

GOVERNMENT OF HARYANA
FINANCE DEPARTMENT
OFFICE MEMORANDUM

No 5/6/2005-5B&C

Dated: 28th June, 2016

Subject: Revised Guidelines for Formulation, Appraisal and Approval of Government funded Plan Schemes/Projects.

Sir/Madam,

CD 4890
18/7/16 In continuation of Finance Department Guidelines (amended) for Formulation, Appraisal and Approval of Government funded Plan Schemes/Projects issued vide Office Memorandum No. 5/6/2005-5B&C dated 5th November 2013, the Finance Department has further revised the guidelines for approval of the new Plan Schemes/Projects from the Standing Finance Committee A or B as follow.

2. The department should submit the contours of the New Plan Scheme(s)/Detailed Project Report (DPR), (which ever is applicable), which should include the following:

A. Statement of proposal:

- a) Title of the proposal/scheme.
- b) Description of the proposal/scheme and its objects.
- c) Justification for the proposal/scheme and what alternatives have been considered.
- d) Annual Objective and Impact Expected.
- e) Roll out of the Scheme in Terms of Commencement of Activities including mention of agency through which the scheme will be executed.
- f) Physical Targets
- g) Timeline of implementation of programme and target date of completion.

B. Financial implication of the proposal:

- a) Nature of the scheme (State Plan/ Centrally Sponsored or Non-Plan).
- b) Nature of the Scheme (whether Capital or Revenue).
- c) Budgetary requirement (recurring and non-recurring separately), with broad details.
 - i) Budget provision in the current financial year;

Rep. M. Mohan
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on
21.7.16

A.R. (Project)

U.O. 2
28/7/16

Subst. (S. 1)

29/7/16

PUC relate
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Section 2
29.7.

P. Circulate
in all depts.
to
29.7.

Supr. (Budget)
19.7.2016

22/7/2016
GAO

ii) if no budget provision exists, how is the expenditure proposed to be met?

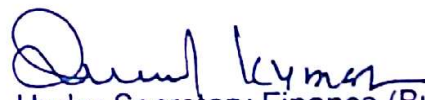
- d) Cash Flow Requirement as per Roll Out Plan.
- e) Component of grant, loan and subsidy, if any, in the total outlay involved and their proposed terms.
- f) Number of posts, their pay scales and the basis adopted for staffing (attach Statement).
- g) Broad details of construction works, their justification and basis of estimates (attach Statement).
- h) Requirement of stores and equipment together with justification and cost (attach Statement).
- i) Achievement/return expected and other economic implications, if any.

3. The department should follow the earlier guidelines dated 05.11.2013 for preparation of DPR and other clauses like Evaluation, Project Management Unit (PMU), Capacity Building, Management Information System (MIS) etc. after the sanctioning of the project by Standing Finance Committee(s).

4. The Administrative Department will submit the Plan Scheme/Project proposal in Finance Department through Planning Department.

5. These amended guidelines may kindly be brought to the notice of all concerned for compliance/adherence.

6. These guidelines can be downloaded from the website of Finance Department www.finhry.gov.in.



Under Secretary Finance (Budget)
for Additional Chief Secretary to Govt. Haryana,
Finance Department.

Endst. No. 5/6/2005-5B&C

Dated: 28th June, 2016

To

1. All the Additional Chief Secretaries/Principal Secretaries to Govt. Haryana.
2. Registrar (General), High Court of Punjab & Haryana.
3. All the Divisional Commissioners in Haryana.
4. All the Heads of Departments, Haryana.

INTERNAL CIRCULATIONS:

1. All the Officers/Joint Secretaries/Deputy Secretaries/Under Secretaries/ Superintendents of FD.
2. In-charge, Computer Cell (FD).