriented Programme (<i>Thrust area approved in 62nd Council Meeting</i>)
X	INFORMATION & PUBLIC RELATION SECTOR
i	Information and Public Relations related Schemes
ii	Preservation and Promotion of Art & Culture
iii	Viability gap Funding for establishing Tribal Museums

MODEL CONCEPT PAPER TEMPLATE/PROFORMA

	ITEMS	Detailed information
A.	General Information about the Project	
i.	Name of the Project	
ii.	Objectives of the project	
iii.	Estimated Cost of project.	
iv.	Indicate sources and share of funding. (NEC, State share and other sources wherever applicable)	
v.	Availability of land and land size. Indicate clearly whether owned by Govt./leased/donated/community owned etc.	
vi.	Location of project	
vii.	Name of district and sub-division/block where proposed project will be located	
viii.	Proposing/Implementing Department	
ix.	Name of the executing Department/Agency	
x.	Enclose non-duplication certificate	
xi.	Whether the project falls within the Thrust Areas of NEC, Vision 2020 or Working Group recommendations. Specify.	
xii.	If project is of regional nature, give name of States which would also benefit.	
xiii.	If State specific project, give reasons why it cannot be funded from the State Plan	
xiv.	If project is covered under any CSS/Central scheme, name the CSS/Central scheme and give reasons why funding has not been obtained/sought from the Ministry concerned.	
xv.	Give details of convergence with other Central scheme/Centrally Sponsored Scheme/Central programme and State scheme built into the project. If not, state why	
xvi.	Give details of synergy built into the project with other Govt. schemes (e.g. technical and professional assistance).	
xvii.	Indicate sustainability of project including operation and maintenance of assets on completion of project	
xviii.	Give details of the existing infrastructure and facilities available in the proposed project location and also in the district and sub-division/block	
xix.	Whether it benefits ST/ SC. If so, the % of population and beneficiaries covered.	
xx.	Whether the project is in District Council/ Traditional Council Area. If So, give name of the Council.	
B	Justification/ Rationale for the Project	

i.	State the nature and magnitude of the problem faced or the potential to be tapped. Elaborate the problems to be addressed or benefits that will accrue through the project. For social infrastructure project, also give the baseline of socio-economic parameters/indicators to justify the proposal.	
ii.	The development objectives proposed to be achieved	
iii.	Indicate the sections and number of population to be benefitted.	
iv.	For income generating activities/skill development indicate the number of beneficiaries targeted and the methodology for selection of beneficiaries. Indicate nos. of female and male beneficiaries separately.	
C	Project Description & Main Activities	
i.	Sector under which project is proposed (see Annexure-I of guidelines)	
ii.	Project description (Provide a brief write-up on the project)	
iii.	Component-wise cost of Project/main activities (e.g. buildings and other civil works, machineries, tools & equipments, miscellaneous fixed assets, agricultural inputs, training components etc.)	
iv.	Indicate the gender content (For gender budgeting). If women beneficiaries are covered, the % of coverage.	
v.	List out basic Indicators for measuring achievement / Success of the Project	
D	Physical details	
	Year-wise phasing & Time frame for completion of project	
E	Financial details	
	Year-wise phasing	
F	Indicate if any statutory clearances including forest and Environmental Clearances etc. are required.	

Signature of Concept Paper preparing authority

FORMAT FOR PREPARING TECHNICAL NOTE FOR REFERRING TO STANDING COMMITTEE FOR
PROJECT RETENTION, NEC-PAC AND IN-PRINCIPLE APPROVAL IN NEC SECRETARIAT

FORMAT FOR TECHNICAL NOTE

PART-A

(To be used for retention of projects and NEC-PAC)

1. Name of Sponsoring Department:
2. Has the proposal been included in the Shelf of Projects and the Annual Priority List of Projects to be funded by NEC? If so, please indicate the serial number in the Shelf of Projects and the priority number in the Priority List.
3. Whether it is a new proposal, repeated proposal of previous year or modified proposal?
4. Has the concept paper been provided fully in detail?
5. Is the proposal benefiting more than one State or directed towards achieving the aims and goals, areas/concerns for Regional Plan or included in the Five Year Plan of NEC/Thrust areas?
6. Indicate whether this project falls under first, second, third, fourth etc. priority as given in the Revised NEC General Guidelines.
7. Indicate the name of the scheme under which applicable and its admissibility.
8. Indicate the gender content (For Gender Mainstreaming):
9. Indicate the liabilities of ongoing projects under this sector:
10. Indicate the progress of implementation of ongoing projects of similar nature sanctioned to this State:
11. Is the proposal for Government department/Govt. Owned society/company/corporation or Not for Profit society/trust or PPP mode?

12. 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		
	31	35	Total	31	35	Total	31	35	Total

PART-B

(To be used for NEC-PAC)

13. Statement of proposal:

- a) Has pre-investment visit has been made if found necessary? If so, give details.
- b) For projects leading to creation of physical assets, indicate whether GPS coordinates of the project site where asset would be constructed have been provided.
- c) Whether there are schemes with overlapping objectives and coverage of Central Ministries? If so, the details of such schemes and the scope of convergence.
- d) Reasons and justification for the proposal indicating historical background, circumstances in which the need has arisen, whether other alternatives have been considered and whether detailed studies have been carried out for establishing its need, economics and other relevant aspect.
- e) If it is location specific, give basis for the selection of location.
- f) Has land ownership document been submitted? Does it belong to Government or society or private individual or is it on lease? Give details.
- g) What is the projected outcome from the Project and what are the economic implications.
- h) In case proposal is an intensification programme/subsequent phase of NEC supported project, the present status and benefits already accrued to the beneficiaries may be furnished. Whether any evaluation had been done? If so, broad findings of such evaluation studies may be given.

14. Programme Schedule:

- a) Has the project/ scheme been worked out and scrutinized in all its details?
- b) Has the work schedule /work plan/bar chart of each item of work with reference to time been provided? Indicate or enclose a copy of the major items of work with work schedule.
- c) Whether physical and financial targets match with each other?
- d) What is the target date for completion and when will the expected benefits commence?

15. Expenditure involved:

- a) Indicate the funding pattern and year-wise phasing.

Year	Financing pattern	NEC	State share	Total

- b) Phasing of expenditure (non-recurring and recurring) wherever necessary may be provided -
 - i) At constant price.
 - ii) On completion cost

16. Operational Capabilities :

- a) Operational capability of Implementing Agency to undertake the tasks required for the implementation of the proposal under consideration. For this purpose track record of the Implementing Agency in respect of the projects already implemented/ under implementation may be highlighted and also steps proposed for ensuring timely execution of the projects under consideration.

17. Add statements showing:

- (i) Viability:

Information is to be given if benefits accruable from the projects/ schemes are quantifiable and can be translated in monetary term

- a) Financial IRR
 - i) at constant prices:
 - ii) on completion cost basis:
- b) Economic IRR:
 - a. at constant prices:
 - b. on completion cost basis:

PART-C

(To be used by T&C sector for appraisal and scrutiny of DPR/estimates)

18. Reliability of Cost Estimates and other parameters:

- a) To what extent cost estimates are firmed up?
- b) Reference date and basis of cost of various components.
- c) Expenditure on buildings and other works and its basis and phasing.
- d) Expenditure on stores and equipment.
- e) Comments of technical appraisal and scrutiny.
- f) Any other observations?

GUIDELINES FOR PREPARATION OF DPR

To prepare the estimate for Civil works in a DPR

1. Generic structure for projects having civil components:

Details enclosed as appendix to these guidelines.

2. General

- i) The estimate of the project should not contain any lump-sum provisions for any item. There should be a rate analysis of the item or should be based on the quotations received from the other Department or the Market.
- ii) It may be prepared based on
 - a) the actual quantities after design and quantity calculations as per the rates of individual item of works as per the latest SoR
 - Or
 - b) Per square meter cost as per the latest SoR of the State or the CPWD. The actual quantities along with design and drawing as finalised before the start of construction shall be sent to the NEC for appraisal.
 - Or
 - c) the actual cost quoted by the successful bidder after tendering.
- iii) The land allotted for the purpose cannot be mortgaged/transferred till the lifetime of the project and hence a clear title of the land in the name of the State/department responsible for its running and maintenance is essential.
- iv) For project that leads to creation of physical assets, the GPS coordinates should be provided.
- v) The details of the population in the vicinity who will be using the facility may be provided and the number for which provision has been made in the DPR be given in the introduction.
- vi) The provision of rain water harvesting may be provided where ever required.
- vii) Provision of only 2% contingency and 1% labour cess only is permitted in the DPR. No other provision shall be included. Changes if any will be notified separately.
- viii) As per existing norms of NEC, the Consultancy and agency charges are not permitted in the DPR.

- ix) Civil estimates should be vetted by the officers of not lower than the level of Chief Engineer.
- x) The public buildings should be provided with the facility for physically challenged /disable persons/ differently abled persons, i.e it should have ramps. For multi-storied buildings lifts should be provided.
- xi) Minimum two staircases should be provided in public buildings.
- xii) Provision of indoor furnishings should be supported/ accompanied by drawings and quotations.
- xiii) Provision of fire exits in the public building should be ensured.
- xiv) Check list should be signed by the competent authority and the same shall be enclosed in the DPR.
- xv) The CPM (Critical Part Method) and PERT (Programme Evaluation and Review Technique) charts should be made available in the DPR.

3. CODAL PROVISIONS :

- i) The DPRs are to be prepared complying with the laid down norms of Gol for the concerned department and as per ISI specifications.
- ii) For the building projects the National Building Code should be adopted. The area to be provided for different purposes should be as per the norms provided for the same. The number of utility services like bathrooms and rest rooms should be strictly adhered. The norms adopted, should be compiled in a tabular form, indicating the relevant codal provisions.

4. ARCHITECTURAL ELEMENTS:

- i) The facade of the building should match the surrounding and also depict the native/local/ethnic architecture.
- ii) Instead of cutting the soil the layout should follow the contour of the ground as far as possible.
- iii) The architecture of the building should allow for utilizing maximum sunlight and ventilation to make it an energy efficient and environmental friendly building.
- iv) The landscape drawing should be enclosed when provisions are made for the same in the cost.

- v) A layout plan of the complete scope of the works including building, roads, pathways, parking, boundary walls, overhead tank, rain water harvesting, Drains etc. should invariably be marked with dimensions.
- vi) The drawing should be drawn to the scale and follow the S.I system of units. All the dimensions should be legible and it should be signed by the engineer.
- vii) The use of marble, kota stone and granite for flooring be avoided unless very essential. In such case, locally available materials could be considered.
- viii) A layout plan of the electric, sanitary provisions and water supply distribution lines should be worked out and enclosed for better appreciation of the project. The number of personnel utilizing the building or the structure shall dictate the provision for the water tank provided.
- ix) Street lighting and water heating systems should be solar based and the cost should be as per the approved cost by the MNRE when ever required.
- x) As the parking for auditorium and stadium are seldom used hence it should not have concrete pavement but GSB (Granular Sub Base) can be provided for facilitating ground water recharging. The space provided shall not be more than 25 Sq.Mtr. per car.

5. **STRUCTURAL DESIGN:**

Following are the documents to be provided

- (i) A brief of the design Parameters should invariably be provided, wherein all the basic data, its source, reference etc. are explicitly brought out.
- (ii) The structural design and the detailing thereof should follow the relevant updated IS codes invariably for RCC and/or Steel
- (iii) The loading adopted in the design for various floors should be indicated separately.
- (iv) No nominal mixes should be used in the design.
- (v) Preferably, standard software should be used in the design of the buildings.
- (vi) As the NER is in zone V of the earthquake map of India, the building should be provided with the relevant provisions as laid down in the codes.

GENERAL BUILDING REQUIREMENTS

A. GENERAL BYE-LAWS TO BE ADOPTED:-

1. Arrangement of exit

- Exit shall be so located so that travel distance on the floor shall not exceed 22.5 m for residential, educational, institutional and hazardous occupancies and 30m for assembly, business, mercantile, industrial and storage occupancies. For more than one exit they shall be placed remote from each other as possible. All the exits shall be accessible from the entire floor at all floor level.

2. Plinth Height

- Minimum plinth height shall be regulated on the basis of environmental and topographic condition and higher Plinth height may be required in areas prone to flooding.

3. Provision of Lift

- Provision of lift shall be made for all multi-storeyed buildings having a height of 15m and above in height. The lift provided in the building shall not be considered as a means of escape in case of emergency. The other specifications may be followed as per NBC (National Building Code of India) and Model Building Bye Laws.

4. Mezzanine Floor

- Mezzanine floor shall be permitted only between ground floor and first floor in all the buildings. The mezzo area up to 25% of the actual covered area on the ground floor is permissible and shall not be counted for FAR (Floor Area Ratio) calculations. The height of the Mezzanine floor shall not be less than 2.20Mtr. and not more than 2.70 Mtr.

5. Land Development

- The percentages for land development shall not be considered. The detailed calculations along with contour map are required to be enclosed in the DPR. The approach road to the buildings from road/street/internal means of access shall be through pavement pathway of width not less than 1.50m, provided its length is not more than 30.0m.

6. Soil Investigation Report

- ❑ The relevant soil investigation reports for the proposed R.C.C building G+3 and above as well as public buildings should be submitted along with the DPR.

7. The Planning, Design, Construction and installation of water supply, drainage and sanitation.

- ❑ Sanitation requirements for educational, Institutional, Residential, Assembly Building, Industrial, Hostel etc. as per the norms of Model Building Bye Laws or National Building Code of India.

8. Building plan and details

- ❑ The plan of the buildings and elevations and sections accompanying the DPR shall be drawn to scale 1:100. The plans and details shall include
 - (i) Floor plans of all floors together with the covered area clearly indicating the size and spacing of all framing members and sizes of rooms and position of staircases, ramps and lift wells.
 - (ii) Show exact location of essential services, for example W/C, Sink, Bath and the like.
 - (iii) Include schedule of finishes.
 - (iv) Including at least one section through the staircase.
 - (v) Include the structural arrangements with appropriate sections showing type/arrangement of footing, foundations, basements walls, structural load bearing walls, columns, beams, shear walls and spacing of footing members, floor slabs and roof slabs
 - (vi) Include terrace plan indicating the drainage and the slope of the roof.

9. Lighting and ventilation of rooms

- ❑ The minimum aggregates area of such openings, excluding doors inclusive of frames, shall be not less than
 - a) One -tenth of the floor area for dry hot climate.
 - b) One-sixth of the floor area for wet hot climate.
 - c) One -eighth of the floor area for intermediate climate.
 - d) One-twelfth of the floor area for cold climate

The area of opening as given above (a) to (d) shall be increased by 25 percent in the case of kitchen.

10. Lofts

- ❑ Lofts shall be permitted in residential buildings and shops only. Area of such loft shall be restricted to 25% of the covered area of respective floor. Maximum height between loft & ceiling shall be 1.75 m.

11. Ceiling Height for Educational and Industrial Buildings

- (i) Educational Building- Ceiling Height 3.60 Mtr. For all regions; in cold regions 3.0 Mtr.
- (ii) Industrial Building - Ceiling Height 3.6 Mtr., except when air- conditioned, 3.0 Mtr. (Factory Act 1948 and Rules therein shall govern such height, where applicable)
- (iii) Minimum Height
 - a) for kitchen-2.60 Mtr.
 - b) Bath/Water-closet- 2.20 Mtr.
 - c) Corridor - 2.10 Mtr.
 - d) Habitable Room- 2.75 Mtr.

12. Staircase /Exit Requirements

- (i) Residential Building (dwellings) - 1.0 Mtr.
(Note- for row housing with 2- storeys, the minimum width shall be 0.75 Mtr.)
- (ii) Residential Hostel Building - 1.50 Mtr.
- (iii) Assembly Buildings like Auditorium and Seminar Halls - 2.0 Mtr.
- (iv) Educational Building -1.50 Mtr.
- (v) Institutional Building - 2.0 Mtr.
- (vi) All other buildings - 1.50 Mtr.
- (vii) The minimum width of tread without nosing shall be 250mm for residential building. The minimum width of tread for other buildings shall be 300mm.
- (viii) The minimum height of riser shall be 190mm for residential buildings and 150mm for other building and these shall be limited to 12 per flight.
- (ix) Parapet
 - ❑ Parapet walls and handrails provided on the edges of roof terrace, balcony etc. should not be less than 1.0 Mtr and more than 1.50 tr. in height.

(x) Balcony

- The minimum width of individual balcony, where provided shall be 0.90 M and shall not be more than 1.20 M and it shall not project beyond the plot line and on roads or pathway.

(xi) Mumty

- The stair covered with Mumty not exceeding 3.0M in height.

(xii) Corridor

- The minimum width of a corridor in a residential building shall be 1.0 M and in all other building shall be 1.5m

B. Educational Buildings (School/College)

1. No basement or cellar room shall be designed constructed, altered, converted or used for the purpose of study or instruction.
2. Every such building exceeding two storeys in height shall be constructed of fire resisting material throughout.
3. A minimum of 1.0 Sq.Mtr of net floor space per student shall be provided.
4. The size of rooms, opening, heights etc. as per the NBC or Model Building Bye Laws.

C. GENERAL REQUIREMENTS OF AN ASSEMBLY BUILDING

Sl. No	Type of Assembly Building	Min. Land required
1	Community room (1 for every 5000 population)	750 m ²
2	Community hall, mangal karyayala/kalyana mandapam/barat ghar/library(1 for every 15000 population)	2000 m ²
3	Recreational club (1 for every 1,00,000 population)	10000 m ²
4	Music, dance and drama centre (1 for every 1,00,000 population)	1000 m ²
5	Meditation and spiritual centre (1 for every 1,00,000 population)	5000 m ²
6	Socio-cultural centre (1 for every 10,00,000 population)	15 ha

D. GENERAL REQUIREMENTS OF A HOSPITAL BUILDING

Sl. No	Type of Health care facility Building	Min. Requirement
1	Dispensary (1 for every 15000 population)	Area= 0.08 ha to 0.12 ha
2	Nursing home, child welfare and maternity centre (1 for every 45000 to 100000 population)	Area= 0.20 ha to 0.30 ha Capacity= 25 to 30 beds
3	Poly-clinic with some observation beds (1 for every 100000 population)	Area= 0.20 ha to 0.30 ha
4	Intermediate hospital (category B) (1 for every 100000 population)	Total Area= 1.00 ha a). Area for hospital = 0.60 ha b). Area for residential accommodation= 0.40 ha Capacity= 80 beds (initially the provision may be for 50 including 20 maternity beds)
5	Intermediate hospital (category A) (1 for every 100000 population)	Total Area= 3.70 ha a). Area for hospital = 2.70 ha b). Area for residential accommodation= 1.00 ha Capacity= 200 beds (initially the provision may be for 100 beds)
6	General Hospital (1 for every 250000 population)	Total Area= 6.00 ha a). Area for hospital = 4.00 ha b). Area for residential accommodation= 2.00 ha Capacity= 500 beds (initially the provision may be for 300 beds)
7	Multi-specialty hospital (1 for every 100000 population)	Total Area= 9.00 ha a). Area for hospital = 6.00 ha b). Area for residential accommodation= 3.00 ha Capacity= 200 beds (initially the provision may be for 100 beds)
8	Specialty Hospital (1 for every 100000 population)	Total Area= 3.70 ha a). Area for hospital = 2.70ha b). Area for residential accommodation= 1.00 ha Capacity= 200 beds (initially the provision may be for 100 beds)

E. Sanitation Requirements for Institutional (Medical) Occupancy- Hospital

Sl. No.	Sanitary Unit	Hospitals With indoor Patient Ward	Hospitals With outdoor Patient Wards	
		For Males & females	For Males	For Females
1	Water Closet (W.C.)	One for every 6 beds or part thereof	One for every 100 persons or part thereof	Two for every 100 persons or part thereof
2	Ablution taps	One in each W.C.	One in each W.C.	One in each W.C.
3	Wash Basins	Two up to 30 bed; add one for every additional 30 beds; or part thereof	One for every 100 persons or part thereof	One for every 100 persons or part thereof.
4	Baths with Shower	One bath with shower for every 8 beds or part thereof.	--	--
5	Bed pan washing sink	One for each ward	-	--
6	Cleaner' Sinks	One for each ward	One per floor minimum	One per floor minimum
7	Kitchen sinks & dish Washers (where Kitchen is provided)	One for each ward	--	--
8	Urinals	--	One for every 50 persons or part thereof	--

Area and Space norms of the hospital

LAND AREA (DESIRABLE)

Minimum Land area requirement are as follows:	
Upto 100 beds	= 0.25 to 0.5 hectare
Upto 101 to 200 beds	= 0.5 hectare to 1 hectare
500 beds and above	= 6.5 hectare (4.5 hectare for hospital and 2 hectare for residential)

SIZE OF HOSPITAL AS PER NUMBER OF BEDS

a. **General Hospital** - 80 to 85 Sqm per bed to calculate total plinth area (desirable). The area will include the service areas such as waiting space, entrance hall, registration counter etc. In addition, Hospital Service buildings like Generators, Manifold Rooms, Boilers, Laundry, Kitchen and essential staff residences are required in the Hospital premises.

In case of specific requirement of a hospital, flexibility in altering the area be kept.

b. **Teaching Hospital** - 100 to 110 sqm per bed to calculate total plinth area.

Following facilities/area may also be considered while Planning hospital (Desirable)

Sl. No.	COMPONENT	REQUIREMENT
1	Operation Theatre	a) One OT for every 50 general in-patient beds b) One OT for every 25 surgical beds.
2	ICU beds	= 5 to 10 % of total beds.
3	Floor space for each ICU bed	= 25 to 30 sq m (this includes support services)
4	Floor space for Paediatric ICU beds	= 10 to 12 sq m per bed
5	Floor space for High Dependency Unit (HDU)	= 20 to 24 sq m per bed
6	Floor space Hospital beds (General)	= 15 to 18 sq m per bed
7	Beds space	= 7 sq m per bed.
8	Minimum distance between centres of two beds	= 2.5 m (minimum)
9	Clearance at foot end of each bed	= 1.2 m (minimum)
10	Minimum area for apertures (windows/Ventilators opening in fresh air)	
	a).if on same wall	= 20% of the floor area
	b).if on opposite walls	= 15% of the floor area

F. GENERAL REQUIREMENTS FOR A UNIVERSITY HOSTEL BUILDING

Sl. No	Item	Admissible area As per UGC norms in the Plans
1	Rooms	
	a). Single- seater	8-9 Sq. M. per student
	b). Double seater	7.5 to 8 Sq. M. per student
	c) Three- seater	7 to 7.5 Sq. M. per student
	(d) For PG/Research scholars/ Teachers/ Other staff	not exceeding 10 Sq. M. per head
2	Common Room	@ 2 Sq. M. per user for 25% of the hostel strength, subject to maximum of 60 Sq. M.
3	Dining Room	@ 1 Sq. M. per user for 50% of the hostel strength, subject to maximum of 40 Sq. M.
4	Kitchen & Pantry	@ 0.5 Sq. M. per diner subject to maximum of 60 Sq. M.
5	Toilet blocks	
	i)Water closet	@ 1 for 8 women
	ii) Bathroom	@ 1 for 6 women
	iii) Urinal	@1 for 8 women
	iv) Wash basin	@1 for 8 to 10 students
6	Kitchen servants	One room of 9.60 Sq. M. with WC and bathrooms
7	Visitors' rooms	One room of 9.60 Sq. M.
8	Sick room	One room of 9.60 Sq. M.
9	Reading Room	Two reading rooms
	(Average minimum area should be @ 2.33 Sq. M. per Reader)	
10	Boundary wall	around the hostel, if necessary
11	Floor height	3.40 Mt.
12	Total built up area:	2.5 times of the total living area (Circulation space may be @ 25% of the plinth area)
13	Warden	One Warden assisted by an Assistant Warden for 100 students or so.

G. REGULATIONS TO BE ADOPTED FOR BUILDINGS

Sl. No	Components of Building	Min. requirement for plots up-to 50 sq m.	Min. requirement for plots above 50 sq m
1	Habitable Room	Area 7.50 sq m Width 2.10 m Height 2.75 m.	Area 9.50 sq m Width 2.40 m Height 2.75 m.
2	Kitchen	Area 3.30 sq m Width 1.50 m Height 2.75 m.	Area 4.50 sq m Width 1.50 m Height 2.75 m.
3	Pantry	Area Not Applicable Width Not Applicable Height Not Applicable	Area 3.00 sq m Width 1.40 m Height 2.75 m.
4	Bathroom	Area 1.20 sq m Width 1.00 m Height 2.20 m.	Area 1.80 sq m Width 1.20 m Height 2.20 m.
5	W.C.	Area 1.00 sq m Width 0.90 m Height 2.20 m.	Area 1.10 sq m Width 0.90 m Height 2.20 m.
6	Combined Bath & W.C. (Toilet)	Area 1.80 sq m Width 1.00 m Height 2.20 m.	Area 2.80 sq m Width 1.20 m Height 2.20 m.
7	Store	Area No restriction Width No restriction Height 2.20 m.	Area No restriction Width No restriction Height 2.20 m.
8	Projections	Permitted within the setbacks upto 0.75 m width	Permitted within the setbacks upto 0.75 m width
9	Garage	--	Area 14.85 sq m. Width 2.75 m Length 5.40 m. Height 2.40 m.
10	Passage	--	Width 1.00 m
11	Doorways Habitable rooms For kitchen bath, W.C. etc.	Width 0.80 m Height 2.00 m. Width 0.75 m. Height 2.00 m.	Width 0.90 m Height 2.20 m Width 0.75 m. Height 2.00 m
12	Staircase	Width 0.75 m. No restriction for internal ladder	Width 0.90 m.

REFERENCES

1. National Building Code of India Volume -I, Bureau Of Indian Standards SP7- 2005.
2. Indian Public Health Standards (IPHS) Guidelines for District Hospitals (101 to 500 Bedded) Revised 2012.
3. Model Building Bye-Laws (India).
4. Guidelines for the special scheme of construction of women's hostel for colleges during the eleventh plan (2007-2012). University Grants Commission, Bahadur Shah Zafar Marg, New Delhi - 110 002.

**NORTH EASTERN COUNCIL
GENERIC STRUCTURE OF THE DETAILED PROJECT REPORT**

1. **Project title:**
2. **Name of the State:**
3. **Location of the project:**
4. **Problem to be addressed**

The problem to be addressed at the local/ State/ regional level may be elaborated with clear evidence on the magnitude of the problems. This section should be limited to a brief statement of the problem, as determined in the problem analysis. In general, one project should focus on one large problem.

5. **Background, problem analysis & justifications, ongoing initiatives**

A. Background

Factual information may be provided about the context of the problem that is to be addressed. This should also include description of the present situation, any related current and past regional activities, and the relevant regional policies and plan of actions.

B. Problem analysis and justification

This is the most important section of the project document. The section should present a logical analysis that justifies regional action by the State. The section should discuss the following topics and questions:

Problem analysis:

What are the underlying causes of the problem is to be addressed? Details from the problem analysis should be presented here.

Regionality:

Is the problem regional in nature? Can the problem and its causes be effectively and appropriately addressed at the regional level? Answers to these questions can be derived from the regionality analysis exercise should be presented here.

Participation:

Which Member States of the North Eastern Council want to participate in this project?

Beneficiaries:

Who will be the likely beneficiaries of a solution to the problem or need?

Quantification and level of employment generation:

The magnitude of employment that is likely to be generated under the project should be clearly stated

Commitment and sustainability:

What complementary State/ Regional/ National actions are interested Member States of NEC currently implementing to address the problem or would be needed along with regional action to fully address the problem? Are the concerned Member States of NEC committed to bearing the cost of required complementary regional action and the long term cost of regional action? Stakeholders' commitment, operation and maintenance of assets on completion of the project should be addressed. Post implementation manpower requirement and financial needs for self sustainability of the project should also be in place.

C. Ongoing initiatives

A description of ongoing initiatives on the project may be provided and the manner in which duplication will be avoided and synergy created through the project title.

6. Possible solutions

In order to ensure that alternative strategies and approaches in solving the problem have been identified and assessed, specify.

- What possible approaches to the problem were identified in problem analysis?
- Are there any possibilities?
- What are the advantages and disadvantages of pursuing each option?
- What would be the consequences of doing nothing?
- What strategy has been selected as the best approach to solve the problem?
- Why is this option regarded as the best approach?

7. Objective and success criteria

A. Objective

The objective should define a desired solution to the identified problem in the form of a statement of the results to be achieved and the criteria for successful achievement under the project.

B. Success indicators and measures

Success criteria will set the *qualitative* and *quantitative* standards for successful achievement. These criteria will enable the measurement of the extent of the project success. In turn this will enable the evaluation of the project in terms of the purpose for which it has been formulated. Base line data for the projects should be available in order to facilitate impact assessment once the project is commissioned. Each deliverable/ output of the project should be specified and which are measurable to assess achievement of the goals set in the project.

8. Outputs/ outcomes

Outputs/ outcomes are results or products that are produced and utilized in order to achieve an objective. Several outputs/ outcomes may be necessary to enable the achievement of an objective. Output/ outcome should describe finished products or completed results. This section should list and briefly describe the outputs/ outcomes to be achieved for the success of each project objective.

9. Indicative work plan

Indicative work plan should be prepared using scheduling software. This work plan should identify and graphically illustrate, through PERT/ CPM charts, the activities in the logical order that is necessary for the production of each output example “Implementation of training” or “Implementation of a Poultry project/ Road project/ Inter State Bus Terminus”. Therefore, the activity list for common outputs can be based on some standard models. Whether the slacks in the PERT/ CPM are being utilised properly for making it more economic may be elaborated upon.

10. Management, Implementation and Monitoring and Evaluation arrangement

A. Management arrangements

The management arrangements should identify the project’s sponsoring body. That body has the responsibility to designate a manager for the project who will be responsible for

the achievement of the project objectives. The manager has to ensure that the planned work is actually done and that finished work actually achieves the objective. The management arrangement should specify to whom the Project Manager must report and with which other State he/ she must coordinate the project's work and when the Project Manager takes over the same on implementation.

B. Implementation arrangements

The personnel who will actually produce the project outputs, the implementers, who may be consultants, experts or personnel of State Government should be identified for each output. Reporting requirements and relationships should be explained as an element of the implementation arrangements. The Project Manager should identify parties responsible for implementing each activity when an 'indicative work plan' is revised into the 'actual work plan' after project approval.

C. Monitoring and Evaluation arrangements

M&E describes the strategy for evaluation of the project, as to when the review/ evaluation is to take place, key evaluation issues should be addressed. The project budget should be inbuilt to include the cost for review/ evaluation.

11. Inputs

There can be many combinations of inputs to produce the outputs. The formulator of the project should identify inputs that will enable efficient project implementation, that are appropriate to the work to be done and which are cost effective. To determine the input one should refer to the 'indicative work plan' (refer para 6 of generic structure of the DPR). The inputs should be presented in a tabular form category wise. Other details, such as Terms of Reference for contracts, should be provided and attached as annexure.

12. Budget and Funding

The selected inputs and their cost should be reflected in a budget with appropriate headings and indicate the source of funding.

13. Attachments

A Activation Plan

How the project will be activated once it is approved. Designation of the Project Manager and other steps to initiate implementation of the project should be reflected in this plan.

B. Explanation of Budget Estimates

It should explain how the budget estimates were determined for inputs. Supporting information should explain how budget figures were calculated.

C. Terms of reference for contracts

Terms of Reference for contract should be prepared if important elements of the project is to be contracted.

D. Other Attachments

May be provided to explain and clarify the project title. This should include explanatory technical data and a bibliography for the understanding of the project appraisers or funding agency.

E. Legal Framework

The legal framework within which the project will be implemented and the strength and weaknesses of the legal framework in so far as it impacts on achievement of the project objectives may be provided.

F. Environmental Impact Assessment

Environmental Impact Assessment should be undertaken, wherever necessary and measures identified to mitigate adverse impact, if any. Issues relating to land acquisition, diversion of forest land, rehabilitation and settlement should be addressed.

14. Review

The project proponent should review the draft project document for (a) clarity of the logical connections among elements of the project; (b) completeness according to the requirements of the project format; and (c) correctness. The draft project may be circulated for comments to those concerned and revised before submission to the NEC for appraisal and further processing.

CHECKLIST TO BE PROVIDED WITH THE DPR

Sl. No	Particulars	Whether furnished		Page No. in DPR	Remarks
		Yes	No		
I	Certificates from the Sector				
1	Whether the norms for the Project verified by the sector concerned				
II	Documents from the State				
1	Land availability certificate				
2	Land available free of all encumbrances				
3	Design calculations for all structural components (Footings, columns, beams, slabs, staircases, chajjas) of the civil works including bar bending schedule should be enclosed with a structural consultant certificate. These should be given with all dimensions and should be to scale and numbered.				
4	Soil testing report				
III	Drawings				
1	Index Map				
2	Layout plan of the project				
3	Contour Plan for land development enclosed				
4	Architectural drawings (Sections, plan, elevation) of the building to be enclosed along with all dimensions and should be to scale and numbered.				
IV	Estimate				
1	Specifications of the item of work as per SOR				
2	Bill of Quantities for calculation of Item of work linked with the drawings				
3	Abstract of quantities linked with the calculations				
4	All rates as per the SOR or Rate analysis of specific items enclosed.				
V	Works and Financial Planning				
1	CPM/Bar chart for the Project				
2	Year wise program of execution with year wise requirement of funds indicated.				
VI	GPS coordinates of the project site				

**CHECKLIST IN RESPECT OF DPR FOR INFRASTRUCTURE PROJECTS UNDER THE HRD&E SECTOR
(EDUCATION AND SOCIAL SECTOR)**

Apart from the checklist on Technical and Civil Estimates, the DPR should invariably contain the following information in respect of Human Resource Development:

Sl. No	Particulars	Page No in the DPR
A.	<u>General information:</u>	
	(i) Introduction para - This para should capture geographical background and information on the socio-economic conditions of the area like population, literacy, availability of basic infrastructure like roads, educational infrastructure, power, etc. It should also highlight, in brief, the history of the area, its importance, etc. It should also indicate if there are projects in the adjoining areas with similar objectives. It should also indicate the feasibility of the project.	
	(ii) Background of the proposed project. It should also clearly indicate whether the proposed project is a new project or whether it is for upgradation of existing facilities/ infrastructure (in case of 'upgradation', the name of the proposal should reflect the same and indicate its present status).	
	(iii) Whether the project is a government project or a non-government project is to be clearly indicated. In case of non-government projects, full background details of the organization like registration of the society/ organization, brief write-up on the activities, audited accounts for the last three years, etc would be required.	
B.	<u>Information on project proposal:</u>	
	(i) Specific location (State/District/Village) of the proposed project including location map within the District and the State. Panoramic photograph of the land where the building /infrastructure is proposed to be constructed.	
	(ii) Whether any study/survey has been carried out on the basis of which the project is proposed. This para should also indicate the reasons and need of the proposed project including the location chosen for the project.	

	(iii) Indicate if there are any other central or state government schemes which can accommodate the proposed project. If there are relevant schemes under the Central/State Govt, then the reason(s) for not availing funds under such schemes should be mentioned in the DPR.	
	(iv) Information on existing infrastructure/ facilities (Government and Private) available in the vicinity of the areas and their distance from the proposed project.	
	(v) Indicate the number of students enrolled in the educational institution (Class wise), number of teachers and other non-teaching staff, existing infrastructure like number of classrooms, library, computer lab, science lab, auditorium, playground, teachers' quarter, students' hostel, etc. These are to be given in detail.	
	(vi) Indicate the likely number of population/students/ youth/beneficiaries that would benefit from the proposed project.	
	(vii) Problems to be addressed through the proposed project/scheme at the local/regional/national level, as the case may be. Evidence regarding the nature and magnitude of the problems should be presented, supported by baseline data/surveys/reports. Clear evidence should be available regarding the nature and magnitude of the problems to be addressed.	
	(viii) Objectives of the project - It should clearly indicate the likely benefits that are expected from the project. It should also clearly indicate if the proposed project is for income generation of the people of the area or a social sector project where revenue inflows cannot be quantified.	
	(ix) Non-duplication certificate. The certificate should indicate that the proposed project has not been taken up/ sanctioned under any existing schemes of either the Central or State Government.	
	(x) Land availability certificate from the District authorities. The land certificate should clearly indicate the ownership of land. If the project involves dislocation of human settlements, the same may be indicated. Forest clearance certificate (if applicable) should be enclosed in the DPR.	

	(xi) Identification and assessment of project risks and how these risks are proposed to be mitigated. Risk analysis could include legal/contractual risks, environmental risks, revenue risks, project management risks, regulatory risks, etc.	
C.	Implementation of the Project:	
	(i) The name of the nodal department for implementation of the project. In case the nodal department is not the implementing/ executing department, then the name of the implementing/ executing department of the State Govt is to be mentioned. Name of the executing agency/ department who is to construct the proposed infrastructure and the operation capability of the agency/ department to undertake the tasks required. Responsibilities of different agencies for project management and implementation should be elaborated. The name of the Nodal officer alongwith designation and contact no. may be given.	
	(ii) Write up on how the project will be run/ managed after the project is completed and how the recurring cost would be met.	
	(iii) An undertaking that (a) the land on which the proposed project will be constructed and the assets/facilities created out of Government Gant will not be transferred/sold/alienated without the approval of NEC and Ministry of DoNER, Government of India, (b) the State Government shall ensure proper upkeep, maintenance and operation of the assets/facilities created out of the project.	
D	Monitoring of progress of implementation of the project:	
	(i) Year-wise phasing of physical and financial targets.	
	(ii) Target date of completion of the project.	
	(iii) Quantifiable targets to be achieved at the end of the project period.	
	(iv) Work schedule component wise for the various components/ work items under the project. The DPR should include detailed work scheduled like PERT/CPM.	
	(v) Monitoring Committee constituted by the State Government (by whom and at what level).	
	(vi) Frequency of the review meeting of the Monitoring Committee. Copy of the minutes of such meetings to be forwarded to the NEC.	

CPSMS Checklist

DETAILS OF THE INSTITUTE/ DEPARTMENT RECEIVING FINANCIAL ASSISTANCE FOR SEMINAR, SYMPOSIUM, ETC. FROM NEC

Institute's Name:

Type of the Institute: (Tick (√) whichever is applicable) [*Central Govt./ Central Govt. PSU/State Govt. PSU/State Govt. (Institutions)/ Statutory Body/Local Body/Registered Society (Govt. Autonomous Body)/Registered Society (NGO)/Others(specify)*].

Act/Registration No: (*whichever is applicable*).....

Date of Registration (DD/MM/YYYY):

Registering Authority:

State of Registration:

TIN No. **TAN No.** **PAN No.**

Block No./ Building/ Village/ Name of Premises:

Road/ Street/ Post Office:

Area/ Locality:

City: **State:**

District: **Pin Code:**

Contact Person: (*Registrar/Finance Officer/Principal/Officer*).....

Phone No. of the contact person:

Email Address of the Institute:

Official Bank Account Details of the University/College/Others receiving NEC grants

Bank :

Address :

Branch :

Account No. :

Agency Name as appeared in record of the Bank :

Bank's RTGS/ IFSC Code No. (for Banks other than SBI)

MICR Code No. (In case of State Bank of India) :

Photostat copy of Check Book bearing Organization's/ Institute's Name & Account Number of the respective bank to be enclosed.

Signature of the (VC/Registrar/Finance Officer/
(Principal of the College)

Note: *All the information needs to be filled up compulsorily, particularly Email address and Bank details of the agency/beneficiary.*

FORMAT FOR QUARTERLY PROGRESS REPORTS (QPRs)

QUARTERLY PROGRESS REPORT OF ONGOING NEC FUNDED PROJECTS/SCHEMES FOR THE QUARTER ENDING _____															
(FINANCIAL ABSTRACT)															
Sl No	Name of the project Location and State	Name of the Implementing Agency/ Deptt	Approved Cost by NEC		Date of approval		Fund released by NEC		Fund released by the State		Expenditure made		Unspent balance out of the fund released	Status of submission of U/Cs	Remarks
			Original cost	Revised cost	Original cost	Revised cost	During _____	Since inception (cumulative)	During _____	Since inception (cumulative)	During the quarter vis-à-vis target for _____	Since inception (cumulative)			
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16

QUARTERLY PROGRESS REPORT OF ONGOING NEC FUNDED PROJECTS/SCHEMES FOR THE QUARTER ENDING _____

(PHYSICAL ABSTRACT)

Sl No.	Name of the project, Location and State	Name of the Implementing Agency/ Deptt.	Approved Cost by NEC & Date of Approval (lakhs)		Date of Actual commencement of work/scheme	Target date of completion of work/scheme	Revised cost of the project if any & date of approval of the revised cost (lakhs)		Scope of the work/scheme in physical terms (eg. Kms, etc)	Physical Target during the quarter	Physical achievement		Remarks
			Cost	Date			Cost	Date			Before the commencement of the quarter (cumulative)	During the quarter	
1	2	3	4	5	6	7	8	9	10	11	12	13	14

FORMAT FOR SUBMISSION OF UTILIZATION CERTIFICATE

FORMS

FORMS GFR 19-A

(See Government of India's Decision (1) below Rule 150)

Form of Utilization Certificate

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

1. Certified that out of Rs. of Grant-in-Aid sanctioned during the year in favour of Under this Ministry/ Department letter No. given in the margin and Rs..... On account of upspent 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-in-aid payable during the next year.....

2. Certified that I have satisfied myself that the conditions on which the Grant-in-Aid 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.
- 3.

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, concerned Deptt.

FORMAT FOR DISPLAY BOARD AT 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.	Funded from North Eastern Council, Shillong	:

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”**

AGRICULTURE & ALLIED SECTOR**Policy Framework and Scheme Guidelines of Agriculture & Allied Sector**

The North Eastern Region of India has been identified as one of the most backward regions of the country in terms of the socio-economic development compared to the other regions of the country. One of the fundamental causes for underdevelopment is the extremely weak base of agriculture and allied disciplines, particularly in the tribal belts.

2. A balanced socio-economic development of the region is facilitated by taking up schemes/projects of regional nature pertaining to developmental interests of more than one State in the region. This applies to agriculture and allied sector activities as well. Agriculture is a State subject and plans of regional character have to be formulated in consultation with all the States in the NER and implemented by the States concerned. Development of agriculture and allied activities benefits a large number of people in view of the fact that the economy in the NER is still predominantly agrarian.

3. Experiences of the NERCORMP (NEC-IFAD livelihood project) implemented by NEC in some States in the region have demonstrated that the efforts of the State Governments in agriculture and its related activities is best supplemented through the efforts of community-based organizations (CBOs).

4. NEC has intervened in taking up projects and schemes of regional importance namely - Potato Seed Farm at Mao, Manipur, Strawberry and Kiwi Cultivation Projects and has advocated the need for double cropping in the NER. NEC has been supporting projects for plantation of fruit bearing trees in Arunachal Pradesh specially in Kiwi, apple, oranges etc. and production have been encouraging indicating the need for intensification of such activities in agro-climatic zones suitable for such production. The NER has three major river basins and several watershed areas which has potential for crop cultivation. NEC has to play a catalytic role for the development of agriculture and allied activities in the region. One of the ways forward is to bring out an agriculture policy for NER to give new impetus in transforming the river basins and watershed areas and the various agro-climatic zones suitable for fruit plantation into a food and fruit production areas for the country.

5. There is a huge scope for the universities/ research organizations and institutions to work on various aspects of production and marketing, especially of organic and indigenous products of the region with the aim of improving their economic value as well as marketability through the involvement of local communities/ CBOs.

6. It is felt that a significant increase in agricultural productivity would accelerate the income generation of a large section of the population dependant on agriculture and allied practices which consequently would help in improving the unemployment scenario. Benefits from agricultural and allied activities could extend to almost all the sectors of the economy through multiplier accelerator effects. The immediate target could be to achieve self sufficiency in selected fruits, fish, eggs, milk, meat production to meet the demands of the region.

7. Although the North Eastern Region has the potential to produce many consumer items including agricultural produces in excess of their requirements, it still imports large quantities of consumer goods. These imports are clogging the transport system, thereby hindering movement of productive goods. Heavy imports into the region unmatched with reverse flow of exports, retard effective demand and distort income distribution. Local production of goods that are currently being imported will go a long way to build a healthy, self-reliant and self-sustaining economic system. In the case of agriculture, the rectification of the present imbalance is an absolute necessity.

8. The schemes of NEC are guided by the recommendations made in the NER Vision 2020 document, Working Group Report of NEC's for Five Year Plans, common aims and goals for the region and the identified thrust areas for the regional plans. The following activities are areas which may be supported by NEC:-

(i) Under the domain of Agriculture and Allied Sector activities, there are a number of sub-activities, such as Horticulture Development, Floriculture Development, Piggery Development, Fish Farming, Dairy Development, Animal Husbandry, Honey Collection and processing, Tea/Coffee/Rubber cultivation and processing of such crops in non-traditional areas etc. Projects for development of such activities could be funded by NEC.

(ii) To the extent possible, projects which are proposed for achieving the common aims and goals for the region and forms part of the regional development plan and in the case of this sector a 'special development zone' should be given priority for funding by NEC preferably through the approach of convergence with other central schemes. There are facilities and activities which support agriculture and its allied activities. As such, the following activities could also be funded by NEC:

a) Cold storages need to be set up in the region for more effective and efficient storage and marketing of the products. National Horticulture Board supports projects for establishment of cold storages (under the Mini Mission - III). NABARD also funds such projects. NEC funds could be used to bridge the gaps and build convergence with such

projects in NER. The marketing arrangements of agro-horticultural products of the region for the benefit of the growers could similarly be supported by the NEC.

- b) Establishment of scientific and modernized slaughter houses are supported by the M/o Food Processing Industries. Such projects could be taken up in the region by using NEC funds for bridging the gaps and build convergence.
- c) Establishment of Progeny cum Demonstrations orchards, Model elite plant multiplication nurseries, Potato Seed breeding farms etc. need to be promoted as the region is facing shortage of planting materials.
- d) North Eastern Region is acknowledged to be one of the bio-diversity hotspots in the world and its rich indigenous natural resources are required to be documented scientifically. At the same time, there may be the need for sustainable exploitation of such resources. Research organizations and the universities of the region working in the relevant fields should be engaged to carry out such documentation assignments. State Governments could consider taking up projects for their preservation based on priorities.
- e) Infrastructural gaps in the areas of agriculture (including horticulture, floriculture, sericulture etc), animal husbandry and fisheries including paddy-cum-pisciculture need to be developed and strengthened as the economy of the region is still agrarian and majority of the population depend on agriculture and allied activities.
- f) It has been observed in the NER-Vision 2020 document that all the NE States are highly dependent on imports to meet their demands for eggs, fish and milk. Projects designed to deal with such deficiencies may be funded by NEC.
- g) Control of diseases and availability of vaccines for animal, birds and plants.

9. In the document of the 9th NEC Sectoral Summit on Agriculture, some important decisions were taken in regard to specific Agri-horti related activities. The following important points were concluded in the Summit and needs to be noted for guidance and for formulating projects:

- a) Area under plantation must be increased. Some areas under Bamboo could selectively be replaced with plantations of Rubber, Spices and horticulture (fruit trees) and medicinal plants. It will induct variety and generate higher incomes. Large compact areas could be brought under the spices cultivation in a planned manner in clusters. Black pepper is important not only for export but also for the domestic market. This could also be cultivated in the tea gardens and in certain forests. Spices have high value, long shelf-life and low weight. As such, these are most suitable for growing in the hills and the areas where roads have not yet reached. Rubber plantation in areas suitable for the same is a sure-shot route to poverty eradication. NEC would encourage

such diversification in consultation with, and supplementing the efforts of, the various Central Sector Agencies/Organizations working in these fields.

- b) The Government of India encourages floriculture under the umbrella scheme of Horticulture Mission. The Ministry of Agriculture and Cooperation (Horticulture Mission) and the State Governments should work out projects to promote floriculture. NEC could be drawn in as a partner to implement the project including its marketing requirements.
- c) Tea is internationally traded and is a high value commodity. Unfortunately, not much has been done for expanding good quality tea-cultivation in the non-traditional areas.
- d) NEC may consider for funding any component of such activities on a case-to-case basis. However, funding would mainly be in the form of viability gap funding/partial support, except when the implementing agency/organization is under the Ministry of DONER/NEC in which case the support may go up to 100%.

10. North Eastern Region Vision 2020 statement envisaged that the priority sector must be agriculture in view of the region's very high dependence on agriculture and allied activities constituting over 80 per cent of the region's gross domestic product. The following observations and recommendations have been made in the Vision document:

- i. The rapid replacement of traditional cropping patterns by short-duration, high-yielding varieties of paddy in the kharif season followed in the rabi season by wheat, maize, mustard or vegetables, along with soil nutrients like lime and the judicious use of pesticides, to dramatically augment agriculture productivity.
- ii. The productivity of agro horticulture crops in the North Eastern Region is significantly lower than the prevailing national standards. It is imperative to promote improved methods of cultivation to raise productivity levels. A successful example is the adoption of System of Rice Intensification (SRI) in Tripura which has yielded a dramatic rise in productivity. This may be emulated by other areas of the region that lie in the plains.
- iii. Widespread promotion of horticulture and floriculture, as well as of medicinal and aromatic plants and herbs, including organic farming, to capture highly remunerative niche markets abroad. Sikkim, particularly, would pursue its natural inherent competitive advantages in horticulture and floriculture.
- iv. Plantations, especially for bamboo, rubber, spices and fruit, and the rejuvenation of the tea gardens, especially through small farmers and farmers' groups.
- v. Forestry and conservation to ensure the premier position of the North East in forest cover; bio-diversity and genetic wealth; and wild life.

- vi. The progressive phasing out of the practice of jhum, but only after guaranteeing alternative, remunerative local means of livelihood to the tribal communities concerned.
 - vii. The determined promotion of all forms of animal husbandry, fisheries, dairying and bird life (the decline in all of which has substantially contributed to low nutritional standards in the North East). This would be accompanied by promotion of fodder cultivation and sustained availability of animal feed.
 - viii. Enhancement of yields and output in agriculture and allied activities would need to be complemented by market development and monetization of the rural economy, calling for integrated attention to:
 - a. Agricultural extension, including mobilizing the Panchayats and other institutions of local self-government for the purpose
 - b. - Land reforms
 - c. - Rural credit and banking
 - d. - Reform of agriculture cooperatives on the lines of the recommendations of the Vaidyanathan Committee on Short-term Rural Cooperative Credit Structure
 - e. - Agricultural link roads to reach farm output to markets
 - f. - Cold chain links and cold storages
 - g. - Export and fiscal incentives
 - h. - Non-Farm Rural Employment and Income Generation, especially handlooms, handicrafts and animal husbandry
 - ix. As with investment in industry and infrastructure which is governed by the North East Industrial and Investment Promotion Policy, (NEIIPP) 2007, the rural sector requires a North East Agriculture and Allied Activities Development and Export Promotion Policy.
 - x. Irrigation and flood control, including drainage systems to prevent water logging, are also directly associated with the spread of the Green Revolution. Water-harvesting, moisture conservation and prevention of soil erosion, especially in hill areas, is of crucial importance for the realization of their agricultural potential. Massive investment, accompanied by imaginative technical innovation, in irrigation and flood control, must be integral to the spread of the Green Revolution.
11. Capacity building is an important exercise supported by NEC through Regional/ Central/ CBO institutes dealing with agriculture, horticulture, animal husbandry, fisheries, sericulture, etc. Strengthening regional institutes on agriculture, horticulture, animal husbandry, fisheries, sericulture etc to meet the demands for capacity building in the NE States could be an area for giving support by NEC.

12. While considering the projects under this sector the following process may be followed:

- a) Depending upon the nature of the project proposal and, in case the same is found to be suitable for support under NEC programme as per criteria mentioned above, the NEC Secretariat may, if so desire, seek expert opinion from some other specialist agencies/offices such as Indian Council of Agricultural Research (ICAR), concerned scientific & research institutes, Universities etc. and Union Line Ministries or Ministry of DoNER or any other Central Government Ministry/ Department/ Organization in case the concerned proposal requires such technical scrutiny. In the case of such an eventuality, such authorities would be requested to give their feedbacks within a stipulated time period of 60 (sixty) days, failing which NEC will be at liberty to take its own decision on the proposed project.
- b) Besides obtaining 'Non-duplication certificate', NEC may ascertain from the concerned Union line Ministry whether similar projects/schemes are supported by the Ministry in the region in order to rule out duplication. Concerned departments in the State Governments may also be contacted for clarification as regards inclusion of the scheme in the State Plan or through other sources of funding.
- c) It would be incumbent on the State Government to set up a Committee in the State level to closely monitor projects under agriculture and allied sector supported by NEC and should include the relevant agencies and the Deputy Commissioner of the district in the committee. If necessary, the State Government should constitute a monitoring team to oversee the implementation of agriculture and allied sector projects.

13. As indicated in the Revised NEC General Guidelines, the funding pattern for agriculture and allied sector would follow a variable approach depending on the project which may plantation to procurement of milch cows etc.

14. There are several existing Centrally Sponsored Schemes (CSS)/Central Sector schemes of Ministry of Agriculture, Ministry of Rural Development, Department of Land Resources, Ministry of Textiles, Ministry of Water Resources etc. which promote several agricultural and allied activities. The State Governments in the NER should avail Central schemes/programmes, some of which are given below, and build convergence with funding from NEC:

- (a) **Department of Agriculture & Cooperation/:** (National Food Security Mission, National Horticulture Mission, National Mission on Sustainable Agriculture, National Oilseed and Oil Palm Mission, National Mission on Agriculture Extension and Technology, Rashtriya Krishi Vikas Yojana)

- (b) **D/o Agricultural Research & Education and ICAR.** For convergence on research, mapping of areas for various plantations and crops, introduction of hi-tech planting materials, extension activities etc.
- (c) **Department of Animal Husbandry, Dairying & Fisheries:** (National Plan for Dairy Development; National Livestock Health and Diseases Control Programme (LH & DC); National Livestock Management Programme; National Scheme of Welfare of Fishermen; Development of Inland Fisheries & Aquaculture)
- (d) **Department of Rural Development:** (National Rural Livelihood Mission)
- (e) **Ministry of Textiles:** (Sericulture: Catalytic Development Programme for Sericulture)

In short, proposals need to be prepared in such a manner that convergence is built into the project so that, to the extent possible, the funds of NEC is utilized towards providing for infrastructure gaps which are not funded by the above mentioned Central Schemes.

15. **Elaboration on the Agriculture and allied activities**

Agriculture and allied activities are undoubtedly the mainstay for the rural folks of the country including the member States of the NEC and developing the rural economy to benefit a large number of rural people would be a priority for all the NE States. Some key areas which have been prepared in consultation with some expert agencies in the field and are supported by NEC are given below. The list is definitely not an exhaustive but is indicative.

I. AGRICULTURE:

- i. **Jhum modification**
 - a. Good practices of Jhum
 - b. Conversion of jhum land to terraced fields
 - c. Permanent horticulture plantation
 - d. Mix plantation with multipurpose and economic tree species (Alder, Gamari, Teal, Sal, Agar, Sandal wood etc.)
- ii. **Integrated farming**
 - a. Agro-Silvi-horti-pastoral- livestock farming
 - b. Paddy cum fish farming
 - c. Duck cum fish farming

II. HORTICULTURE:

- i. **Fruit crops**
 - a. Cultivation of Sub-tropical, Tropical and Temperate perennial fruit crops
 - b. Orchard development

- c. Rejuvenation of old and senile orchards
 - d. Orchard soil and water management
- ii. Floriculture**
- a. Cultivation of annual, biennial, perennial flowering plants
 - b. Cultivation of export potential cut flowers
 - c. Cultivation, preservation, collection, multiplication of Orchids and other terrestrial flora
 - d. Promotion of Orchidarium
 - e. Market promotion for floriculture
 - f. Floriculture show & exhibition
 - g. Floriculture demonstration centre
 - h. Multi location trials for exotic and indigenous floriculture industry.
 - i. Production and processing of floriculture peat/ mulching material/ organic pesticides etc.
 - j. Pest and disease management for floriculture industry.
 - k. Nutrient management in flower cultivation sector.
- iii. Plantation crops**
- a. Up scaling and area expansion under focused items viz., Tea, Rubber, Coffee, Arecanut, Coconut, Cashew nut etc.
 - b. Rejuvenations of old plantation orchard/ estates
 - c. Provision of irrigation facilities for plantation crops
 - d. Market facilities for plantation crops
 - e. Establishment of processing factory for plantation crops
 - f. Pest & disease management for plantation crops
 - g. Integrated nutrient management for plantation crops
 - h. Provision of harvesting for plantation crops
 - i. Transport facility for plantation crops.
 - j. Value addition, processing, packaging & marketing of plantation crops.
- iv. Spices crops**
- a. Up scaling and area expansion under focused crops such as Ginger, Turmeric, Black pepper, Large Cardamom, King chillies, Cinnamon, Bay leaf etc.
 - b. Value addition, processing, packaging and marketing.
- v. Processing and post harvest technology and management**
- a. Godowns.

- b. Collection centers
- c. Cold chain units/ cold storages
- d. Refrigerated vans/ vehicles
- e. Chains of markets (Primary, Secondary and tertiary markets)
- f. Promotion of Processing Units (sorting, grading, packaging, leveling)
- g. Establishment of manufacturing unit for packaging materials.
- h. Village and traditional storage
- i. Documentation of traditional methods of post harvest management and food preservation

III. ANIMAL HUSBANDRY:

- i. **Animal Husbandry and livestock development:**
 - a. Poultry.
 - b. Piggery
 - c. Goat and Sheep rearing
 - d. Duckery
 - e. Rabbit rearing
 - f. Cow and Buffalo rearing
 - g. Dairy and its other processed products
 - h. Promotion of processing unit for Poultry and other livestock feeds
 - i. Establish Hatchery units
 - j. Veterinary clinic/ mobile vet. Clinic
 - k. Milk, Meat, eggs and subsidiary processing unit for income generation
 - l. Introduction of hybrid and exotic breeds
 - m. Livestock semen bank and artificial inseminations unit for the cross breeding

IV. FISHERY :

- i. **Fishery and Aquaculture:**
 - a. Fish pond development
 - b. Hatchery units
 - c. Fish feeds
 - d. Promotion of cold water fishery
 - e. Promotion of indigenous as ornamental fish
 - f. Introduction of improved and exotic fish species
 - g. Disease management of fish
 - h. Rejuvenation of old fishery
 - i. Embankment development of fishery.

V. APICULTURE :

i. Apiculture:

- a. Promotion of Scientific Bee rearing with recommended bee boxes
- b. Introduction of Exotic bee species
- c. Promotion of indigenous bee species for the production of Medicinal honey
- d. Queen bee rearing and management
- e. Domestication of wild and endangered bee species
- f. Honey processing, value addition and marketing
- g. Area expansion under bee flora particularly the fruit orchards and flower cultivation
- h. Artificial bee cultivation management
- i. Training and exposure related to apiculture
- j. Product diversification from bee cultivation.

VI. SOIL AND WATER CONSERVATION:

i. Soil and Water Conservation:

- a. Small Scale Engineering Works
 - i. Boulder Sausages
 - ii. Vegetative Check dam
 - iii. Gabion Check dam
 - iv. Bamboo spur
 - v. Water harvesting pond
 - vi. Grass water causeways
 - vii. Canals
 - viii. Channels
 - ix. Minor irrigation dam
 - x. Contour trenching

VII. MEDICINAL AND AROMATIC PLANTS:

i. Medicinal and Aromatic plants & Herbs:

- a. Aloe vera plantation
- b. Stevia
- c. Patchouli
- d. Gundu Kuchu
- e. Rawolfia
- f. Vanilla
- g. Geraniums

- h. Promotion of traditional herbs and plants in the areas of cultivation, domestication, harvesting and regulated extraction
- i. Agarwood
- j. Sandalwood
- k. Neem
- l. Tulsi
- m. Value addition, processing and marketing of the above listed MAPs

VIII. ORGANIC AGRICULTURE :

- i. Organic Agriculture:**
 - a. Area expansion under organic farming
 - b. Identification of potential areas and crops for organic farming viz. ginger, turmeric, pineapples, chillies, passion fruit, oranges, Jowa rice of Assam etc.
 - c. Organic Certification with national and international agency for the cluster and groups farmers
 - d. Promotion and production of organic manures, vermin compost and organic pesticides etc.

IX. MINOR IRRIGATION:

- i. Minor Irrigation:**
 - a. Construction of minor irrigation structures
 - b. Diversion of channels and development of canals
 - c. Water harvesting and storing structures
 - d. Provision of shallow tube wells, PVC, GI pipes and hand pumps, Pump sets and Gen sets for lifting and distribution of water.

X. COMMUNITY BIODIVERSITY CONSERVATION:

- i. Community biodiversity conservation/ community forests:**
 - a. Securing legal rights along with customary rights.
 - b. Promotion of community rules and regulations for management of community conserved forest and their documentation
 - c. Sacred Groves conservation
 - d. Catchment area treatment
 - e. Wild life corridors
 - f. Conservation of riverine and its fauna
 - g. Conservation of threatened and endangered flora and fauna
 - h. Promotion of production forestry
 - i. Promotion of cane enrichment plantation

- j. Promotion of Bamboo block plantation
- k. Linkage with JFM and registration of community forests under district council/ formal forests laws/ regulations.
- l. Training and exposures visits on related activities
- m. Community fuel and timber reserves
- n. Developing biodiversity awareness tool kit for communities
- o. Promotion of awareness creation for farmers right and access and benefit sharing
- p. Training, workshop, awareness creation for general people about wildlife preservation, conservation and value three of.
- q. Conflict management for wild-life habitat.
- r. Documentation of prevailing illegal wild-life hunting business in the region

XI. MUSHROOM CULTIVATION:

- i. Mushroom cultivation:**
 - a. Promotion of mushroom cultivation such as Oyster, Button, Sitaki mushrooms etc.
 - b. Promotion of production units and entrepreneurship
 - c. Conservation and regulated harvesting of wild mushrooms
 - d. Processing, value addition and marketing of mushrooms
 - e. Skill development and training for the entrepreneurs
 - f. Promotion of spawn production centre
 - g. Process up gradation trial mushroom cultivation
 - h. Documentation of wild mushroom poisoning

XII. MARKETING:

- i. Marketing:**
 - a. Net work of markets
 - b. All weather friendly rural market sheds
 - c. Value chain analysis
 - d. Subsidy for agricultural commodities transportation
 - e. Financial assistance for procurement of transportation vehicles for the clusters
 - f. Establishment of Mandy for certain commodities
 - g. Value addition of Agri/ Horti products
 - h. Market promotion and abolition of middleman in marketing channels.
 - i. Treatment of market channels

- j. Establishment of cluster wise market information centre for farmers.
- k. Establishment of local market regulatory authority for stabilization of market.

XIII. AGRO INDUSTRIES:

- i. **Agro based industries:**
 - a. Fruit processing plant
 - b. Aloe vera gel extraction plant
 - c. Distillation and oil extraction plant of MAPs
 - d. Ginger dehydration, oleoresin extraction and powder making plant
 - e. Turmeric processing plant
 - f. Honey processing plant
 - g. Rice hulling machine
 - h. Spice grinding and value addition unit
 - i. Mustard oil extraction unit
 - j. Wheat and Maize flour mill
 - k. Sugarcane extraction unit
 - l. Spinning mill for eri, tsar, muga & silk
 - m. Aloe vera soap making and other value added products
 - n. Jatropha oil esterification unit
 - o. Milk, Meat, Eggs, Fish and other by products processing unit.
 - p. Cane and bamboo processing factory.

**GOVERNMENT OF INDIA
NORTH EASTERN COUNCIL SECRETARIAT
MINISTRY OF DoNER**

Guidelines for implementation of the Scheme for providing Financial Assistance to State Governments of North Eastern Region (Arunachal Pradesh, Assam, Manipur, Meghalaya, Mizoram, Nagaland, Tripura & Sikkim) for Organising Agriculture & Allied related Seminars, Festivals, Fairs and Events etc.

1. Objectives:

The main objective of the scheme is to promote Agriculture & Allied activities in the Northeast of India by organising Agriculture & Allied activities related Seminars, Festivals, Fairs and Events. Under the Vision 2020 Document, Look East Policy is to be given primacy and accordingly the NE States should be encouraged to promote Agriculture & Allied activities. The scheme envisages providing financial assistance to the State Governments for organising Agriculture & Allied activities related seminars, festivals, fairs and events for the promotion of Agriculture.

2. Eligible Festivals, Fairs & Events

The seminars, festivals, fairs and events should be selected by the State Governments based on their Agriculture and allied activities potential. The seminars/festivals/fairs/events which have good Agriculture and allied activities marketing and promotion potential should be identified and informed to the NEC well in advance.

3. Eligible Organisations & Associations

In cases where the State Governments organise the seminars, festivals, fairs and events through Organisations/Associations, these should be reputed apex organisations and apex associations with at least three years of experience of having organised similar events earlier. However, all NEC's approved assistance will be released to the State Governments.

4. Financial Grant

- (a) NEC would provide a maximum financial assistance of Rs. 25.00 lakh (Rupees twenty lakh only) per seminar/festival/fair/event of State Level nature;
- (b) For smaller non-State Level seminar/festivals/fairs/events, NEC would provide financial assistance not exceeding Rs. 5.00 lakh (Rupees five lakh only) per seminar/festival/fair/event;

- (c) Maximum financial assistance to be provided to each State Government during 1 (one) financial year should normally not exceed Rs. 40.00 lakh (Rupees forty lakh only);
- (d) Assistance for maximum of 6 seminars/fairs/festivals/events only will be provided to a particular State during one financial year. In case of more than 6 seminars/fairs/festivals/events for a particular state, 2 more can be considered on receiving full justifications about the same from the State Government. However, the ceiling indicated in (b) above would remain;
- (e) The financial assistance for the events will be given from the overall budget head of “all schemes of the NEC pertaining to agricultural marketing, MAPs, Organic farming, innovations/pilot projects/consultancy/documentation and mapping of biological diversity/agricultural marketing institutions in NER” Grants-in-aid under MH 3601 OH 31;
- (f) Support of the NEC would be subject to availability of funds and relevance of the event.

5. State Share

The State Governments organising the seminars/fairs/festivals/events would contribute at least 10% of the amount supported by the NEC.

6. Release of Grant

1st Instalment: NEC will release 80% of its share towards the proposals approved;

2nd Instalment: NEC will release the balance 20% after the completion of the event on receipt of the documents.

No seminars/festival/fair/event proposal will be considered in a particular financial year unless the State Government submits all the required documents for events for which assistance was provided before the 4th quarter of the preceding financial year.

7. Documents etc. to be submitted post event

Within one month of the completion of the seminars/Festival/Fair/Event, the State Governments will submit to the NEC:

- (i) Expenditure & Receipt Statement (including State Share) for the entire seminar/festival/fair/event;
- (ii) An Audit Certificate from an authorised Audit Firm/Chartered Accountant/concerned A.G. office for the entire receipt & expenditure;
- (iii) Utilisation Certificate in the prescribed format of GFR 19-A [see Rule 212(1)];

- (iv) A brief Report on the benefits, especially for Agriculture development, accrued as an outcome of the seminars/festivals/fairs/events for which assistance was provided;
- (v) Photographs, Videos, publicity material etc.

8. Eligible Items

The financial assistance would be provided only for the following items:

- (a) Hiring of space and creation of temporary structures;
- (b) Production of posters, pamphlets, advertisement in media and production of films;
- (c) Honorarium for artistes;
- (d) Lodging, Boarding & transportation for artistes;
- (e) Sitting arrangements, lighting, sound and other similar activities.

9. Procedure for submission of proposals

The State Governments will submit through their Planning Departments the prioritised list of festivals/fairs/events meeting the criteria of this scheme to the NEC at least 2 months in advance of the event. The proposal for financial assistance should include in detail the break-up of expenditure and the agencies involved in organising the event. The proposal should also include the names of sponsors, if any, and the amount being contributed by them.

10. Deliverables

Adequate publicity to the NEC would be given in the different advertisements or media releases issued by the State Governments and their Organisers.

11. General Terms and Conditions

The State Governments must follow all codal formalities while spending the money released by the NEC as financial assistance.

TRANSPORT & COMMUNICATION SECTOR

Policy Framework and Scheme Guidelines of Transport & Communication Sector

Under Transport and Communication projects for roads and bridges, ISBT/ISTT, development of Airports in the Region and improvement of Air Connectivity in the Region are taken up. Out of this the basic thrust is for improving the surface connectivity of interstate MDR roads (Intermediate lane-5.50M pavement) i.e. between the National/State Highway and other district roads/PMGSY roads etc.

2. The funds made available to the sector are from all three major head of accounts:
 - a) MH3601 for funding to the State Govt. under roads and bridges on 90:10 basis.
 - b) MH4552 for funding of roads through the Central Govt. Departments on 100 % basis grant, development of Airports on mutually agreed ratio on sharing basis and improvement in the buildings/assets of the NEC at Shillong and New Delhi through Central/State Govt Agencies.
 - c) MH2552 for providing VGF/subsidy for providing Air Connectivity in the Region to the Air operators.

- 3.1. The projects of T&C Sector are considered based on Five Year Plan and not on the Annual Plan basis based on the Annual Priority List submitted by the State Governments. For this the Working Group is constituted with members from Ministry of DoNER and State Government before the beginning of every five year plan period for identification, selection and prioritisation of suitable projects for all the NE States. Following points are generally considered while a project is selected from amongst the list of the projects submitted by the State Govts.
 - a) To identify the gap of Transport & Communication Sector particularly the inter-State roads, roads, bridges, airports, Inter State Bus Terminal, Inter State Bus Terminal for all the States of NER.
 - b) To make an assessment of funds that are likely to be made available the next Five year Plan for Transport and Communication.
 - c) To examine priority lists and concept papers submitted by the States for consideration of inter-State roads, roads, bridges, Inter State Bus and Truck Terminals, Airports and draw priority list in accordance with the funds likely to be made available for Five Year Plan.

- d) The Working Group considers the Vision 2020 for T&C Sector and makes efforts to achieve the objective set in the Vision 2020.
- e) The Working Group would consider the Perspective Plan for T&C and take into consideration various Guidelines from the Central Government for preparation of priority list.

3.2. However, recently the NEC has decided to give priority to regional planning to achieve certain aims and goals for the NER. Towards this, under the agriculture & allied sector guidelines, it has been felt that the region should strive for achieving self sufficiency in selected items of food such as fish, eggs, milk and meat which are still imported into the NER from the mainland. Promotion of plantations for fruits, rubber, coffee, tea, spices etc have also been identified as focus crops for the region considering the availability of diverse agro-climatic zones suitable for such crops. Such agriculture and allied activities including having nurseries for planting materials could be carried out on cluster approach in designated special development zones identified by the States and NEC could consider providing funds for construction of roads connecting such zones to the main highway for implementation of agriculture and allied activities including marketing of the produces. Such roads should form part of the project for special development zone concerned. For providing connectivity to the farm land, State Government through convergence should use the funds under MGNREGS and other such programmes.

3.3 Likewise, the last mile road connectivity to industrial and tourism projects could be considered and should form part of the comprehensive proposals.

3.4. In respect of roads to be taken up during the Five Year Plan period, 'in-principle' approval is sought on specific roads from Planning Commission. After Planning Commission conveys its 'in-principle' approval, the projects are taken up for funding as per the standing procedure for inter-ministerial consultation and appraised by SFC/EFC. However, Planning Commission has advised in 2013 that NEC may propose to SFC/EFC for taking up roads based on its resource position and the liabilities for on-going road projects yet to be completed. Planning Commission would consider for giving in-principle approval at the SFC/EFC stage.

ISBT/ISTT

4.1 NEC has taken up these projects since 10th Five Year Plan period. These are the basic needs for the urban centers of the state in the Region and especially so in view of frequent bandhs/road blockades. As of now, ISBT has been constructed in the States of Assam, Nagaland, Manipur, Mizoram and Tripura and the construction of an ISBT project is going on in Meghalaya.

4.2. Recently, the need of ISTT with the very basic facilities has been stressed by the State and also finds a reference in the Ministry of DoNER at a recently held SFC meeting. The facilities that may be funded by NEC for ISTT would include the construction of pavement for parking of trucks, toilets, dormitory, community kitchen facility, dinning space, police outpost room, ATM enclosure etc.

4.3. Sufficient land would have to be provided by the State Government for the above items of work and also for other facilities and amenities like sites for truck and tyre repair facilities, tow vehicle space, general and grocery shop, restaurant, hotel rooms, pharmacy shop, petroleum product retail outlet, etc. and these could be funded by the State Government or provided through PPP mode by the State Government for providing benefits to the local youth. The State Government may need to put in place a mechanism for management of such assets.

Improvement of the airports in the Region:

5. Development of the airports in the Region was funded on 60:40 basis between NEC and AAI based on a MoU with AAI till the 11th FY Plan. During the 11th Plan, the development of Tezu airport in Arunachal Pradesh was taken up for funding on 100% basis as a special case. Since the beginning of 12th Plan, the strengthening and improvement of infrastructure of the airports are funded based on the specific requirements of the States and the plans developed AAI for next ten years based on the Air traffic projections. While these projects are considered, the basic needs such as extension of runway for bigger aircrafts, night landing facilities and hangars are given the top priority.

Improvement of Air Connectivity in the Region:

6. As the surface modes of transport in the region is not sufficient and convenient to travel from one place to the other within a short time, NEC has been providing VGF to Alliance Air since the beginning of 10th plan period to ensure that air service in the region is available to connect important centers in the NER. As a result, air connectivity in the region improved considerably. However, this arrangement with Alliance Air was discontinued in December, 2011 and the airports at Shillong, Lilabari, Tezpur and Dimapur suffered as there were no flights. Considering the need and importance to connect these Sectors by Air, a scheme for providing air connectivity with VGF from NEC was approved and through open competitive tendering M/S Seven Sister Airlines has been selected to provide air services to these sectors with Shillong as its hub. The maiden flight by the airline is likely to be started from August, 2014. Seven Sister Airlines is expected to cover more sectors in the region.

Rehabilitation/Construction of State Guest Houses of NE States at Shillong with NEC funding

Shillong remained the capital of undivided Assam until the creation of the new state of Meghalaya on 21 January 1972, when Shillong became the capital of Meghalaya and Assam moved its capital to Dispur in Guwahati. It was on account of the historical legacy that most of the regional offices of the region are located in Shillong, the former capital of undivided Assam and now the capital of Meghalaya. The Regional HQs of the Military and the paramilitary organizations like Air Force, ITBP, BSF, Assam Rifles and BRO are also located in Shillong apart from the Regional offices of GSI, MoEF, Customs, Civil Accounts, NERPC, etc.

2. Shillong has also been the educational hub of the NER and was the preferred education center alongwith Darjeeling. It is being strengthened further with the establishment of important educational institutes like the Indian Institute of Management, National Institute of Technology Meghalaya, University of Technology and Management, North Eastern Hill University (NEHU), Institute of Hotel Management (IHM), National Institute of Fashion Technology (NIFT), Shillong and North Eastern Indira Gandhi Regional Institute of Health and Medical Sciences, English and Foreign Languages University, Shillong Campus and several others college and engineering institutions. Shillong continues to attract a high number of students from the NER as a destination for education.

3. The North Eastern Council is the nodal agency for the economic and social development of the North Eastern Region which consists of the eight States of Arunachal Pradesh, Assam, Manipur, Meghalaya, Mizoram, Nagaland, Sikkim and Tripura. The North Eastern Council which was constituted in 1971 by an Act of Parliament and established in 1972 functions as a regional planning body. The constitution of the Council has marked the beginning of a new chapter of concerted and planned endeavour for the rapid development of the Region. Over the last 44 years, NEC has been instrumental in setting in motion a new economic endeavour aimed at removing the basic handicaps that stood in the way of normal development of the region and has ushered in an era of new hope in the backward areas of the NER. As per the NEC Act and rules framed thereof, the Council is required to meet twice in a year with all the members i.e. Hon'ble Governors and Chief Ministers of all eight states and the nominated Members. Further, as mandated by the NEC Act to function as the Regional Planning Body of the NER, a large number of meetings are held in NEC for formulation of regional plans and review of projects with the NE State Governments, Central agencies and NGOs.

4. The States of Nagaland, Mizoram, Assam and Arunachal have their State Guest houses in Shillong but have very limited capacity and facilities for the NEC members to be accommodated. The States of Tripura, Manipur and Sikkim do not have any State Guest houses at Shillong. To facilitate NEC to discharge its function as a regional planning body it is proposed that the existing State Guest Houses in Shillong for the States of Nagaland, Mizoram, Assam and Arunachal are rehabilitated and new State Guest Houses for the States of Tripura, Manipur and Sikkim are constructed with NEC funds so that Council Meetings and other meetings for regional planning and review of projects can be held in Shillong on regular basis. Doing this will facilitate constituent States of NEC to attend meetings in Shillong without facing difficulties of accommodation etc. The NE State Governments which have no land in Shillong for construction of State Guest House could approach the Government of Meghalaya with a request for allotment of land in Shillong or at a New Shillong Township

5. Connectivity to Shillong has improved with the construction of 4 lane National Highway from Guwahati. Air connectivity is expected to improve further with the extension of runway of Umroi Airport. Railways have a plan for connecting Shillong by the year 2020.

6. The cost of construction of the State Guest houses shall be around Rs.18 Crore for three States @ Rs. 6 crore each and upgradation of the existing State Guest Houses for four States is estimated at Rs. 8 crore. NEC shall not fund the cost of land. Thus the total financial implication of the scheme shall be Rs. 26 crore.

POWER SECTOR

Policy Framework and Scheme Guidelines of Power Sector

Under Power Sector, the following types of schemes are taken up by NEC :-

- (i) System improvement schemes (SIS) - Upgradation/ Improvement/ Construction of Power transmission, distribution lines (between 132KVA & 33KVA) and Sub-Stations of various capacities.
 - (ii) Renewable Resources of Energy (RRE) - Assistance for implementation of Small/ Mini Hydel Projects and Solar/ Wind Energy Systems.
2. The funding made available to the sector for these 2 (two) schemes is from MH 3601 to the State Govt on 90:10 basis.
3. Normally, the projects of Power Sector considered are based on the following criteria:
- a) Matching transmission & sub-transmission systems to evacuate power from generating stations/ sub-stations to efficiently distribute it within the NE Region including Sikkim in lines with the Passighat Proclamation on Power 2007 fulfilling the objectives of:-
 - i) Inter-State projects which will benefit two or more NE States.
 - ii) Intra-State transmission & Sub-transmission systems.
 - b) The projects as identified in the feasibility report of PGCIL based on Vision 2020 document.
 - c) Projects for reducing AT&C losses.
 - d) Projects for strengthening/ renovation/ Modernization/ Upgradation/ replacement for better economical and industrial development.
 - e) Transmission & Sub-transmission (S/C and D/C) above 11KV.
 - f) Sub-Station, Power house, Transformer and other essential category related to Power transmission system including the SLDC.
4. Selection:
- (i) *Recommendation of Working Group for formulating the Five Year Plans.*
 - Based on the above criteria, the Working Group for formulation of Five Year Plan recommends the eligible project from the prioritized list of projects submitted by NE State Governments.
 - (ii) *In-principle approval by the Planning Commission where ever necessary.*

- The above recommendations are forwarded to the Planning Commission for in-principle approval. The projects which are accorded in-principle approval by the Planning Commission are taken up for approval through SFC/ EFC/ PIB accordingly) as provided in the NEC General Guidelines.

(iii) *Annual Plan Priority List submitted by the State Governments.*

- The Annual Plan prioritized list of projects from the Shelf of projects submitted by the concerned State Government will be retained by the Standing Committee for Project Retention (SCPR) based on the urgency expressed by the State Government and availability of budget allocation and appraised by NEC-Project Appraisal Committee (NEC-PAC) as provided in the NEC General Guidelines.

5. Name of the Scheme: Renewable Resources of Energy (RRE)- Assistance for implementation of Small/ Mini Hydel Projects and Solar/ Wind Energy Systems.

NEC has been providing the VGF against the project already sanctioned/ subsidized by M/o New and Renewable Energy (MNRE), Government of India. It has been a problem to fund in parts for the projects since multilateral funding was involved. Thus it has been decided that the Projects of RRE shall be funded on 90:10 basis between the NEC and the State. The projects proposed shall have to be scrutinized by the MNRE before submitting it to the NEC for funding.

6. Survey & Investigation proposals for preparation of DPRs for hydro-power projects are supported by NEC under the IFC&WM sector. However the Power sector shall undertake the survey and investigation for preparation of the DPR on project mode for major programs of interstate nature under the System Improvement Schemes.

7. Under the agriculture & allied sector guidelines, it has been felt that the region should strive for achieving self sufficiency in selected items of food such as fish, eggs, milk and meat which are still imported into the NER from the mainland. Promotion of plantations for fruits, rubber, coffee, tea, spices etc have also been identified as focus crops for the region considering the availability of diverse agro-climatic zones suitable for such crops. The plan for such zones could include setting up hatcheries for poultry birds and fish. Such agriculture and allied activities could be carried out on cluster approach in designated special development zones identified by the State concerned. NEC could consider providing funds for electricity supply to such areas for setting up common facility centres, hatcheries or establishment of industrial estates and parks to carry out food processing activities. Such electricity supply should form part of the project for special development zone concerned.

8. Likewise, the last mile electricity connections to industrial and tourism projects could be considered and should form part of the comprehensive proposals.

HEALTH SECTOR

POLICY FRAMEWORK AND SCHEME GUIDELINES OF HEALTH SECTOR

The schemes of NEC are guided by the recommendations made in the NER Vision 2020 document, the Working Group Report of NEC's for Five Year Plans, identified thrust areas and the regional plans. These include the following:-

1. Infrastructure and services:

- (i) In view of inadequate health infrastructure, equipments and medical manpower in the region, there is a need to strengthen SC, PHC, CHC, etc in the rural areas.
- (ii) All the District Civil Hospitals should be up-graded / strengthen with specialty departments and with appropriate diagnostic and treatment facilities.
- (iii) For critical illness like cardiovascular, renal failure, etc. facilities are required to be created at State capital hospitals and provisioning of such facilities are required to be done even at district hospitals.
- (iv) Facilities are required to be created for proper diagnostic and investigative facilities not only in the State capital hospitals but also in the district hospitals. A facility for detection of swine flu, ebola, SARS etc. should be available in each State capital hospital.
- (v) Delivery system under the primary healthcare programme need to be strengthened and made more efficient with mother and child healthcare.
- (vi) Creation of facilities for safe drinking water, sanitation etc. which results in a total good health environment should be taken up by the State Governments with the resources from Central Ministries and State Plan.
- (vii) Due to remoteness of the region and hilly terrain, there is need for establishment/ strengthening of Accident and Trauma Centers in all the District Hospitals along the National Highways at strategic locations.
- (viii) Provision of blood bank in district and State hospitals.
- (ix) An Oncology Wing may need to be set up in the civil hospitals of the State capitals with at least one Cobalt machine for which one time grant may be availed from the Ministry of Health & FW, Govt. of India. This is required in view of a large number of cancer cases being reported/detected in the region in the recent past.
- (x) Under NER Vision 2020, a Regional Institute of Women and Child Healthcare have been recommended. As an extension of the regional institute, there should be dedicated women's (maternity) and children's hospital in each of the State capitals to provide focused attention to the medical and health needs of children and womenfolk.

- (xi) Infrastructural development for setting up new Government nursing and paramedical institutions in the NE Region.
- (xii) Infrastructural development for upgradation & modernization of existing Government nursing and paramedical institutions in the NE Region.
- (xiii) Infrastructure development for setting up of new medical colleges/ institutes in the NE States which do not have a medical college.
- (xiv) Infrastructure development for upgradation and modernization of existing medical colleges/ institutes in the NE Region.
- (xv) NEC should also focus on the issue of establishment of State Mental Hospitals in each of the States.
- (xvi) There is need for creation of specialty and super specialty facilities in all the District Hospitals and border towns (For medical tourism) not only by creation of infrastructure, but also with positioning of appropriate manpower both in medical and paramedical so that referral cases could be reduced and facilities made available locally to mitigate the economic burden of the patients and their families.
- (xvii) Provision of infrastructure and services in the health sector by the public sector alone may not be sufficient and needs to be supplemented by the efforts of the private sector. The NER Vision 2020 has also mentioned that there is a need for introduction of innovative health service delivery and training for the endemic area by involving the private sector. Projects on PPP mode or having private sector involvement will be funded with variable funding pattern depending on the project. The hospitals covered by this approach may include:-
 - a) Private Sector hospitals recognized and licensed by the competent authority of the State which have been in existence for atleast 3 years could be supported in terms of creation of specialty facility services by providing financial support for procurement of equipments, instruments, machineries, blood bank etc. related to health care services for supplementing Government efforts. State Government shall follow a transparent policy of selection of such hospitals in areas where no such facilities are available.
 - b) Private Sector Mental hospitals/ institutions recognized and licensed by the competent authority of the State which have been in existence for atleast 5 years could be supported in terms of creation of specialty facility services for mental patients by providing financial support for construction of wards etc. and procurement of equipments, instruments, machineries related to mental health care services for supplementing Government efforts. In such cases land should belong (owned/ long term lease) to the Society/ Trust. The land on which the

asset is proposed to be constructed should be leased to the State Government for a minimum period of 50 years. State Government shall follow a transparent policy of selection of and recommending such hospitals in areas where no such facilities are available or where existing facilities need to be augmented.

- c) Private Sector Nursing and paramedical institutes recognized by the respective Councils which have been in existence for more than 5 years can be supported for providing infrastructure (hostels, classrooms, laboratories, and libraries), equipments and machineries with the objective of increasing the number of student intake.
- d) The following conditions will apply in the above cases:-
 - ❖ For creation of such facilities, respective State Government should recommend such proposals of the private sector hospitals which fulfill the 'Not for Profit' or a 'charitable trust' criterion and have been in existence and providing health services supported by justifications and the need for creation of such facilities. Such hospitals should agree to provide services to the patients belonging to economically weaker sections of the society free of charge or at subsidized cost as per the MoA to be entered into between the State Government and the institution.
 - ❖ In order to ensure that the private sector is providing the agreed healthcare services to the economically weaker sections of the society, the State Government should constitute a Monitoring Committee comprising of officials from the department of health, Planning department and the district administration to monitor the implementation of such project where public funds have been provided and to ensure that the services agreed to be provided in the MOA is extended to the poor.
 - ❖ In respect of nursing and paramedical institutes funded by NEC with the objective of increasing the number of student intake, the seats added through this funding will be allocated in the ratio of 60:40 between the 7 NE States and the institution/ host State.

2. Medical manpower planning:

- (i) The NER Vision 2020 has emphasized that there is a need to raise the doctor population ratio to the present national norm. This can be done by setting or strengthening the medical and paramedical institutions in the region. With regard to setting up of a medical college in the NE States which do not have one till date, it was recommended that medical colleges should be established in each State for strengthening the medical manpower deployment.

- (ii) In order to stem this problem, 50% seats reserved as Central Pool Quota for Post-Graduate seats in different Medical Colleges of the North East should be kept reserved only for the students of the North Eastern States for a specific period.
- (iii) It has been observed that even when health centers exist, people do not make full use of them, for various reasons such as preference for traditional health services or private providers, poor quality of care, lack of equipment, supplies and medical staff. Thus, only improvement in infrastructure is not sufficient but it has to be accompanied by improvement in medical equipments and medical staff.
- (iv) There should be more incentive for medical manpower to work especially in the far flung areas of the region. This is keeping into consideration the poor infrastructure and connectivity in these areas. Until and unless, there is sufficient incentives for medical staff to work in these areas, the poor patients would continue to face hardships.
- (v) There is a need for introducing more specialty disciplines in the Post-Graduate courses in the medical colleges located in the North East and expansion of multi-disciplinary paramedical institutions so that growth of skilled professionals can take place to provide healthcare delivery services as well as enhance the employable skills of the young people.
- (vi) Medical staff and personnel are ill equipped due to poor exposure to technological advances and need training in specialized areas. More exposures through short term training programmes and fellowships should be facilitated for government doctors, nurses and para medical staff servicing the region for specialization in oncology, radiology, cardiology, nephrology, urology, neurology, diabetics etc. This needs to be introduced to meet the shortage of such specialists in the region on a regular basis.

3. General issues:

- (i) In regard to NRHM projects, the Central Government may extend to another 5 years term after completion of Mission projects with its normal time limit of 7 years.
- (ii) In the context of recommendations of the Review Committee constituted by the Ministry of DoNER, Government of India vide letter dated 7th December, 2009, it is felt that the present national health centers population norms for SC, PHC and CHC should continue till appropriate manpower growth takes place. However, a review of the norms could be considered for the NE States in view of its sparse population and remoteness of the habitations.
- (iii) The National Health Policy needs to be modified to fit into the NER's socio-economic condition to be oriented to the poor and vulnerable group.

- (iv) With regard to AYUSH, the existing manpower available with the State Governments should be mobilized appropriately so that the benefits of this treatment could be availed by the population of the North East at low cost as the region is enriched with various medicinal plants. In this regard, the efforts of the Ministry of Science & Technology, Govt. of India for setting up of Bio-Technology Park in the North East would have far reaching impact.
- (v) At present, the Regional Office of the Ministry of Health & FW, Govt. of India is located at Shillong, Guwahati and Imphal. Similar regional offices should also be established in other State Capitals also so that proper monitoring and advisory role by these organizations could be enhanced.
- (vi) One of the most important aspects of healthcare is affordability. Out of pocket expenditure is quite huge and generally adversely affects the low income patients. In India, at the moment, drug prices are controlled by the Government. However, price difference among brands is still huge. It has been observed that whenever the Government goes for bulk procurement of medicines, the prices of drugs and medicines can be made available at a much lower price than what is sold in the open market. Such strategy had been adopted in Tamil Nadu, Kerala etc. The NE States need to consider this strategy.
- (vii) Raising awareness about healthcare issues should be given priority by the State Governments of the region. It is a well known fact that awareness will lead to prevention of most diseases/ ailments. Adequate attention should be given to raise awareness by involving college and school students in such programmes.
- (viii) Larger investment should be made in (i) preventive health care, regular check-up, school health programmes, immunization programmes, IEC activities and educating population to recognize early symptoms. The State Governments should take up these activities intensively.
- (ix) There is a need for in-built mechanism for better monitoring and evaluation of all schemes. This could be taken up as part of the NRHM.

4. The Review Committee on Central Plan Schemes on Health and Family Welfare constituted by M/o DoNER on 7.12.2009 has categorized **four broad schemes** for supporting various projects in the NER as detailed below.

i. Support to Other Specialized Health Institutes in NER.

- a) NEC would consider such projects which provide super-speciality health care services in the NER.

- b) The private sector hospitals/institutes which supplement the efforts of the State Government and function as a regional center for delivering such specialized health care services.
- ii. **Support for development/ creation of infrastructure for specialty and super specialty facilities in the health centers/ institutes.**
 - a) NEC would support such projects where meeting viability and requirement gaps is an utmost necessity.
 - b) NEC would consider supporting such projects for creation of specialty and super-specialty facilities in medical colleges and institutions and also to upgrade the existing hospitals to provide such services.
 - c) The private sector hospitals who supplement the efforts of the State Government in this direction would also consider during the Plan period subject to recommendations and appropriate justifications given by the respective State Governments.
- iii. **Support for development/ creation of infrastructure/ equipment for health centers/ hospitals in NER.**
 - a) NEC would consider projects for creation of basic and tertiary health care facilities with specialized units like ICU, CCU, Blood Bank, Oncology wing, Dialysis unit, Neonatal unit, etc. in the district hospitals.
 - b) Provision should be made for creation of health infrastructure where such facilities are non-existent in the remote areas and also improving the referral services.
 - c) Support for creation/ up-gradation of diagnostic and investigative facilities are to be provided not only in the public sector hospitals, but, also in the private sector hospitals where Government centers are yet to be established in a full fledged manner.
 - d) Provision should be made for up-gradation of district hospitals in terms of infrastructure like hospital building, etc. and equipments and instruments.
 - e) Provision should be made for creation/ up-gradation of casualty and emergency services along with trauma care facilities.
- iv. **Support for development/ creation of infrastructure/ equipment for health, paramedical and allied health institutes in NER.**
 - a) NEC would consider support for creation/ expansion of specialty disciplines in the existing medical colleges and institutes for infrastructure development in terms of building and equipment.
 - b) Provision should be made for creation/ expansion of infrastructure facilities in the existing paramedical institutes both in public and private sector.

- c) Setting up of nursing colleges or up-gradation of existing nursing school to a nursing college be supported under NEC Plan.
 - d) Due to advancement of medical science technology, existing paramedical institutes should introduce specialized degree level allied health science courses to overcome the manpower gaps. NEC should consider such projects for creation of infrastructure for building, equipment, etc.
5. In respect of funding private hospitals, the eligibility criteria and the conditions stated at para 1 (xvii) would apply.
6. Upon sanction of the projects by the NEC Secretariat, fund would normally be released in the 40:40:20 patterns in the case of infrastructure projects. However, in the case of procurement of equipment, **80%** of the approved cost would be released as first installment and 20% as final installment.

HUMAN RESOURCE DEVELOPMENT & EMPLOYMENT SECTOR

Policy Framework and Scheme Guidelines for Education Sector

1. Background:

The NER Vision 2020 has aptly identified that “in any people-centric vision of NER, education and the building of skills and knowledge will be the cornerstone. This is the only capital that people without land and financial capital can acquire to enhance their income streams and improve their living conditions. In the development process, education is vital to growth across all sectors”. It also mentioned that despite the expansion of educational infrastructure and impressive literacy rates and pupil teacher ratios in the region, the standard of education in NER is generally low, and the skills and knowledge base of school and college graduates has not equipped them to compete at the national level for further studies or employment, or engage effectively in entrepreneurial activity. The vision for the region thus calls for a vast improvement in the quality of education, infrastructure and facilities at all levels, so that children and youth have access to good quality education that will place them on par with the best in the rest of the country. The Right to Education Act has also stressed for provision of infrastructure facilities in lower and upper primary sections for classrooms, laboratories, furniture, hostels etc.

1.2. Education and knowledge is a pre-requisite for equipping and developing high quality Human Resources for wage employment, self employment, overall personality development, improvement in Human Development Index, increasing economic activity and for sustainable development. NEC has assisted projects for infrastructure development in educational institutions of North Eastern States as well as support for purchase of equipments and furniture. The NEC will continue to give due priority to this sector as it considers that education for children and youths of the North East is the stepping stone for bringing about economic development in all the sectors.

1.3. The main objective of the scheme for development and promotion of educational activities taken up with NEC funding is for promotion of education in the Northeast of India by providing financial assistance to the State Governments and educational institutes in the NER to build infrastructure and promote educational activities.

2.1. NER-Vision 2020 - issues and way forward:

In brief, the Vision has identified the following as areas of concern for the Region:

- The success in increasing school enrolment is dampened by dropout rates, which are higher across NER than the national average.
- Access to schools is still a problem especially in remote areas with scattered habitations.
- There is tremendous disparity in school facilities in NER, across regions and districts, between private and public schools and rural and urban schools.
- The neglect of science teaching in these states is evident from the poor laboratory facilities. Facilities are far worse in the rural areas.
- Among the various factors contributing to poor school performance, the broad consensus is that ‘teacher quality’ is the single most important variable influencing student achievement. In almost all the North Eastern states, only a small proportion of teachers - far below the national average - across all grades are trained.
- Higher education lacks centres of excellence. In consequence, high literacy rates in the region are yet to be converted into knowledge or economic endowment.
- Higher education in the region is characterized as ‘single-track’, focusing on general education and, within that, a major concentration on the arts.
- Thousands of students from the North East go to other parts of the country for higher studies, both because of the lack of professional education as well as the level of instruction and curricula in colleges and universities in the region, both of which affect their potential for employment.

2.2. The Vision 2020 has also identified the ways forward for tackling the various issues of the education sector in the NER:

- Short-term strategy - Improve the quality of teacher inputs in schools. Training needs will have to be assessed routinely to make sure teachers get the training they need.
- Ensuring greater access to various tribal groups is extremely important by locating the schools at convenient points, creating crèche facilities to enable the children and constructing hostels for students from remote areas to access quality education in towns.
- Professionalization needs to be introduced in the teaching profession and promoted through incentives for teachers to improve their qualifications such as better pay scales and increments and more fellowships.
- In areas where access remains a problem, innovative schemes have to be set up such as non-formal education centres with active parent and community participation.
- Given persistently high dropout rates, the functioning of various government incentives and schemes to retain children in school need to be reviewed, and even restructured so that they are effectively targeted.

- Higher dropout rates at the secondary level call for hostel facilities to be set up in middle and secondary schools, especially in areas with dispersed low-density habitations, with careful monitoring of the quality of services and security, especially for girls.
- The medium-term goal should be to ensure that schools have enough classrooms, basic necessities such as water and toilets and facilities such as sports equipment, libraries and laboratories.
- Linking learning to local experiences would make education more relevant and raise retention rates.
- Curricula and teaching material need to be developed to address issues prevalent in NER such as the high proportion of single-classroom schools, where teachers have to teach in a multi-grade environment, the myriad dialects and languages prevalent in the region and strengthening science and math teaching in the region.
- Full-time school counselors could be appointed at different levels within the school system, and counseling needs should become an intrinsic part of pre-service teacher training.
- Private provisioning could help supplement government efforts to universalize education, especially at the secondary school level where migration out of the public school system is already fairly high.
- Local communities play an important role in many aspects, such as monitoring formal and non-formal institutions and the functioning of the mid-day meal scheme.
- Rather than setting up more ‘run-of-the-mill’ universities, the expansion in the supply of higher-level education needs to clearly focus on one of three areas of training: (i) those which fuel the development of the region, (ii) those in globally expanding professions or (iii) areas which focus on ‘core competencies’ of the people in the region.
- Expansion of higher education will call for well-qualified faculty especially in newer disciplines. One way to expose students to good teaching would be through open (or distance) learning courses, which have the advantage of being a need-based, technology oriented curriculum which allows intensive hands-on training, and regular evaluation and frequent curriculum upgradation.
- State funding for students living and studying in universities and colleges in other parts of the country has to be properly targeted so that the base of beneficiaries is expanded in the region.
- Each university in the North East could set up a centre of excellence with area studies and language departments relevant to the region. Training centres should be set up in

every state relating to the languages, cultures and issues of South-east Asia and China and for teaching languages of the region to scholars from other countries.

3. **Recommendation of the NEC's Working Group for the 12th - Five Year Plan:**

The Working Groups of NEC for the 12th - FYP recommended the following:

- (i) Brilliant students and girl child and student from economically backward classes need to be supported in and outside the States.
- (ii) School/college infrastructure in the form of library, furniture, computers, class rooms and instruments for science laboratories etc should be strengthened and supported.
- (iii) Hostels for students can be built in the district headquarters and state capitals to facilitate and help in accommodation of the students coming from villages and peripherals of the town.
- (iv) Hostel for Working Women and college going students to be made available and supported in the state capital.
- (v) Teachers training institutes be supported since there is a huge backlog of untrained teachers.
- (vi) Infrastructure for unconventional education such as music, art, dances etc be supported.
- (vii) Construction of teachers quarters

As per F. No. 2-8/2010-EE.3 dated 3rd January, 2011 of Ministry of Human Resource Development, which was forwarded to NEC by DoNER as per letter No. 3/26/2010-DONER(NEC) dated 27th January, 2011, following sentences are re-produced "There is a demand from the NE States for provision of funds for construction of teachers' quarters in schools located in hilly and difficult to reach areas. SSA norms do not provide for construction of teachers' quarters. SSA also has a huge requirement of school buildings, additional classrooms and other infrastructural facilities, which are required to be conducted within the time frames prescribed under the Right of Children to Free and Compulsory Education (RTE) Act, 2009. Given this huge requirement, SSA is not able to provide for construction of teachers' quarters. It is, therefore, suggested that a separate scheme may be prepared by DoNER for providing teachers' quarters in the NE States."

There is also a grave need for teachers quarters in far flung areas.

- (viii) Support to Non Government Institutions and Organizations will be restricted to the following:

Schools and Colleges - Classrooms and laboratories for Maths and Sciences. Such schools and Colleges should have been in existence for the past 10 years.

Hostels - Hostel for girls and boys. Organizations should be registered with appropriate registering authority and should be working for furtherance of education and should have the experience of running hostels for the past 7 years.

Hostels for Working Women - Organizations should be registered with appropriate registering authority and should be working for furtherance of education or welfare of the fairer gender and should have the experience of running hostels for the past 7 years.

Teachers Training Institutes - Organizations should be registered with appropriate registering authority and should be working for furtherance of education and have been in existence for the past 10 years.

Others - For any other kind of infrastructure assistance, organizations should be registered with appropriate registering authority and should be working for furtherance of education and have been in existence for the past 10 years.

Policy framework:

4.1. In the 62nd Plenary, the NEC has identified and approved a number of “Thrust Areas” including “popularisation of science and mathematics for school children to promote science & technology related professional courses” and “promotion of Information Technology education in schools for students to have a competitive edge for higher education”. These thrust areas and other areas for furtherance of educational activities shall be supported by NEC under the scheme for development and promotion of educational activities.

4.2. **Convergence:** The Central Government has a number of schemes and programmes such as SSA, RMSA, RUSA, KGBV, Vocationalisation in higher education, setting up of model school and colleges, etc. with their own specific objectives to be achieved. The deficiencies in the education sector are addressed by various schemes and programmes of the Central Government and it is for the State Governments to avail them. Some of these schemes do not provide funds for certain infrastructure which can positively help in proper functioning of educational institutes like provision of quarters for Principal/headmaster, teacher hostels in remote areas, laboratory, multi-purpose hall etc. Sometimes the cost norms under the Central Govt schemes and programmes do not reflect the ground realities prevailing in the NER especially the relatively high cost of civil construction works and material in the Region. Teachers’ training, especially for science and mathematics subjects, is an area requiring urgent attention. All the schemes of the Central Government could be complemented and supplemented by financial support from NEC through convergence in the form of gap funding and also for funding infrastructure gaps which are not supported by the Central Government schemes but which are important components for promoting education in the Region.

4.3. Several areas of concerns for NER in the education sector have been observed in the Vision document and these include - high dropout rates, low enrolment for science and mathematics, lack of science laboratories, high incidence of proxy teachers in rural areas, few specialised colleges and universities, lack of centres of excellence, migration of students outside NER, low numbers of trained teachers etc.

4.4. These problems require to be dealt at all levels right from the school upto university level through a multi-pronged approach by provisioning of adequate physical infrastructure, imparting soft skills, incentives for faculty, introduction of new courses, provision of coaching, etc.

4.5. Infrastructure could be provided for hostels for girls and boys at centrally located big villages, block and district headquarters and in State capitals; hostel type accommodation for teachers in remote areas; quarters for headmasters/principals; toilets for girls and boys wherever augmentation is required; laboratory room/building for science and mathematics along with equipment; mobile laboratory; class rooms/buildings for augmenting the in-take capacity specially for science students; promotion of residential schools to serve a cluster of villages in remote areas block and district headquarters and in State capitals; provisioning of furniture; buildings for library with books; upgradation of existing library with books; promotion of distance learning initially upto secondary schools with modern tools; building/class rooms for specialised education like music, performing art, fine arts in existing colleges/universities; building/class rooms for special schools for differently-abled children; building/class rooms for promotion of research programmes in universities; quarters in universities including other amenities for attracting faculties etc.

4.6. **Teacher's Training:** Teachers' training needs to be promoted and encouraged in earnest and to improve accessibility infrastructure for teachers' training for introduction of D.El. Ed., B.Ed. courses could be provided. These may include provisioning of teachers training institutes like DIETs not supported any more by Central Government; building/class-rooms for B.Ed and M.Ed courses in existing colleges/universities including short term diploma/certificate courses for teachers training to augment the in-take capacity in the region; training of teachers in new technologies of teaching; etc. Monetary and non-monetary incentives scheme could be considered for attracting good faculty from universities outside the region to universities in the region.

4.7. **Private Sector strategy:** Provision of infrastructure and services in the education sector has been mainly shouldered by the Central and State Governments and the participation of the private sector needs to be promoted in the NER as the private sector participation (in terms of

number of institutes) in education sector is not even one percent of All India average. There is a need to upgrade existing educational institutions upto senior secondary level/junior colleges in NER for augmenting the in-take capacity especially for science students. Provision of infrastructure and services in the education sector by the public sector alone, in terms of infrastructure and service delivery, may not be sufficient and needs to be supplemented by the efforts of the private sector. The NER Vision 2020 has also identified that private provisioning could help supplement government efforts to universalize education, especially at the secondary school level where migration out of the public school system is already fairly high. Private sector participation through PPP mode and innovative approaches should be attracted to specialised courses as the availability of specialised universities for Medical, Law, Veterinary in NER is nil. Even the few specialised universities in the NER in the field of engineering and technical, these are considered to be too few as compared to those that are available in other parts of the country. The same can be said of specialised colleges. Industries could be roped in to fulfil their social corporate responsibilities towards the poor and the society at large.

4.8 Release of funds for projects/ proposals under the Education Sector would normally be on the pattern of 40:40:20, subject to availability of funds with the NEC. For procurement of teaching aids, laboratory equipments, computers, books etc. 80% will be released as first instalment and 20% as final instalment.

5. DEVELOPMENT AND PROMOTION OF EDUCATION AND RELATED ACTIVITIES:-

5.1. Suggestive activities for development and promotion of educational infrastructure:

(a) Existing educational institutions upto senior secondary level in selected cities/towns/big villages in NER could be identified for transforming them into premier centres of education by upgrading their infrastructure such as new academic & administrative buildings, hostels, multi-utility halls, playgrounds including provisioning of furniture, laboratory equipment, computers, modern and inter-active teaching aids etc. Emphasis should be given to promotion of science and mathematics.

(b) Wherever there is a deficit in educational infrastructure, new premier centres of education for Senior Secondary and college levels could be set up and doing this through PPP mode could be explored. Emphasis should be given to promotion of science and mathematics.

(c) Central and State universities could also be included in the plan for upgradation and setting up colleges on similar lines to make them into premier centres of education. Emphasis should be given to promotion of science streams.

(d) Improvement of infrastructure of Government schools by providing laboratory rooms/building with equipment, library with books, multi-purpose halls for seminars/debates/dramas/indoor sports and activities, toilets, drinking water facility, playground, basket ball court etc. including separate hostel buildings for girls and boys wherever it is required to accommodate mainly students from the rural and far flung areas. Separate building may also be provided for introduction of vocational courses to facilitate students to acquire employable skills at different levels of their education.

(e) Improvement of infrastructure of Government colleges by providing facilities/buildings on the same pattern as those available for schools. Emphasis should be given to promotion of science stream.

(f) Infrastructure development for promotion of music and performing arts in existing colleges/institutes including setting up on new college/institute.

(g) Upgradation of teachers training centres and innovative scheme to deal with shortage of teachers.

(h) Sponsorships could be provided to students from the NER studying in government specialised institutes of the country in some courses provided by them. These may include courses in rural development, architecture, management, design and fashion technology etc.

(i) Proposals received from the State Governments for teachers' training who are teaching science and mathematics would be considered for funding. Training should be conducted by Government institution/ agency.

(j) For building soft skills, personality and competitive spirit among school going children in the field of knowledge, quiz competitions, spelling competitions, and debates could be organised for different levels of school going children on annual basis for the region. Proposals could be invited through EOIs and RFPs for conducting such events in the NER. Wide coverage through print and visual media could be considered for such events.

5.2. Private Sector Participation Guidelines: Provision of infrastructure and services in the education sector needs to be supplemented by the efforts of the private sector. There is a need to involve the private sector through PPP mode and innovative approaches which ensures that benefits of public sector investments are ploughed back in the form of benefits for the poor and marginalised children in various sections of the society. To facilitate students belonging to the economically weaker sections of the society to study in elite schools/colleges in the private sector, projects on PPP mode or those with private sector involvement will be

funded with variable funding pattern depending on the project on the condition that free of cost/subsidised fees will provided to the poor students for an agreed number of years.

(A) The private sector educational institutes in NER and the areas which may be covered by this approach may include the following subject to fulfilment of conditions:-

- (i) **Upgrading educational infrastructure:** Initially two top educational institutes of private sector in **each** NE State recognized and licensed by the competent authority of the State/apex educational authority/university which have been providing educational services for a period of at least 10 years with excellent academic performance in the board examinations at class X and XII levels in the State concerned for three consecutive years in respect of schools and bachelor degree level in university final examinations in respect of colleges could be supported for transforming them into premier centres of education by providing one-time financial assistance for upgrading their infrastructure such as new academic & administrative buildings, hostels, multi-utility halls, playgrounds including provisioning of furniture, laboratory equipment, computers, modern and inter-active teaching aids etc. Such proposal should invariably include science stream.
- (ii) **New educational setup upto secondary level in remote rural areas:** Initially two top educational institutes of private sector in **each** NE State recognized and licensed by the competent authority of the State/apex educational authority which have been providing educational services for a period of at least 10 years with excellent academic performance in the board examinations at class X and XII levels in the State concerned for three consecutive years could be supported for setting up a new setup of their school upto secondary level in remote rural areas which does not have a secondary school. The infrastructure may include one-time financial assistance for new academic & administrative buildings, hostels, tenement type quarters for teachers, multi-utility halls, playgrounds including provisioning of furniture, laboratory equipment, computers, modern and inter-active teaching aids etc. Such proposal should invariably include science stream. Such proposal should invariably include science courses. Such schools would be expected to endeavour for providing similar standard and quality of teaching as in their parent setup.
- (iii) **New educational setup of college upto bachelor level in the district headquarter:** Initially two top educational institutes of private sector in **each** NE State recognized and licensed by the competent authority of the State/apex educational authority/university which have been providing educational services for a period of at least 10 years with excellent academic performance in bachelor degree level in university final

examinations in the State concerned for three consecutive years could be supported for setting up a new setup of their college upto bachelor level in the district headquarter which does not have a college in the district by providing one-time financial support for infrastructure (hostels, classrooms, laboratories, and libraries), equipments and machineries. Such proposal should invariably include science courses. Such colleges would be expected to endeavour for providing similar standard and quality of teaching as in their parent setup.

- (iv) **Upgradation of infrastructure for specialised courses:** Initially two top educational institutes of private sector in each NE State recognized and licensed by the competent authority of the State/university which have been providing educational services for a period of at least 10 years with excellent academic performance in bachelor degree level in university final examinations in the State concerned for three consecutive years could be provided financial support by NEC for upgradation of class rooms/building in their existing college for including bachelor and subsequently master degree courses in education (B.Ed and M.Ed), music and performing art (including Diploma) by providing one-time financial support for infrastructure (hostels, classrooms and library), equipments and books. Wherever there is potential and demand for such education and no facility exists for such courses, new college/institute could be promoted.
- (v) **Upgradation of infrastructure for residential schools for rural students:** Educational institutes of private sector in each NE State recognized and licensed by the competent authority of the State/apex educational authority which have been providing residential educational services to a large number of students from remote rural areas for a period of at least 10 years with relatively acceptable standard of academic performance in the board examinations at class X level in the State concerned could be supported by providing one-time financial support for infrastructure (hostels, building/rooms for science and mathematics classes and laboratories).

(B) The following terms and conditions should invariably apply for consideration and approval of projects stated at (A) above in addition to the other requirements:-

- i) For creation of all such infrastructures, etc. respective State Government should recommend such proposals of the private sector educational institutes which fulfil the 'Not for Profit' or a 'charitable trust' criterion.
- ii) The proposal should be supported by justifications and the need for creation of such facilities.
- iii) In respect of private institutes under (iv) above where bachelor and master degrees in education (B.Ed and M.Ed), music and performing art courses are proposed to be funded by NEC with the objective of providing such courses or enhancing the number of seats in

NER, the seats so created through such funding will be allocated in the ratio of 60:40 between the other 7 NE States and the institution/ host State. A certain number of students among them who belong to the economically weaker sections of the society shall be provided free of charge education or at subsidised rates for a specified number of years as agreed in the MOA to be signed between the State Government and the Institution.

- iv) Private institutes under (i) above shall agree to provide education to all the students belonging to the economically weaker sections of the society free of charge/or at subsidised fees for a specified number of students and duration of years which would be indicated in the MoA to be entered into between the State Government and the institution. Where new institutes are set up under (ii) and (iii) above, such institutes should agree to provide free education to all the students belonging to the economically weaker sections of the society free of charge for a specified number of students and duration of years which would be indicated in the MoA to be entered into between the State Government and the institution. In respect of upgradation of infrastructure of residential education for rural students under (v) above, the schools should undertake to provide free/subsidised education and hostel facility to a large majority of students accommodated in the new infrastructure.
- v) The numbers of seats for free or subsidised service and duration of such agreement in all these cases shall be calculated based on the quantum of funds invested by NEC. The benefits to be given to the poor students at school level shall be over and above the numbers required to be given under RTE Act.
- (vi) In order to ensure that the private sector is giving admission to the agreed number of students belonging to the economically weaker sections of the society and providing education free of cost/subsidised fee, the State Government should constitute a Monitoring Committee comprising of officials from the department of education, Planning department and the Deputy Commissioner of the district including the Principal/Headmaster, representative of parents and any other persons/institutions deemed fit to monitor the implementation of such projects and to ensure that the provisions under the MOA are fulfilled.
- (vii) In such cases land should belong (owned/ long term lease) to the Society/ Trust / Association etc and the land and assets shall not be sold/transferred/alienated without the permission of M/o DoNER/NEC. The land on which the asset is proposed to be constructed should be leased to the State Government for a minimum period of 50 years.

(viii) For funding such institutes, the Memorandum & Articles of Association, registration certificate, Bye Laws, Audited Statement of Accounts, Sources and Pattern of Income and Expenditure etc. as stipulated in GFR 2005 for Grants-in-Aid and reports of the activities of the Association for the past five years should be provided.

5.3. Setting up of Hostels for NE Students in Metros/major cities.

In the 55th NE Council Meeting held in Delhi on 17th and 18th December, 2007, the proposal for establishment of Hostel for the students of the NE Region in the metropolitan cities such as New Delhi, Bangalore, Pune, Chennai, etc., was discussed and approved as a large number of students from the Region go to Metro cities and rest of India for higher education and find it difficult to get proper hostel accommodations. Since this decision, the NEC has funded the construction of the Working Women Hostel at Jasola, New Delhi and the NE Hostel at the Delhi University Campus. Construction of Hostels in Metros/major cities can be considered based on need and demand subject to availability of funding with the NEC. It was advised that the seats in such hostels should be reserved in the ratio of 75:25 i.e., 75% of the seats for the students from the eight NE States and 25% for students from other parts of the country. In such cases, MOU should be entered between NEC and the organisation concerned. Funding for such projects would continue to be done under the Major Head “2552” of the budget and would be restricted only for capital expenditure.

5.4. SPONSORSHIP OF STUDENTS BELONGING TO THE BPL CATEGORY PARENTS FOR STUDYING IN SCHOOLS OF REPUTE IN THE REGION:

As a pilot project, the NEC is currently supporting students from economically poor background for studying at the Assam Rifles Public School, Shillong. A total of 23 students (every year at the entry level of Class VI and supported upto Class X) from the NER are supported starting from the year 2011-12. The financial support is inclusive of school fees, exam fees, hostels, books, etc. The number of seats needs to be increased in consultation with the School authorities and also for sponsoring upto Class XII could be considered so as to accommodate and enable more students from economically poor background to avail good education. In such cases, MOU should be entered between NEC and the organisation concerned. Funding would continue to be done under the Major Head “2552” of the budget.

5.5. SCHEME FOR FINANCIAL SUPPORT TO STUDENTS OF THE NER:

Financial support to students of the NER was started during the year 1981-82 with the aim of enabling and encouraging the students of the North Eastern Region to pursue higher studies. The stipends and book grants are given to the students of the NE Region for the entire duration of their course of study on merit basis. From financial year 2003-04 onwards, financial

support to the meritorious students of NE Region was implemented through the Directorate of Higher and Technical Education of the respective State Governments of the NER. The rates may be revised by the NEC keeping in view the rates given to such students by Ministries under their scholarship/stipend schemes.

Sl. No.	Levels of Study	Stipend Amount	Book Grant
1.	Diploma	Rs.900/pm	Rs.1000/pa
2.	Degree	Rs.1000/pm	Rs.1400/pa
3.	P.G.	Rs.1200/pm	Rs.2000/pa
4.	M.Phil	Rs.1500/pm	Rs.3000/pa
5.	Ph. D	Rs.1500/pm	Rs.3000/pa

The selection of student is on merit basis (cut off marks will be 75% for general and 60% for the SC/ST students). Such assistance could be given to the students who do not avail any other scholarship/stipend from any other sources. The States are to ensure that the benefits are transferred directly into the bank account of the students by Electronic Bank Transfer system. In view of the various scholarship/fellowship schemes being implemented by Central Ministries and State Governments for ST/SC, minorities, general category etc, the onus of ensuring that there is no double drawal by students will continue to be on the State Governments. The above stated criteria, eligibility, rate etc will be subject to revision from time to time.

HUMAN RESOURCE DEVELOPMENT & EMPLOYMENT SECTOR

Policy Framework and Scheme Guidelines for Skill Education Sector including Coaching

1. Background:

1.1. NER Vision document - 2020 has laid great emphasis on capacity building with particular emphasis on human development and manpower planning. Following lines are quoted from the Vol I of the NER Vision 2020 Document - General Strategies for the Region (Pg 27).

“Development of human resources is critical for the development of the region. While the literacy rate in the region is high, the employability of the youth in the region in skill-intensive activities and within the manufacturing and service sectors is not very high. The region does not have an entrepreneurial class to take up the challenge of generating economic activities. The structural transformation of the economy can only take place by creating and enhancing the multidimensional capacities that are linked to the human resource requirements for expanding the primary, manufacturing and service sectors”.

1.2. National Skills Mission has envisaged for training about 500 million youths by 2022. NEC has been taking up human resource training programmes and this need to be done in sync with the new trends and environment. Many youth from the NER are now migrating to mainland India for seeking employment due to lack of sufficient employment opportunities in the NER. Most of the youths venture to metro and other cities of the country and obtain skill trainings that suit their aptitude and level of qualification and are employed in various establishments. Yet there are some youths who are trained in the NER and secure employment in the region or move to the Metros in search of jobs. Thus, apart from the lack of sufficient training facilities in the Region, there is also an outflow of manpower from the region due to low employment opportunities. The Vision 2020 has aptly identified a two-pronged approach of developing human capital and expanding economic activity to boost employment in the region.

1.3. NEC has sponsored many training programmes for the unemployed youths of the region through Government run –as well as private training providers/institutions empanelled by NEC. The training programmes caters both to school drop-outs as well as educated unemployed, which include training on Computer hardware, computer software, Retail Management, Automobile Repairing, IT and B.P.O. trainings, Tourism, Hospitality, Event Management, Aircraft Maintenance Engineering License Course, Rural Development, Hair and Beauty Care,

CAD/CAM, Ayurveda Therapist, CNC Technology, Plastic Processing, Banana Fibre Extraction, Hearing disability training, Site Supervisor and Accountant, Gems and Jewellery making etc.

1.4. Till 2013-14, NEC has sponsored more than 4500 youth from the Region keeping in mind the employability aspect of a broad spectrum of the unemployed youth. Programmes on coaching classes for CAT/MAT exams, Civil Services entrance exams, Bank PO exams, etc were also sponsored by the NEC. Given the importance of this sector, the 62nd Plenary of the NEC has, inter alia, identified skill development of educated unemployed youth, computer education in schools and popularization of science and mathematics as thrust areas.

2. NER Vision 2020 - Issues and way forward:

The NER Vision 2020 has identified some of the critical areas for skill development and employment in the Region. In brief, these are:

- Creating job opportunities is a challenge for a development strategy for any State or region but more so in NER with its largely agrarian economies, low levels of industrial activity and significant dependence on the public sector for employment-creation opportunities. At the same time, the supply of manpower has been constrained by the lack of good quality professional and vocational training in the region that would raise the skills base and boost entrepreneurial abilities.
- While the region witnessed a rapid expansion of employment in the 1980s and 1990s, most of the job creation took place within public administration in response to the formation of new States.
- Employment generation has undergone a crisis of sorts in the aftermath of the freeze on public sector jobs in the last plan period. Surprisingly rising unemployment and underemployment are concomitant with high wage rates, especially in the hill States. Underemployment with high wages presents a paradoxical situation.
- High wages could be a serious constraint to private investment, especially from outside NER, given that regulations and local conditions in some hill States restrict the free inflow of labour.

The Vision has also suggested 'way forward' in tackling the issues. In brief, a two-pronged approach could be adopted (i) developing human capital and (ii) expanding economic activity to boost employment in the region.

- **Developing Human Capital** - The strategy to create a pool of employable people in the region will be based on a holistic planning framework that compasses interventions that begin at the school level and continue beyond to draw in people from all levels of education, and provide them options for training and skill building.

- ❖ **The School Level - An Important First Step:** The base of employable skills to be built in schools, which apart from improving the overall education will increase the use of computers in the classroom, and greatly raise the level of maths and science teaching across all grades.
- ❖ **Vocational Interventions at All Levels:** Job-oriented training needs to be made available across all educational levels, including those who leave school in Grades X and XII. In fact, the school-to-work transition can be facilitated through good Vocational Education and Training (VET) programmes that equip people with tradable skills.
- ❖ **Building Entrepreneurial Capabilities:** Promote those skills and avenues that can help develop entrepreneurial talent in NER. Apart from business-related skills, training can be provided in skills that are amenable to self-employment.
- ❖ **An Expansion in the Supply of Professional Education:** Set up centres of excellence in each university which will focus on the needs of the region which in turn will create specialists in their fields.
- ❖ **Capitalizing on the Region's Innate Talents and Interest:** A centre for excellence in the area of sports, Regional Mountaineering Institute, North East Institute of Fashion Technology, North East Institute of Design and so on.

Expanding Economic Activity to Boost Employment - Include land-based activities agriculture, horticulture, social forestry and agro-based industrialization offer ample potential in NER. Apart from providing an enabling physical infrastructure for the expansion of activities that create jobs, Governments will also need to make available information about feasibility, accessibility, markets and finance on a wide scale. Some part of the infrastructure can be provided through public employment schemes. At the same time Governments should make efforts to create a favourable environment for private investment to supplement their efforts. Integrating local markets and opening up markets in neighbouring countries by increasing connectivity would provide the much-needed thrust to employment growth.

3. Guidelines:

Identification of suitable job skills to be imparted to the youth of the Region is a dynamic process and will keep on changing based on new avenues and technologies and the growth in the economy. There are thousands of unemployed youth in the region and given the volatile situation, there is a compelling need for skill development to be taken up with all seriousness and urgency. It has become necessary to lay down comprehensive revised guidelines for skill development programmes based on the policy framework of the HRD&E Sector as approved in the 58th Council meeting, the thrust areas identified and approved in the 62nd

Council meeting and encompassing various skilling requirements of the youth from the North-East Region. These are given below.

3.1 **Supporting students for Tutorial classes/Finishing schools:**

A number of educated youth in the NER undergo Tutorial classes or attend Finishing Schools to compensate for their deficiencies in the senior secondary education, to enhance/sharpen their subject knowledge in science and mathematics besides acquiring skills in communication and problem solving for securing admission into medical, engineering, law, and management colleges/institutes/universities. It is not uncommon for students to spend one year by enrolling themselves in tutorial schools after passing senior secondary education **or concurrently** to prepare for the competitive entrance test/examination. State Governments in the NER may **send** proposals for providing such opportunities to class XI and XII students from their State. **Scheme guidelines** could be drawn up wherein bright students belonging to families living below the poverty line in NER could be eligible and supported for a period of one to two year in terms of course fees, book and literature cost, conveyance allowance etc.

3.2 **Skill development programmes for the educated and uneducated youth of the Region, coaching programme for the students and career counselling:**

The identification of suitable job skills to be imparted to the youth of the Region will be a dynamic process and will keep on changing based on new avenues and technologies and the growth in the economy. The identification of skill would be based on proposals from the state Governments of the NER or through some specific studies or as per the felt need by the NEC. At the same time, coaching for students to pass entrance test for further studies and coaching for entrance exams for the purpose of employment is required.

Career counselling or counselling per-se is an important element for the youth. Due to the lack of employment opportunities in the NER, several youth who have never set foot in cities before have been venturing into Metro cities looking for jobs and are often exploited by placement agencies and employers. Some of them speak only their local dialect and none or little English and Hindi. Counselling for such youth coming for the first time to Metro cities would be required to assist them through counselling and providing them with the right type of placement services to protect them from exploitation. The counselling service would also be available to the youth already in the Metro city. The Bezbaruah Committee has observed the discrimination and harassment faced by the NE youth in respect of lack of job security, arbitrary job conditions, termination of jobs etc. especially in the unorganised sector.

3.3 Training institute eligibility: Training institutes other than those run by the Government would be empanelled through the process of Eol and RFP, including technical and financial bids.

- (a) Institutes for skill training of unemployed youth managed by the Central Government, State Government, Central and State universities.
- (b) Training institutes other than those run by the Government would be empanelled through the process of Eol and RFP.
- (c) For empanelment of such institutes, the Memorandum & Articles of Association, registration certificate, Bye Laws, Audited Statement of Accounts, Sources and Pattern of Income and Expenditure etc. as stipulated in GFR 2005 for Grants-in-Aid and reports of the activities of the Association for the past five years should be obtained.

3.4 Selection of Institutes:

- (a) Training institute(s) run by the States or the Central Government/university: Applications received from Government training institutes will be scrutinized and programmes will be taken up as per the felt need and also the employment prospect of the trainees.
- (b) Training institutes other than those run by the Government would be empanelled through the process of Eol and RFP including technical and financial bids.
- (c) Training institutes should have sufficient equipment and facilities for the training programme.
- (d) As far as possible, experienced faculty should be from the NER so that there is smooth flow of communication and proper interaction between the trainees and faculties.
- (e) Training provided by Institutes/ Undertakings for self-absorption: There are cases where the Training Institutes or some undertakings are willing to train the youths for absorption in their undertakings or offices and where they are not charging any training fees except boarding and lodging at nominal rate during the time of training only.
- (f) Firms / agencies/ organizations which have been blacklisted by the State Government/ Central Government would be debarred from organizing training.
- (g) The training institutions will be selected/ empanelled for a period of 5 years. The training institution once selected by the NEC, will not have to apply afresh in response to the advertisement as prescribed in para 3.4(b) above during the project period unless they are asked to do so.

3.5 Duration of Programmes and Cost Component:

All skill training programme shall normally not exceed a total period of one year except for such courses where the duration of the course is such that it extends to more than one

year. The financial assistance which may be provided by NEC shall be as per the normal course fee structure of the training charged by the institute for trainees and would therefore vary from course to course but shall not exceed Rs. 1.00 lakh per trainee, including all charges. The trainees will be given stipend of Rs. 1000/- fixed per month for the entire period of training.

3.6 Target group:

Educated youths, especially the unemployed youths, from the NER belonging to the economically weaker section, ST/SC, whose family's income from all sources (income of self and/or income of parents, if dependent on them) does not exceed Rs. 2.50 lakh per annum will be eligible. The income slab may be considered for revision based on the ceilings fixed for eligibility of such trainings by Ministries under their schemes.

3.7 Selection of candidates:

- (a) Firms are expected to select the candidates in association/ consultation with the concerned state government department(s) and taking into account the conditions laid down by NEC.
- (b) The contact point would be the Planning Department or the Skill Development Society of the concerned State which will take the responsibility of selecting the students from the respective States or can further assign the task to the concerned department. However all correspondences shall be done through the Planning department.
- (c) The firms are expected to widely publicize the programme in all the districts so that youths from the districts and not only from the capital should be selected for training.
- (d) Within 60 days from the date of release of 1st installment of fund, the training institute is expected to start the training course.
- (e) A candidate shall be eligible for financial assistance once only.
- (f) In case number of applications received by a training institution is more than the available seats, a selection procedure based on merit shall be adopted.
- (g) Trainees once selected for the training programmes shall ensure completion of the training programme except under very compelling reasons for not doing so.

3.8 Highlights of MoU between NEC and the Training Institutes

- (i) MoUs will be signed between NEC and the Non-Government training institutes for the training programme to be sponsored by the NEC for that particular training programme itself only. The training institute shall not advertise its association with the NEC for other programmes other than that sponsored by the NEC.
- (ii) The firms are expected to put in place their best efforts and trainers for imparting world class training courses.

- (iii) The institutes will be required to place the trainees through their placement cell, as per the minimum percentage of placement required to be specified in the MoU. The ideal situation will be to ensure 100% placement. The institute should keep a record of the placement and track it for not less than one year.
- (iv) Institutes have to specify a job-specific minimum wage that they would try to ensure at the time of placement.
- (v) Jobs offered should be dignified in relation to training imparted, and not exploitative in nature.
- (vi) Institute shall endeavor to increase the share of placement opportunities in reputed organizations.
- (vii) Institute shall be required to monitor the placement of the students for one year after completion of training and placement, so that difficulties or problems faced by the youth can be collectively addressed.
- (viii) Best effort will be provided to help students secure jobs in Government through job oriented training programmes.

As for entrepreneurship development programs where there is a component of setting up of units, the training partners is expected to provide bank linkages for loan, market linkages and other formalities for setting up of unit.

The above conditions would be supplemented by other conditions as per the felt need and depending on the programme. The same would be spelt out in the respective MoUs.

3.9 Selection of NGOs/Organisations for Counselling in Metros:

Due to the steady flow of youth from NER to Metro cities in search of jobs and the rising number of reports of discrimination, harassment, exploitation, violence etc., it has been felt necessary to facilitate counselling of youth venturing into Metro cities for the first time and also to those already in Metros in need of counselling. In order to provide counselling facility in Metros to guide such youth, NGOs/Organisations who are already carrying out such activity for youth from the NER preferably for at least a period of three years may be empanelled.

- (a) NGOs/Organisations would be empanelled through the process of EoI and RFP including technical and financial bids. One NGO/Organisation will be selected for each Metro.
- (b) NGOs/Organisations should have qualified and skilled manpower and persons from the NER so that there is smooth flow of communication and proper interaction between the youth and faculties.
- (c) NGOs/Organisations should have proper infrastructure and should be, as far as possible, centrally and conveniently located.

- (d) Firms / agencies/ organizations which have been blacklisted by the State Government/ Central Government would be debarred.
- (e) NGOs/Organisations will be selected/ empanelled for a period of 3 years. Work will be assigned to NGO/Organisation for a period of one year at a time. Extension will be based on assessment made by a Committee to be constituted by NEC for each Metro to evaluate the performance and outcome of its activity.

3.10 **Coaching institute eligibility:** Coaching institutes other than those run by the Government would be empanelled through the process of EoI and RFP including technical and financial bids.

- (a) Coaching institutes/Tutorial schools/finishing institutes in the private sector providing courses for joint entrance examinations for admission into technical and professional courses in reputed institutes through competitive examinations like JEE, NIIT, CLAT, CAT, MAT etc. Coaching institutes other than those run by the Government would be empanelled through the process of EoI and RFP.
- (c) Institutes providing coaching for competing in various entrance examinations for securing jobs in the government, public and private sectors through competitive examinations such as UPSC, SSC, bank PO, NDA, CPO, BSRB, etc.
- (d) For empanelment of such institutes, the Memorandum & Articles of Association, registration certificate, Bye Laws, Audited Statement of Accounts, Sources and Pattern of Income and Expenditure etc. as stipulated in GFR 2005 for Grants-in-Aid and reports of the activities of the Association for the past five years should be obtained.

3.11 **Selection of Institutes:**

- (a) Coaching institute(s) run by the States or the Central Government/university: Applications received from Government training institutes will be scrutinized and programmes will be taken up as per the felt need and also the employment prospect of the trainees.
- (b) Non-government coaching institute: NEC will approach, as and when required, coaching institutes of repute for conducting coaching through the process of EoI and RFP including technical and financial bids.
- (c) Firms / agencies/ organizations which have been blacklisted by the State Government/ Central Government would be debarred from organizing coaching programmes.
- (d) As far as possible, experienced faculty should be from the NER so that there is smooth flow of communication and proper interaction between the trainees and faculties.
- (e) The coaching institutions will be selected/ empanelled for a period of 5 years. The coaching institution once selected by the NEC, will not have to apply afresh in response

to the advertisement as prescribed in para 3.10 (b) above during the project period unless they are asked to do so.

- (f) The institution should have the experience to run coaching for competitive examinations for at least three years. Its past performance vis-à-vis intake and success rates will be taken into consideration in selection.
- (g) The institution should have not been declared bankrupt at any point of time.
- (h) The coaching institutions to be declared eligible under this scheme will be selected by a Committee of this NEC. The Selection Committee may devise its own criteria for selection of suitable coaching institutions.

3.12 The courses for which the coaching will be imparted shall be as follows:

- (a) Civil Services Examination/State Civil Services Examination.
- (b) Entrance Exams for Medical, Engineering, MBA and other professional courses.
- (c) Other exams conducted by U.P.S.C. like CDS, NDA, etc./Staff Selection Commission Exams/Subordinated/Lower Subordinate Services Exam, Central Excise, etc.
- (d) BSRBs/RRBs, General Insurance Corporation, etc.

3.13 Duration of Programmes and Cost Component:

All coaching for competitive examination shall normally not exceed a total period of six months. The financial assistance which may be provided by NEC shall be as under:

Sl.No	Name of Competitive Exams	Period of Coaching	Coaching fees to Institution per candidate (in Rs) per course/ subject
1	Civil Services (Prelims)/State Civil Services (Prelims)	Standard as being given to General candidates but not less than 5 months	As quoted by the institute through EOI/ competitive bidding
2	Civil Services (Mains)/State Civil Services(Mains)	4 months	-do-
3	Entrance Exams for Medical, Engg, MBA and other professional courses	Standard as being given to General candidates but not less than 6 months	-do-
4	Other exams conducted by U.P.S.C. like CDS, NDA, etc/Staff Selection Commission Exam/Subordinate/ Lower Subordinate Services Exam, Central Excise, etc.	Standard as being given to General candidates but not less than 3 months.	-do-
5	BSRBs/RRBs, GIC, etc	Standard as being given to General candidates but not less than 3 months	-do-

- (a) Applications for the admission shall be invited centrally by publishing advertisement in the local print media in the NER by the NEC.
- (b) Only the course fee will be borne by NEC.
- (c) Candidates who qualify the preliminary examination of the above services will only need to submit the documentary proof of having passed the examination for sanction of the course fee for the main examination.

3.14 **Target group:**

Candidates should be domicile of the NER whose family's income from all sources (income of self and/or income of parents, if dependent on them) does not exceed Rs. 6 lakh per annum as in the case of OBC category. The income slab may be considered for revision based on the ceilings fixed for eligibility of such trainings by Ministries under their schemes. A candidate shall be eligible for financial assistance once only.

3.15 **Selection of candidates:**

- (a) Selection of candidates shall be done in consultation with the concerned state government department(s) and taking into account the conditions laid down by NEC.
- (b) The contact point would be the Planning Department of the concerned State which will take the responsibility of selecting the students from the respective States.
- (c) The candidate will have to furnish an undertaking to the institution that he is not availing/has not availed more than one such coaching with the assistance of this Ministry in any institution earlier.

3.16 **MoU between NEC and the Coaching Institutes**

MoUs will be signed between NEC and the coaching institutes.

The detailed terms and conditions would be specified in the respective MoUs.

3.17 **Funding for training and coaching:**

- (a) Funds will normally be released in instalments of 40:40:20 basis or 70:30 as per the need and nature of the training programme. The institute will use the fund released only for the purpose for which the fund have been released.
- (b) Subsequent installments will be released on receipt of Utilization Certificate as per GFR-19-A format, audited statement of expenditure, high resolution photographs of the training/coaching programme, report on the training/ coaching programme, and lists of the trainees/students as per the format to be given by the NEC. Final Installment will be released only after the satisfaction of the NEC that the programme has been conducted properly and the terms and conditions as mentioned in the MoU were scrupulously implemented and followed.

3.18. Other Issues

- (a) Bank Guarantee will be submitted by the non-government firms. The amount of Bank Guarantee will be for an appropriate amount of the total amount of the whole program.
- (b) Firms' performance will be subject to periodic scrutiny by the monitoring and evaluation cell of the NEC or NEC officials.
- (c) Whether association for subsequent programmes will continue or not will be the sole discretion of NEC based on the performance of the Institute.
- (d) Programmes may be taken up as per availability of fund.
- (e) NEC will have the right to terminate the contract by giving two months notice if it is proved that the firm is not conducting the programme properly as agreed to and have no intention of improving. Expenditure will be verified and appropriated according to the number of trainees already trained and any excess payment made will have to be refund to the Government exchequer.
- (f) All programmes should be sponsored only for the benefit of the people from the North East.

3.19 **Establishment of Coaching Institutes in the NER:** It is a well known fact that there has been huge migration of students from the North Eastern Region to other States of the country mainly to avail themselves good education, for employment and for attending coaching classes for various exams. Over the last few years the Government of India has established institutes like IIT in Guwahati, IIM in Shillong, NEIGRIHMS in Shillong, NIFT in Shillong, NITs in the NE States, etc. However, it has been observed that the numbers of the NE students studying in these institutes of repute in the Region are proportionately very less. No doubt there is a need for setting up of more such institutes of excellence in the Region but it is also felt that a good regional coaching institute for students appearing in entrance test for various courses may be established in the Region. At the moment, the Ministry of Social Justice & Empowerment and Ministry of Tribal Affairs are implementing schemes like the 'Central Sector Scheme of Free Coaching for SC and OBC Students' and 'Scheme of Coaching for Scheduled Tribes' respectively. However, these are only for the coaching activities and not for development/ setting up of coaching institutes. The State Governments of the NE through a PPP mode can think of setting up a regional coaching institute for the students of NER.

HUMAN RESOURCE DEVELOPMENT & EMPLOYMENT SECTOR
Guidelines for support to Social Sector and other related activities

Introduction.

The Constitution of India provides for equality of status and of opportunity to all its citizens. It not only grants equality to women, but also empowers to state to adopt measures of positive discrimination in favour of women. But gender disparity can be seen everywhere and manifests itself in various forms, the most obvious being the trend of continuously declining female ratio in the population in the last few decades. Discrimination against girl child, adolescent girls and women persists in parts of the country. Domestic violence and social stereotyping are in practice. Also, there are discriminations against the differently abled citizens, citizens belonging to weaker sections including SC/ST/OBC and minorities etc. Besides the aged senior citizens abandoned by family also deserve a dignified life. The underlying causes of these discrimination are related to social and economic structure. Social Sector Development has been given special attention and will continue to be an integral component of NEC's intervention. Development has to be all encompassing and has to touch all sections of the society, specially the underprivileged and the marginalized.

1.2 All proposals are to be submitted through the State Priority List. Proposals related to upgradation of existing infrastructure facilities for the social welfare may be taken up under this scheme such as those for women and child development, establishment of crèches, Old Age Homes, Orphanages, Children Homes, homes for cancer patients, etc. Proposals received for Government run institutions would be preferred. Proposals from charitable or 'not-for-profit' institutions, which have been in existence for five years, would be considered provided no fees are charged from the inmates and the assistance given by NEC is used for creation of additional facilities for vulnerable sections of the society. A MoU would have to be entered into between the State Government and the Management of such institutions and the State Govt. representative would be in the management committee.

1.3. The main objective of NEC's intervention is to fill up the gap of making available infrastructure facilities for promotion of social welfare that includes development of women and child, under privileged, homeless women, abused/abandoned children, substance dependent youths, physically and mentally challenged section of the society, orphans etc. It is also important that good facilities and environment are created to not only open up new

avenues for recreation, talent tapping and recognition but also help wean away older children from deleterious consequences of alcoholism, drug addiction and other unwanted activities.

2. Operational Guidelines and eligible criteria.

2.1. (a) NEC supports projects as submitted by the State Government as per the Priority List and in accordance with the provisions contained in the NEC General Guidelines.

(b) The NEC being a Regional Planning body to the North Eastern States consults various stakeholders and takes up projects under Social Sector for overall development of the underprivileged and the marginalized section of the society in the region.

(c) Provision in the social sector by the public sector alone, in terms of infrastructure and service delivery, may not be sufficient and needs to be supplemented by the efforts of the non-government sector. There is a need for introduction of innovative approaches in the social sector by involving the non-government sector.

2.2. Projects for infrastructure development for social sectors can be taken up as per the felt need of the States of the NE. Projects which are not being covered in the existing schemes of the Government of India will be given preference. Proper justification for such proposal has to be necessarily included in the proposal such as the reasons and need to set up such infrastructure facilities, benefit that will accrue to the underprivileged and the marginalized especially to the girl child, whether there are existing schemes with the line Ministries for such type of projects and whether these are availed by the State Governments, whether the project proposal overlaps with the schemes of line ministries or state government, present infrastructure available, type of facilities available in the vicinity, regional nature of the project, etc.

2.3. For a non-governmental organisation/institute, the entity should be an institute "Not for Profit" or charitable organization registered with appropriate registering authority and working towards the promotion of well being of the girl child, women, marginalized section of the population, orphans, old aged persons, physically challenged/ differently abled persons etc. and should have been in existence for the past 10 years. For funding such institutes, the Memorandum & Articles of Association, registration certificate, Bye Laws, Audited Statement of Accounts, Sources and Pattern of Income and Expenditure etc. as stipulated in GFR 2005 for Grants-in-Aid and reports of the activities of the Association for the past five years should be obtained. In such cases land should belong (owned/ long term lease) to the Society/ Trust and the land and assets shall not be sold/transferred/alienated without the permission of M/o DoNER/NEC. The land on which the asset is proposed to be constructed should be leased to the State Government for a minimum period of 50 years. A certain number of people/ patients/

inmates among them who belong to the economically weaker sections of the society shall be provided free of charge accommodation and other facilities or at subsidised rates for a specified number of years as agreed in the MOA to be signed between the State Government and the Institution/Organisation.

2.4. Eligible proposals:

- (i) Hostel for Working Women for the Government department may be made available and supported in the state capital.
- (ii) Hostels for Working Women for organizations may be supported provided they are proposals from entities which are “Not for Profit” or charitable organization registered with appropriate registering authority and should be working for furtherance of education or welfare of the women and should have the experience of running hostels for the past 7 years. Certification of experience would be submitted by the State Government.
- (iii) Other social services - For any other kind of infrastructure assistance, proposals of the State Government or organizations which should be entities of “Not for Profit” in nature or charitable organization registered with appropriate registering authority and should be working for furtherance of a social cause such as shelters/schools/facilities for orphans, physically/mentally challenged persons, old age persons, destitute women, abandoned/street children, terminally ill persons for palliative care, drug addicts, working women, etc.

2.5. Interventions may be encouraged for:-

- (i) Support for education of girl child in schools and colleges and technical schools/courses.
- (ii) Trainings and capacity building for women including adult education.
- (iii) Hostels for working women.
- (iv) Setting up crèche for children that cater especially for working women in organized or unorganized sector.
- (v) Help in promotion and setting up of talent among women of any form, be it dancing, singing, art, sports etc.
- (vi) Home for the aged and the disabled persons to be supported.
- (vii) Setting up of Orphanages/Homes to be encouraged and supported for existing institutes in the form of infrastructure as well as running cost.
- (viii) Infrastructure development for de-addiction centres.

2.6 Release of funds for projects under the Social Sector would normally be on the pattern of 40:40:20, subject to availability of fund with the NEC. For procurement of furniture, equipments and fixtures, the release of funds would be in the pattern of 70:30.

SPORTS AND YOUTH ACTIVITIES SECTOR

POLICY FRAMEWORK AND SCHEME GUIDELINES FOR SPORTS & YOUTH ACTIVITIES1. **Introduction:**

A variety of sports - local, national and international - are practiced in the North Eastern Region. They include. for instance, athletics, archery, badminton, boxing, cycling, equestrian, fencing, football, gymnastics, hockey, judo, karate, kayaking and canoeing, khokho, sepak takraw, shooting, swimming, taekwondo, volleyball, weightlifting, wrestling, wushu etc. It is seen that the North East is a power house of sports persons in many fields such as football, boxing, archery etc. This is evident from the laurels the sports persons from the North East have won over the years in all the major tournaments including the Olympics.

With inputs drawn from the discussions and recommendations of the Working Group for the 12th Five Year Plan of the HRD&E Sector of the NEC, the NER Vision 2020 Document and the Working Group on the Development of Sports in the North Eastern Region of the National Advisory Council, the National Youth Policy-2014, the broad policy framework and guidelines have been drawn up for the Sports & Youth Activities Sector of the NEC.

The sports and youth affairs sector comprises of:

- Participatory sports: which include sports for all-round health and personality development, character and team-spirit building;
- Competitive sports: which include preparing for national and international sporting events;
- Recreational and adventure sports: which include river-rafting, mountaineering and which have high potential for employment generation in the hospitality industry.
- Engagement of youth in participatory civil and national integration activities: which include working towards a synergy with various activities of the NCC and such other organizations.

Ensuring the development of sports in the region has several advantages. Tapping the sports potential in the Northeast is our best bet to put India on the sports map of the world. Moreover, encouraging sports will promote better integration of the region with the rest of the country

Key issues and Concerns

Following key issues and concerns have been identified:

1. **Tapping and nurturing sports talent:** Sportspersons in the Northeast face several obstacles, constraints and challenges. Mechanisms do not exist for attracting best talent among the young. There are evidences of discrimination in selection and training, problems with coaching camps including shortage of trainers and coaches, role of the Sports Associations etc. The key question is: How can Governments tap talents better and encourage talent at local levels?
2. **Livelihood and employment opportunities:** Employment opportunities for sportspersons are extremely limited.
3. **Partnerships for sports promotion:** A clear government framework for facilitating partnerships with the private sector does not exist.
4. **Professional institutions for the development of sports:** Insufficient numbers of Centres of Excellence, specialized sports medicine institutes, sports colleges or Sports Universities in the region as well as in the country.
5. **Convergence between government agencies:** Funds from different branches of government- Ministry of Sports & Youth Affairs, SAI, BRGF, SSA etc. are not adequately pooled and utilized for better coordinated and optimal outcomes.

The important recommendations made are:

A. Developing a strategic plan for the development of sports including tapping of sports talent in the region

Developing a strategic plan for the development of sports built on the vision of promoting excellence is the first important step needed to tap the extraordinary sports potential of the Northeast. The aim should be to both produce national and international medal winners and also encourage sports for healthy living.

B. Setting up of Sports Nurseries

Encourage programmes to tap the sports potential of children in schools especially among tribal children in remote areas. This can be done by making the development of sports nurseries an integral and distinct component of Sarva Shiksha Abhiyan. Nehru Yuva Kendras could also develop a special approach for tapping the sports potential at the village level.

C. Strengthening sports institutions in the North East

There is an urgent need to strengthen and create institutions that support the development of sports in the region. This could be done by establishing Sports Schools, promote sports medicine and sports science, upgrade facilities in existing sports institutions and promote accountability of the Sports Associations & Federations.

NEC has been extending assistance for infrastructure development and for national and regional tournaments held in the North Eastern States.

I Support for creation of sports infrastructure

NEC has been supporting and is committed to support the State Govts. for creating need based sports infrastructure like construction of play grounds, sports stadiums, multipurpose halls and sports complexes at uncovered blocks, sub-divisions and district level. Provision of flood lighting, galleries etc. for existing sports facilities can also be considered.

II Chairman’s Sports Award for excellence in International & National Sports Meets by Sportsmen/Sportswomen of NE

Cash awards to prominent sportspersons from the NE Region who have won laurels for the country are being given to the sportspersons by the NEC through the State Govts. as under:

<i>(Rs. in lakhs)</i>				
Winners of Medals	Olympics	Asian Games	Common Wealth Games	National Games
Gold	40	10	10	3
Silver	20	5	5	2
Bronze	10	3	3	1

III NEC Dr. T. Ao Memorial Football Tournaments

An innovative programme that has been taken up by the NEC is the constitution of “NEC Dr. T. Ao Memorial Football Tournament” which is an Inter State Annual event of a football tournament among states of the NER. The tournament is hosted by the States of NER on a rotational basis and the funding pattern is on 90:10 basis under MH 3601. This tournament may be converted into a league format to be played in all the State capitals of the NE States and under the new format it may be funded under MH:2552.

IV Support for organizing sports Tournaments

NEC may provide assistance for sports and games tournaments recognized by the International Olympic Committee (IOC) and Indian Olympic Committee, but may also support the sports which have prospects for earning medals and has been identified as priority by the State government.

For National/International Tournaments, the Tournaments are to be assigned to the concerned Association or Federation by the All India Association or Federation. Applications for assistance should necessarily also include a copy of the assignment from the National

Association to the concerned Association, copy of the affiliation of the Association to the All India Association, indicative dates for the tournament, detail break-up of the estimated budget, amount of contribution from different sources for the tournament, likely list of participation etc.

For Regional Tournaments, State level or District level tournaments, proposals from Sports Associations should necessarily include copy of the affiliation of the association to the All India Association, indicative dates for the tournament, likely participation list, detailed breakup of the estimated budget and amount of contribution from different sources for the tournament, benefits that will accrue to sports persons etc. Preference will be given to those tournaments where players have already made a mark in International/ National level. Reason or justification for organizing or proposing for such tournament should also be clearly mentioned.

The Associations submitting the proposals shall submit all relevant information such as Memorandum & Articles of Association, Bye Laws, Audited Statement of Accounts, Sources and Pattern of Income and Expenditure, registration certificate, etc. as stipulated in GFR 2005 for Grants-in-Aid and reports of the activities of the Association for the past five years. All proposals submitted to the NEC for support will have to be recommended by the Director of Sports of the concerned states through the Planning Department of that State.

YOUTH ACTIVITIES

The youth, i.e. those falling within the age group of 15-35 years constitutes nearly 40% of the total population of India. This group which is the most vibrant and dynamic segment of the country's population constitutes potentially its most valuable human resource. To optimally tap their constructive and creative energies, the twin objectives of personality building and nation building, i.e. developing the personality of youth and involving them in various nation-building activities. As most of the issues concerning young people are the functions of other Ministries/Departments, like Education, Employment & Training, Health and Family Welfare, Sports & Youth Affairs etc. the role of the NEC is to act as a facilitator and catalytic agent.

NEC has been supporting several projects related to the development of the youth of the region. Illustrative projects for youth empowerment are highlighted below:

(a) Youth to the Edge

This innovative project was conceived by the NEC and is being implemented by the NSS, Ministry of Sports and Youth Activities, Govt. of India. Under this project, youth from all over the country are brought to the NER where adventure camps are organised and the youth are exposed to the culture of the North East. Similarly, youth from the NER are to be taken to other parts of the country for similar activities.

(b) Bonding power of sports

A North East Football Tournament has been going on in New Delhi since 2007 as an annual event to foster understanding and better relations among the different communities from the North East residing in New Delhi and also for mainstreaming them with the rest of the country. This is a very innovative endeavour taken up with sponsorship from M/o DoNER, M/o Sports & Youth Affairs, NEC, PSUs etc. and contributions from a society of a particular NE community in Delhi for bonding and strengthening the social fabric of the nation. Under this the culture and traditions of the North East is displayed and ethnic cuisine also made available in the opening and closing ceremonies of the event. This event has become very popular especially among the youth and students in Delhi as it provides a platform for their active participation in the game of football and youth activities. Similar activities that contribute to bonding of society through sports could be supported.

Synergy and Convergence with National Cadet Corps (NCC)

The National Cadet Corps (NCC) which came into existence in 1948 has played a pioneering role in empowering youth of the region to become potential leaders and responsible citizens of the country. Convergence and synergy could be in the nature of:

- (i) Extending NCC to sensitive areas of the North East;
- (ii) Development of NCC Training Academies in the North Eastern States;
- (iii) Propagation of youth empowerment projects through NCC.

Other similar innovative projects for youth empowerment can be encouraged by the NEC.

Guidelines for implementation of the scheme titled “NEC Chairman’s Sports Awards for excellence in International & National Sports Meets by Sportspersons of NE”

1. Objectives:

The main objective of the scheme is to promote sports in the Northeast of India by recognising and felicitating the achievements of sportspersons of the Northeast on winning laurels for the country in international and national sports meets. The scheme envisages providing cash awards to the sportspersons of the eight states of North East India who have won medals in international and national sports meets.

2. Cash Awards

Under this scheme, NEC would provide cash awards to sportspersons as under:

(Rs. in lakhs)

Winners of Medals	Olympics	Asian Games	Common Wealth Games	National Games
Gold	40	10	10	3
Silver	20	5	5	2
Bronze	10	3	3	1

3. Eligibility of sportspersons

Sportspersons who are domicile of the Northeast/hailing from the region only are eligible for awards under this scheme. Sportspersons belonging to other states but representing any of the Northeast states purely for participation in sports events will not be considered for awards under this scheme as individual states have their own schemes for rewarding sportspersons.

4. Release of cash awards

NEC will release the cash awards to the bank accounts of the sportspersons through electronic/bank transfer only.

5. Names and bank details of medal winners

The names and bank details of the medal winners will be forwarded by the Sports Departments of the State Governments and Sports Associations/Federations. The names of the medal winners will be also collected by the NEC from websites of the sports meets.

6. Financial Grant

The financial assistance for the awards will be given from the overall budget head of “Development of Sports & Youth Activities in North East Region” Grants-in-aid under MH 2552 OH 31. As the amounts will be credited to the bank accounts of the sportspersons, only a receipt will be obtained from the beneficiaries. No UC will be required to be submitted by the sportspersons.

7. Award Ceremony

A befitting award ceremony will be organised by the NEC to felicitate the sportspersons and the cash awards in large printed cheques with a certificate will be handed over to them by the Chairman, NEC or his nominated person.

Guidelines for implementation of the scheme titled “NEC Dr T. Ao Memorial Football Tournament”

1. Objectives:

The main objective of the scheme is to promote the sport of football in the Northeast of India by holding an annual football tournament of the State football teams of the eight Northeast States. The scheme envisages providing financial assistance to the states of North East India for organising a football tournament named “NEC Dr. T. Ao Memorial Football Tournament” which will be hosted by the states of the Northeast annually on rotational basis.

2. Terms and conditions for organising the tournament

The tournament will be organised as per the latest laid down norms and regulations of The All India Football Federation (AIFF). The organising State Government will associate the State Football Associations and obtain the requisite approvals of The All India Football Association (AIFF) for organising the tournament. An Organising Committee for the tournament will be constituted by the host State Government under the chairmanship of the Commissioner/Secretary, Sports Department.

3. Financial Grant

Under this scheme, NEC would provide 90% of the total budget approved by NEC as financial grant to the organising State Government of North East India for organising the “NEC Dr. T. Ao Memorial Football Tournament”. The awards for the tournament would be as under:

Sl. No.	Item	Amount (Rs. in lakh)
1.	Champion	7.00
2.	Runners up	4.00
3.	3 rd Place	2.00
4.	4 th Place	1.00
5.	Four losing teams in league stage	0.50 (each)
6.	Fair Play Award	0.50
7.	Player of the Tournament	0.20
8.	Highest Goal Scorer	0.10
9.	Best Goal Keeper	0.10
10.	Champion Team Coach & Manager	0.20 (each)
11.	Runners-up Team Coach & Manager	0.10 (each)

The budget for other items necessary for organising the tournament would be as per estimates prepared by the State Government.

4. NEC Budget Head

The financial assistance for the tournament will be given from the overall budget head of “Development of Sports & Youth Activities in North East Region” Grants-in-aid under MH 3601 OH 31. This tournament may be converted into a league format to be played in all the State capitals of the NE States and under the new format it may be funded under MH:2552.

5. State Share

The State Government organising the “NEC Dr. T. Ao Memorial Football Tournament” would contribute 10% of the total budget approved by the NEC.

6. Release of Grant

1st Instalment: NEC will release 80% of its share towards the budget approved;

2nd Instalment: NEC will release the balance 20% after the completion of the event on receipt of the documents as listed in Sl. No. 7 below.

7. Documents etc. to be submitted post event

Within one month of the completion of the tournament, the State Government will submit to the NEC:

- (i) Expenditure & Receipt Statement (including State Share) for the tournament;
- (ii) An Audit Certificate from an authorised Audit Firm/Chartered Accountant/concerned A.G. office for the entire receipt & expenditure;
- (iii) Utilisation Certificate in the prescribed format of GFR 19-A [see Rule 212(1)];
- (iv) A brief Report on the tournament;
- (v) Photographs, Videos, publicity material etc.

8. Opening and Closing Ceremonies

Befitting opening and closing ceremonies will be organised by the host State for the tournament.

9. Deliverables

Adequate publicity to the NEC would be given in the different advertisements or media releases issued by the State Governments and their Organisers.

10. General Terms and Conditions

The State Governments must follow all codal formalities while spending the money released by the NEC as financial assistance.

IRRIGATION, FLOOD CONTROL & WSM SECTOR

Policy Framework, schemes and guidelines for IFC & WSM sector

Introduction:

1.1 NER- Vision 2020 Document has observed that “33% Water Resources potential of our country is located in the North Eastern Region.” The Region is not only located in the highest rainfall zone in the world, but the presence of the largest river basin in the world in the region, the Brahmaputra basin, has made it a region rich in water resources potential. The Brahmaputra has a total catchment area of 580000 Sq.km including China & India. Within the region, it has a catchment area of 174413.00Sq. Km with an average water resource potential of 537240 MCM. In addition, the Barak basin with its catchment area of 41723 Sq.km, has an average water resource of 48360 MCM and this basin is also located within the NER. Perhaps NER-Vision 2020 documents has fully take note of these but, the exploitation of these vast natural resources is hardly 10% of the total resources.

1.2. The topography, flood plains, wetlands, and the vast agricultural land that spread across these two basin, have given the region immense economic potential. If these resources are judiciously exploited, the region can become the power house and food basket of the country. Hence, an integrated approach is required in term of planning process such that the various economic water utilities, such as power generation, flood mitigation programmes with irrigation facilities, drinking water supply, agriculture and allied activities, preservation of bio-diversity and environment, increasing the ground water potential etc.

NEC, as a regional planning body, would like to look into these various aspects of planning processes of these water related activities and especially broad based river basin plans, in order to facilitate the concerned States to formulate long term plans of converting these resources into sustainable economic benefits of the region. In order to bring uniformity in the planning processes, NEC, has taken the initiative to bring about revised Guidelines/Checklists for the ongoing NEC funded schemes, so as to speed up the process of implementation of these water related development schemes for the region. Important aspects have been covered in the following Guidelines/Checklist. All important reference has been indicated in the footnotes of each Checklist.

2. Schemes assisted by NEC under the major head of “3601”:

- a. Implementation of Anti- erosion/Flood control & River management & Water related schemes.
- b. Survey & investigation of HEP/MPP and water supply related schemes.
- c. Implementation of all types of Minor/micro irrigation schemes.

d. Implementation of Watershed management schemes.

3. The following guidelines/check lists are appended to these guidelines:-

- A. GUIDELINES FOR PREPARATION OF DPR FOR WATER SUPPLY SCHEMES INCLUDING CHECKLIST
- B. GUIDELINES FOR PREPARATION OF DPR FOR WATER SHED MANAGEMENT INCLUDING CHECKLIST
- C. CHECKLIST FOR DPR OF ANTI-EROSION PROJECTS
- D. CHECKLIST FOR DPR OF SURVEY & INVESTIGATION HEP AND OTHERS MPP
- E. CHECKLIST FOR DPR OF MINOR IRRIGATION
- F. CHECKLIST FOR DPR OF RIVER BASIN MANAGEMENT PLAN

A. Guidelines for preparation of DPR for Water Supply Schemes

The following are the importance components for preparation of DPR for Water Supply Schemes

1. **EXECUTIVE SUMMARY:** The DPR for water supply project should contain a brief note on the project such as - location of the project area, existing road communication and establishment, existing water supply facilities, the water sources and its quality etc. In addition the following information given below should be provided:

- 1.1 District
- 1.2 Block
- 1.3 No. of village/habitation under proposed scheme and corresponding Total Water Demand
- 1.4 Latitude/Longitude of proposed village/habitation
- 1.5 Population and households of habitations to be covered as per latest Census. The list of beneficiaries should be certified by the District authority
- 1.6 Duration of the project (Years)
- 1.7 Design discharge of the project and the expected life span of the project.

2. **NECESSITY OF THE SCHEME:** The objectives of the project should be highlighted in the DPR, such as the need of the situation, the present status of the quality & quantity of water

supply, infrastructure facilities, socio-economic benefits of the project. Any other valid reason that state would like to include while justification of the scheme.

3. **Sources of water:**

- 3.1. Type of source- river/stream and quality. Criteria for selection of the water sources and whether the quality of water meets the IS-Codes recommendations.
- 3.2. Catchment Area of the source of water, location map
- 3.3. Whether the source is perennial or non-perennial. In case of non-perennial indicate the alternative arrangement being made during those dry season.
- 3.4. Do the Plants require the Water Treatment processes? State clearly the different stages of the Treatment Plant intended to propose.

4. **HYDROLOGICAL STUDIES:**

- 4.1 Hydrological inputs such as daily, monthly, annually discharge/ rainfall of the main source should be highlighted in the DPR. Minimum 3 yrs Hydrological data need to be incorporated in the DPR.
- 4.2 The details of sedimentation studies should be provided in the DPR as this will determine the life span of the scheme.

5 **PLANNING AND DESIGN:** A brief note on the planning and the various design parameters adopted for designing of all the civil structure should be brought out in the DPR. Planning and design should indicate the following important design parameters:

- 5.1 The reasons for choice of the layout of the projects adopted. If water treatment plant is required state its design criteria and the O&M procedure to be adopted after the commission so as to make the scheme more viable on long term basis.
- 5.2. State clearly the process of testing the quality water to be adopted and whether the department is equipped with all this laboratory equipment's and man power needed for the safety of the health of the users.
- 5.3 General layout should indicates the different components of civil structures such as intake head work, different type of reservoir tanks, layout of the main pipe and the main distribution pipes.
- 5.4 Foundation Soil: General aspect of the available foundation soil where the heavy structures is to be erected should be highlighted.

5.5 All construction drawings of all the civil components should indicate the technical and general specifications.

5.6 All construction drawings should be readable and clear and soft copy in Auto-Cad format should form part of the DPR.

6 COST ESTIMATE

6.1 All civil cost estimate should be prepared in detailed measurements in line with the design construction drawings prepared as mention above and the estimates for each component should be given under separate sub-head such as:

- i. Preliminary which covers the various investigations, surveys, water test and ecological studies is any.
- ii. Civil works such as buildings, road communication, water tanks, pipes and pipes fittings etc.
- iii. Electro-mechanical components such as pumps, transformers and other electrical fittings.
- iv. **Miscellaneous activities will cover environmental aspect** such as plantation, controlling of siltation, catchment area treatment plan, preventive measures of the water sources from being polluted in near future etc. if there is any provision for free land available within the vicinity of the intake headwork and upstream catchment area that can be taken up for environmental protection and increase recharge of rain water.

6.2.1 The relevant pages of the item rates adopted for framing the estimates should be enclosed in the DPR including the rates of the major construction materials such as cement, sand, aggregates etc.

6.2.2 The terms and conditions for fixing transportation charge of construction materials should only be included for those items which have not been specified in the relevant Govt. approved scheduled of rates. In case some items, additional transportation charge is required to be included in the cost estimate, proper justification should be given such as the reason for this additional transportation charges, distance in km. to be covered, certificates indicating the location of the source of the construction materials to be transported, such as the distant of the stone, sand quarries etc from the source to the nearest site of construction.

6.3 Any items which are not available in the prescribed scheduled of rates, analysis should be carried out on the basis of the relevant Ministry guidelines and the rates should be adopted on the basis of company's price list or minimum three quotations issued from any Govt. Recognized authorize dealers. These should be approved by the head of the concerned department not less than the rank of Chief Engineer.

- 6.4 Any item which is based on the Govt. approved rates should enclose the relevant Govt. circulation order in the DPR. Any percentage of the cost escalation adopted while framing the cost of the project should also be certified by the competent authority of the Govt. stating that similar practices has been adopted for similar nature of works.
- 6.4.1 Provision for 2% contingency charges and 1% labor cess are generally entertained for all NEC funded scheme. These percentage provisions should not be considered on lump sum items.

7. ECONOMIC EVALUATION

- 7.1 Six months phasing of the expenditure based on the construction planning and programme should be indicated in the form of bar chart
- 7.2 The construction duration of the project should be worked out on the basis of the actual volume of works of the project
- 7.3 Benefits of the project: The project authority should highlight in brief, the overall socio-economic impact after the project, benefit-cost ratio or any direct and indirect benefits that would be accruing from the projects.
- 7.4 All economic evaluation should be based on normal practice of 90:10 funding pattern

8. State Government recommendations should include:

- i. Land availability for the project supported by valid land document.
- ii. Forest/ environment clearance for the project in the DPR.
- iii. It will be assumed that the State Government's recommendation covers the following:-
 - That the implementing agency would be guided properly by the Government during the construction period to ensure quality of construction materials/works are in accordance with relevant IS-Codes;
 - That the Government would intervene timely to resolve any kind of dispute that may arise during construction so that delay and cost overrun is avoided and benefits of the projects are provided to the beneficiaries as per schedule;
 - That there will be no deviation from the original DPR during implementation stage without the approval of the concerned NEC authority.

9. **CHECK LIST FOR DPR:** Based on all the above Guidelines a Check List as prescribed in the NEC-General Guidelines should be provided in the DPR.

10. **Reference to be referred to by State Government for preparation of DPR:**

- I. CENTRAL PUBLIC HEALTH ENVIRONMENT ENGINEERING ORGANISATION GUIDELINES, MINISTRY OF DRINKING WATER SUPPLY AND SANITATION.
- II. IS- CODES: 10500, IS:383-1970, IS-516-1959, IS-456-2000, IS-269, IS-8112, IS-12269, IS-10262-1982, IS-2062-1999

11. The DPR should be submitted one copy in original and two copies in duplicate

CHECKLIST FOR DPR OF WATER SUPPLY PROJECTS

	ITEMS	Detailed information
A.	General Information about the project	
i.	Name of the Project	
ii.	Location & District.	
iii.	Project background.	
iv.	Project background : purely for drinking & sanitation or some other purposes	
v.	Problem analysis: Present status, problem & ongoing initiative & justification	
vi.	Regional effect:	
vii.	Participants: List of prominent Public NGO's such as local community center, water planners, Institutions etc who will be associated during the planning & implementation stage.	
viii.	Nos. of villages/list of beneficiaries to be covered	
ix.	Direct impact & indirect impact from the project	
x.	Operation & maintenance and strategic plan to ensure sustainability of the project	
xi.	Alternatives solution/proposal including merits & demerits and reason for making the final selection.	
xii.	Any particular successful indicators that may be the direct outcome from the project	
xiii.	Implementation arrangement: Methodology of implementation of the project, whether departmental procedures/deposit works/ through contract	
xiv.	Monitoring & Evaluation arrangement: Name of the implementing Agency: List of Government official who will head the Monitoring core committee members, if there is any.	
xv.	Availability of Land. Indicate clearly whether owned by Govt./leased/donated/community owned etc.	
xvi.	Budget Provision & non duplication Certificates	
B.	Technical Specification	
	Water Availability studies	
i.	Sources of Water: Whether the sources are perennial or seasonal.	

ii.	Water Quality: Whether the water needs physical or chemical treatment.	
iii.	Nature of flow of Water: Whether gravity flow or required installation of pumping arrangement.	
iv.	Distance of the Sources from either the treatment plan or the main distribution tank.	
v.	Water availability studies indicating the dependable flow of the water adopted.	
C.	Hydrology:	
i.	Rainfall, Discharge data's, Siltation studies, Flow duration Curve. (Min. 3 lean seasons observed discharge is required for firming up the design discharge of the Project.	
ii.	Design Quantity /head/day adopted	
D.	Conceptual Planning & Design:	
i.	Salient Features of the Projects: Conceptual Project Layout Plan & details Scheme Components.	
ii.	Single Line Sketch may be submitted indicating the actual length of the main Distribution from the Sources to the Main Tank.	
iii.	General & Technical Specifications of Civil Structures, Pipes & Pipes Fittings	
iv.	In case the sources is located to a considerable distant, Transmission & head losses should be indicated in the conceptual Design	
v.	Preventive measures of the Sources of Water from coming in contamination from any pollutants in near future for sustainability of the Scheme or any Environment Management are proposed to be taken up.	
E.	Project Estimate:	
i.	Civil Work: All the Basic Components should be highlighted.	
ii.	Pipes & Pipes Fittings.	
iii.	Electro-Mechanical equipments.	
iv.	Any relevant guidelines issued by Ministry Govt. of India such as Central Water Commission(CWC), Central Electricity Authority(CEA), Central Public Health Engineering and Environmental Organisation(CPHEEO) etc should be followed while framing the cost estimates.	
v.	All Rates adopted for framing of the estimate shall be based on the latest Govt. SR rates.	
vi.	In case items not available in the SR rates, Analysis should be countersigned by the Head of the Implementing Agency.	
F.	Construction Programme:	
i.	The target date of completion should be invariably mentioned in the DPR.	
ii.	Activity-wise, item-wise, year-wise Targets/Schedule of construction for each of the major component should be	

	highlighted in the DPR including abstract of phasing of expenditure on 6 monthly basis.	
iii.	Construction Planning and programme should be indicated in the form of bar chart/ PERT/CPM wherever applicable.	
G.	Economic Evaluation.	
i.	Socio-Economic Benefits of the Project: The project authority should highlight in detailed the overall Socio-Economic, Benefit-Cost Ratio or any Direct and Indirect benefits that would be accruing from the Projects.	
ii.	The Social Impacts prior to the Projects and after the projects.	
iii.	List of beneficiaries duly countersigned by the component of the Govt. should be incorporate in the DPR.	
iv.	Approximate Financial Evaluation should be based on normal practice of 90:10 Funding Pattern. 90% is the NEC's grant and 10% is the State's Share.	
v.	NEC proposal for release of fund: Either 40%, 40%, 10% & 10% or 40%, 40% & 20%.	

Reference to be referred to by State Government for preparation of DPR:

a. CENTRAL PUBLIC HEALTH ENVIRONMENT ENGINEERING ORGANISATION GUIDELINES IS AVAILABLE IN THE WEBSITE OF THE MINISTRY OF DRINKING WATER AND SANITATION, GOI, IS-CODES: 10500,IS:383-1970, IS-516-1959, IS-456-2000, IS-269, IS-8112, IS-12269, IS-10262-1982, IS-2062-1999.

12. The DPR should be submitted one copy in original and two copies in duplicate

B. GUIDELINES FOR PREPARATION OF DPR FOR WATER SHED MANAGEMENT

1. Introduction:

Watershed management programme generally associated with the process of integrated broad base planning, such the vital natural resources namely, water and soil, that has high potential of increasing the sustainable development of the rural area & in particularly the rural poor. Livelihood perspective of the majority of the farmers who live in these water shed areas could be enhanced considerably by tapping these resources in the most effective and efficient manner. Hence, a broad based balanced approached is required to be adopted during the planning stage such that equitable distribution of these resources could be managed from the initial stage itself depend on the site specific demands such as enhancement of agricultural productivity, water supply, flood control, soil erosion control, micro hydel power generation, fisheries, bio-

diversity, habitats preservation, recreation, land reclamation reforms, wild life, forestry etc. Using of indigenous low cost technology & construction materials should be encourage during the implementation stage of these programs so that maximum benefit can be derived with minimum financial investment.

The following are few of the basic parameters while framing the DPR for water shed management programs which need to be taking into consideration, besides, many others that are related to site specific conditions.

2. **Executive summary:**

The DPR should contain a brief note on the climatic & geographical conditions, problems and solutions, benefits to the area and inhabitants. In addition the following information as indicated here under should be included in the DPR:

- (i) District
- (ii) Block
- (iii) No. of village/habitation under proposed scheme and corresponding total water demand
- (iv) Latitude/Longitude of proposed village/habitation by use of GPS instrument.
- (v) Population and households of habitations to be covered as per latest census.
- (vi) Duration of the project (years)
- (vii) Design discharge of the project and the expected life span of the project.
- (viii) Command area to be irrigated by the water shed programme.

3. **Necessity of the WSM programme:**

The objectives of the project should be highlighted in the DPR, such as the need of the situation, the present status of the quality & quantity of water supply, infrastructure facilities, socio-economic benefits of the project. Any other valid reasons that state would like to include while justification of the scheme. Few of the important parameters that are required for justification of the proposal in the DPR can be summarized as follows:

- i) The status of the socio-economic condition of the watershed communities.
- ii) Criteria for selection of the watershed programme including investigation report justifying the scheme.
- iii) Impacts of the project proposal on beneficiaries after the project
- iv) The impact of water & land use on its adjoining areas.
- v) Direct & indirect benefits of the people prior to the project proposal & after the project the implementation of the projects.

4. **General Contents of the DPR:**

- i. **Geographical:** Index map, mapping the existing land use and the proposed land to be covered under this watershed programme including different functional units.
- ii. **Climatology & Hydrological Patterns:** The characteristics of rainfall, flood, temperature, the monsoon and lean monsoon period in proposed watersheds should be highlighted clearly.
- iii. **Soil erosion pattern:** It is generally observed that due to heavy rains, excessive loss of soil generally occur which results in degradation of agricultural land. The characteristics of soil erosion pattern and its protection measures to be taken up should be indicated for the success of the watershed programme.
- iv. **Other Functional Criteria**
 - a. Degree of socio-economic problems and high poverty index.
 - b. Village Watershed Committees (VWC) should be formed and duly recognized by Govt. authority and Govt. should be willing to provide technical support/training to VWC.
 - c. Ensure active participation of watershed community and the primary stake holders during the planning and implementation stages.
 - d. Available of free land & accessibility.
 - e. VWC shall be responsible for collection of user charges, repair, operation and maintenance after commissioning of the project so that the sustainability of the project can be ensured.

5. **Planning & Design aspect:**

- i. Adopting low cost technology or indigenous low cost structures during the planning & design stages should be encouraged taken into consideration of local construction materials, labors etc.
- ii. Detail construction drawings should be incorporated in the DPR for which the bill of quantities of the DPR are work out. Soft copy in Auto-cad format may be incorporate in the DPR to facilitate the appraisal.
- iii. All design parameters and specification adopted while preparation of the basic designs and construction drawings should be provided in the DPR.
- iv. Project layout, salient features indicating the different components of the project should be provided in the DPR.
- v. Selection criteria for adopting different types of structures, merits and demerits should be brought out properly in the DPR.

6. Cost estimate:

6.1 All civil cost estimate should be prepared in detailed measurements in line with the design construction drawings prepared as mention above and the estimates for each component should be given under separate sub-head such as:

- i. Preliminary which covers the various investigations, surveys, water test and ecological studies is any.
- ii. Civil works such as buildings, road communication, water tanks, pipes and pipes fittings etc.
- iii. Electro-mechanical components such as pumps, transformers and other electrical fittings.
- iv. Miscellaneous activities will cover environmental aspect such as plantation, controlling of siltation, catchment area treatment plan, preventive measures of the water sources from being polluted in near future etc. if there is any provision for free land available within the vicinity of the intake headwork and upstream catchment area that can be taken up for environmental protection and increase recharge of rain water.
- v. The relevant pages of the item rates adopted for framing the estimates should be enclosed in the DPR including the rates of the major construction materials such as cement, sand, aggregates etc.
- vi. The terms and conditions for fixing transportation charge of construction materials should only be included for those items which have not been specified in the relevant Govt. approved scheduled of rates. In case some items, additional transportation charge is required to be included in the cost estimate, proper justification should be given such as the reason for this additional transportation charges, distance in km. to be covered, certificates indicating the location of the source of the construction materials to be transported, such as the distant of the stone, sand quarries etc from the source to the nearest site of construction.
- vii. Any items which are not available in the prescribed scheduled of rates, analysis should be carried out on the basis of the relevant Ministry guidelines and the rates should be adopted on the basis of company's price list or minimum three quotations issued from any Govt. Recognized authorize dealers. These should be approved by the head of the concerned department not less than the rank of Chief Engineer.
- viii. Any item which is based on the Govt. approved rates should enclose the relevant Govt. circulation order in the DPR. Any percentage of the cost escalation adopted while framing the cost of the project should also be certified by the competent

authority of the Govt. stating that similar practices has been adopted for similar nature of works.

- ix. Provision for 2% contingency charges and 1% labor cess are generally entertained for all NEC funded scheme. These percentage provisions should not be considered on lump sum items.

7. Construction programme:

- 7.1 The target date of completion should be invariably mentioned in the DPR.
- 7.2 Activity-wise, item-wise, year-wise targets/schedule of construction for each of the major component should be highlighted in the DPR including abstract of phasing of expenditure on 6 monthly basis.
- 7.3 Construction planning and programme should be indicated in the form of bar chart/ PERT/CPM wherever applicable.

8. Economic evaluation:

- 8.1 The construction duration of the scheme should be clearly indicated on the basis of the volume of works of the schemes taken into consideration of the past experience of the similar schemes.
- 8.2 Six months phasing of the expenditure based on the construction planning and programme provided in the DPR in the form of bar chart will be used for evaluation.
- 8.3 Socio-economic benefits of the project: The project authority should highlight in detail the overall socio-economic, benefit-cost ratio or any direct and indirect benefits that would be accruing from the projects.
- 8.4 State Government recommendations should include:
- Land availability for the project supported by valid land document.
 - Forest/ environment clearance for the project in the DPR.
 - It will be assumed that the State Government's recommendation covers the following:-
 - That the implementing agency would be guided properly by the Government during the construction period to ensure quality of construction materials/works are in accordance with relevant IS-Codes;
 - That the Government would intervene timely to resolve any kind of dispute that may arise during construction so that delay and cost overrun is avoided and benefits of the projects are provided to the beneficiaries as per schedule;
 - That there will be no deviation from the original DPR during implementation stage without the approval of the concerned NEC authority.

9. **Check list or table of contents:**

Based on all the above guidelines a check list as prescribed in the NEC-General Guidelines should be provided in the DPR.

10. **Reference to be referred to by State Government for preparation of DPR:**

- I. Guidelines issued Central Public Health and Environment Engineering Organization, Guidelines Ministry of Drinking Water Supply & Sanitation GOI.
- II. National Water Policy 2012 GOI.
- III. For reference purposes the guidelines for preparation of DPR for river valley project issued by CWC (Central Water Commission), Ministry of Water Resources can also be referred while preparation of DPR.
- IV. IS Codes: 10500, 3370-1999 Pt. I-pt IV 456-2000, 2062-1999, 1893-2002, 6518-1998, 13920-1993.

11. The DPR should be submitted one copy in original and two copies in duplicate

CHECKLIST FOR DPR OF WATERSHED MANAGEMENT PROJECTS

	ITEMS	Detailed information
A.	General Information about the project	
i.	Name of the Project	
ii.	Location & District.	
iii.	Project background.	
	Climatic and geographical conditions and the present Status of the livelihood of the people.	
	Mapping of area with special recurring problem such as flood proneness, soil erosion, Water logging, Water Shortage etc.	
iv.	Project background : purely for drinking & sanitation or some other purposes	
v.	Problem analysis: Present status, problem & ongoing initiative & justification	
vi.	Regional effect:	
vii.	Participants: List of prominent Public NGO's such as local community center, water planners, Institutions etc who will be associated during the planning & implementation stage.	
viii.	Nos. of villages/list of beneficiaries to be covered	
ix.	Direct impact & indirect impact from the project	
x.	Operation & maintenance and strategic plan to ensure sustainability of the project	

xi.	Alternatives solution/proposal including merits & demerits and reason for making the final selection.	
xii.	Any particular successful indicators that may be the direct outcome from the project	
xiii.	Implementation arrangement: Methodology of implementation of the project, whether departmental procedures/deposit works/ through contract	
xiv.	Monitoring & Evaluation arrangement: Name of the implementing Agency: List of Government official who will head the Monitoring core committee members, if there is any.	
xv.	Availability of Land. Indicate clearly whether owned by Govt./leased/donated/community owned etc.	
	Budget Provision & non duplication Certificates	
B	Technical Specification	
	Hydrology.	
i.	Patterns of rainfall in the project area, existing of the drainage system and its catchment area.	
ii.	Discharge information on the streams/river and its tributaries which are likely to be included in the Water Shed Programme.	
iii.	Method of adopting the assessment of Water Availability Studies.	
C.	Water Shed Characteristic	
i.	Geological aspect of the Water Shed Area	
ii.	Soil erosion Pattern of the Water Shed Area	
iii.	Existing biodiversity and the Cropping patterns of the Water Shed Area	
iv.	Water Resource potential of the Water Shed Area.	
D.	Planning and Design Aspects.	
i.	Different components of Water Shed Structures and their functional requirement such as Irrigation Purposes, fisheries, Agriculture, recreation, Water Harvesting, Soil Erosion, Flood Control etc.	
ii.	Types of Structural Components to be proposed for the above purposes.	
iv.	Any other Structures that required for enhancement of the livelihood of the beneficiaries	
E.	Project Layout and Salient Features	
i.	Single line project layout indicating all the proposed components of the Watershed Management activities	
F.	Cost Estimate:	

i.	Any relevant guidelines issued by Ministry Govt. of India such as Central Water Commission(CWC), Central Electricity Authority(CEA), Central Public Health Engineering and Environmental Organization(CPHEEO) etc should be followed while framing the cost estimates.	
ii.	All Rates adopted for framing of the estimate shall be based on the latest Govt. SR rates.	
iii.	In case items not available in the SR rates, Analysis should be countersigned by the Head of the Implementing Agency.	
G.	Environmental Studies	
i.	Environmental Impact Assessment of the Project Areas.	
ii.	Degree of rehabilitation, Displacement of the people & Its habitats located within the Project Areas.	
iii.	Infrastructures facilities to benefits by the surrounded areas.	
H.	Construction Programme.	
i.	The target date of completion should be invariably mentioned in the DPR.	
ii.	Activity-wise, item-wise, year-wise Targets/Schedule of construction for each of the major component should be highlighted in the DPR including abstract of phasing of expenditure on 6 monthly basis.	
iii.	Construction Planning and programme should be indicated in the form of bar chart/ PERT/CPM wherever applicable.	
I.	Economic Evaluation.	
i.	Socio-Economic Benefits of the Project: The project authority should highlight in detailed the overall Socio-Economic, Benefit-Cost Ratio or any Direct and Indirect benefits that would be accruing from the Projects.	
ii.	The Social Impacts prior to the Projects and after the projects.	
iii.	List of beneficiaries duly countersigned by the component of the Govt. should be incorporate in the DPR.	
iv.	Approximate Financial Evaluation should be based on normal practice of 90:10 Funding Pattern. 90% is the NEC's grant and 10% is the State's Share.	
v.	NEC proposal for release of fund : Either 40%, 40%, 10% & 10% or 40%, 40% & 20%.	

Reference to be referred to by State Government for preparation of DPR:

- a. Guidelines issued Central public health and environment engineering organization
Guidelines Ministry of Drinking Water Supply & Sanitation GOI.

- b. National Water Policy 2012 GOI.
- c. For reference purposes the guidelines for preparation of DPR for river valley project issued by CWC (central water Commission), Ministry of Water Resources can also be referred while preparation of DPR.
- d. IS Codes: 10500, 3370-1999 Pt. I-pt IV 456-2000, 2062-1999, 1893-2002, 6518-1998, 13920-1993.

C. CHECKLIST FOR DPR OF ANTI-EROSION/FLOOD CONTROL PROJECTS

	ITEMS	Detailed information
A.	General Information about the project	
i.	Name of the Project	
ii.	Location & District.	
iii.	Project background.	
iv.	Problem analysis: Present status, problem & ongoing initiative & justification	
v.	Climatic and geographical conditions of the Area upstream & Downstream.	
vi.	Mapping of area with special recurring problem such as flood proneness, Siltation along the River Course.	
vii.	Has any Master plan been prepared for overall development of the Flood control management within the proposed river/streams? This is important to avoid duplication of works in near future.	
viii.	Does the scheme fit in the overall development of the river basin plan that may likely happen in future.	
ix.	Regional effect:	
x.	Participants: List of prominent Public NGO's such as local community center, water planners, Institutions etc who will be associated during the planning & implementation stage	
xi.	Nos. of villages/list of beneficiaries to be covered	
xii.	Direct impact & indirect impact from the project	
xiii.	Operation & maintenance and strategic plan to ensure sustainability of the project	
xiv.	Alternatives solution/proposal including merits & demerits and reason for making the final selection.	
xv.	Any particular successful indicators that may be the direct outcome from the project	
xvi.	Implementation arrangement: Methodology of implementation of the project, whether departmental procedures/deposit works/ through contract	
xvii.	Monitoring & Evaluation arrangement: Name of the implementing Agency: List of Government official who will head the Monitoring core committee members, if there is any.	

xviii.	Availability of Land. Indicate clearly whether owned by Govt./leased/donated/community owned etc.	
xix.	Budget Provision & non duplication Certificates	
B	Technical Specification	
i.	Investigation Reports:	
ii.	General Flood Pattern whether Low/medium/high	
iii.	Operation and Maintenance of the Flood Control work after completion of the Project.	
iv.	Any Flood Report or Flood Management programme taken in the past in and around the proposed Project Area.	
v.	General Lay out map/Contour Plan Mapping the Flood plain areas that are likely to affect or have been affected in the past based on the available Survey Map of India and the area to be protected through this project.	
vi.	Few River Cross Section at the critical chain-age with superimposed the pattern of siltation deposition along the river courses which has badly affected the erosion of the river banks,	
vii.	Indicate the High Flood, Normal & Low Flood Levels and the Natural Surface elevation.	
C	HYDROLOGY:	
i.	Importance Hydrological Design Parameters such as monthly Rainfall, monthly River discharge for at least 3 years both lean & monsoon season	
ii.	Photograph of the affected areas may also be incorporate in the reports for better reflection of the ground reality	
iii.	History of the past Flood and Degree of present protection measures if there is any.	
D.	PLANNING AND DESIGN NOTES:	
i.	Types of Anti Erosion Structures that are likely to be taken up and their design /selection criteria / of these structures.	
ii.	General and Technical specifications of these structures	
iii.	Past performance of these structures if there is any similar works taken up in the past.	
iv.	Conceptual Design notes on the stability factors of these Structures	
E	GENERAL SCOPE OF WORKS:	
i	Project Layout and Salient Features	
F.	Single line project layout indicating the tentative length to be covered.	
i.	COST ESTIMATE:	
ii.	Any relevant guidelines issued by Ministry Govt. of India such as Central Water Commission(CWC), Central Electricity Authority(CEA), Central Public Health Engineering and Environmental Organization (CPHEEO) etc should be followed while framing the cost estimates.	

iii.	All Rates adopted for framing of the estimate shall be based on the latest Govt. SR rates.	
iv.	In case items not available in the SR rates, Analysis should be countersigned by the Head of the Implementing Agency.	
G	CONSTRUCTION PROGRAMME:	
i.	The target date of completion should be invariably mentioned in the DPR.	
ii.	Activity-wise, item-wise, year-wise Targets/Schedule of construction for each of the major component should be highlighted in the DPR including abstract of phasing of expenditure on 6 monthly basis.	
iii.	Construction Planning and programme should be indicated in the form of bar chart/ PERT/CPM wherever applicable.	
H	ECONOMIC EVALUATION:	
i.	Socio-Economic Benefits of the Project: The project authority should highlight in detailed the overall Socio-Economic, Benefit-Cost Ratio or any Direct and Indirect benefits that would be accruing from the Projects.	
ii.	The Social Impacts prior to the Projects and after the projects.	
iii.	List of beneficiaries duly countersigned by the component of the Govt. should be incorporate in the DPR.	
iv.	Approximate Financial Evaluation should be based on normal practice of 90:10 Funding Pattern. 90% is the NEC's grant and 10% is the State's Share.	
v.	NEC proposal for release of fund: Either 40%, 40%, 10% & 10% or 40%, 40% & 20%.	

Reference to be referred to by State Government for preparation of DPR:

- a. Handbook Of Anti- Erosion, Flood Protection And River Training Works Is Available With The Ministry Of Water Resources Website, GOI
- b. Guideline for preparation of DPR and Cost Estimate for River Valley Projects is available in the Website of Central Water Commission (CWC), Ministry of Water Resources and Central Electricity Ministry of Power.
- c. Guidelines for preparation of Environmental Management Plan are available in the Website of MOEF, Government of India.
- d. IS 8237-1985-IS CODE OF PRACTICE FOR PROTECTION OF SLOPE FOR RESERVIOR EMBANKMENT.
- e. IS 8408-1994-PLANNING AND DESIGN OF GROYNES IN ALLUVIAL RIVER GUIDELINES
- f. IS 10751-1994- PLANNING AND DESIGN OF GUIDE BANKS FOR ALLUVIAL RIVERS GUIDELINES.
- g. IS 6518-1992 -CODE OF PRACTICE FOR SEDIMENT IN RESERVIORS?

D. CHECKLIST FOR DPR OF SURVEY & INVESTIGATION HEP AND OTHER MPP

	ITEMS	Detailed information
A.	General Information about the project	
i.	Name of the Project	
ii.	Location & District.	
iii.	Project background.	
iv.	Present Load demand & Future Load Forecast in the State & the NE-Region if available.	
v.	Scope of the Work & the Conceptual Design Installed Capacity of the Power Plant.	
vi.	Salient Features of the Scheme.	
vii.	Problem analysis: Present status, problem & ongoing initiative & justification	
viii.	Regional effect:	
ix.	Nos. of villages/list of beneficiaries to be covered	
x.	Direct impact & indirect impact from the project	
xi.	Operation & maintenance and strategic plan to ensure sustainability of the project	
xii.	Alternatives solution/proposal including merits & demerits and reason for making the final selection.	
xiii.	Any particular successful indicators that may be the direct outcome from the project	
xiv.	Implementation arrangement: Methodology of implementation of the project, whether departmental procedures/deposit works/ through contract.	
xv.	Monitoring & Evaluation arrangement: Name of the implementing Agency: List of Government official who will head the Monitoring core committee members, if there is any.	
xvi.	Availability of Land. Indicate clearly whether owned by Govt./leased/donated/community owned etc.	
xvii.	Budget Provision & non duplication Certificates	
B	Technical Specification	
.	Geotechnical aspects:	
i.	General Geological Condition of the Project Site: Both Surface & Sub-Surface.	
ii.	Tentative Geological Layout where Sub-Surface Investigation are likely to carry out.	
iii.	Seismicity: Background of the Seismicity of the Project Area is to be highlighted.	
C.	Hydrology:	

i.	Pattern of Rainfall in the Project area and its Catchment Areas.	
ii.	Tentative Discharge data of the main River where Hydel Project is to be set up if there is any.	
iii.	Methodology of adopted for assessment of the design discharge.	
iv.	Tentative Design Flood: Different Methods to be adopted for arriving at the Design Flood of the project should be highlighted.	
v.	Sedimentation Studies.	
D.	Conceptual Planning & Layout:	
i.	Types of Project: ROR or Storage, Deep Seated or Surface, or Underground.	
ii.	Reservoir Capacity and height of the Dam.	
iii.	Tentative Size -Capacity of different Civil & Salient features of the Project	
iv.	Brief notes on the major Equipments and The method of selections.	
v.	Method of Evacuation of Power & Capacity of Transmission lines.	
E.	Power Potential Studies:	
i.	Conceptual Design on Fixation of Different Water Elevation from the Intake to the Power House Plant.	
ii.	Water Availability Studies: Fixation of dependable flow.	
iii.	Tentative Design Head.	
iv.	Tentative Power Potential Studies in fixing the Installed Capacity of the Project.	
F.	Environmental Studies:	
i.	Environmental Impact Assessment of the Project Areas.	
ii.	Degree of rehabilitation, Displacement of the people & its habitats located within the Project Areas.	
iii.	Environment Management Plan.	
iv.	Proposed Infrastructures facilities to benefits by the surrounded areas.	
G.	Construction Programme	
i.	The target date of completion should be invariably mentioned in the DPR.	
ii.	Activity-wise, item-wise, year-wise Targets/Schedule of construction for each of the major component should be highlighted in the DPR including abstract of phasing of expenditure on 6 monthly basis.	
iii.	Construction Planning and programme should be indicated in the form of bar chart/ PERT/CPM wherever applicable.	

H	Cost Estimate:	
i.	Any relevant guidelines issued by Ministry Govt. of India such as CWC, CPHEEO etc should be followed while framing the cost estimates.	
ii.	All Rates adopted for framing of the estimate shall be based on the latest Govt. SR rates.	
I.	Economic Evaluation:	
i.	Tentative cost per-mega watt/per-unit of energy should be highlighted in the concept paper.	
ii.	Financial Aspects: Tentative Funding Patterns & overall cost of generation.	
iii.	Socio-Economic Benefits of the Project: The project authority should highlight in detailed the overall Socio-Economic, Benefit-Cost Ratio or any Direct and Indirect benefits that would be accruing from the Projects.	
iv.	The Social Impacts prior to the Projects and after the projects.	
v.	List of beneficiaries duly countersigned by the component of the Govt. should be incorporate in the DPR.	
vi.	Approximate Financial Evaluation should be based on normal practice of 90:10 Funding Pattern. 90% is the NEC's grant and 10% is the State's Share.	
vii.	NEC proposal for release of fund: Either 40%, 40%, 10% & 10% or 40%, 40% & 20%.	

Reference to be referred to by State Government for preparation of DPR:

- a. Guideline for preparation of DPR and Cost Estimate for River Valley Projects is available in the Website of Central Water Commission (CWC), Ministry of Water Resources and Central Electricity Ministry of Power.
- b. Guidelines for preparation of Environmental Management Plan is available in the Website of MOEF, Government of India.

E. CHECKLIST FOR DPR OF MINOR IRRIGATION PROJECTS

	ITEMS	Detailed information
A.	General Information about the project	
i.	Name of the Project	
ii.	Location & District.	
iii.	Project background.	
iv.	Water assessment (potential surface storage) and demand for domestic & agricultural demand, ground water recharge potential & overall impact on the downstream site due to diversion of water in the upstream.	

v.	Existing irrigation status & water utilization and any present of rain harvesting structures within the catchment.	
vi.	Climatic condition, & soil characteristics	
vii.	Has any Master plan been prepared for overall development of the irrigation potential within the catchment area of the proposed river/streams proposed for irrigation? This is important as the original flow of the river is permanently diverted.	
viii.	Does the scheme fit in the overall development of the river basin plan that may likely happen in future	
ix.	No of stages proposed such as no of water body & head works	
x.	Project background : purely for drinking & sanitation or some other purposes	
xi.	Problem analysis: Present status, problem & ongoing initiative & justification	
xii.	Regional effect:	
xiii.	Participants: List of prominent Public NGO's such as local community center, water planners, Institutions etc who will be associated during the planning & implementation stage.	
xiv.	Nos. of villages/list of beneficiaries to be covered	
xv.	Direct impact & indirect impact from the project	
xvi.	Operation & maintenance and strategic plan to ensure sustainability of the project	
xvii.	Alternatives solution/proposal including merits & demerits and reason for making the final selection.	
xviii.	Any particular successful indicators that may be the direct outcome from the project	
xix.	Implementation arrangement: Methodology of implementation of the project, whether departmental procedures/deposit works/ through contract	
xx.	Monitoring & Evaluation arrangement: Name of the implementing Agency: List of Government official who will head the Monitoring core committee members, if there is any.	
xxi.	Availability of Land. Indicate clearly whether owned by Govt./leased/donated/community owned etc.	
xxii.	Budget Provision & non duplication Certificates	
xxiii.	Topography of the Project Area and especially the altitude of the proposed command area	
xxiv.	Report on the Role of the agriculture in the proposed project area, Status agricultural product at pre-irrigation stage and projected post irrigation stage the of the livelihood of the people.	
xxv.	Mapping of Cultivable land that will be covered within the	

	proposed project Mapping of Potential of Non-Cultivable / barren land Flood Plains if there is any that can be converted into Agricultural land through this facilities. All in hectares	
xxvi.	Types of irrigated crops likely to be sown within the design command area & their cycle of crop patterns	
xxvii.	Types of un-irrigated crops that being grown prior to the project proposal and their	
xxviii.	Command Area in hectares	
xxix.	Geological aspect of the diversion area & intake head headwork	
B	Technical Specification	
i.	Hydrology:	
ii.	Patterns of rainfall in the project area Runoff data of the proposed irrigated river/stream.Both monsoon & non-monsoon period Tat least 3 lean season.	
iii.	Layout map of the proposed river/stream and its drainage system located within the catchment area.	
iv.	Discharge information on the streams/river and its tributaries which are likely to be included in the Water Shed Programme.	
v.	Whether the sources is perennial or non-perennial.	
vi.	Method of assessment of Water Availability Studies and fixing storage & design discharge capacity.	
vii.	Flood studies & Provision of Flood arrangement mechanism so that the free flow of the stream does not affected during high monsoon flow.	
viii.	Method of determination of Crop requirement.	
ix.	Sedimentation studies.	
x.	Water quality studies Ground water contribution if there is any.	
C.	Planning aspects:	
i.	Basic Design concept of the main structural components (diversion arrangement, Intake structure (gated or un-gated structure), canal and their design assumptions	
ii.	Have any alternative proposal been studies & merit & demerits need to be highlighted in the DPR.	
iii.	Final layout indicating the capacity of a) Storage b) Intake design discharge c) Design discharge of Canal, Types of canal, dimension such as length, breadth & height. Kindly indicate the alignment of the canal from entrant to exit point.	
iv.	Infrastructures facilities to benefits from the project, in addition to the main objective of the project, such as water	

	supply, fisheries, water sports etc.	
v.	Salient Features of the projects indicate both structural & nonstructural parameters(Command area, types of crops water demand for each crop/hect.etc)	
vi.	Technical specification of these main structures should be highlighted in the DPR	
D.	Cost Estimate:	
i.	Guidelines for preparation of project estimate for River Valley projects issued Central water commission, under, Ministry water resources Govt. of India may be referred while framing the cost estimates.	
ii.	All Rates adopted for framing of the estimate shall be based on the latest Govt. SR rates. Relevant pages of SOR shall be enclosed in the DPR.	
iii.	In case items not available in the SR rates, Analysis should be countersigned by the Head of the Implementing Agency not less than the Chief Engineer Rank. Rates analysis should be based on proper approved formats, valid rates (E.g Company's price list/3 nos. quotations from recognized govt. approved firm) should be considered during analysis.	
iv.	Any additional transportation charges in addition to the recommendation of SOR will not be entertained unless valid reasons is enclosed in the DPR	
E.	Environmental Studies	
i.	Environmental Impact Assessment of the Project Areas.	
ii.	Degree of rehabilitation, Displacement of the people & Its habitats located within the Project Areas.	
iii.	Provision of Catchment treatment plants should be made so as to increase water retention facilities within the catchment.	
iv.	Affect on the fish & aquatic life	
v.	Impact on Flood management programs (reduction in flood control work)	
vi.	Soil conservation measures in the catchment of the project	
F.	Construction Programme.	
i.	The target date of completion should be invariably mentioned in the DPR.	
ii.	Activity-wise, item-wise, year-wise Targets/Schedule of construction for each of the major component should be highlighted in the DPR including abstract of phasing of expenditure on 6 monthly basis.	
iii.	Construction Planning and programme should be indicated in the form of bar chart/ PERT/CPM wherever applicable.	
G.	Economic Evaluation.	
i.	Socio-Economic Benefits of the Project: The project	

	authority should highlight in detailed the overall Socio-Economic, Benefit-Cost Ratio or any Direct and Indirect benefits that would be accruing from the Projects.	
ii.	The Social Impacts prior to the Projects and after the projects.	
iii.	List of beneficiaries duly countersigned by the component of the Govt. should be incorporate in the DPR.	
iv.	Approximate Financial Evaluation should be based on normal practice of 90:10 Funding Pattern. 90% is the NEC's grant and 10% is the State's Share.	
v.	NEC proposal for release of fund: Either 40%, 40%, 10% & 10% or 40%, 40% & 20%.	

Reference documents issued by CWC (central water Commission), Ministry of Water Resources may be referred for reference.

- a) Guidelines for preparation of DPR and cost estimate for river valley project.
- b) Guidelines on command area development & water management programme
- c) Modified Guidelines for the accelerated irrigation benefits programme (AIBP)

Concept Notes on the River Basin Development & Management Plan including checklist.

1. Introduction:

The NE-Region, being the highest rainfall zone in the world is being blessed with immense natural water-resource potential spreading across the 8-States of the North Eastern part of India. The total water utilized in the region is however very minimal and the States should exploit these resources optimally.

The natural topography of the region is also unique as both hilly terrains and vast alluvial flood plains are available in plenty which in turn has added so much in term of these natural resources. The number of river system is spreading far & wide almost throughout the NE-States and hence combination of both water and land can really bring the North East in the economic map of the country & as well as in the global scenario and particularly to our Neighboring countries.

NER Vision document 2020 has emphasized the States to take concrete action plan in harnessing this 33% of the water resources potential of the country for the benefits of the people of the region.

To capitalize these resources in a well organized, manageable manners taking into consideration the socio-economic balance approach, perhaps, River Basin Development Plans is the need of the situation. The present situation of water stresses that the region is facing in various developmental sectors, such as water supply, power, tea production, agri-allied sector,

flood management, bio-diversities, environmental aspect, etc. and hence the entire region of North East really required to develop a comprehensive water resources planning programs in a big way. This will enhance the economic prosperities and reduce inflation in energy tariff & food, besides; it will also enable the States to deal with all kind of water challenges in near future.

The Climatic change scenario in the last two decades and in the recent past, has further aggravated the water stresses in the region in spite of immense water resources that are available as stated above. Hence, if long term 'Water Revolution' is to revive in the NER, then the necessity of focusing long term river basin plan is perhaps the only option at this juncture, especially if overall economic prosperities of the region as a whole is to be achieved.

Therefore, NEC as a Regional Planning body has examined, the current situation that the region is facing seriously and hence wants to facilitate the States of the NER to take active participation in preparation of a Comprehensive Master Plan both covering the need of individual State & Region in general. For this, generation of important design parameters related to the basic parameters are urgently required, so that developmental plan can be initiated immediately. Perhaps the NEC, as a Regional Planning Body of the Gol, under Ministry of DONER, with the active cooperation of the States of the NER can develop a few Master plans on few selected river system of the NER on experimental basis. These can act as the River basin modules for other basin as well.

Besides, NEC will ensure that active participation from various States government Agencies, Central Agencies/organization, Water planning experts, Institutions, prominent NGO's, will be consulted and invited for their valuable suggestions during the preparation of these River basin plans in the interest of the people of the North Eastern Region.

2. River Basin Objectives:

- i) RBP and objectives is able to cope with the multi-functionality of water its many uses and users, addressing the issues from a biodiversity need, socio-economic, environmental aspects and management of the whole river system within the basin.
- ii) It has to deal with all natural resources, not only water but also soils, surface water and groundwater, water quantity, quality as well as water ecological aspects.
- iii) RBP as such has to be an integrated approach and well-developed structured capable of providing frameworks both qualitative & quantitative information on River flow systems such that exploitation of this natural resources could be optimized.
- iv) RBP finally should ensure that sustainability economic prosperity of the people living within the basin & its adjoining areas are benefited and hence design of institution management & coordination frameworks must be the top priority in order to avoid

conflict among different users. Therefore smaller the basin the better the management.

3. Inputs that are required for development of these plans are shortlisted as follows :

	ITEMS	Detailed information
a)	A general description of the characteristics of the river basin & its tributaries. No of Rivers & their catchment areas: No of Tributaries:	
b)	Hydrological assessment: i) Rainfall both dry & monsoon: ii) Runoff discharge both dry & monsoon iii) Fresh water sources iv) Ground water condition: a) High water table or low water table b) Geological aspect	
c)	Topography characteristics: Hills, Plains, habitats areas and other existing infrastructure development.	
d)	River & Tributaries characteristics: a) Length, width, avg. depth of water both dry & monsoon b) River bed & bank characteristic e,g weather or hard rock or earthen materials as this will decide the types of engineering structures	
e)	Floods: Floods mapping and areas which need special protection including existing water body within the proposed basin	
f)	Current status of water utilities: status of livelihood of the people their Problems, crises, demand of water	
g)	Identification of various Integrated basin programs /activities and their combination: a) Water supply b) Power c) Irrigation d) Fisheries e) Industrial uses f) Recreation facilities such as sports & tourism	
h)	Water evaluation studies and their working table.(Format enclosed)	
i)	Various existing economic activities in the proposed basin & population status and future design population	
j)	Existing watershed land use in hectare: i) Cultivable used & non cultivable land ii) Cultivable but not use iii) Flood plains & wet land	
k)	Land resources (hectare): mapping of available land	

	resources that can be utilised for basin development plan at different location as per specific site conditions.	
l)	Soil characteristic: Types of soil characteristic of the basin, erosion pattern, siltation pattern as these directly affect the effective life of the river.	
m)	Environmental objectives: Bio-diversity requirement, landscaping, forest cover and other catchment treatment plant.	
n)	Total command area & population to be benefited.	
o)	Institutional frameworks for management & monitoring the equitable distribution of these resources to avoid conflicts among different users.	
p)	River basin policy, Guidelines,	
q)	Total cost of the DPR including abstract of different components including justification.	
r)	Construction programs & management plan	

Notes: Depend on the scale of the River basin model plan & its utilities intended to be included in the plan all the above inputs may not be necessary required or may be required more exhaustive approach. This will decide after discussions & consultations are taking place.

Funding: To facilitate the States to develop these on their own NEC Shall provide funding pattern as usual in the ratio of 90:10 basis and hence cost benefits analysis will have to be worked on this basis. The above concept paper may be followed while submission of their proposal.

F. CHECKLIST FOR DPR OF RIVER BASIN MANAGEMENT PLAN

Sl.No	ITEMS	Detailed information
A.	General Information about the project	
i.	A general description of the characteristics of the river basin district	
ii.	A summary of significant pressures and impact of human activity on the status of surface water and groundwater	
iii.	Identification and mapping of protected areas.	
iv.	A map of the monitoring networks established and a presentation in map form of the results of the monitoring programmes.	
v.	A summary of the economic analysis of water use	
vi.	Hydrological Parameters such as River discharge, Rainfall of the catchment, length of the river, total head of the river.	

B.	Executive Summary	
i.	Project Background: Topography of the Project Area, Location, Present Status.	
ii.	Present Population & Population Forecast & Design Period.	
iii.	General Scope of Works.	
iv.	Types of Scheme whether it is augmentation of the existing Water Supply Scheme or it is a New Water Supply Scheme.	
C	Necessity of the Scheme	
i.	State the nature & Magnitude of the problem faced and problem to be addressed.	
ii.	Socio-Economic Parameters/Indicators to justify the need of the project.	
D.	Water Availability studies	
i.	Sources of Water: Whether the sources are perennial or seasonal.	
ii.	Water Quality: Whether the water needs physical or chemical treatment.	
iii.	Nature of flow of Water: Whether gravity flow or required installation of pumping arrangement.	
iv.	Distance of the Sources from either the treatment plan or the main distribution tank.	
E.	Hydrology:	
i.	Rainfall, Discharge data's, Siltation studies, Flow duration Curve. (Min. 3 lean seasons observed discharge is required for firming up the design discharge of the Project .	
ii.	Design Quantity /head/day adopted	
F.	Conceptual Planning & Design:	
i.	Salient Features of the Projects: Conceptual Project Layout Plan & details Scheme Components.	
ii.	Single Line Sketch may be submitted indicating the actual length of the main Distribution from the Sources to the Main Tank.	
iii.	General & Technical Specifications of Civil Structures, Pipes & Pipes Fittings	
iv.	In case the sources is located to a considerable distant, Transmission & head losses should be indicated in the conceptual Design	
v.	Preventive measures of the Sources of Water from coming in contamination from any pollutants in near future for sustainability of the Scheme or any Environment Management is proposed to be taken up.	
G.	Project Estimate:	

i.	Civil Work: All the Basic Components should be highlighted.	
ii.	Pipes & Pipes Fittings.	
iii.	Electro-Mechanical equipments.	
iv.	Any relevant guidelines issued by Ministry Govt. of India such as Central Water Commission(CWC), Central Electricity Authority(CEA), Central Public Health Engineering and Environmental Organization (CPHEEO) etc should be followed while framing the cost estimates.	
v.	All Rates adopted for framing of the estimate shall be based on the latest Govt. SR rates.	
vi.	In case items not available in the SR rates, Analysis should be countersigned by the Head of the Implementing Agency.	
H.	Construction Programme:	
i.	The target date of completion should be invariably mentioned in the DPR.	
ii.	Activity-wise, item-wise, year-wise Targets/Schedule of construction for each of the major component should be highlighted in the DPR including abstract of phasing of expenditure on 6 monthly basis.	
iii.	Construction Planning and programme should be indicated in the form of bar chart/ PERT/CPM wherever applicable.	
I.	Economic Evaluation.	
i.	Socio-Economic Benefits of the Project: The project authority should highlight in detailed the overall Socio-Economic, Benefit-Cost Ratio or any Direct and Indirect benefits that would be accruing from the Projects.	
ii.	The Social Impacts prior to the Projects and after the projects.	
iii.	List of beneficiaries duly countersigned by the component of the Govt. should be incorporate in the DPR.	
iv.	Approximate Financial Evaluation should be based on normal practice of 90:10 Funding Pattern. 90% is the NEC's grant and 10% is the State's Share.	
v.	NEC proposal for release of fund : Either 40%, 40%, 10% & 10% or 40%, 40% & 20%.	

INDUSTRIES SECTOR

POLICY FRAMEWORK AND SCHEME GUIDELINES FOR INDUSTRIES SECTOR

The role of the **Industries Sector** of NEC is primarily to assist the States in their efforts to promote growth and development of industries, enhance their competitiveness in an increasingly competitive and market driven economy and generating employment opportunities. In addition, the NEC attempts to address issues of common regional concerns of the industrial sector and also undertake advocacy on behalf of the industries in the region for this purpose.

It is spelt out in the 11th Plan Document of Govt of India about NER that *“the per capita income in the North-Eastern (NE) states, which was slightly above national average in 1947, has fallen to almost 40% below the national average today. These states have some unique economic problems arising out of remoteness, poor connectivity, hilly and often inhospitable terrain, a weak resource base, poor infrastructure, sparse population density, shallow markets, inadequate administrative capacity, low skill development and finally a law and order situation often threatened by insurgency. These factors have resulted in low economic activity and consequent fiscal vulnerability.”*

NEC being the Regional Planning Body of the NER plays a crucial role for strengthening and promotion of industries. In a liberalized economy NEC's role in industrial development is that of a planner and a facilitator to create an enabling environment where investors are attracted and local entrepreneurship is promoted so that they flourish in the region.

Introduction and background:

The strategy for promoting industries in NER would need to adopt a holistic approach. The Vision 2020 Document analyses the prevailing situation and future potential for industrial activities in NER. Industrial activities are discussed as manufacturing and non-farm activities in order to distinguish between (i) urban and rural activities and (ii) organized and unorganized industrial activities. Non-farm activities in rural and unorganized sectors should play an important role in increasing incomes of the rural population, particularly during the transition from primary and agricultural activities to organized manufacturing. It is in this phase that untrained agricultural farmers can find employment opportunities in handicraft and handloom production within the textile sector and various food processing rural activities like bee keeping, fishery, piggeries and poultry farming. These are not merely value added activities; they also provide enormous opportunities for on-the-job training and skill formation and

innovation. However, for these activities to take off within the rural setup a number of initiatives are necessary.

Economic growth is invariably associated with rapid structural change in the economy. One of the main features of the growth process is structural change to increase the relative importance of the manufacturing sector and a relative decline in primary sector. Besides, as over 80 per cent of the population of the region depends on agriculture for livelihood, transfer of labour from agriculture to secondary and tertiary sectors is a necessity from the viewpoint of improving the living standards of the people and also for enhancing agricultural productivity. This structural shift along the development path is often termed as the structural transformation of an economy. In short, it means a perpetual rise of the share of manufacturing and non-farm outputs in the Gross Domestic Product over time.

Unfortunately the share of manufacturing in the GDP of NER was only 4.71% in 1993-94 in comparison to the national average of 17% indicating that industrialization has failed to take off in the region. Further, the share decreased over time from 1993-94 to 2002-03. This failure to achieve a significant increase in the share of manufacturing in GDP has reflected in the poor growth rates both in GDP as well as per capita incomes in NER.

The hill States of the region are not well integrated with the industrial clusters. They face problems of small markets as well as a lack of adequate supply of labour, even as large quantities of raw material for the agro-processing industry are grown here. It is possible to link the hill areas within the industrial network through a vertically integrated process. The hill States produce a wide variety of fruits and vegetables and various forest produce which provide scope for vertical specialization. For example, in the fruit processing industry, activities such as extraction of juice or slicing of the fruit (say pineapple) can be done close to the fruit growing areas and further processing, bottling and packaging can be carried out in an industrial hub.

In the NER, most of the industries are in the small and tiny category and this is why the unorganized sector in small scale sector (rather tiny industries) can play a significant role in the development of the region. Most of the states are mainly dependent on agri-allied sector, handloom & handicraft and food/fruit processing, horticulture and floriculture. Production on commercial terms will add more to their economy with inclusive growth. However, lack of skill and designs are major impediments in development of these industries. The topography and culture of the region plays significant role in development of the region.

Most of the entrepreneurs of this region are first generation entrepreneurs, hence, they need i) initial motivation for taking up their own ventures, ii) knowledge of procedure of project appraisal by FIs/ Banks and iii) development of existing skill and designs catering to the

need of outside market. Exposure trip to industries which are successfully running in other parts of the country or participation in national / international fairs/ exhibition shall give them boost to start their own industries.

NEC with its mandate to plan, promote and facilitate for the development of the NE region, can intervene by providing support in this regard.

The way forward for Industries

The geo political structure of the region suggests that industrial development be based on locally available resources such as natural gas and petrochemicals, bamboo, natural rubber, handloom & handicraft, tea and agro-horticultural products. A people-centric strategy for development would be to add as much value to these resources within the region, rather than marketing the raw material to the rest of the country. This would create more jobs and enhance income-generation, in addition to promoting industrialization within the region.

A planned exploitation of agriculture and allied sectors such as tea, bamboo, sericulture, jute diversified products, floriculture and herbal and medicinal plants could provide the necessary boosts to manufacturing and self-employment. Development of handlooms, handicrafts and sericulture with a cluster approach is appropriate for the region. Buildings to house emporiums are funded by NEC and it should be one of the objectives of NEC towards building regional solidarity and national integration that space should be given by the host state to the seven other States for setting up their emporium in such building.

Small industries dominate the industrial scenario in NER and special efforts need to be made for their expansion and growth. Capacity building is one of the main strategy to be adopted for drawing up a “Common Industrialization Strategy” for NER dovetailing all the NE States programmes together.

The following are the broad outlines for projects and schemes for **INDUSTRIES SECTOR** of NEC:-

I. Micro and small enterprises (MSE) sector

This sector has the second largest share of employment after agriculture and spans a wide range, including small-scale, khadi, village industries, handlooms, handicrafts, sericulture, powerlooms, food processing, and other agro and rural industry segments. It touches the lives of the weaker and unorganized sections of the society with more than half of those employed being women, minorities, and the marginalized. Fifty seven per cent of the MSE units are owner-run enterprises with one person. They account for 32 per cent of the workforce and 29 per cent of the value added in nonagricultural private unincorporated enterprises. Infusion of appropriate technology, design skills, modern marketing capacity

building and easier access to credit can make this segment an expanding base for self-sustaining employment and wealth generation and also foster a culture of creative and competitive industry. Agro-food processing, sericulture and other village enterprises can check rural-urban migration by gainfully employing people in villages. This will also take pressure off agriculture. The MSE sector can open up a window of opportunities in regions like the North East where large industries cannot be set up due to infrastructure gaps & environmental concerns.

Several ministries/departments/ institutions deal with activities falling within the domain of the MSE sector, and have a variety of schemes to support the MSEs. Under the Ministry of MSME there is a scheme titled Medium & Small Enterprises-Cluster Development Programme (MSE-CDP) wherein assistance for both soft and hard interventions are available for the MSE Sector. NEC encourages dovetailing and convergence of schemes of Central & State Govts. with the schemes of NEC for a more focused outcome. Similarly, convergence with schemes of Ministry of Commerce & Industries, Ministry of Food Processing Industries and Ministry of Textiles for industries in the region with NEC schemes is recommended and encouraged.

II. Skill development and human resource Development initiatives

One of the major causes of the lack of industrial development is lack of knowledge, non-availability of local skill and insufficiency of design concepts. It is in this phase that untrained agricultural farmers can find employment opportunities in handicraft and handloom, poultry farming etc. These are not merely value added activities; they also provide enormous opportunities for on-the-job training and skill formation and innovation. However, for these activities to take off within the rural set up a number of initiatives are necessary.

The area of skill formation, concerns all types of enterprises, small, medium, and large. Industry has been highlighting the fact that a major skill shortage has emerged in almost all areas of manufacturing and a large skill deficit is also weighing down major service subsectors, such as hospitality and construction. Besides being a possible dampener to growth, this could hold back employment since employers might adopt capital-intensive technologies rather than provide the in-service training necessary to impart specific skills. Indeed, the situation is so critical that vocational training and skill development will have to be taken up in mission mode. As part of its policy to promote greater employment in the organized sector, States should undertake programmes to facilitate training and employment for workers to upgrade their skills. But it can help even more by training to the trainers, based on skill sets and curricula identified in consultation with industry. NEC will extend support for Entrepreneurship and Skill development, Vocational training, design development and export procedure by the

states of NE. All existing Chambers of Commerce of all NE states and Industries Associations shall work as partners with the State Govts. in this process of promoting local entrepreneurship. During training programmes experts and designers of national and International repute shall be brought into. (NID, CFTRI, NIFT, IIT, UNIDO etc).

III. Technological modernization

Technological modernization is the key to high industrial growth. Government and industry must invest in R&D to innovate technology ahead of markets. It should incentivize innovation and creativity. It should remove all entry barriers and mitigate business risks for start-ups, the latter, inter-alia, through a large number of well-managed business incubators in the identified thrust areas of manufacturing. NEC will support R & D activities for innovative works for specialized products.

IV. Cluster approach

There is a need to change the approach from emphasis on loosely targeted subsidies to creating an enabling environment. A cluster approach can help increase viability by providing these units with infrastructure, information, credit, and support services of better quality at lower costs, while also promoting their capacity for effective management of their own collectives.

State governments in NE should take steps to create an investor friendly climate Indian manufacturers often set up a number of small enterprises (in garments, food processing, value added products on bamboo, jute, handicraft etc, and toys for instance) rather than having one large efficient enterprise. State governments have an important role to play in enabling these enterprises to flourish, or at least function in a friendly environment, so that they can actually provide the huge volume of employment required. In addition, concrete steps are required, for example Rural Business Hubs, to foster the many complementarities that do exist between village enterprises and the corporate sector. NEC may support such initiatives of the State Govts. of NE.

V. Active involvement of local communities:-

The involvement of local communities by creating awareness of the potential of value addition of local produce (Bamboo, Rubber, Jute, Spices, tea, minor forest produce, Vegetables/Fruits and such others) in enhancing their family income is essential to bring about socio-economic development in the region and industrialization.

VI. Livelihood projects

There is a need to also recognize explicitly that it is the village and small-scale enterprises (VSE) which will have to provide most of the new employment at least half of which will have to be created in rural areas. Many of the small-scale manufacturing enterprises fall under the definition of the corporate sector but a feature that the small-scale manufacturing enterprises share with the unorganized village enterprises is greater employment intensity than the large corporate sector. These enterprises already account for the overwhelming bulk of employment in non-agriculture. NEC will address such problems faced by VSE units and home based workers, particularly women.

VII. Look East policy:

The NE remains relatively unknown destination for Industrialization. Hence there is need to adopt a pro-active approach through an aggressive promotion and facilitation strategy. In this context the facilitation of international; trade under the aegis of ‘Look East Policy’ (**now Act East Policy**) also deserves greater attention.

VIII. Product identification

List of product promotion as well as list of product for trade development should be prepared more professionally either by institution like IIFT or any other reputed institute and should focus short term and long term trade products.

IX. Investor friendly environment

The trade delegations should be organized by the respective chamber of commerce of each State so that the business community is encouraged in the region itself. This will also create an environment for inviting investors from outside to avail the benefits under NEIIPP, 2007.

X. Promotion of export and Border trade

Promotion of Export and Border trade through the branch Secretariat of Ministry of External Affairs in NE.

XI. Development of Industrial infrastructure

The NE states are ill equipped and devoid of infrastructure. Importance is to be given to connectivity to enable NE states to trade freely with neighbouring regions and countries. The most critical short-term barriers to growth of the manufacturing sector are absence of world-class infrastructure, shortage of skilled manpower and difficult terrain. NEC will give special emphasis on infrastructure development. While taking initiatives to provide infrastructure in general are important, they should be supplemented by efforts to promote infrastructure

development in local areas such as Special Economic Zones and Special Economic Regions (Food Park/ Plastic Park/ Medicinal & Herbal park etc).

Balanced regional development has been an important objective in our planning and various instruments including fiscal incentives, industrial policies and directly targeted programmes have been deployed in the past to achieve it. Some policies, such as industrial licensing, are no longer relevant in today's economic environment since investment cannot be directed to particular locations. In a competitive world, investment must be allowed to flow to locations perceived to have an attractive investment climate and better infrastructural facilities. While this has definitely generated efficiency, there is, at the same time, evidence of increasing regional divides. Growth performances across states have been varied; the performance of poorer states with poorer infrastructure has been lagging. *NEC is mandated to provide all support to maintain the balance.*

THRUST AREAS FOR INDUSTRIES SECTOR

The thrust areas identified by NEC are:-

- Industrial infrastructure including Industrial Estates/Parks etc.
- Integrated Inter-State Border Trade Centres/ Border Haats
- Handloom & Handicraft
- Agro & Food Processing
- Jute
- Horticulture and floriculture
- Cane & Bamboo
- Rubber
- Medicinal plants and herbs
- Natural Gas & Petrochemicals
- Coal, limestone and granite
- Entrepreneurship & Skill Development
- Marketing facilities

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TOURISM SECTOR

POLICY FRAMEWORK AND SCHEME GUIDELINES FOR THE PROMOTION OF TOURISM IN THE NER

The North Eastern Council lays great emphasis on development of tourism in the Region. Tourism - properly planned and nurtured - can serve as a powerful stimulus to the sluggish economy of the region. Transportation and infrastructure, services and employment, handicrafts and traditional activities, revenues and income - all stand to gain from the impact which the development of tourism could bring about. Tourism can also contribute towards widening of outlooks, fostering of understanding and promotion of harmony.

A set of guidelines has been drawn up for the Tourism Sector and broadly outlined hereunder.

- I. **Tourist Destinations and Circuits:** The NEC has prepared the Integrated Tourism Master Plan for NER wherein 33 tourist circuits have been identified for development. In the 1st phase it is proposed to develop 9 Intra State Tourist Circuits. The Ministry of Tourism, Govt. of India has been requested for the implementation of the recommendations of the Master Plan. The Ministry of Tourism has a scheme titled *“Product/Infrastructure Development for Destinations & Circuits”* under which these identified circuits can be developed. The Ministry of Tourism, Govt. of India and NEC encourages the States to align their priorities and projects in a manner which would entail development of these circuits. NEC will provide the States with the necessary support required to supplement the schemes of the Ministry of Tourism.
- II. **Establishment and promotion of tourism sites:** Under this, areas of unique and historical importance are proposed to be promoted keeping the circuits in view and accordingly the following areas deserve special attention:
 - A. **Tea Tourism:** Assam's famed tea industry is currently in a state of gradual decline. Partly as a means of sustaining the industry and boosting tourism simultaneously, tea gardens and the heritage buildings situated there-at can be considered for conversion into places of tourist interest;
 - B. **Historical /War Tourism:** The region with a checkered history of the 2nd World War, construction of befitting Cemeteries, war memorials/museums could receive special attention to attract international tourists.
 - C. **Village/Rural/Eco Tourism & Home Staying:** The region is not only known for its eco tourism potential but also for its traditional multi-cultural treasure with unique ethnic

handloom and handicrafts and this by itself is a great source of attraction for large number of tourists from across the globe. This interest of getting to the roots has given birth to new genre of tourism called ethno-tourism and a beginning to that effect has already been made in the region. Under this programme certain basic facilities are to be added to the traditional huts of the selected villages and the list of said villages with requisite route details etc. made public through internet/tour-operators to actively place them in the tourist destination maps of the region;

- D. **Religious Tourism including Buddhist Circuits:** The region including Sikkim is known for its Buddhist heritage sites cum living monasteries which attract tourists to the region. *Parasuram Kund* of Arunachal Pradesh, *Kamakhya Temple Assam*, *Govindaji's Temple of Manipur* as well as certain other places around Tezpur of Assam related to Epic Mahabharata etc. have great tourist potential of attracting the nation as a whole.
- E. **Adventure Tourism:** The region so far known for its single horn Rhino and international tourist destinations like *Kaziranga*, *Manas*, *Cherrapunji* and *Tawang*, to name a few, are bestowed with bio-diversity and immense geo-tourism potential. Thus the region with Himalayan snowy mountains with a series of galloping rivers in the north with the Shillong plateau having a good number of caves of various dimensions in the south along with its eastern mountain trodden international boundary from Arunachal Pradesh down to Mizoram via. Naga Hills could rightfully place itself in the World tourism map for its unique treasure of adventure tourism particularly in the following fields:
- i. Cave Tourism
 - ii. River rafting
 - iii. Tracking through wilderness
 - iv. Mountaineering
 - v. Rope Ways
- III. **Developing Tourism Infrastructure:** Budget and luxury hotels, conference facilities, parks, roads, restaurants, rest houses, viewing points resorts, rope ways and any other such facilities catering to tourists should be built, developed and improved.
- IV. **Encouragement of New Ideas and Creativity:** Innovative thinking and fresh ideas in the field of tourism including adventure tourism shall be welcomed and nurtured on a continual basis. Research in this field will be encouraged.
- V. **Training of Personnel:** Service personnel such as tourist guides, taxi drivers, hotel managers and staff and any other personnel or entrepreneurs involved with tourism development shall be selected for special training and orientation courses including learning of one or two European languages other than english.

- VI. **Publicity & Promotion:** Support and encouragement shall be extended to the designing and preparation of high quality publicity material in the form of colour pamphlets and brochures, handbooks, maps, posters and documentaries to promote tourism in the North Eastern Region and Sikkim. These materials shall be widely disseminated among concerned agencies both within India and Abroad. To provide necessary online information support through internet requisite NER Tourism Website raised through professional expertise with provision for continual updation. Befitting events may also be organized at the relevant metropolises of the country for the necessary publicity of the region for the promotion of tourism.

The region including Sikkim being very rich in tradition and culture, so, to promote tourism along with nature projection of culture would always complement each other in a great way. Accordingly season specific traditional treasures of the area in the form of cultural festivals etc. would also form a part of this promotional activity.

- VII. **Tourism awareness programmes:** Ultimately, however, tourism is not just about special event and places but involves the whole lifestyle of the people and the entire geographical area of the region. The public at large will, therefore, have to be educated about the virtues of courtesy, hygiene, cleanliness and taught to keep their premises, houses, market places, lanes and localities neat and attractive. Private houses, schools, office building that are well designed and reflect the local flavor and history also have a part in attracting the interest of tourists. Awareness programmes may accordingly be implemented.

- VIII. **Events such as familiarization tours for international & domestic tour operators, Tourism Marts, Fairs, Festival, Conferences related to promotion of tourism**

For promotion of tourism, tour operators play an important role. Keeping this in mind, support could be provided for organizing familiarization tours for national and international tour operators, travelogue writers, columnists' etc. to the region along with organization of Tourism marts, Fairs, Festivals, Conferences etc. which aims at promoting tourism in the region.

The guidelines for implementation of the Scheme for providing Financial Assistance to State Governments of North Eastern Region (Arunachal Pradesh, Assam, Manipur, Meghalaya, Mizoram, Nagaland, Tripura & Sikkim) for Organising Tourism related Festivals, Fairs and Events is provided at Annexure - P3.

- IX. **Website:** A web-site on North East Tourism which could be linked with the Ministry of Tourism and the State Tourism Web-sites - would be developed to provide relevant information to the tourists and could serve as an e-commerce platform for the tourism industry of the region.

Guidelines for implementation of the Scheme for providing Financial Assistance to State Governments of North Eastern Region (Arunachal Pradesh, Assam, Manipur, Meghalaya, Mizoram, Nagaland, Tripura & Sikkim) for Organising Tourism related Festivals, Fairs and Events.

1. Objectives:

The main objective of the scheme is to promote tourism in the Northeast of India by organising tourism related Festivals, Fairs and Events. Under the Vision 2020 Document, Look East Policy is to be given primacy and accordingly the NE States should be encouraged to attract tourists from neighbouring countries. The scheme envisages providing financial assistance to the State Governments for organising tourism related festivals, fairs and events such as seminars, conclaves, conventions, travel marts etc. for the promotion of tourism.

2. Eligible Festivals, Fairs & Events

The festivals, fairs and events should be selected by the State Governments based on their tourism potential. The festivals/fairs/events which have good tourism marketing and promotion potential should be identified and informed to the NEC well in advance.

3. Eligible Organisations & Associations

In cases where the State Governments organise the festivals, fairs and events through Organisations/Associations, these should be reputed apex organisations and apex associations with at least three years of experience of having organised similar events earlier. However, all NEC's approved assistance will be released to the State Governments.

4. Financial Grant

- (a) NEC would provide a maximum financial assistance of Rs. 25.00 lakh (Rupees twenty lakh only) per festival/fair/event of State Level nature;
- (b) For smaller non-State Level festivals/fairs/events, NEC would provide financial assistance not exceeding Rs. 5.00 lakh (Rupees five lakh only) per festival/fair/event;
- (c) Maximum financial assistance to be provided to each State Government during 1 (one) financial year should normally not exceed Rs. 40.00 lakh (Rupees forty lakh only);
- (d) Assistance for maximum of 6 fairs/festivals/events only will be provided to a particular State during one financial year. In case of more than 6 fairs/festivals/events for a particular state, 2 more can be considered on receiving

full justifications about the same from the State Government. However, the ceiling indicated in (b) above would remain;

- (e) The financial assistance for the events will be given from the overall budget head of “Support/Promotion to Projects related with Tourism in NER” Grants-in-aid under MH 3601 OH 31;
- (f) Support of the NEC would be subject to availability of funds and relevance of the event.

5. State Share

The State Governments organising the fairs/festivals/events would contribute at least 10% of the amount supported by the NEC.

6. Release of Grant

1st Instalment: NEC will release 80% of its share towards the proposals approved;

2nd Instalment: NEC will release the balance 20% after the completion of the event on receipt of the documents as listed in Sl. No. 7 below.

No festival/fair/event proposal will be considered in a particular financial year unless the State Government submits all the required documents for events for which assistance was provided before the 4th quarter of the preceding financial year.

7. Documents etc. to be submitted post event

Within one month of the completion of the Festival/Fair/Event, the State Governments will submit to the NEC:

- (i) Expenditure & Receipt Statement (including State Share) for the entire festival/fair/event;
- (ii) An Audit Certificate from an authorised Audit Firm/Chartered Accountant/concerned A.G. office for the entire receipt & expenditure;
- (iii) Utilisation Certificate in the prescribed format of GFR 19-A [see Rule 212(1)];
- (iv) A brief Report on the benefits, especially for tourism development, accrued as an outcome of the festivals/fairs/events for which assistance was provided;
- (v) Photographs, Videos, publicity material etc.

8. Eligible Items

The financial assistance would be provided only for the following items:

- (a) Hiring of space and creation of temporary structures;
- (b) Production of posters, pamphlets, advertisement in media and production of films;
- (c) Honorarium for artistes;
- (d) Lodging, Boarding & transportation for artistes;
- (e) Sitting arrangements, lighting, sound and other similar activities.

9. Procedure for submission of proposals

The State Governments will submit through their Planning Departments the prioritised list of festivals/fairs/events meeting the criteria of this scheme to the NEC at least 2 months in advance of the event. The proposal for financial assistance should include in detail the break-up of expenditure and the agencies involved in organising the event. The proposal should also include the names of sponsors, if any, and the amount being contributed by them.

10. Deliverables

Adequate publicity to the NEC would be given in the different advertisements or media releases issued by the State Governments and their Organisers.

11. General Terms and Conditions

The State Governments must follow all codal formalities while spending the money released by the NEC as financial assistance.

SCIENCE & TECHNOLOGY SECTOR

POLICY FRAMEWORK AND SCHEME GUIDELINES FOR S&T SECTOR

The schemes of NEC are guided by the recommendations made in the NER Vision 2020 document, the Working Group Report of NEC's for Five Year Plans, identified thrust areas and the regional plans being formulated. These include the following:-

1. **Regional Management Information System:**

Main components:

- i) Promotion of IT work culture in NEC through training programmes by NIC etc
- ii) Upgradation of IT infrastructure, Converged Networking, Internet connectivity.
- iii) Data Centre and converged networking with States which will usher better management of projects and instant generation reports required by NEC from respective States.

Implementing agency: NEC and also through technical organizations of the Government.

Funding: Fully by NEC

2. **North Eastern Space Application Centre, Development Communication Scheme of NE-SAC and Remote Sensing Applications schemes by State Govts.**

Main components:

- i) Support to NESAC for its establishment on a matching contribution between NEC-DOS.
- ii) Support to State Remote Sensing Centres and other State Depts. as well as Remote Sensing Training Centres, Universities, scientific organisations etc. for carrying out Remote sensing application schemes connected with Planning, Development, environment and disaster management related programmes.
- iii) Communication network

Implementing agencies: NESAC, State Remote Sensing Centres, State Depts., Central Govt. Institutes, Remote Sensing and GIS training Centres such as Universities, Colleges Professional bodies, scientific organizations etc.

Funding: Full or part funding by NEC

3. **R&D Programme (consultancy, training, S&T Application oriented programme and R&D) :**

Main Components:

- i) R&D programmes having relevance to regional raw materials/resource

- ii) S&T application oriented programmes which are of socio economic benefit
- iii) Research based Cluster Approaches at Grassroots for sustainable development vis-à-vis capacity building etc.

Implementing agencies: Research Institutions such as RRL-J, Universities, Colleges, State Govt. Institutions like S&T Councils, CSIR, DRDO and other professional bodies.

Funding: Full or part funding by NEC

4. S&T (Cell, DMS & earthquake related programmes)

Main components

- i) Disaster Management programmes covering natural disasters like Earthquake, Floods and Landslides by State Govts.
- ii) IT & Disaster Management awareness in Schools etc.
- iii) Disaster warning systems in States.
- iv) Workshops training programmes on Disaster Management
- v) Disaster Management Information System with Weather Forecasting data for NER

Implementing agencies: State S&T Councils, State Depts Universities, Research/Technical Institutions, Colleges, Schools, NGOs, NEC through Professional bodies.

Funding: Full or part funding by NEC

5. IT Applications and related Services in NER & Telemedicine:

Objectives:

- i) Support to State specific projects related to E-Gov (Govt office- networking/ governance & G2C service oriented and IT parks)
- ii) Support to States for Introduction of ICR(Intelligent character recognition System) for development of automated process for computerized examination handling process(input as well as output like results etc.) and student data thereby minimizing the scope of manual intervention, errors etc. as well as operational time as compared to conventional process.
- iii) Support to IT Training Centres and IT Applications in schools, Ministry of IT accredited NGOs etc
- iv) Support to regional and state wide telemedicine network programme
- v) Support to large scale mapping projects for computerization of land records etc
- vi) Support to other IT application programmes like Call centres etc.

Implementing agencies: State Government Departments such as IT Dept, Land records, Health and Family welfare etc. NESAC, Ministry of IT accredited NGOs, Institutions, Univ., Colleges, Schools.

Funding: Full or part funding by NEC

6. Information Technology Education Programme for North Eastern Region:

Following are the main components:

- i) Support of IT education infrastructure at school level for running computer courses as per the approved school board syllabus through State IT Dept/Society
- ii) Support of IT education infrastructure at College/Univ/Polytechnic level for running mid level professional computer courses such as PGDCA, B.Sc Computers, BCA, MCA, M.Sc Computers etc. through the institutions
- iii) Support of IT Education/awareness/ IT entrepreneurship through short /long term programmes conducted by training centres etc.
- iv) Integrated e-learning infrastructure at schools /colleges in NER

Funding: Full or part funding by NEC

7. IT Education at School and College/ University

Scheme investment component in brief:

The brief scheme outline is as follows:

The scheme on Computer /IT education at school level is currently implemented by the respective States through their IT Dept/Society. NEC funds the provisioning of requisite numbers of PCs and accessories in schools through these state agencies

The scheme on Computer/IT Education at University and College level was introduced during 2003-04 for introducing professional courses like BCA, PGDCA, BSc Computers, MCA MSc computers etc.

- Investment by the beneficiary Univ/Colleges: Provision of two rooms, one for computer room & class rooms.
- Investment by NEC: Provision of requisite numbers of PC Clients cum server, LAN network, Printers, UPS, Software, by NEC. Renovation /modification works computer room, electrical works, semi-glazed partitioning, minor civil works, computer furniture, Storage shelf, library etc. Colleges / University and Polytechnics are to generate their own resources through collection of fees from students for sustenance of the scheme.

Funding: Full or part funding by NEC

8. IT Education/ awareness/ IT entrepreneurship through short /long term programmes conducted by Ministry of IT accredited training centres/ NGOs etc.

This is aimed at promoting IT penetration to rural masses, IT education to the public/youths, dropouts, low income group through Ministry of IT accredited NGOs, training Centres. Scope for supporting Village IT Centres through schools is also being explored for promoting IT literacy/education Identification of village thrust needs, promotion of marketing as well as IT village Planning and Services

as well as employment generation in field of Information Technology etc. Support may be extended through provision of computer infrastructure to the training centre and one time recurring expenses or financial support in full or on sharing/matching contribution between NEC and the Training Centre/NGO.

Funding: Full or part funding by NEC

9. Science & Technology - Public awareness

Implementing agencies: State Govt S&T Dept/Society, Universities, Colleges, schools, NCSM

Funding: Full or part funding by NEC

10. Science and Technology & ICT oriented programme

Implementing agencies: By the respective State Govts. as per their priority.

Funding: NEC -90% and State Govt.-10%

11. The Working Group has recommended besides the above for supporting various projects in the NER as detailed below:

- a) Digital Planetarium in all the NE States.
- b) Programmes for popularization of science and mathematics in schools including primary level.
- c) Digital Class Rooms & Science Laboratories in Schools.
- d) Science and science museums in all the NE States.
- e) Human resource development in ICT.
- f) Science quiz and competitions.
- g) Save water resources programmes / conserve drinking water programmes.
- h) Hospital waste disposal management programmes.
- i) Fire fighting programmes/ earthquake/ landslide, etc. disaster programmes.
- j) Promotion of renewable energy resources programmes like solar energy/ micro hydel/ windmill etc.
- k) Promotion and propagation of environmental protection programmes and R&D activities.

INFORMATION & PUBLIC RELATION SECTOR

Policy Framework and Scheme Guidelines for the IPR Sector

The Information and Public Relation Sector has basically three schemes:

- a) Regional Documentation and Information Centre.
- b) Information and Public Relation.
- c) Preservation and Promotion of Art & Culture in the North Eastern Region.

1. **Regional Documentation and Information Centre:** Under this scheme, to augment the Regional Documentation and Information Centre (Library), books, journals, documents/manuscripts, software, digitized version of document are procured as per the standard government procedure through a purchase committee. This regional documentation centre is open to the general public and they can do the research works etc within its premises situated at the NEC Secretariat in Shillong.

2. **Information and Public Relation:** Under this scheme, NEC Secretariat through the mass media like newspaper, reputed journals, television channels etc give publicity about the role of NEC in the development of North Eastern Region as well as to generate public awareness about the NEC sponsored schemes. Occasional press conferences are also organized and press notes are issued. The publicity through the mass media is done by through advertisement at standard rates and also by giving advertorial features. NEC also give fund to important events taken place in the region as well as outside to garner publicity by being sponsor of the events or by putting up NEC banners, festoons etc.

3. **Preservation and Promotion of Art & Culture in the NER:** The scheme envisages that the preservation of socio-cultural tradition will bring about emotional and cultural appreciation among the people of the NE enabling them to retain their respective distinctive identity. Given the unique and distinctive cultural variations, their exposition will speed up integration of the North Eastern Region with the rest of the country.

4. Under this scheme, the state government and reputed national and regional institutes related to Art & Culture will be given project specific financial assistance. Provision of infrastructure and services in the art and culture sector needs to be supplemented by the efforts of the private sector. There is a need to involve the private sector through PPP mode and innovative approaches to ensure that investments in art and culture lead to preservation and promotion of different art forms of NER within the country and throughout the world.

5. NEC Secretariat will also take initiative for organizing events for promotion of Art & Culture in the region as per the standard government procedure. Initially, following projects/events will be considered under this scheme:

- a) Exchange programme to give national and international exposure to the creative talents of the region.
- b) Regional and national awards for artists, photographers, performers, etc.
- c) Grants, Insurance etc for ailing helpless poverty stricken Artisans/Artists/Writers.
- d) Funding of promotional activities on indigenous/local art forms/artistic or cultural activities.
- e) Research and Documentation through audio and video media.
- f) Support for North East Panorama in national/international film festivals.
- g) Funding of national and state academies (like Sangeet Natak Academy).
- h) Cooperation with the North Eastern Zonal Cultural Centre (NEZCC)/ Department of Art & Culture and Society under Department of Art & Culture.
- i) Preservation and excavation of archeological heritage sites in the region subject to the approval and existing guidelines of ASI.
- j) Providing assistance for preservation and capacity building in respect of folk musical instruments and traditional tribal ornaments.
- k) Subject to approval from the Ministry of Culture, GoI, scheme regarding construction/upgradation of museums may also be taken up under this scheme.
- l) Holding of Cultural Programme namely “NER Cultural Festival/ Programme” in the North Eastern States.

Guidelines for providing Financial Assistance to State Governments for Development and Promotion of Art & Culture in North Eastern Region (Arunachal Pradesh, Assam, Manipur, Meghalaya, Mizoram, Nagaland, Tripura & Sikkim) for furtherance of Art and Culture and related activities.

A. Holding of Cultural Programme namely “NER Cultural Festival/ Programme” in the North Eastern States.

1. **Introduction:** The cultural identity of the North East is unique in terms of the vibrant cultures that are reflected in the clothes of the people especially in the traditional handloom attire, jewellery, handicrafts, festivals and dances. Few regions in the world can boast of a rich cultural concentration like that of the North East India.

There are a number of festivals and dances of different tribes and ethnic groups of eight states in the NER. Cuisines, handloom and handicraft design varies from one district to the other and from one state to the next.

People of different states need to understand each other’s culture and accordingly project a distinct identity to the world. It is therefore proposed that cultural extravaganza be held - for Exchange of Cultural, Ethics, Tradition and Art of all the NE states. The programme may be named “NER Cultural Festival/ Programme” and will be held in all the states by rotation in association with the concerned state Directorate of Art and Culture/ Society under Art & Culture Department/ NEZCC. The programme may be organised through NEZCC/ Department of Art & Culture and Society under Department of Art & Culture in Metro Cities for sensitisation of the general public about the NER. The programme will be a one day affair and will broadly consist of:

- i) Performing Art - Cultural Dance from all the states performed during the day.
- ii) Music Genre consisting of Cultural, Fusion and Modern form of Music performed by different bands and singers of the North East.
- iii) Ethnic attire show which will depict traditional as well as ethnic wears with distinct weave pattern, fabric and designs of all the 8 NE states. Designers of all the states should showcase their designs using only the local products and designs.
- iv) North East Food Court- Food stalls of all the 8 NE states catering authentic ethnic foods of the states.
- v) Stalls for showcasing handloom and handicraft products of the states which are innovative and modern that can be exported. Businessmen and exporters should be invited.

Each state will send proposal indicating the venue, programme content, cost break up. States may like to hold the event to coincide with their own programmes so as to garner maximum participation from the public and garner maximum mileage for the artists.

2. Objectives:

The main objective of the scheme is to promote Art & Culture in the Northeast of India by organizing Cultural programme, events related to Art & Culture. Under the Vision 2020 Documents, Look East policy is to be given primacy and accordingly the NE States should be encouraged to learn on art & culture. The scheme envisages providing financial assistance to the State Governments for organizing events for preservation and promotion of art & culture.

3 Eligible Events:

The events should be selected by the State Governments based on their Art & Culture potential. The events which have good market and promotion potential for art & culture should be identified and informed to the NEC well in advance.

4. Eligible Organization & Associations:

In cases where the state government organise the events through Organization/Associations, these should be reputed apex organization and apex association with atleast 3 years of experience of having organized similar events earlier. However, NEC's approved assistance will be released to the State Governments.

5. Financial Grant:

- a) NEC would provide a maximum financial assistance of Rs. 10.00 lakh (Rupees ten lakh only) per event of State Level nature.
- b) Maximum financial assistance to be provided to each State Government during 1(one financial year should normally not exceed Rs. 20.00 lakhs (Rupees twenty lakh only)
- c) Assistance for maximum of 2 events only will be provided to a particular State during one financial year. In case of more than 2 (two) events for particular state, one more can be considered on receiving full justifications about the same from the State Government.

6. Release of Grant:

1st instalment: NEC will release 80% towards the proposals approved.

2nd instalment: NEC will release the balance 20% after completion of the events on receipt of the documents.

No events proposal will be considered in a particular financial year unless the State Government submits all the required documents for events for which assistance was provided before the 4th quarter of the preceding financial year.

7. Documents etc. to be submitted post events:

Within one month of the completion of the events, the State Government will submit to the NEC.

- i) Expenditure & Receipt Statement for the events.
- ii) An Audit Certificate from an authorised Audit Firm/Chartered Account/concerned A.G office for the entire receipt & expenditure.
- iii) Utilization Certificate in the prescribed format of GFR 19-A {see Rule 212(1)}
- iv) A brief Report especially for promotion and Development of Art & Culture accrued as an outcome of the event for which assistance was provided;
- v) Photographs, Videos, publicity material etc.

8. Eligible Items:

The financial assistance would be provided only for the following items

- a) Hiring of space and creation of temporary structure.
- b) Production of posters, pamphlets, advertisement in the media and production of film.
- c) Honorarium for artistes.
- d) Lodging, boarding & transportation of artistes.
- e) Sitting arrangement, lighting, sound and other similar activities.

9. Procedure for submission of proposals

The State Government will submit through Planning department the prioritized list of events meeting the criteria of this scheme to the NEC at least 2 months in advance of the events. The proposal for financial assistance should include in detail the breaking up of expenditure and the agencies involved in organizing the events. The proposal should also include the names of sponsors, if any, and the amount being contributed by them.

10. Deliverables.

Adequate publicity to the NEC would be given in the different advertisements or media releases issued by the State governments and their organizers.

11. General Terms and conditions

The State Government must follow all codal formalities while spending the money released by the NECs as financial assistance.

B. Financial Assistance for improvement of State Museum etc.

1. Objectives:

The main objective of the scheme for development and promotion of activities taken up with NEC funding is for promotion of art and culture including improvement of museums in the Northeast of India by providing financial assistance to the State Governments and other promotional institutes in the NER to build infrastructure and promote activities related to promotion of art and culture. The Vision Documents 2020 for NER has highlighted the need for site restoration of ruins in NE States, infrastructure development for development of art and culture related activities.

2. Development And Promotion Of Art And Culture And Related Activities:-

2.1. Suggestive eligible activities for development and promotion of Art & Culture

- (a) Awareness/ sensitization/ outreach programmes about the rich cultural diversity of the NER in Delhi/ NCR and other Metro cities.
- (b) Cultural exchange programmes with other parts of India.
- (c) Literacy and visual arts to be encouraged.
- (d) Art exhibition both intra and inter states of India.
- (e) Training of teachers to promote the North Eastern culture in the region.
- (f) Documentation and dissemination of N. E. Cultural and propagation of tribal arts, craft to the outside world.
- (g) Infrastructure Development of Museum, Monuments etc for showcasing/ preservation of the tribal arts and other artefacts of NE States.
- (h) Promoting and supporting of public library.
- (i) Cultural exchanges with other states of the country, within NER and neighbouring countries. The assistance and associations of Ministry of Culture and the Indian Council of Cultural Relations (ICCR) under the Ministry of External Affairs, Govt. of India, NEZCC etc. can be sought.

3. Financial Grant

- (a) NEC would provide financial assistance not exceeding Rs. 15.00 crore (Rupees fifteen crore only) per project. SFC/EFC approval required for project costing above Rs. 15 cr above.
- (b) Support of the NEC would be subject to availability of funds and comparative importance of the proposal.

4. State Share

The State Government concerned would be required to contribute 10% of the project cost as sanctioned by the NEC as State share.

5. Release of funds by NEC

For infrastructure projects, NEC will release funds in the ratio of 40:40:20 of the project sanctioned as first, second and third instalments respectively *or as per availability of fund*. For events and non-infrastructure projects, the releases would be made on 80:20 basis.

6. Documents etc. to be submitted for release of instalments

- (i) Subsequent instalments will be released on receipt of Utilisation Certificate of the previous release along with detail financial and physical reports, quarterly report, photos etc. Utilisation Certificate to be in the prescribed format of GFR 19-A.
- (ii) Final instalment will be released on receipt of U.C for NEC's previous release and State's corresponding share, Audited Certificate from an authorised A.G. office/Chartered Accountant for NEC's entire release and state's corresponding share along with detail financial and physical reports, quarterly report, detail progress report, photos etc.
- (iii) Quarterly Progress Report (QPR) to be submitted.
- (iv) Photographs of project/activities taken up.
- (v) It is expected that the state's corresponding share is also released for every release made by NEC.

7. Procedure for submission of proposals

The projects proposed to be taken up shall be submitted through the State Planning Department as per the Guidelines for preparation of the "Shelf of Projects and Annual Priority List for NEC Funding". In cases of collaborations with Central Govt. Ministries/Institutions, the proposals can be received directly from the promoting institutions.

8. General Terms and Conditions

Following process shall be adopted for project formulation:-

- a) Priority will be given to those Projects that may lead to Socio economic development/ upliftment in the State and having impact on larger number of people should be included in the priority list as far as infrastructure development is concerned. Project acceptance will be based on the soundness and priority list will only be a suggestive guide. Emphasis is to be given for employment generation and infrastructure schemes. State governments are to recommend only those projects that have not been funded

- through the central or state schemes or on projects that require gap funding, which has to be specified.
- b) Projects should also emphasis on the cultural and artistic impact it will have on the population. Proposed Projects attached with write ups/concept Notes/Detailed Projects will be screened and considered, taking into consideration location, *availability of same facility in the vicinity and equitable distribution of fund amongst States and Districts.*
 - c) Priority to be given to projects that are innovative in nature and in area where least projects are being funded by the sector. Projects in backward areas/Sixth Schedule areas/Autonomous District Council of the State would continue to be accorded weightage.
 - d) Concept paper must be prepared as per the generic structure.
 - e) Regarding duplicity of work vis-à-vis line Ministries, a certificate/note from the State Concerned stating that “the particular project submitted to NEC for consideration is not being funded or proposed to be taken up with any other funding agency/mechanism”.
 - f) Copy of sanction order to be forwarded to the line Ministry for information.
 - g) Projects below Rs. 2 Cr. to be considered only as per requirement of the area and taking into consideration availability of similar facility, fund allocation to states and districts etc.
 - h) Projects whose benefits also accrues to other neighbouring States or whose facilities can be used by other neighbouring States or if similar projects are also submitted by other States, such projects can be considered as having inter - State character.
 - i) Depending upon the project and if the Secretariat so desire, expert opinion may be sought for. Such expert agencies engaged would be requested to give their opinion within a stipulated period of 45 days failing which NEC will be free to take its own decision.
 - j) The project report shall include, among others, feasibility, economic and technical viability report of the project, importance and the need to take up the project, the projected outcome such as economic benefit, and other benefits that will occur in the population.
 - k) Projects to be accompanied by brief market survey report wherever required to show the viability and feasibility amongst others.
 - l) Project duration should not normally exceed maximum 2-4 years.
 - m) States may decide to get the project implemented through any qualified, reputed, and experienced agency to be specified in the proposal. The State Governments must

follow all codal formalities while spending the money released by the NEC as financial assistance

- n) (a) DPR to be prepared as per guidelines issued by NEC from time to time, based on current schedule of rates and to also include information as per the check list.
- (b) To avoid the repetition of mistakes while preparing DPRs, the State Governments should refer to the comments provided earlier by the line Ministries, Ministry of DoNER or NEC for improvement in the DPRs of similar type of projects.
- (c) Project implantation schedule to be included.

Guidelines for programme of Songs and Dances of North East

INTRODUCTION

The cultural spectrum of the North East is unique in the sense that there are vibrant state specific and area specific cultures reflected in the traditional folk songs, dances, attire, jewellery, handloom and handicrafts of the different communities in the North East. A number of folk songs, dances, festivals etc. are observed and performed by the different tribes and ethnic groups of the states. Cuisines, handloom and handicraft designs vary from one community to another, one district to another and from one state to another. Few regions in the world can boast of the rich cultural heritage of festivals, dance and music from each States confined in a region like that of the North East India.

OBJECTIVES

People of other parts of the Country need to understand and appreciate the communities from the North East and its varied culture. The social fibre of the nation needs strengthening. One of the ways to do this is to showcase a panorama of the art and culture of the North East Region to the other parts of the Nation. The festival would provide a platform to young artists to showcase their talents at the national capital. The festival will also enable the Tourism Departments of N.E. States to promote their tourist destinations.

PROGRAMME OF SONGS AND DANCES OF NORTH EAST

It is proposed that there will be a North East Cultural Programme showcasing the varied culture in the form of songs and dances of all the NE states in Delhi on an annual basis or in other metro cities. The programme will be named “Songs and Dances of the North East” and will prominently display “**North Eastern Council (NEC), Shillong, Ministry of DoNER, Government of India presents Songs and Dances of the North East hosted by the Government of**” (insert the name of the organising State) in the hoardings, posters, backdrop, passes, cards, batches, programme, advertisement etc. The programme will be organized by the Department of Art and Culture of the North Eastern states in rotation.

COMPONENTS OF PROGRAMME

The programme will be a one day affair and will broadly consist of:

- a) Performing Art - Cultural Dances from all the N.E. States.

- b) Music Genre consisting of Folk, Cultural, Fusion and Modern form of Music performed by different Folk singers, bands and upcoming young singers of the North East.
- c) Special attractions of a few dances and songs from other parts of the Country.
- d) North East Food Court stalls.
- e) Promotion of the tourism destinations in the NER by the N.E. States.
- f) Showcasing of ethnic/traditional designs, fabric, colours and patterns.

Other broad guidelines of the programme shall be as follows:

- a) The events should provide an opportunity to the young and popular artists of the states to show case their talent.
- b) The programme will be held free of cost for the public.
- c) The programme must include a minimum of one folk dance and one folk song performance from each of the North Eastern States. The organizing state will have the liberty to showcase a larger share of performances of their state.
- d) The programme should be structured with the purpose of showcasing the art and culture of the NE States and it should have other entertaining components for drawing bigger audience.
- e) As far as possible it should be organized by hiring an event management firm.

The programme shall be organized in the following manner:

- a) One state from the NER will be given financial assistance on rotation basis to organize the programme.
- b) The State Governments are required to send their proposal indicating the venue, programme content, cost break-up including performance costs, setup costs, media buying, display, advertisement and publicity campaigns, sound, lightning, branding, travelling etc. in detail.
- c) To ensure participation of all N. E. states, the organizing state may consult the other State Governments of NER for their recommendations of folk songs, folk dances and performances of upcoming artists of respective states for the cultural programme. As far as possible the folk songs and dances of previous years may not to be repeated in subsequent years as all communities in a State should be given an opportunity to showcase their culture.
- d) An Organizing Committee shall be formed consisting of Director (IPR) and Director (Art & Culture) of the organizing state and other Senior Officers from NEC and organizing State for planning and execution of the programme. In case of programme being organised in Delhi, the Resident Commissioners of North Eastern States and the Delhi

DCP in-charge of N.E. may be included or consulted for organizing the festival. A separate Committee may be constituted for the purpose of selection of the performances for the programmes. The Committee should screen and record the performance and identify the dance troupes and artistes for making recommendations for final selection of performances by the organizing state government.

- e) The Resident Commissioners of the States may be given responsibility of informing about the event to the various student organizations, cultural organizations of NE communities/states, community organizations, religious institutions, etc. of their State. A list of mailing addresses of Ministries, Embassies, business houses, agencies dealing with art and culture etc. shall be prepared by the Committee. The Resident Commissioners of the States shall provide list of prominent persons of their state to be invited to the programme.
- f) The organizing Committee must arrange for good quality recording of the programme for telecast on the national media and regional media.

7. There shall be a Chief Guest for the festival who may be Union Ministers or any other dignitary.

8. The festival will be funded 100% under MH 2552 under the scheme “Promotion of Art and Culture in NE Region”. 80% of the funds shall be released as 1st instalment and the balance on completion of the event and submission of UCs, reports and documentations.

Art and Culture - “Promotion of Art and Culture”

Scheme: “Development and promotion of Art & Culture in North Eastern Region” through Film Festivals of films and documentaries based on art, culture and traditions of NER.

Scheme	The scheme will be titled Grant-in-aid to State Governments of NE Region under the component “Development and promotion of Art & Culture in North Eastern Region” through Film Festivals of films and documentaries based on art, culture and traditions of NER.
Objectives of the Scheme	<p>(a) To promote art & culture of the NER through the medium of films.</p> <p>(b) To promote good films reflecting the changes, challenges and the opportunities of society</p> <p>(c) To promote film makers of the NE States to work on social issues like women and child welfare, health, environment, education, drug de-addiction, HIV/AIDS etc. in their lingua franca/ dialect.</p> <p>(d) To promote NER as a destination for film-making.</p> <p>(e) To provide an opportunity for exposure of regional films to new trends in cinema, cinematic technologies.</p>
Eligibility criteria	<p>Under the scheme, financial assistance will be provided to the State Governments of NER for conducting Film Festivals within the region. The following types of film festivals will be given preference under this scheme:</p> <p>(a) The festival should be based on the art, culture and traditions of the region.</p> <p>(b) Theme related film festival could be on social issues like women and child welfare, health, environment, education, drug de-addiction, HIV/AIDS etc.</p> <p>(c) Film festivals could be on art and culture of any ethnic group/ tribe/ community of the Region.</p> <p>(d) Film festivals could be on films made in local languages/ dialects of the NE States.</p>

<p>Purpose for which Financial Assistance is given</p>	<ul style="list-style-type: none"> • Hiring of venue and projector equipments • General arrangements like inaugural function, felicitation of guests, printing of passes etc. • Publicity of the event. • Expenditure for setting up of sales counter for display of posters and sales of films/ CDs.
<p>Requirements for the State Governments for receiving Grant-in-aid</p>	<p>(a) The grant shall be sanctioned to State Governments in accordance with relevant rules described under GFR 2005 and amendments made thereon from time to time.</p> <p>(b) Organizers of Film Festivals seeking Grant-in-aid from the North Eastern Council will be required to submit a Concept Paper in prescribed proforma through the Planning Department of their respective States which includes all relevant information regarding objective, location, proposed dates, total budget for the event and source of funding etc.</p> <p>(c) Organizers should not promote any religious/ communal/ fundamental/ divisive beliefs or doctrines with this grant.</p> <p>(d) Organizers shall appropriately give due credit to “North Eastern Council, Government of India” indicating that the festival is being organized under the aegis of North Eastern Council, Government of India.</p> <p>(e) Organizers of the film festivals have to furnish details of the programme along with the objectives to be achieved.</p> <p>(f) Organizers have to certify that they have not obtained or applied for grants for the same purpose or activity from any other Ministry/Department of the Government of India or State Government.</p> <p>(g) Organizers have to submit Audited Statement of accounts within 3 months after the completion of the film festival.</p>
<p>Amount of Grant-in-aid</p>	<p>(a) In a financial year, the maximum amount of grant-in-aid given to one film festival shall not ordinarily exceed Rs. 10.00 lakhs (Rupees ten lakhs only) subject to a ceiling of Rs. 15.00 lakhs (Rupees fifteen lakhs only) in cases of theme related festivals exclusively dedicated to social causes of women and child welfare, health, environment,</p>

	<p>education, drug de-addiction, HIV/AIDS etc.</p> <p>(b) The proposal shall clearly mention the item wise heads along with estimated expenditure on which the proposed grant will be utilized.</p>
Disbursement of Grant-in-aid	<p>Grant-in-aid shall be released in two-instalments - i.e.</p> <p>(a) 80% before the film festival</p> <p>(b) Balance 20% after the submission of audited statement of accounts, utilization certificate in form GFR 19A along with a report on objective achieved from the State Governments.</p>

Art and Culture - “Promotion of Art and Culture”

Scheme : “Development and promotion of Art & Culture in North Eastern Region” through Fashion Show of traditional and ethnic designs, patterns, colours and fabrics of the NER.

Scheme	The scheme will be titled Grant-in-aid to State Governments of NE Region under the component “Development and promotion of Art & Culture in North Eastern Region” through Fashion Show of traditional and ethnic designs, patterns, colour and fabric of NER.
Objectives of the Scheme	<p>(a) To showcase the rich traditions and traditional/ethnic designs of the NE States.</p> <p>(b) To promote fashion designers/ professionals from NE Region working with traditional/ethnic designs, patterns, colours, fabrics etc.</p> <p>(c) To provide a platform for regional designers/ professionals to display their products based on traditional ethnic designs etc. to the fashion industry and market.</p> <p>(d) To promote artisans working with tribal and ethnic design patterns, colours, fabrics etc. and expose them to the new and emerging trends.</p>
Eligibility criteria	<p>Under the scheme, financial assistance will be provided to the State Governments of NE Region for conducting fashion shows within the region. The following types of Fashion Shows will be given preference:</p> <p>(a) Fashion shows with focus on traditional attire and ethnic designs of the people of NE States. It should be a regional show with representation of more than four NE States or all 8 NE states.</p> <p>(b) Fashion shows that promote and involve the local population in different aspects of the show, so as to provide them exposure and employment.</p> <p>(c) Each fashion show should be theme related fashion show on social issues like women and child welfare,</p>

	health, environment, education, drug de-addiction, HIV/AIDS etc.
Purpose for which Financial Assistance is given	<ul style="list-style-type: none"> • Hiring of venue • General arrangements like inaugural function, facilitation of guests, printing of passes etc. • Stage setup • Publicity of the event. • Hiring of Models, make-up artists etc. • Expenditure on exhibition of artisans carrying out their weaving etc. works. • Expenditure on setting up of sales counter for display and sales of products/ taking orders. • Expenditure on hiring of event managers and sound and light systems. • Expenditure on hiring if security.
Requirements for the State Governments for receiving Grant-in-aid	<p>(a) The grant shall be sanctioned to State Governments in accordance with relevant rules described under GFR, 205 and amendments from time to time.</p> <p>(b) Organizers of fashion shows seeking Grant-in-aid from the North Eastern Council will be required to submit an Concept Paper in prescribed Performa through the Planning Department of their respective State which includes all relevant information regarding objective, location, proposed dates, total budget for the event and source of funding etc.</p> <p>(c) Organizers should not profess or promote any religious/ communal/ fundamental/ divisive beliefs or doctrines with this grant.</p> <p>(d) Organizers shall appropriately give due credit to “North Eastern Council, Government of India” indicating that the show is being organized under the aegis of North Eastern Council, Government of India.</p> <p>(e) Organizers of the fashion show have to furnish details of the programme along with the objectives to be achieved.</p> <p>(f) Organizers have to certify that if has not obtained or</p>

	<p>applied grant for the same purpose or activity from any other Ministry/Department of the Government of India or State Government.</p> <p>(g) Organizers have to submit Audited Statement of accounts within 3 months after the completion of the fashion show.</p>
Amount of Grant-in-aid	<p>(a) In a financial year, the maximum amount of grant-in-aid given to a State for organising fashion shows shall not ordinarily exceed Rs. 10.00 lakhs (Rupees ten lakhs only)</p> <p>(b) The proposal shall clearly mention the item wise heads along with estimated expenditure on which the proposed grant will be utilized.</p>
Disbursement of Grant-in-aid	<p>Grant-in-aid shall be released in two-instalments - i.e.</p> <p>(a) 80% before the fashion show</p> <p>(b) Balance 20% after the submission of audited statement of accounts, utilization certificate in form GFR 19A along with a report on objective achieved from the State Governments.</p>

EVALUATION & MONITORING SECTOR

Guidelines for the scheme “Support for Seminar/Workshop/ Symposium/Brainstorming meetings etc.

I INTRODUCTION

It is common knowledge that the North Eastern Region is lagging behind the rest of the country in terms of physical and socio-economic infrastructure and many other development indices. There is, therefore, a need for experts, academicians and institutions within the region to meet and discuss / deliberate in seminars, workshops, symposium, brain storming meetings etc. from time to time the various developmental issues and concerns with a view to precisely identifying the major problems that have been the root causes of the social and economic malaise and then coming up with well thought out remedial measures and policy recommendations for the benefit of policy makers and planners who could then be enabled to devise a more effective strategy for the removal or amelioration of those debilitating conditions and set the region as a whole on a new, higher and environmentally sustainable economic growth trajectory. Hence, the NEC Secretariat deems it absolutely essential to support regional summits, seminars, symposia, brain storming meetings etc being organized by the universities, colleges, institutions, think tanks and organizations of repute and excellence on the request of NEC or otherwise or by NEC itself subject to availability of funds. In addition, some events of a socio-cultural nature organized outside the NE Region by NER- based groups of good standing and repute for creating better awareness of this region and its people in other parts of the country and also to deal with unforeseen exigencies may also be supported on a selective basis. However, not more than 5% of available fund during a financial year may be spent for such events.

II COVERAGE

1. Seminars, workshops, symposia, brain storming meetings etc. on topics which are currently of special relevance to the development of economic activities in the North Eastern Region like agriculture and allied activities, industry, tourism, etc. including promotion of marketing and trade on agro-horticultural and industrial, etc. products of the region.
2. Seminars, workshops, symposia, brain storming meetings etc. on topics of current and special relevance to the development of the social sector in the North Eastern Region like

education, health including public health, skill development and employment-related issues, etc.

3. Seminars, workshops, symposia, brain storming meetings etc on important topics of common concern to all citizens of the North Eastern Areas.
4. Seminars, workshops, symposia, brain storming meetings etc on topics which the NEC considers to be of prime importance and relevance for the socio-economic development of the North Eastern Region especially those that can serve as useful inputs for the formulation of regional plans and projects and socio-cultural events organized outside the North-East by NER-based groups and also to deal with unforeseen exigencies which the NEC deems to be deserving of NEC support.
5. Council Meeting and Sectoral Summits including Sectoral Empowered Committees to review performance of sectoral programmes of NEC and to formulate regional plans for the whole of NER or parts thereof.

III. ELIGIBILITY CRITERIA:

1. Only proposals relating to seminars, workshops, symposia, summits, brain storming meetings etc., which are regional in nature being organized by the universities, colleges, institutions, think tanks and registered organizations are eligible for NEC funding subject to availability of funds and events of a socio-cultural nature organized outside the NE Region by NER-based groups. The NEC Secretariat itself may request some Central level/ State level institutes/ organizations to organize seminars/ symposia on its behalf on specially identified topics.
2. A proposal is treated/considered/interpreted as regional in nature if it is accompanied by a write-up justifying that it benefits more than one Member State and/or the people or academic communities of the NER as evident by the strength/numbers of participants from the member States.
3. Such proposals shall be accompanied by the detailed budget estimate indicating clearly the scheme components/items of expenditure and the proposed financial assistance sought from other funding agencies in addition to the NEC.
4. In the case of proposals from Central Government institutions/ State/Private universities, colleges, the proposal can be sent directly to the NEC. In case of other institutions, registered NGOs, Traditional Institutions, Autonomous Bodies and other recognized bodies, the applications should be routed and recommended by the concerned State Government

Department and should be forwarded by the Planning Department of the concerned State Government of the NER, except for Central Government Institutions/ State Government Departments/ institutions. However, the NEC Secretariat reserves the right to consult the constituent State Governments in respect of any proposals which may require their views, comments and advice in case they are perceived to be of a sensitive nature

5. Council Meetings and Sectoral Summits including Sectoral Empowered Committees to review performance of sectoral programme and to formulate regional plans are also to be funded under this budget/fund provision.
6. A duly constitute Committee in the NEC Secretariat would scrutinize, shortlist and recommend the proposals received from Central / Regional/State level institutions/ organizations, etc as per prescribed guidelines in force..

IV TERMS AND CONDITIONS

1. The prescribed check-list will have to be filled up by the applicant with full information as required (PROFORMA is at APPENDIX-I)
2. Such proposals shall be accompanied by the general Check List, CPMS check-list and Bank's RTGS Code in case of banks other than the State Bank of India and other information as required by the NEC Secretariat from time to time. The organizers shall ensure that the banks in which they maintain their accounts have core banking facilities.
3. Publication of not less than 50 (fifty) copies of the proceedings of the seminar, workshop, symposium etc., in a proper booklet form containing papers presented by resource persons, conclusions and recommendations on the basis of deliberations/discussions shall be made and the same should be sent, free of cost, to the institutions, colleges, universities etc. as per mailing list to be given along with the administrative approval-cum-Sanction Order of the NEC Secretariat, Shillong. A copy of the forwarding letter with 10 (ten) copies of the proceedings and papers presented should be sent to the NEC Secretariat along with the documents mentioned in paragraph 8 of these terms and conditions. This exercise is obligatory/ mandatory on the part of the organizers for availing financial support from NEC.
4. Subject to availability of funds, the assistance of NEC shall be limited to certain expenses considered most essential for the programme like traveling expenses of resource persons, banners, stationeries, refreshment, magazine/souvenir, hiring of audio video facilities, P.A system, LCD projectors, etc. The organizers will have to bear all remaining expenses not covered under NEC grant except in cases where seminars, symposia, etc are organized at NEC's specific request.

5. Before the NEC Secretariat releases the first installment, the organizers will have to convey in writing their acceptance of all terms and conditions stipulated in the administrative approval-cum-sanction order for financial support for the proposed seminar, etc as the case may be.
6. The sanctioned amount will be released in two installments, and the first installment will be released on receipt of acceptance of the terms and conditions of the administrative approval-cum-sanction order by the Organizers/Recipients.
7. If the organizers fail to discharge or comply with the terms and conditions of the administrative approval-cum-sanction order due to any reason, they shall be liable to refund to the NEC the money released to them along with 18% interest failing which they are liable to be blacklisted.
8. The organizers shall furnish Utilization Certificate (PROFORMA is at APPENDIX-II) for the financial assistance given by NEC and statement of expenditure supported by attested copies of vouchers and audited accounts for the total expenditure incurred for organization of the Conference/Seminar/ Workshop/Symposium/Summit etc., within 60 days from the date of completion for consideration of the second installment on reimbursement basis.
9. If the organizers, for any reason, cannot organize the Seminar/Workshop/Symposium etc. on the stipulated date they shall refund the amount already released to them by NEC not later than 15 days after the scheduled date for holding the Seminar/Workshop/Symposium etc, except if the request for re-scheduling the date(s) of the event has been approved by the NEC Secretariat.
10. The organizers should ensure adequate media coverage (both print and electronic) of the seminar, workshop, etc with a view to disseminating the outcome and recommendations to the public at large so that it spreads general awareness and facilitates policy formulation/ decision on the issues raised in such forums.
11. The decision of the Secretary, NEC in regard to interpretation of the terms and conditions of the administrative approval-cum-sanction order shall be final and binding on the organizers/ recipients of the financial assistance for Seminar/Workshop/Symposium, brain storming meetings etc.

CHECK-LIST

1. *Name of the Proposal* _____
2. *Venue* _____
3. *Date(s) and Time** _____
4. *Name of the Institute/ Organisation,*
Address and Phone/Fax No. of
Organizer _____
5. *Names & Designation of Organizing Committee Members*
 - (i) _____
 - (ii) _____
 - (iii) _____
 - (iv) _____
 - (v) _____
 - (vi) _____
 - (vii) _____
 - (viii) _____
6.

<i>Name of Resource Persons</i>	<i>Title of Papers</i>
(i) _____	_____
(ii) _____	_____
(iii) _____	_____
(iv) _____	_____
(v) _____	_____
(vi) _____	_____

Note; Full address, phone numbers and C.V. of Resource Persons should be given in separate sheets.

7. *Financial assistance availed earlier* _____
(if so, name of the programme sponsored)

8. *Action taken report on recommendations of the earlier NEC funded programmes* _____
9. *Number of Participants expected to attend the proposed Seminar/ Workshop etc (Seperately show the number and details of participants from the NE States)* _____
10. *Target Groups* _____
11. *Likely impact or result expected* _____

12. *Total estimated expenditure ** Rs.* _____
13. *Sources of funds:*
- (i) *Organiser's own fund* _____
- (ii) *Registration fee etc.* _____
- (iii) *Other sources (pl. specify)* _____

- (iv) *Funds sought from NEC **** Rs.* _____
- Total Rs.* _____

Date _____

Signature _____

- Note:*
- * *Detailed programme should also be enclosed by the applicant.*
 - ** *Detailed estimates of expenditure, indicating different items, should be given in separate sheet.*
 - *** *Publication of around 30 copies of Seminar papers (along with conclusion and recommendations on the basis of deliberations in the Seminar) in a proper booklet form and sending them free of cost, to the Institutions etc as per the mailing list to be given along with the Sanction order of the NEC Secretariat, Shillong is obligatory on the part of the Organizer for getting financial support from NEC.*
 - *** *NEC financial support will be limited to certain items of expenditure only.*

FORMS
FORMS GFR 19-A
 (See Government of India's Decision (1) below Rule 150)
Form of Utilization Certificate

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

1. Certified that out of Rs.
 of Grant-in-Aid sanctioned during the year
 in favour of
 Under this Ministry/ Department letter No. given
 in the margin and Rs.....

 On account of upspent 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-in-aid payable during the next
 year.....

3. Certified that I have satisfied myself that the conditions on which the Grant-in-Aid 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.
- 3.
- 4.

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, concerned Deptt.

CPSMS Checklist

DETAILS OF THE INSTITUTE/ DEPARTMENT RECEIVING FINANCIAL ASSISTANCE FOR SEMINAR, SYMPOSIUM, ETC. FROM NEC

Institute's Name:

Type of the Institute: (Tick (√) whichever is applicable) [*Central Govt./ Central Govt. PSU/State Govt. PSU/State Govt. (Institutions)/ Statutory Body/Local Body/Registered Society (Govt. Autonomous Body)/Registered Society (NGO)/Others(specify)*].

Act/Registration No: (*whichever is applicable*).....

Date of Registration (DD/MM/YYYY):

Registering Authority:

State of Registration:

TIN No. **TAN No.** **PAN No.**

Block No./ Building/ Village/ Name of Premises:

Road/ Street/ Post Office:

Area/ Locality:

City: **State:**

District: **Pin Code:**

Contact Person: (*Registrar/Finance Officer/Principal/Officer*).....

Phone No. of the contact person:

Email Address of the Institute:

Official Bank Account Details of the University/College/Others receiving NEC grants

Bank :

Address :

Branch :

Account No. :

Agency Name as appeared in record of the Bank :

Bank's RTGS/ IFSC Code No. (for Banks other than SBI)

MICR Code No. (In case of State Bank of India) :

Photostat copy of Check Book bearing Organization's/ Institute's Name & Account Number of the respective bank to be enclosed.

Signature of the (VC/Registrar/Finance Officer/
(Principal of the College)

Note: All the information needs to be filled up compulsorily, particularly Email address and Bank details of the agency/beneficiary.

**GOVERNMENT OF INDIA
NORTH EASTERN COUNCIL SECRETARIAT
NONGRIM HILLS: SHILLONG-793003**

Subject: Guidelines for the scheme “Support for Preparation of Detailed Project Report (DPR)”

I INTRODUCTION

It has been observed from time to time that projects in the NE region suffer from poor execution leading to cost and time overrun. This results not only in late delivery of benefits to the intended beneficiaries/ populace causing disappointment and dissatisfaction but also a general perception of inefficiency in governance due to the cost of project turning out to be not commensurate with the benefits. One of the root causes for this is the deficiency in project conceptualization at the initial stage and lack of expertise and proficiency in the preparation of the detailed project reports (DPRs). In-house technical expertise is generally not available in most of the Departments of State Governments in the NER and hence deficiencies are always noticed in the DPRs prepared by them unless they are outsourced to reputed firms. It was, therefore, felt that NEC could help the NE States in the preparation of better quality DPRs by providing financial assistance for the purpose. With this objective in view, the NEC Secretariat has been implementing for the past few years a Plan Scheme entitled “Support for Preparation of DPR”. This scheme is hereby revised as given below to enable the State Governments to easily access financial assistance under the modified scheme.

II COVERAGE AND ELIGIBILITY CRITERIA

1. The Governments of the NE States of Arunachal Pradesh, Assam, Manipur, Meghalaya, Mizoram, Nagaland, Sikkim and Tripura may seek financial assistance from the NEC for the preparation of DPRs relating especially to developmental projects costing Rs.50 crore and above for availing of financial assistance (in part or in full) from any source/funding agency. However, proposals for the preparation of DPRs for projects costing less than Rs.50 crore may also be considered as indicated at Para V (1) below.
2. While seeking financial assistance under this scheme the State Governments should indicate that they do not have sufficient in-house technical expertise for the preparation of the DPRs. However, the number of proposals and the extent of financial assistance which may be sanctioned by the NEC would depend on the amount of budget

allocation available with the NEC and the equitable distribution of funds under this scheme among the States of this region.

3. In case financial assistance is also sought from other funding agencies in addition to assistance sought from NEC for the preparation of DPRs, such proposals shall be accompanied by the detailed budget estimate indicating clearly the components/items of proposed expenditure for which NEC funding will be required.
4. Proposals shall be recommended and forwarded to the NEC Secretariat by the Planning Department of the State Government. A clear and concise concept paper should be submitted for each of the proposals explaining the objectives of the projects, justifications for taking up the projects for which DPRs is proposed to be prepared with financial assistance from the NEC, etc. as per requirements indicated at Annexure I.
5. The financial assistance from the NEC would be in the range of 0.03% to 0.10% (lower percentage for larger projects) of the total estimated cost of the project subject to a maximum of Rs. 50 lakh per proposal, with a proviso for release of not more than 50% of the estimated cost as an advance and the remaining amount on reimbursement basis.

III PROCEDURE FOR SUBMISSION OF PROPOSALS:

1. Proposals for assistance under the scheme should be submitted as in the proforma attached at ANNEXURE - I and also duly recommended and forwarded by the Planning Department of the State Government concerned. It should be accompanied with a duly filled in CPSMS Checklist (ANNEXURE-II) and ECS form (ANNEXURE-III). The letter should be addressed to the Secretary, NEC.
2. The Economic Adviser (E&M) in NEC shall put up the proposals received from various State Governments to the Standing Committee for retention of projects/ appraisal and approval of projects after obtaining the views/ recommendations of the Sector concerned.
3. Upon approval of the project proposal by NEC, a Memorandum of Understanding (MoU) between the NEC Secretariat and the concerned Department of the State Government will be signed before issuing of sanction of financial assistance.

IV COMMITTEE FOR SCRUTINY OF PROPOSALS:

1. The Standing Committee for Retention of Projects in the NEC Secretariat shall scrutinize and appraise the proposals for the preparation of DPRs made by the State

Governments preferably in the template for retention of projects along with relevant additional information/ data. For projects to be funded by NEC, upon communication to the State Government that the project has been retained, the State Government shall initiate action either for issuing open or limited tender by wide publicity or by nomination of reputed Government-supported institutes like IIMs, IITs, etc. Similar action may be taken in the case of projects that the State Governments may like to pose to other agencies (domestic or foreign) for funding. The proposals shall be sent to the NEC Secretariat only after the successful bidder and the bid amount for the preparation of DPRs has been selected/ finalized or after obtaining in-principle agreement/ consent by reputed institutes like IIMs, IITs, etc. indicating, *inter alia*, the cost, terms of reference, etc. for carrying out the work.

2. For projects to be funded by the NEC, the proposals sent by the State Governments along with the name of the successful bidder and the accepted bid amount shall be placed before the Standing Committee for appraisal and approval of projects in NEC. The projects approved by the Standing Committee shall thereafter be processed for sanction and release of funds.

V PROCEDURE FOR RELEASE OF FUND:

The procedure for release of assistance would be as follows:-

1. Once the proposal is approved or agreed in principle/ retained by the NEC Secretariat, it would be taken as a commitment to finance the cost of the project preparation, subject to conditions at Para II (2) and (5).
2. State Governments concerned should have already selected the Consultant(s) to prepare a Detailed Project Report through a process of competitive bidding and inform the NEC Secretariat of the procedure followed and the details of the Consultants/Agencies/ Institutions selected. A copy of the draft contract/agreement together with the terms of reference should also be sent to the NEC Secretariat.
3. *Ceteris paribus*, on considerations of monetary cost, the concerned State Government Departments may also like to take the help of NER-based institutes like the IIT, Guwahati; IIM, Shillong and so on which can be requested to do the job on payment of nominal amounts as compared to the very high fees normally charged by more reputed consultancy firms. A copy of their in-principle agreement/ consent indicating also the fee being charged should be submitted along with the proposal(s).

4. The NEC would release funds, up to 50% of the cost approved [subject to conditions at Para II (2) and (5)] as advance and the remaining amount on reimbursement basis. The reimbursement amount would be released on submission of Utilization Certificate (in Form 19-A), audited Expenditure Statement, and three copies of the DPR.
5. Unutilized fund, if any, may be refunded in full to the NEC Secretariat in favour of the DDO, NEC Secretariat.

VI MONITORING OF PREPARATION OF DETAILED PROJECT REPORT:

The responsibility of monitoring of the preparation of the Detailed Project Report lies with the Planning Department and the administrative Department of the State Government concerned. The NEC Secretariat should be kept informed of the progress.

PROFORMA FOR PROPOSALS SEEKING FINANCIAL ASSISTANCE FROM NEC UNDER THE SCHEME 'SUPPORT FOR PREPARATION OF DPR'

1. Name of the project and location.
2. Name of Administrative Department including name of the Secretary, telephone number, fax and e-mail addresses.
3. Method of execution of the project: (Whether the project is to be executed departmentally or through state PWD/Central Government Departments/ Public Sector Undertakings/Non-governmental organisations /Private Companies on a turn-key basis, etc.)
4. Details of the consultant(s) selected for preparation of the Detailed Project Report.
5. Description of the Proposed Project (attach concept paper of 1-2 pages indicating project objectives, background, project components, project rationale, manpower requirements and expected impact of the project on the sector concerned and the state's economy as a whole).
6. Schedule of clearances required for the processing of the investment proposal: Plan of action and timetable for various steps.
7. Linkages with ongoing projects.
8. Estimated cost of the project.
9. Accepted cost for preparation of the DPR by the successful bidder/ IIM, IIT, etc.
10. Sources of funds for preparation of the DPR.
11. Amount of financial assistance sought from NEC for preparation of the DPR.
12. Justification and need for seeking financial assistance:

CPSMS Checklist**DETAILS OF THE DEPARTMENT SEEKING FINANCIAL ASSISTANCE UNDER THE SCHEME "SUPPORT FOR PREPARATION OF DPR"**

Name of Department and State:.....

Address in Full of the Department:

City:

State:

District:

Pin Code:

Contact Person and Designation in the Department:

Phone No. of the contact person:

Email:

Official Bank Account Details of the Department of the State Government seeking financial assistance from NEC

Bank:

Address:

Branch:

Account No:

Department Name as appeared in record of the Bank:

Bank's RTGS/ IFSC Code No. (for Banks other than SBI)

MICR Code No. (In case of State Bank of India)

*(Photostat copy of Check Book bearing Department's Name & Account Number of the respective bank to be enclosed).*Authorised Signature with
Name, Designation and Seal*Note: All the information needs to be filled up compulsorily.*

GUIDELINES FOR THE SELECTION OF THIRD PARTY EVALUATION ORGANIZATIONS/ AGENCIES TO PREPARE EVALUATION REPORTS ON NEC-FUNDED PROJECTS

The North Eastern Council, Shillong, under the Ministry of Development of North Eastern Region (M/o DONER) Government of India has been involved in the process of development in all the 8 States of NER and contributing to the socio-economic development of the people of this Region of the country by providing financial assistance to the schemes/projects in various sectors i.e. Transport & Communication, Irrigation and Flood Control, Power, Science & Technology, Industry, Agriculture, Health, HRD etc.

2. After having invested huge amounts of scarce resources to bring about rapid and balanced social and economic development throughout the North Eastern Region, there is obviously a need to get an actual and realistic picture of the extent of effectiveness in the utilization of NEC fund by various implementing agencies. It is also imperative to know the impact and outcome of the NEC projects/schemes through evaluation studies.

3. The NEC Secretariat does not have sufficient manpower to take up such impact/outcome analysis works of a large number of projects covering the eight States. It has, therefore, been the practice since inception to assign the task to evaluate various NEC funded projects to reputed academic institutes/Central Government Agencies/Government of India or State Government - empanelled consultancy organizations.

4. It is, therefore, desirable that NEC should float a notice inviting expression of interest (Eoi) based on which an institute/ agency/ consultancy firm would be selected for undertaking the evaluation studies on mutually agreed terms & conditions by way of signing a Memorandum of Understanding between the NEC and the selected agency.

Institutional Arrangement

5. The NEC Secretariat and the Institute/ Agency/ Consultancy Firm to be selected should establish and maintain an Institutional arrangement/partnership whereby the Institute/ Agency will work together closely with NEC for proper evaluation of NEC-funded projects through appropriate evaluation tools and methodology.

6. To achieve this objective, the Institute/ Agency/ Consultancy Firm being selected will undertake the following activities:-

- (a) Evaluate the NEC sponsored Projects/Schemes as may be entrusted to it by the NEC from time to time to assess the impact and desired outcome as per the standard procedure of evaluation. During evaluation studies, apart from the standard procedure of evaluation, relevant photographs of the projects may also be included in the Report.
- (b) Apply standard methodology to evaluate the socio-economic impact of the projects in the States.
- (c) Recommend mid-term correction(s) of the project, if any, for optimum utilization of fund.
- (d) Generate guide points for better planning of future projects.
- (e) Submit 10 (ten) copies of Evaluation Reports on each of the projects being entrusted for evaluation.

Project Selection

7. The list of projects to be selected for evaluation study will be given by the NEC Secretariat.

Role of NEC

8. Provision of Project-related Information: The NEC Secretariat will share all the requisite information with the Institute/ Agency, as may be required from time to time, including list of projects, copies of sanction orders, and relevant portion of approved DPRs etc. It will also provide the necessary authorization to the evaluating agency so that they can interact with the project implementing agencies, State Governments, and Line Department relevant to project and schemes. Besides, the NEC will provide necessary funds for carrying out evaluation work as per agreement to be arrived at per evaluation study. 50% of the amount will be released at the time of entrustment of evaluation to the Institute/ Agency/ Consultancy Firm and the balance amount will be released after presentation and submission of the final Evaluation Reports and their acceptance by NEC.

Role of Institute/ Agency/ Consultancy Firm

9. The Institute/ Agency will engage sufficient manpower having requisite technical knowledge of the project for visiting the project site(s) and collection of information and preparation of the evaluation report(s) and it will carry out impact evaluation studies of the specific projects/schemes as per requirement of the NEC Secretariat.

Control & Access to Information

10. The Institute will be required to maintain secrecy and the security of the project information. All records should be maintained systematically and should be easily retrievable for any RTI query.

Co-ordination

11. A Nodal Officer should be nominated by the Institute / Agency for keeping close liaison with the concerned officials of NEC for any information on specific project/scheme.

Reporting

12. The Institute will submit the evaluation report(s) within the stipulated timeframe to the NEC Secretariat.

GUIDELINES FOR REGIONAL LEVEL MONITORING (RLM) FOR NEC FUNDED PROJECT

1. The North Eastern Council (NEC) Secretariat under the administrative control of the Ministry of Development of the North Eastern Region recognizes the importance of independent monitoring of its Schemes/ projects. Keeping this in view, a comprehensive system of Regional Level Monitoring (RLM) has been evolved by involving public spirited retired State/Central Government officers of the North Eastern Region (not below the rank of Joint Director/ Superintending Engineers for engineering or works departments), willing to provide their valuable and selfless services for public cause. The basic premise is that by involving third party independent monitors, unbiased and objective monitoring can be achieved. The role of the Regional Level Monitors (RLMs) in monitoring the schemes/ project become more important in the recent years due to significant increase in the number of projects sanctioned by NEC for various developmental programmes and also due to the increase in the demand for accountability and transparency in the execution of these programmes. The RLMs will be governed by the following guidelines:

2. Types of Monitoring

Engagement of RLMs by the NEC will be for the following three types of monitoring assignments:

- (i) **Regular Monitoring of major NEC programmes:** The RLMs empanelled by NEC will be deputed to visit the project sites periodically to monitor and report on various stages and aspects of implementation of the schemes/ projects. The RLMs will be required to interact with the implementing department/ agency and, if required, the beneficiaries to find out the outcome and impact of the schemes at the grass-root level.
- (ii) **Special Monitoring of individual programmes:** RLMs are to be deputed to cover particular projects or some specific aspects of a particular project only and report on the issues/processes in detail as and when required to do so.
- (iii) **Complaints/Enquiries:** In case of complaints from people's representatives, NGOs, etc. regarding mis-utilization of funds, irregularities, etc., RLMs may be deputed to verify facts or to make a preliminary enquiry and submit reports. NEC shall thereafter examine the reports and take follow up action wherever necessary.

3. Objectives of visits of the RLMs

The objectives of visits of the RLMs to the sites are to ascertain the following:

- ✚ Whether the schemes/ projects of the NEC are being implemented in accordance with the guidelines and as per the approved DPRs and components of the projects.
- ✚ Whether quality of material and workmanship are acceptable and satisfactory.
- ✚ Whether there is any deviation from the approved DPRs; if so, whether prior approval was taken and from whom.
- ✚ Whether the assets has been created as per approved specifications including verification of the beneficiaries under the project.
- ✚ Whether active people's participation (if envisaged in the schemes/project) is actually visible on the ground.
- ✚ Whether the assets created are beneficial and address the requirements of the individuals/ community.
- ✚ Whether the impact of the scheme/project on the social and economic life of the people is discernible and, if so, to what extent.
- ✚ Whether regular monitoring by the departments of the State Government are done. If not, the reasons thereof.

4. Coverage

RLMs shall cover the various schemes / projects of the NEC which are implemented by the State Government/ Institutions/ agencies or any other programme of the NEC, which may be specified. These schemes are implemented by the following Sectors:

- (a) Transport & Communication
- (b) Power
- (c) Medical & Health
- (d) Agri & Allied
- (e) Human Resource Development & Employment
- (f) Irrigation & Flood Control and Water Management
- (g) Industry and Tourism
- (h) Science & Technology
- (i) Information and Public Relations, Art & Culture

5. Responsibility of RLMs

The RLMs are required to visit the project sites, ascertain the implementation of the schemes/ projects viz-a-viz the guidelines and components of the projects, interact with officials, verify the assets created and interview the villagers/ beneficiaries (as and when necessary/ required) and submit their report within a given time frame. The RLMs deputed to a State should also interact with the Secretary of the Department or Senior Officers in-charge of the schemes/ projects in the State.

RLMs will earmark one or two hours, preferably on each day when they are available in a district/block, to meet complainants/the general public/ beneficiaries. The State Government officials will publicize widely, in advance, the field visit programme of the RLMs, their place of stay, contact telephone number and earmark time schedule to meet the visitors so that the general public interested in interacting with RLMs may do so and provide feed-back about the implementation of the scheme/ project in the area.

6. Empanelment of RLMs

RLMs will be selected from among retired State / Central Government officers residing in the North Eastern Region (not below the rank of Joint Director / Superintending Engineers for engineering or works departments), willing to provide their valuable and selfless services for public cause with a good background in their respective field of knowledge, experience of working in social sector departments / engineering works, experience in auditing and accountancy etc. The RLMs shall be public spirited and have proven work experience among culturally different social groups since many areas in the NER are culturally and socially very sensitive. University level academia with proven experience in socially oriented developmental activities will also be considered for empanelment. The number of individual RLMs will be restricted to 30(thirty). Selection of RLMs will be through open invitation. Candidates upto the age of 62 years will be considered for empanelment.

Institutional RLMs will also be involved in the scheme, limited to two or three preferably NER-based and also preferably non-governmental Institutions, subject to their availability and the suitability of their experience. The selection of Institutional RLMs will be on the basis of their familiarity with the terrain and culture of the states of this region apart from their technical capability which will be duly assessed during screening by the NEC Secretariat.

The RLMs will be selected by a Committee of Officers headed by the EA (E&M) to recommend empanelment of RLM. The intending candidates will be required to submit a photocopy of their Pension Payment Order (PPO) duly certified by a gazetted officer.

Once empanelled, the RLM may remain on the panel for a period of three years, subject to annual review. An RLM may, however, be removed/ delisted due to non-satisfactory performance, etc. at any time by the NEC and no review petition will be entertained. Fresh empanelment may take place to cover up the RLMs removed/de-listed, as and when necessary.

Identity Cards may be issued to all RLMs and the RLMs are required to carry it with them during their visits. However, any misuse/abuse of these cards shall be viewed seriously and the RLM will be liable to be summarily removed from the panel of RLMs.

7. Orientation

As and when required, proper orientation will be imparted to RLMs to make them conversant with the Guidelines of schemes/ projects/programmes, proforma prescribed by the NEC and other processes involved.

Periodic orientation workshops may be organized so as to keep the RLMs abreast of the latest changes and trends in the programmes. The RLMs should keep themselves updated through the internet and web-site of the various Ministries/ State Governments/ NEC etc as well as by uploading relevant instructions, circulars and any other important information.

State Government officers could also be invited to participate in the training sessions/workshops and encouraged to interact with the RLMs.

8. Deployment of RLMs

Deployment of the RLMs for regular and special monitoring may be planned well in advance so that the same can be done in a systematic manner. There will be quarterly rounds of visits of RLMs to the project site to monitor the schemes/ projects. The RLMs may be deputed to visit the sites of neighboring States, but will not be deputed to their home State.

The visits may be planned keeping in view the quantum of field work and the number of days for the visit will be accordingly allowed. Before the RLMs proceed to the field, they will be given a brief by the concerned officer in case they are in the same station or through email.

The task of enquiring into complaints regarding implementation of any scheme/programme may be assigned only to the Institutional RLMs wherever feasible. In rare cases, such complaints may also be looked into by the RLMs having impeccable track record. In such cases, a team of RLMs with expertise in areas of concern may be considered for visits. Special monitoring may also be assigned to the Institutional RLMs. However, if the Institutions are not available for this task at any point of time, this may be done by individual RLMs. Special assignments for the RLMs are to be kept to the minimum. Regular monitoring of programmes may be assigned fully to individual RLMs.

Whenever the Chairman, NEC/ Minister DoNER or Senior Officers of the NEC (at the level of Joint Secretary and above) is to tour any district of a State, one RLM of appropriate level may be deputed to assist in the visit. The RLM is required to visit the State in advance (if time

permits) and gather sufficient information to brief the Chairman, NEC/Minister DoNER or the visiting Officer appropriately.

9. Methodology and Reporting

The visiting RLMs are required to submit a report to the NEC Secretariat, in the prescribed format. The report should contain key issues related to the different components of the programmes such as:

- ✚ Awareness and reach of the programmes/ scheme
- ✚ Implementation environment
- ✚ Community involvement in implementation, if any
- ✚ Selection processes of beneficiaries and works, if any
- ✚ Financial management - release and utilization of funds
- ✚ Technological issues, skill up-gradation & training
- ✚ Quality of construction, operation & maintenance of assets
- ✚ Transparency in Implementation Process
- ✚ Vigilance & Monitoring, if any
- ✚ Socio-economic impact assessment
- ✚ Administrative effectiveness

In case of regular monitoring, one copy of the report in soft copy through email is to be sent to the Economic Adviser (E&M) in the NEC Secretariat and to the Sectoral Heads in the NEC. The NEC Secretariat, through the concerned Sectoral Head, will forward the reports to the implementing department and the Planning Departments of the NE States for necessary action. As and when required, a set of materials and instructions are to be given to the RLMs each time they are deputed for an assignment. **The Sectors in NEC will prescribe a Check-list / template for inspection and the reporting format to be used by the RLMs.**

The RLMs Reports should be based on field visits/inspections, verification of assets, views of beneficiaries on quality and usefulness of assets, variation in progress/achievements as reflected on records and actuals, discrepancies noticed, etc so as to enable necessary follow up/corrective action. The RLMs should also give their observations based on their discussions and interactions in the field.

RLMs should strictly adhere to the prescribed reporting pattern/ instructions and all the aspects should be covered with proper details. The RLM should submit Report within 15 days of completion of visit and the submissions may be web-based/ by email.

After completing the field work and before returning, the RLMs should hold discussions with the implementing department/ agencies and present a summary of their findings and obtain information to clarify doubts.

The RLMs should grade implementation of the programmes of the NEC in each district they visit. This grading may be done on achievement of physical targets and financial targets separately. Achievement of targets above 90% may be graded as Very Good, 80-90% as Good and less than 80% as Poor. Grading may also be done with all schemes put together, with equal weightage for all schemes.

10. Follow-up Action

The effectiveness of the RLM system depends crucially on the vigour with which follow-up is done by the NEC and the States concerned. The Reports given by the RLMs will be shared with the implementing department/ agency and Planning Department of the respective State Governments.

The feedback and follow-up involve:

- ✚ Identification of all the major observations made by the RLMs which point towards serious implementation lapse or require immediate corrective action.
- ✚ Recording of the issues raised and tracking of the action taken.
- ✚ Monitoring for timely disposal of the issues raised/observations made and sending of reminders in case of delays.
- ✚ Record of all new, pending and disposed issues through Scheme-wise and State-wise reports.
- ✚ Development of a Data Repository of issues raised and action taken reports for dissemination and future reference.

The reports of the RLMs may also be discussed in a meeting with active participation of the State Governments concerned. The implementing department/ agency will take follow-up action on all RLM reports.

In complaint cases, the action taken by the implementing department/ agency will be put in the public domain by publishing on the website of the NEC. If any complaint is substantiated by the RLM, the Sector concerned in NEC is to satisfy itself with the action taken by the State. If no satisfactory action is taken by the State for more than one full financial year, further release of funds to such State under the particular Scheme / project shall be withheld and the general public of the State concerned shall be made aware of it, through wide publicity in the media / by posting on the website of the NEC. The position of complaints

and action taken will form an integral part of the proposals for release of funds, so that the Finance Division, NEC may satisfy itself of the action taken, before concurring in the proposals for release of funds.

11. Performance Appraisal of RLMs

The RLM/Institutional RLM may note that a performance appraisal will be carried out by the NEC based on their reports and could be delisted if found unsatisfactory.

12. Terms and Conditions of Service of RLMs

The terms and conditions of service of RLMs, specifically compensation, are at **Appendix.**

Terms and conditions of Services of RLMs

The RLMs are required to visit the allocated state(s) and furnish a comprehensive and crisp report to the NEC within the stipulated time as per the directives issued by the NEC from time to time. As per the terms and conditions, the RLMs are required to be reimbursed TA/DA and other charges for providing monitoring services to the NEC Secretariat on submission of their bills in the prescribed format. The terms and conditions governing the rates of remuneration and other charges admissible to the RLMs are as under:-

A. Journey by rail/road/air:

(i) The RLMs are allowed to travel as per their entitlement at the time of superannuation. They are also entitled to travel by train by 2nd AC Class by shortest route / road subject to production of tickets. In case of place(s) not connected directly / indirectly by rail, actual fare for travel by public transport or by ordinary taxi / car will be paid to the RLM subject to production of original bill(s). If train facility is available and the RLM chooses to travel by road by public transport or taxi / car, he will be reimbursed the actual fare paid or 2nd AC Class fare of mail / express train, whichever is less. Only one time to and fro travelling allowance and other charges will be admissible for one visit.

(ii) In view of the special communication and geographical problems in the NER, RLMs may travel by Air (economy class) in the public interest with the prior approval of the Secretary, NEC. However, Government of India's instructions under Supplementary Rule 190 of TA Rules regarding T.A. to Non-Official Members will apply.

B. Local Travel Expenses

Normally, local travel charges will not be paid as the concerned Departments in the State Governments are expected to provide logistic support to the RLMs. In case transport is not provided by the State Government and hence the RLM hires a vehicle or travels by his own car for field visit from one village/block to another village/block, actual cost will be reimbursed subject to production of original bill(s) countersigned by a senior officer of the implementing Department of the State Government concerned. This will also require maintaining tour diary for field visit. To claim local transport charges, specific journey distance is required to be indicated in the appropriate column in the TA Form for timely settlement of claim.

C. Remuneration/Honorarium

RLMs would be given remuneration @ Rs. 5,000/- per visit of not less than 3 days duration (excluding journey period from the place of normal residence of the RLM to the State capitals and back), which the RLM should self-certify.

D. Duration of Visit

- (i) The duration of visit to a State for regular monitoring shall ordinarily be not less than three days, excluding journey period to the States and back. RLMs normally shall not make more than 2 (two) visits per month.
- (ii) The duration of visit to a project site for investigation/reviewing of the specific complaints/ programmes shall ordinarily be 3 to 5 days, excluding journey period.
- (iii) The tour programme shall be approved by the Economic Adviser (E&M), NEC in consultation with the sectoral head concerned in NEC before the start of each visit.

E. Report Writing Charges

RLMs would be entitled to claim report writing charges of Rs. 1000/- for preparation of report (project-wise) for one visit subject to fulfillment of the following:

- (i) Separate report is required to be submitted for each project.
- (ii) The report should be neatly typed in a computer in MS Word format.
- (iii) Copy of the complete report in soft copy through email should be sent to the Economic Adviser (E&M) in the NEC Secretariat and to the Sectoral Heads in the NEC. The NEC Secretariat, through the concerned Sectoral Head, will forward the reports to the implementing department and the Planning Departments of the NE States for necessary action.
- (iv) In case of enquiry, the enquiry report should be sent only to the Economic Adviser (E&M), NEC Secretariat, Shillong who will examine the same and take necessary action as required including reporting the matter to the state government.

F. Accommodation/enforced halt charges

In case, arrangement for stay is made by State/District Administration in government guest house/ rest house, the actual lodging charges would be payable. However, where no lodging arrangements are made by State/District Administration, RLM would be paid actual lodging charges restricted to Rs.3,000/- per day subject to production of original bills and a certificate / letter issued by the District/State Administration concerned that no

accommodation was provided to the RLM by the District/State Administration. In case of enforced halt, where night halt is involved and is unavoidable, the RLM would be paid lodging charges restricted to Rs.3,000/- (one halt only) subject to production of a receipt of stay at hotel/retiring room etc.

G. Daily Allowance (including journey period)

RLM will be paid DA @ Rs.500/- per day.

H. Managerial Cost

Institutional RLMs will be paid an amount of Rs. 2,000/- per report.

I. All the expenditures involved for the monitoring of NEC schemes by the RLMs shall be borne out of budgetary allocation under the Plan Scheme “Project Formulation & Quality Management Cell” of the E&M Sector, NEC Secretariat.

“Guidelines for engagement of consultants in the field of civil engineering, electrical engineering and managerial economics in the NEC Secretariat for strengthening the monitoring and site inspection mechanisms of the NEC funded projects”

1. Introduction:

The need to establish a robust system of scrutiny and appraisal of DPRs, monitoring and inspection of projects funded by the NEC had been a felt need for a long time. Hence, the NEC Secretariat has been engaging Consultants in the fields of Civil Engineering, Electrical Engineering and Managerial Economics on contract basis. These Consultants have been and will be carrying out the tasks assigned by NEC besides monitoring and physical inspections of NEC funded projects which are located in various parts of the North Eastern Region.

2. Type of Monitoring

The engagement of Consultants by the NEC will be for monitoring and inspection of NEC funded projects:

(i) **Regular monitoring of NEC projects:** The Consultants engaged by NEC will be deputed to visit the project sites periodically to monitor and report on various stages and aspects of implementation of the schemes/ projects. The Consultants will be required to interact with the implementing departments/ agencies and, if required, with the beneficiaries to find out if the projects have been implemented as per approved DPR and also to obtain some important feedback on the schemes from the targeted beneficiaries at the grass-root level.

(ii) **Site inspection of NEC projects before releasing of the final installments:** The Consultants engaged by NEC will be deputed to visit the project sites before the release of the final installment of funds for the projects. The Consultants will be required to interact with the implementing departments/ agencies and, if required, with the beneficiaries to find out if the projects have been implemented as per approved DPR and also to obtain some important feedback on the schemes from the targeted beneficiaries at the grass-root level.

However, in case when the Consultant(s) is/are not in position or in cases where the Secretary, NEC or the concerned Sector Head so decides, then the Sector Head himself or other officers in NEC Secretariat would carry out the site inspection of NEC funded projects.

3. Coverage

The Consultants shall cover the various schemes/ projects of the NEC which are implemented by the State Government/ Institutions/ agencies or any other programme of the NEC, which may be specified. These schemes are implemented by the following Sectors:

- (a) Transport & Communication
- (b) Power (including RRE)
- (c) Medical & Health
- (d) Agriculture & Allied
- (e) Human Resource Development (including Sports) & Employment
- (f) Irrigation & Flood Control and Water Management
- (g) Industry and Tourism
- (h) Science & Technology
- (i) Information and Public Relations, Art & Culture

4. Engagement of Consultants

The E&M Sector will advertise the posts in the NEC's website and a notice of the advertisement will be published in the newspapers for wide publicity. Applicants will have to submit the applications to the NEC as and when the post(s) is/ are advertised. Due process will be followed to scrutinize the applications and shortlisted candidates would be called for interview. Minimum age of the applicant will be 18 years and maximum age limit at the time of submission of application will be 40 years. There will be age relaxation of 5 years for SC/ST candidates.

The engagement of Consultants is on fulltime basis and they shall not be permitted to take up any other assignment during the period of consultancy with the NEC. However, the engagement of Consultants will be purely of contractual nature and the Consultants will not claim for absorption to any post(s) in the NEC.

The engagement of Consultants is of a temporary (non-official) nature and can be cancelled terminated at any time by the NEC Secretariat without assigning any reason.

Identity Cards would be issued to the Consultant(s) by the Administration Division, NEC and the Consultants are required to carry it with them during their visits. However, any misuse/abuse of these cards shall be viewed seriously and the services of the Consultants will be liable to be summarily terminated.

The engagement will be done as in the case of Consultants being engaged by the erstwhile Planning Commission (now NITI Aayog) under the relevant rules of the GFR and Manual of Policies & Procedures of Employment of Consultants. In the erstwhile Planning Commission, the total number of Consultants that could be appointed was fixed at 15 (fifteen). However, in the NEC Secretariat, the ceiling may be fixed at not more than 5 (five). Procedures being followed regarding the engagement of Consultants are as per:

- (a) General Financial Rules (GFR), 2005-Chapter on Procurement of Services, Rules No. 163,164,165 and 166 (relevant extract reproduced below).
- (b) Manual of Policies & Procedures of Employment of Consultants (Chapter VII), paras 1.2.1, 7.1 and 7.2 (relevant extracts reproduced below).

General Financial Rules (GFR), 2005:

The relevant rules and procedure of the GFR and the Manual of Policies and Procedure of Employment of Consultant are reproduced below:

Rule163. The Ministries or Departments may hire external professionals, consultancy firms or consultants (referred to as consultant hereinafter) for a specific job, which is well defined in terms of content and time frame for its completion or outsource certain services.

Rule164. This chapter contains the fundamental principles applicable to all Ministries or Departments regarding engagement of consultant(s) and outsourcing of services. Detailed instructions to this effect may be issued by the concerned Ministries or Departments. However, the Ministries or Departments shall ensure that they do not contravene the basic rules contained in this chapter.

Rule165. Identification of Work/Services required to be performed by Consultants. - Engagement of consultants may be resorted to in situations requiring high quality services for which the concerned Ministry/Department does not have requisite expertise. Approval of the competent authority should be obtained before engaging consultant(s).

Rule166. Preparation of scope of the required work/service - The Ministries/Departments should prepare in simple and concise language the requirement, objectives and the scope of the assignment. The eligibility and pre-qualification criteria to be met by the consultants should also be clearly identified at this stage.

Manual of Policies & Procedures of Employment of Consultants:

Para 1.2.1. The specific purpose and the specific rules and procedures to be followed for employing Consultants depend on the circumstances of the particular case. However, following main considerations would guide the need and the selection process:-

- (a) Absence of required expertise in-house;
- (b) The need for high quality services;
- (c) The need for economy and efficiency;
- (d) The need to have qualified Consultants for providing the specific services;
- (e) The importance of transparency in the selection process;
- (f) The identification of scope of work and the time frame for which services are to be availed of.

Para 7.1. Individual consultants are normally employed on assignments for which (a) teams of personnel is not required, (b) no additional outside professional support is required, and (c) the experience and qualifications of the individual are the paramount requirement.

Para 7.2. Selection of individual consultants shall be varied out by advertising the requirement in at least one national newspaper of repute. Selection shall be based on their qualifications for the assignment. They shall be selected through comparison of qualifications of at least three candidates among those who have expressed interest in the assignment or have been approached directly by the Employer. Individuals employed by Employer shall meet all relevant qualifications and shall be fully capable of carrying out the assignment. Capability is judged on the basis of academic background, experience, and, as appropriate, knowledge of the local conditions, such as local language, culture, administrative system, and government organization.

The FR&SR has also mentioned that the engagement of consultants should be as per GFR, 2005.

5. Constitution of a Consultancy Evaluation Committee (CEC)

The Consultancy Evaluation Committee (CEC) will be constituted with the approval of the Secretary, NEC, under the Chairmanship of the Economic Adviser (E&M), NEC with the Director (E&M), NEC as Member Secretary. The other members of the CEC would include Director (Administration), NEC, Deputy Financial Adviser or his representative. As and when required, the other officer(s) of the NEC would be co-opted as member(s) of the CEC.

The Terms of Reference (ToR) of the CEC is as under:

- a) Screening of applications received from individuals with reference to the prescribed educational qualifications and experiences.

- b) Adjudging the suitability of candidates through interview and recommending the names of consultants to be engaged and fixation of their contractual emoluments and terms and conditions of engagement.
- c) Recommend termination or extension of the services of Consultants depending on their performances and service delivery.

6. Period of engagement of the Consultants

The initial term of engagement shall be for one year and subsequent extension(s), if any, shall be considered on case to case basis depending upon the requirement, work performance and quality of output. The CEC would make suitable recommendations for extending the period of engagement or otherwise of the consultant(s), and proposal(s) for approval will be put up to the Secretary, NEC through the Financial Adviser, NEC.

7. Objectives of site visits of the Consultants

The objectives of visits of the Consultants to the sites are to ascertain the following:

- ✚ Whether the schemes/ projects of the NEC are being implemented in accordance with the guidelines and as per the approved DPRs and components of the projects.
- ✚ Whether there is any deviation from the approved DPRs; if so, whether prior approval was taken and from whom.
- ✚ Whether the assets has been created as per approved specifications including verification of the beneficiaries under the project.
- ✚ Whether active people's participation (if envisaged in the schemes/project) is actually visible on the ground.
- ✚ Whether the assets created are beneficial and address the requirements of the individuals/ community.
- ✚ Whether regular monitoring by the departments of the State Government are done. If not, the reasons thereof.
- ✚ Whether physical progress and financial progress are matching/ commensurate.
- ✚ Whether the projects have suffered from time and cost overrun.

8. Duties and Responsibilities of Consultants

- (a) Physical monitoring and inspection of NEC funded projects/schemes in the 8 (eight) States of the NER.
- (b) Submission of monitoring/inspection reports indicating inter alia, the physical & financial progress, photographs, etc of such power projects/infrastructures/schemes.

- (c) Preparation of the data base regarding NEC schemes/programmes for easy retrieval.
- (d) Assistance in different areas of work pertaining to the E&M Sector.
- (e) Carrying out feasibility study of projects including scrutiny and appraisal of DPRs.

9. Deployment of Consultants

The Sectors in NEC will request the E&M Sector in writing to deploy the consultants for site visit/ inspection of NEC funded projects as mentioned at para 2 above. The visits will be planned keeping in view the quantum of field work and the number of days for the visit will be accordingly allowed. Before the Consultants proceed to the field, they will be given a briefing by the concerned Sectoral Heads/ officers.

10. Emoluments of the Consultants

An amount of Rs. 30,000/- (Rupees thirty thousands) for a Degree holder and Rs 40,000/- (Rupees forty thousand) for a Master Degree holder would be paid per month. Conveyance allowance @ Rs. 3,000/- p.m. would be allowed. The Consultants shall not be entitled to any other allowance such as Dearness Allowance, Residential Telephone, Transport Facility, Residential Accommodation, Personal Staff, CGHS, Medical Reimbursement, etc.

TA reimbursement of Second AC Train fare/ Air fare (economy class), DA Reimbursement for Hotel accommodation of up to Rs.1500/- per day; reimbursement of travel charges of up to Rs.150/- per diem for travel within the city and reimbursement of food bills not exceeding Rs. 200/- per day would be admissible.

11. Place of Work:

The place of work will be NEC Secretariat, Nongrim Hills, Shillong. However, while ensuring a robust mechanism of monitoring of the physical and as well as progress of the NEC sponsored projects/ schemes, he/ she should undertake frequent site inspections/ monitoring in all the eight States of the NER in respect of the projects/schemes being assigned to them from time to time by the E & M Sector of the NEC Secretariat.

12. Leave:

Consultants shall be eligible for 8 days' leave in a calendar year on pro-rata basis. Therefore, a Consultant shall not draw any remuneration in case of his/her absence beyond 8 days in a Year (calculated on a pro-rata basis). Also un-availed leave in a calendar year cannot be carried forward to next calendar year. The NEC Secretariat would be free to terminate the services in case of absence for more than 15 days beyond the entitled leave in a calendar year without prior intimation to/ consent of the Secretary, NEC.

13. Signing of Agreement

The selected candidates will sign a contract agreement with NEC as per usual terms and conditions.

14. Supervision of the consultants

The selected consultant will work under the close supervision of Economic Adviser (E&M), NEC / Director (E&M), NEC.

15. Redressal of Grievances/Settlement of Disputes

The decision of the Secretary, NEC in all matters of engagement of consultants will be final and binding. The NEC Secretariat reserves the rights to accept or reject any or all of the applications received for engagement of consultants without assigning any reason thereof.

16. Plan Head of Budget for expenditure

All the expenditures involved for the monitoring of NEC schemes by the Consultants shall be borne out of budgetary allocation under the Plan Scheme "Project Formulation & Quality Management Cell" of the E&M Sector, NEC Secretariat. The Scheme has been proposed to be renamed as "Engagement/ empanelment of Consultants, Regional Level Monitors and Young Professionals for monitoring of NEC funded projects").

17. Consultant/ OSD (Liaison)

In addition to the above-mentioned three Consultants, there is also a felt need for another type of Consultant who may be designated as Officer on Special Duty (OSD) and who would be doing mainly liaison work in Delhi on behalf of the NEC Secretariat and who would be attached with the Office of the Chairman, NEC in New Delhi. Such Consultant should preferably be a retired Central Government employee who normally resides in Delhi (since NEC Secretariat will not provide any residential accommodation) and should be conversant with the functioning of the Central Government Ministries and Departments so that he can be entrusted with various kinds of work as may be assigned to him by the NEC Secretariat and by the Office of the Chairman, NEC from time to time. His fixed lump sum emoluments will be between Rs.30,000/- and Rs.40,000/- per month depending upon his educational qualification(s) and the level of the post from which he retired. The payment will, however, be fixed in such a manner that this amount plus pension does not exceed his last pay drawn as per Govt. rules in force. The guidelines from paragraph 1 to 16 will also apply to him mutatis mutandis but he would also have to mandatorily submit attested copies of his pension payment orders (PPO) along with his application for the post. The maximum age limit for this particular post is 62 years at the time

of submission of application. The appointing authority may, however, relax the age bar for candidates who are deemed to be especially more suitable. The entire process of engagement of Consultant (Liaison) will be done by the Office of the Chairman, NEC which will select the most suitable candidate for the job and the NEC Secretariat in Shillong will be informed accordingly for paying his monthly remuneration during his period of consultancy which would be one year at a time but can be extended on the recommendation of the Office of the Chairman, NEC and subject to satisfactory performance to be certified by the Chairman, NEC or his Private Secretary.

“Guidelines for engagement of Young Professionals (on contract basis) in the NEC Secretariat”**1. Introduction:**

Due to the absence of middle level officers to assist the Sectoral Heads, the Sectors in the NEC Secretariat have been facing a huge problem of man-power. There is a need to engage Young Professionals and attach them with the various Sectors in NEC to assist the Sectoral Heads on various matters concerning each sector like collation of information, preparation of notes and drafts and PowerPoint presentations, scrutiny/ analysis of QPRs and other reports, etc.

2. Engagement of Young Professionals

The E&M Sector will advertise the posts in the NEC’s website and a notice of the advertisement will be published in the newspapers for wide publicity. Applicants will have to submit the applications to the NEC as and when the post(s) is/ are advertised. Due process will be followed to scrutinize the applications and shortlisted candidates would be called for interview. Minimum age of the applicant will be 18 years and maximum age limit at the time of submission of application will be 40 years. There will be age limit relaxation by 5 (five) years for SC/ ST candidates.

The engagement of Young Professionals is on fulltime basis and they shall not be permitted to take up any other assignment during the period of engagement with the NEC. However, the engagement of Young Professionals will be purely of contractual nature and the Young Professionals will not claim for absorption to any post(s) in the NEC Secretariat.

The engagement is of a purely temporary (non-official) nature and can be cancelled at any time by the NEC Secretariat without assigning any reason.

Identity Cards would be issued to Young Professionals by the Administration Division, NEC and the Young Professionals are required to carry it with them when they attend to work in the NEC Secretariat. However, any misuse/abuse of these cards shall be viewed seriously and the services of the Young Professionals will be liable to be summarily terminated.

The engagement will be done as in the case of Young Professionals being engaged by the erstwhile Planning Commission (now NITI Aayog) under the relevant rules of the GFR and Manual of Policies & Procedures of Employment of Consultants. Procedures being followed regarding the engagement of Young Professionals are as per:

- (a) General Financial Rules (GFR), 2005-Chapter on Procurement of Services, Rules No. 163,164,165 and 166 (relevant extract reproduced below).
- (b) Manual of Policies & Procedures of Employment of Consultants (Chapter VII), paras 1.2.1, 7.1 and 7.2 (relevant extract reproduced below).

General Financial Rules (GFR), 2005:

The relevant rules and procedure of the GFR and the Manual of Policies and Procedure of Employment of Consultant are reproduced below:

Rule163. The Ministries or Departments may hire external professionals, consultancy firms or consultants (referred to as consultant hereinafter) for a specific job, which is well defined in terms of content and time frame for its completion *or outsource certain services*.

Rule164. This chapter contains the fundamental principles applicable to all Ministries or Departments regarding engagement of consultant(s) and outsourcing of services. Detailed instructions to this effect may be issued by the concerned Ministries or Departments. However, the Ministries or Departments shall ensure that they do not contravene the basic rules contained in this chapter.

Rule165. Identification of Work/Services required to be performed by Consultants. - Engagement of consultants may be resorted to in situations requiring high quality services for which the concerned Ministry/Department does not have requisite expertise. Approval of the competent authority should be obtained before engaging consultant(s).

Rule166. Preparation of scope of the required work/service - The Ministries/Departments should prepare in simple and concise language the requirement, objectives and the scope of the assignment. The eligibility and pre-qualification criteria to be met by the consultants should also be clearly identified at this stage.

Manual of Policies & Procedures of Employment of Consultants:

Para 1.2.1. The specific purpose and the specific rules and procedures to be followed for employing Consultants depend on the circumstances of the particular case. However, following main considerations would guide the need and the selection process:-

- (a) Absence of required expertise in-house;
- (b) The need for high quality services;
- (c) The need for economy and efficiency;
- (d) The need to have qualified Consultants for providing the specific services;
- (e) The importance of transparency in the selection process;

- (f) The identification of scope of work and the time frame for which services are to be availed of.

Para 7.1. Individual consultants are normally employed on assignments for which (a) teams of personnel is not required, (b) no additional outside professional support is required, and (c) the experience and qualifications of the individual are the paramount requirement.

Para 7.2. Selection of individual consultants shall be varied out by advertising the requirement in at least one national newspaper of repute. Selection shall be based on their qualifications for the assignment. They shall be selected through comparison of qualifications of at least three candidates among those who have expressed interest in the assignment or have been approached directly by the Employer. Individuals employed by Employer shall meet all relevant qualifications and shall be fully capable of carrying out the assignment. *Capability is judged on the basis of academic background, experience, and, as appropriate, knowledge of the local conditions, such as local language, culture, administrative system, and government organization.*

The FR&SR has also mentioned that the engagement of consultants should be as per GFR, 2005.

3. Constitution of the Selection Committee for recommendations of engagement of Young Professionals

The Selection Committee will be constituted, with the approval of the Secretary, NEC, under the Chairmanship of the Economic Adviser (E&M), NEC with the Director (E&M), NEC as Member Secretary. The other members of the CEC would include the Director (Administration), NEC, and the concerned Sectoral Heads in NEC Secretariat.

The Terms of Reference (ToR) of the Selection Committee is as under:

- (a) The Committee would be responsible for scrutinizing the applications, shortlisting the candidates, conducting of interview and recommending the names of the individuals for engagement as Young Professionals.
- (b) The Committee will also be responsible to recommend the removal of the Young Professionals due to non-satisfactory performance, etc or for extending the engagement period of the Young Professionals.

4. Period of engagement of the Young Professionals

The initial term of engagement shall be for one year and subsequent extension(s), if any, shall be considered on a case to case basis depending upon the requirement, work

performance and quality output. The Young Professional would have to apply for an extension and the Sectoral Heads would give a certificate of the work done by them along with recommendations for or against further extension.

The Selection Committee would make suitable recommendations for extending the period of engagement or otherwise of the Young Professional(s), and proposal(s) for approval will be put up to the Secretary, NEC through the Financial Adviser, NEC.

5. Placement and Supervision of the Young Professionals

The E&M Sector, NEC will engage the Young Professionals and will place them at the disposal of the concerned Sectors in NEC. The supervision of the Young Professionals would be done by the concerned Sectoral Heads/ officers. Attendance register and leave account would be maintained by the concerned Sector/ Administration Division. Certificate would be issued by the concerned Sectoral Heads to the E&M Sector, NEC for facilitating the monthly payments to the Young Professionals.

6. Duties and Responsibilities of Young Professionals

The Young Professionals would assist the Sectoral Heads/ Sector with regard to the following work:

- a) Compilation and analysis of data and preparation of notes, PowerPoint presentations, etc.
- b) Collection and compilation of information on various programmes and schemes/policies of the Central Government as well as State Governments and to suggest further necessary action on improving upon those policies, etc for the benefit of the people of the NER.
- c) Collating information/ data for the Sector from various sources.
- d) Formulation / preparation of material for Parliament Questions and any such matters.
- e) Any other work as and when assigned.

7. Emoluments of the Young Professionals

Young Professionals with graduate degree in engineering and post-graduate degree in Arts, Science and Commerce discipline from a recognized University/Institution/College would be paid a monthly fee of Rs. 17,000/- plus Rs. 1,500/- (local conveyance) and for those with post-graduate degree in engineering and M.Phil/ PhD degree in Arts, Science and Commerce discipline from a recognized University/Institution/College would be paid a monthly fee of Rs. 20,000/- plus Rs. 1,500/- (local conveyance).

8. Place of Work:

The place of work will be NEC Secretariat, Nongrim Hills, Shillong. The engagement of Young Professionals would be on full-time basis and they would not be permitted to take up any other assignment during the period of engagement with the NEC.

9. Leave:

The Young Professional shall be eligible for 8 days' leave in a calendar year on pro-rata basis. Therefore, a Young Professional shall not draw any remuneration in case of his/her absence beyond 8 days in a year (calculated on a pro-rata basis). Also un-availed leave in a calendar year cannot be carried forward to the next calendar year. The NEC Secretariat would be free to terminate the services in case of absence by more than 15 days beyond the entitled leave in a calendar year without prior intimation to/ consent of the Secretary, NEC.

10. Signing of Agreement

The selected candidates will sign a contract agreement with NEC as per usual terms and conditions.

11. Redressal of Grievances/Settlement of Disputes

The decision of the Secretary, NEC in all matters of engagement of Young Professionals will be final and binding. The NEC Secretariat reserves the rights to accept or reject any or all of the applications received for engagement of Young Professionals without assigning any reason thereof.

12. Plan Head of Budget for expenditure

All the expenditures involved for paying for the services of the Young Professionals shall be borne out of budgetary allocation under the Plan Scheme "Project Formulation & Quality Management Cell" of the E&M Sector, NEC Secretariat. The Scheme has been proposed to be renamed as "Engagement/ empanelment of Consultants, Regional Level Monitors and Young Professionals for monitoring of NEC funded projects").
