

CONSOLIDATED INSTRUCTIONS/GUIDELINES FOR SANCTION OF PROJECT AND RELEASE OF FUNDS IN NEC

1. Submission of project proposals to NEC

All project proposals seeking funding from NEC shall be uploaded in **Poorvottar Vikas Setu** portal of MDoNER at <https://nesetu.mdoner.gov.in/vikassetu/> Details of procedures is linked at Appendix -I.

All proposals received in NEC shall be processed as per procedure laid down in NEC Guidelines 2023. Project proposals completed in all respect shall be placed before concerned Sectoral Empowered Committee (SEC) chaired by respective Members of NEC for prioritization. Technical Appraisal will be carried out by the Sector concerned at NEC as per format given at Appendix-II.

Project proposals prioritized by SEC under Schemes of NEC shall be processed and placed before concerned appraising approving authority as indicated below:

- (i) Projects costing below ₹ 5.00 crore shall be appraised by Financial Adviser, NEC and approved by Secretary, NEC.
- (ii) Projects costing between ₹ 5.00 crore and ₹ 15.00 crore shall be appraised and approved by Empowered Inter-Ministerial Committee (EIMC) at NEC Level under the chairmanship of Secretary, NEC.
- (iii) Projects costing beyond ₹ 15.00 crore and up to ₹ 100.00 crore shall be appraised and approved by Empowered Inter-Ministerial Committee (EIMC) –Central under the chairmanship of Secretary, MDoNER.

For details, see the Guidelines of Schemes of NEC dated 21st August 2023. (Appendix-III).

2. General Points to be addressed while preparing Concept Note/DPR is at Appendix-IV.

3. Guidelines to be followed by NGOs while applying for financial assistance under Promotional activities of NER is at Appendix-V.

4. Documents to be furnished for submission of fund release proposal:

- (i) Utilization Certificate of funds released earlier in relevant format as per GFR. Form GFR-12C for State Govt. and departments and GFR 12A for other agencies such as Central agencies, NGOs etc.
- (ii) Latest Quarterly Progress Report (QPR)
- (iii) Geo-tagged photographs as proof of physical progress commensurate with UC provided.

- (iv) Any other requirement specific to the project mentioned in the Administrative and Financial Sanction (AFS)

5. Admissibility of Agency Charges/Quality Control Charges/Contingency shall be as follows:

(i) Admissibility of Agency Charges:

S.No.	Implementing Agency	Agency Charges Admissible
1	CENTRAL GOVERNMENT AGENCIES	
	(a) Government Departments	Not admissible
	(b) Central Government Autonomous Bodies, Societies, SPVs like NERCOMP & NECBDC (CBTC) and PSUs under MDoNER	Yes 5% for the projects upto ₹ 5 cr, 3% for the projects ₹. 5 cr to ₹ 50 cr, 2% for the projects more than ₹ 50 cr.
2	STATE GOVERNMENT AGENCIES	
	(a) Government Departments	Not admissible
	(b) State Government Agencies/ Autonomous Bodies, Societies, SPVs	Yes 5% for the projects upto ₹ 5 cr, 3% for the projects ₹ 5 cr to ₹ 50 cr, 2% for the projects more than ₹ 50 cr.
3	Other agencies	
	Trust, Societies, EPO, Communities and other non-profit organizations	NO

(ii) Admissibility of Quality Control Charges and Contingency

SN	Implementing Agency	Quality Control Charges	Contingency
1	State Agencies/ PSU (State/ Centre)	1% - (Infra Projects)	1% of project cost
2	State Govt. Deptt./ State Agency/ Societies (State)	1% - (Infra projects)	
3	NEC Agencies: (NERCOMP/NECBDC/NERAMAC/NEH HDC)	1% - (Infra projects) NIL: Other Projects	
4	FPOs/ Societies/ Communities/ Non-Profit Organizations etc.	NIL	

* For further details, see Appendix-VI.

6. Completion and Closure of project

After completion of the project, the project should be operationalized and put to use at the earliest. For a formal closure of the project, Completion Certificate along with UC of fund released and Project Completion Report (PCR) with columns filled properly in the format linked at Appendix-VII should be submitted by the IA. Any incomplete PCR or PCR not giving full details will be returned.

Disclaimer: While all efforts have been made to provide a bird's eye view of the concerned guidelines/procedures, however, these are intended to serve as ready-reckoner. Project proponents are advised to see the relevant detailed guidelines/procedures given in the Appendices linked above.

भारत सरकार/Government of India

उत्तर-पूर्वी क्षेत्र विकास मंत्रालय/Ministry of Development of NE Region

उत्तर-पूर्वी परिषद् सचिवालय/North Eastern Council Secretariat

नॉग्रीम हिल्स, शिलांग- 793003/Nongrim Hills, Shillong-793003

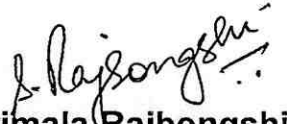
website: <https://necouncil.gov.in>

Subject: SOP to be followed by all Sectors and Divisions of NEC for processing of project proposals in Purvottar Vikas Setu Portal

The undersigned is directed to forward herewith the SOP to be followed by all Sectors and Divisions of NEC for processing of project proposals in Purvottar Vikas Setu Portal. This is for favour of kind information and necessary compliance by all Sectors.

2. This issues with approval of the Secretary, NEC.

Encl: A/A


(Shrutimala Rajbongshi)
Under Secretary (Planning)

U.O. No PLG-22025/1/2024-PLG

Dated, Shillong, the 3rd May, 2024

To,

1. Economic Adviser (E&M) & I/c Adviser (Medical & Health)
2. Economic Adviser (E&M) & I/c Director (HRD & E)
3. Adviser (Horticulture)
4. Director (Admn)
5. S.E. (Civil) & I/c Adviser (T&C)
6. Deputy Financial Adviser
7. Director (Science & Technology)
8. Director (IPR)
9. Deputy Financial Adviser
10. Jt. Director & I/c Director (Tourism & Industries)
11. Jt. Director & I/c Director (E&M)
12. I/c Deputy Adviser (IFC & WM)
13. Executive Engineer (Power)

Copy for kind information to:

1. PA to Secretary, NEC
2. Sr. P.S. to Planning Adviser, NEC
3. PA to Financial Adviser, NEC
4. PA to Economic Adviser (E&M), NEC

**SoP for Sectors of NEC for Processing of Project Proposals in
Purvottar Vikas Setu Portal**

Concept Note stage

1. All new project proposals/concept notes shall be forwarded by State Planning Departments and Central Agencies in the account of Planning Division in the Purvottar Vikas Setu Portal.
2. Planning Division will then send the project proposal to the concerned Sector of NEC in the Portal.
3. The Sectors are to download the Concept Note and then examine and process the proposal on eoffice. With approval of Competent Authority, the Sector is to upload a brief comment in the comment section of the Portal stating whether project proposal is to be placed before SEC or not, along with technical appraisal format which is to be uploaded as a pdf file of less than 20 mb size. The project proposal is then to be sent to Planning Division by Sector on the portal. In cases, where additional information is required from State Government for a new project, Sectors are to return the project proposal to Planning Division with comments. Planning Division will then forward it to State Planning Department seeking clarification of comments raised by the Sector.
4. Planning Division, after receiving support for concept paper from Sectors, shall compile comments. Under Compilation of project option, Planning Division will select those projects that are to be included as agenda items in upcoming SEC. Here Planning Division will have to choose under which SEC, the project is to be considered out of SEC A, SEC B, SEC C. After this Planning Division will get an option to generate draft meeting notice and draft agenda for the meeting. The draft notice and agenda can be edited on the portal and can be saved and downloaded. The draft meeting notice and agenda may be moved on file for approval of Competent Authority, after which, the signed meeting notice and agenda is to be scanned and uploaded on the portal through the upload approved meeting notice option. The signed meeting notice shall be circulated to all concerned through email.
5. After SEC meeting is conducted, minutes of meeting approved by Member, SEC is to be uploaded on the portal by Planning Division and also circulated through letters and email. The decision taken during the meeting for all projects is to be updated on the portal under Update Decision option.

DPR Stage

6. On the basis of minutes of SEC meeting, Sectors are to write to Implementing Agencies (IAs) for submission of Detailed Project Reports (DPR), as per format, through portal. The DPR uploaded by IAs will be received in account of Planning Division. Planning Division will forward the DPRs to the concerned Sector.
7. Sector is to download DPR and process in eoffice. In case of project proposals consisting of civil component, Sector shall seek comments/vetting of T&C Sector as usually done



through eoffice. However, it is important to also forward the DPR to T&C sector on the portal simultaneously for comments/ vetting in order to synchronize with the timeline of processing done on eoffice and for the DPR to be not shown as pending against Sector.

8. T&C Sector is to examine and submit comments both on efile as well as portal. Comments are to be uploaded by T&C sector on the portal in pdf format and within the size limit. Thereafter, DPR is to be sent back by T&C Sector to Sector on the portal.
9. Once Sector receives comments of T&C Sector, comments on the Project as a whole, including the aspects of the project other than the construction part, are to be given by the Sector. Thereafter, consolidated comments on the DPR and Technical/ Financial Appraisal Format, to be attached as pdf file, are to be sent by the Sector on the portal to Planning Division.

EIMC Stage

10. In case of DPR with cost less than Rs 5 cr, proposal will be directly relayed to account of Financial Adviser, NEC in the portal. Sectors shall process for financial appraisal along with all the related documents on e-office and FA, NEC shall scrutinize the proposal in e-office. Once approval for sanction is received in e-office, the approval may be conveyed to Planning Division by FA, NEC through the portal. After this, proposal shall be treated to have received AA of Competent Authority and shall reflect under AFS option on the portal. Sector to provide a copy of signed AFS/AA to Planning Division for uploading in the portal. Once the AFS/AA is uploaded, the project will get reflected under Approved AFS.
11. In case the DPR cost is Rs 5 cr or above but less than Rs 15 cr, Planning Division shall circulate DPR along with comments of Sector to members of EIMC for providing their comments in the portal within the stipulated time. Planning shall compile the comments received through the portal and schedule EIMC meeting. Here, the procedure of generating and updating meeting notice and agenda note is same as that done during concept note stage. The EIMC meetings will be anchored by Planning Division with the help of concerned Sectors for project(s) pertaining to them. Planning Division with the help of concerned Sectors will prepare the minutes of their concerned project(s) and process in e-office for the approval of Competent Authority. Planning shall compile the approved minutes and upload on the portal along with project wise decision. The projects that are selected as approved under Update decision option will then get reflected under Pending AFS option. Sectors are to process for AFS/AA in e-office and share the approved AFS/AA with Planning Division for uploading in the portal. Once the AFS/AA is uploaded, the project will get reflected under Approved AFS.
12. In case of DPR with cost Rs 15 cr or more, under processing of DPR, the option of DPR greater than 15 cr is to be selected. This will forward the case to MDoNER programme Division for generation and issue of the meeting notice to all concerned. The decision and MoM shall be uploaded by MDoNER. Sector shall process for AFS/AA in e-office and share the approved AFS/AA with Planning Division for uploading in the portal

S. Rajkumar

APPENDIX - IIAnnex I**Sectoral Technical Appraisal Format:**

1. Title of the Project:
2. Location:
3. Sponsoring Agency:
4. Implementing Agency:
5. Cost of the Proposal, and the main components wise break-up,
6. Project duration & year-wise requirement of funds
7. Year-wise outputs/deliverables in a tabular form.
8. Concept Note submitted or not:
9. Any overlap/ duplication with existing schemes, and if so the converge framework.
10. Objectives of the Proposal
11. Outcomes indicators
12. If individual beneficiary-oriented, pattern of assistance and confirmation in subsidy/ funding/ credit pattern aligned with similar GoI Schemes of the sector
13. O&M mechanism and Project sustainability after implementation period
14. Availability of encumbrance-free land.
15. Cost sharing by State Governments, beneficiaries or other agencies
16. Mandatory clearances required and obtained
17. Implementation, monitoring and reporting mechanism of the IA
18. Monitoring & Evaluation framework:
19. Output and Outcome realistic or not
20. Technical feasibility
21. Financial viability/ Cost Benefit Analysis/ IRR of the Proposal
22. Likely environmental impact
23. Innovative component
24. Impact analysis of existing projects/ past similar Project financed by NEC
25. Remark of the Sector Head/ any other unique feature of the Project, including views on how the project is aligned with sectoral strategy and gap analysis.

Signature of the Sector Head with date.

Appendix - IV

No. NEC-11/2/2023-UNDER SECRETARY(A)
Government of India
Ministry of Development of North Eastern Region

Vigyan Bhawan Annexe,
Maulana Azad Road,
New Delhi-110 011.

st
Dated: the 21st August, 2023

To

The Chief Secretaries,
All the North Eastern States

Subject: Guidelines for administration of the Schemes of North Eastern Council (NEC) of the Ministry of Development of North Eastern Region.

Madam/ Sir,

I am to refer to the subject cited above and to forward herewith for information and necessary action the newly-formulated Guidelines, duly approved by the Competent Authority, for administration of the **Schemes of NEC** of the Ministry of Development of the North Eastern Region.

Encl: As above.

Yours faithfully,



(Angshuman Dey)


Joint Secretary to the Government of India

Copy to:

- (i) Chief Executive Officer, NITI Aayog.
- (ii) Home Secretary.
- (iii) Finance Secretary.
- (iv) Foreign Secretary.
- (v) Secretary, Department for Promotion of Industry and Internal Trade.
- (vi) Secretary, North Eastern Council.

Copy also to:

1. PS to Hon'ble Minister, MDoNER.
2. APS to Hon'ble MoS, MDoNER.
3. PPS to Secretary, MDoNER.
4. PPS to AS&FA, MDoNER
5. PSs to Sr. EA, JS(AD), JS(HS), JS(AC)
6. All Directors/ Deputy Secretaries/ Joint Director in MDoNER.
7. Technical Wing, MDoNER
8. Sr. Director, NIC for uploading on the website of the Ministry



(Angshuman Dey)

Joint Secretary to the Government of India

GUIDELINES FOR ADMINISTRATION OF "SCHEMES OF NORTH EASTERN COUNCIL(NEC)"

1. Background

1.1 A Central Sector scheme named "Schemes of North Eastern Council (NEC), fully funded by the Government of India, has been under implementation since 10th Finance Commission period and was continued till 31.03.2022 to fill up gaps in overall development of the Region.

1.2 The approval for extension of "Schemes of NEC" Scheme w.e.f. 01.04.2022 till 31.03.2026 has duly been considered and accorded. During the process of extension of the "Schemes of NEC" w.e.f. 01.04.2022, no major change in the scope/coverage of the scheme has been conveyed.

1.3 The extant guidelines for the "Schemes of NEC" were first formulated in 2010 as NEC General Guidelines, which were revised subsequently in 2015, 2017 and 2020. Although, no major change in the scope/coverage of the scheme has been conveyed by the EFC except few general guidelines for making all the MDoNER Schemes more effective and rational, revision of guidelines for the scheme is necessitated, which are detailed in the subsequent paras.

1.4 The guidelines hereafter will take effect from 01.04.2022; while the existing "NEC General Guidelines - 2020" shall ipso facto continue to apply for the ongoing projects sanctioned till 31-03-2023; subject further to the removal of difficulties, if any, with the approval of the Competent Authority.

1.5 Saving Clause for ongoing projects / committed liabilities

Projects that were sanctioned when the "NEC General Guidelines - 2020" were in effect, will continue to be administered as per those guidelines. The prioritization/ selection/appraisal and recommendation by Standing Finance Committee (SFC^[1]) and approval of SFC recommendation by the competent authority during 2022-23 in accordance with the recommendations of EFC for 2022-23 to 2025-26 shall be deemed to have been made under the Scheme mentioned in the sanction/ approval letter; and such prioritization/ selection/ selection for sanction/ approval of the Project made in 2022-23 will be accommodated under the Guidelines applicable at that time.

2. Administration of "Schemes of NEC"

2.1 "Schemes of NEC" will cover all the eight states of the North Eastern Region of India, viz. Arunachal Pradesh, Assam, Manipur, Meghalaya, Mizoram, Nagaland, Sikkim and Tripura.

2.2 The "Schemes of NEC" will be over and above the existing schemes of Government of India and State Governments of the NE Region. However, only those projects would be considered for financial assistance under the scheme



which are not covered/ taken up under any other scheme of Central Government or State Government.

2.3 MDoNER/NEC within their delegated powers will administer the "Schemes of NEC" towards selection, sanction and monitoring of projects under the scheme, in consultation with the State Governments concerned. The steps for planning, implementation will be taken through the Implementing Agencies (IA) of the respective North Eastern State Government/Central Agencies.

2.4 The following guidelines detail the process to be followed for projects to be covered under "Schemes of NEC" scheme component covering, inter alia,

- (a) Components under "Schemes of NEC" and inter se allocations
- (b) The Normative allocation for each of the States where ever applicable
- (c) Identification and prioritization of project proposals by the State with the approval of State Level Empowered Committee (SLEC) chaired by Chief Secretary or by central agencies and submission of project proposals (for selection) to NEC
- (d) Selection of the candidate projects by NEC through Sectoral Empowered Committee (SEC)
- (e) Preparation of DPRs by the States/ Central Agencies and submission to NEC for techno-economic appraisal, and approval of the DPRs by the NEC
- (f) Sanction of projects by the Ministry/NEC as per their delegated Financial powers
- (g) Award of works by Implementing Agencies
- (h) Release of funds under the scheme
- (i) Monitoring and Evaluation Mechanism
- (j) Completion and operationalization of projects

2.5 The Hon'ble Minister, MDoNER will be the 'Competent Authority' for the scheme, unless specified otherwise.

3. Objectives

In keeping with the overall vision of the Ministry of DoNER i.e. "Transforming the North Eastern Region through Development, in an Accelerated yet Sustainable manner, affording access to ease of living to all its citizens", the broad objective of "Schemes of NEC" is to support overall development in identified sectors of importance to the North Eastern States, as specified in **Annexure - I** of these guidelines.

4. Institutional and Administrative Arrangements

Following committees will be constituted under the scheme:



- a. State Level Empowered Committee (SLEC) – for **prioritization** of projects by States and recommending them to NEC/MDoNER
- b. Sectoral Empowered Committee (SEC) at NEC Level, chaired by concerned Member(NEC), for **prioritization/selection** of projects, as indicated at **Annexure-II**.
- c. Empowered Inter-Ministerial Committee (EIMC) at NEC Level, chaired by Secretary, NEC, for **sanction/approval** of projects between Rs.5 crore to Rs.15 crore
- d. Empowered Inter-Ministerial Committee (EIMC) at Central Level, chaired by Secretary, DoNER for the following:
 - i. sanction/approval of projects beyond 15 crores and up to Rs. 100 crores;
 - ii. recommending to the Approving Authority, projects exceeding Rs.100 crores and up to Rs.500 crores^[2]

Note:

1. Projects under 'Schemes of NEC' are not expected to exceed the above thresholds. However, if projects above Rs.500 crore are posed under the scheme, an Expenditure Finance Committee (EFC) will need to be convened, as per the delegation of powers detailed at **Annexure-II**.
2. For projects less than Rs.5 crore, the projects will be appraised by Financial Advisor of NEC and approved by Secretary, NEC.

4.1 State Level Empowered Committee (SLEC)

4.1.1 The State Governments will constitute a State Level Empowered Committee (SLEC) chaired by Chief Secretary of the State with members as under:

- i. Chief Secretary – Chairperson
- ii. Secretary Planning, State Govt. – Member Secretary
- iii. Secretary, Finance, State Govt.
- iv. Secretaries of the concerned department in State Government
- v. Technical members as deemed necessary by the State Government

The NEC may also depute its representatives for the SLEC meetings, generally not below the rank of DS/Director, including one from FA, NEC, as special invitees.

4.1.2 Functions of the SLEC

The functions of SLEC shall be as under:

- i. To consider and prioritise the project proposals submitted by the State Departments and make suitable recommendations to NEC for Selection/prioritization of the projects.

- ii. Regular review and monitoring of projects sanctioned under "Schemes of NEC" and other schemes of the MDoNER/NEC, resolving bottlenecks, if any, in timely completion of these projects sending regular/periodic reports in this regard to MDoNER/NEC.
- iii. Improving/ strengthening project management system with a view to avoid cost and time overruns.
- iv. Such other miscellaneous matters connected with the implementation of "Schemes of NEC" and other schemes of the MDoNER, as considered necessary.

4.1.3 Meetings of SLEC

SLEC will meet as frequently as needed, but at least once in three months. SLEC can meet physically, virtually or in hybrid mode.

4.2 Sectoral Empowered Committee (SEC) at NEC Level

4.2.1 All projects posed under "Schemes of NEC" that fall within the purview of the concerned Member (NEC) will be posed before a Sectoral Empowered Committee (SEC) headed by the respective Member(NEC). The SEC will be constituted at NEC, which shall be headed by the concerned Member (NEC), as per the notification with respect to the subject allotted to them. The members of the SEC would be as under:

- i. Concerned Member (NEC) – Chairperson
- ii. Secretary, NEC
- iii. Financial Adviser, NEC
- iv. Economic Adviser, NEC
- v. Concerned Sectoral Head, NEC
- vi. Planning Adviser, NEC - Member Convenor

Note: Representatives from the concerned Technical Wing of NEC may also be specially invited to the respective meetings of the SEC.

4.2.2 Functions of the SEC

The functions of SEC shall, *inter alia*, be as under:

- i. SEC will review the project proposals placed before it by the Concerned sector of NEC duly scrutinized after submission by the States duly prioritized by the SLEC and select the proposal for preparation of DPR and further processing for sanction as per scheme guidelines and upto the funds available for new sanction under the Scheme.
- ii. To consider the preliminary project proposals received under 'Schemes of NEC', in terms of their quality, viability and tangible socio-economic impact together with the representatives of concerned line departments of Government of India and State



- Governments; and make suitable recommendations for selection from amongst the candidate projects
- iii. To consider the final project proposals received from the SLECs/Sectoral teams at NEC, together with the comments of the concerned central line departments and make suitable recommendations for approval of the Competent Authority
 - iv. To recommend effective means for Monitoring and Evaluation through field inspection *inter alia* through suitable third-party agencies
 - v. To review the progress of project implementation under "Schemes of NEC", through the North Eastern Council (NEC) as well as the SLEC
 - vi. To suggest suitable mechanisms for Operation and Maintenance (O&M) of the projects undertaken under 'Schemes of NEC'

4.2.3 Meetings of SEC

SEC will meet as frequently as needed, but at least once in three months. SEC can meet physically, virtually or in hybrid mode, at New Delhi or at any other place in the NER.

4.3 Empowered Inter-Ministerial Committee (EIMC) at NEC Level

4.3.1 There will be an Empowered Inter-Ministerial Committee (EIMC), chaired by the Secretary, NEC, with member representative from concerned NE States and relevant line Ministries, as indicated below:

- i. Secretary, NEC - Chairperson;
- ii. Concerned State Representative not below the Rank of Secretary - Member;
- iii. Representative of NITI Aayog - Member;
- iv. Representative, D/o Gati shakti, Department for Promotion of Industry and Internal Trade - Member;
- v. Representative(s) of line Ministries/ Departments/organizations concerned with the project/ subject - Member;
- vi. Advisor (Planning), NEC - Member;
- vii. Financial Adviser, NEC - Member;
- viii. Economic Advisor, NEC - Member;
- ix. Representative of Ministry of Development of North Eastern Region not below the rank of Director/ DS - Member

4.3.2 Functions of the EIMC at NEC Level

The functions of EIMC at NEC Level shall, *inter alia*, be as under:



- i. To appraise/sanction the project proposals received from concerned sectors of NEC along with all the requisite certificates and documents, duly recommended.
- ii. To consider any issue concerned with implementation of "Schemes of NEC" and/or projects sanctioned under it and make suitable recommendations,
- iii. To review the progress of implementation of the projects under "Schemes of NEC"
- iv. Such other miscellaneous matters connected with the implementation of "Schemes of NEC", as considered necessary

4.3.3 Meetings of EIMC at NEC Level

EIMC will meet as frequently as needed, but at least once in three months. EIMC can meet physically, virtually or in hybrid mode, at Shillong or at any other place in the NER.

4.4 Empowered Inter-Ministerial Committee (EIMC) at Central Level

4.4.1 There will be an Empowered Inter-Ministerial Committee (EIMC), chaired by the Secretary, Ministry of Development of North Eastern Region, with member representative from concerned NE States and relevant line Ministries, as indicated below:

- i. Secretary, Ministry of Development of North Eastern Region – Chairperson;
- ii. Chief Secretary of concerned North Eastern State or his representative not below the Rank of Principal Secretary in the State – Member;
- iii. Chief Executive Officer of NITI Aayog or his/her representative not below the rank of Joint Secretary – Member;
- iv. Home Secretary or his/ her representative not below the rank of Joint Secretary – Member;
- v. Secretary, Logistics, DPIIT or his representative not below the rank of Joint Secretary– Member;
- vi. Representative(s) of line Ministries/ Departments/organizations concerned with the project/ subject in question not below the rank of Joint Secretary – Member;
- vii. Secretary, North Eastern Council – Member;
- viii. Financial Adviser, Ministry of Development of North Eastern Region – Member;
- ix. Joint Secretary in-Charge of NEC in the Ministry of Development of North Eastern Region - Member Secretary.

Note: Representatives of the State Government(s), Central Ministries / NEC, etc. may be co-opted by the EIMC as and when felt necessary.



4.4.2 Functions of the EIMC at Central Level

The functions of EIMC at Central Level shall, inter alia, be as under:

- i. To consider the preliminary project proposals received under 'Schemes of NEC', in terms of their quality, viability and tangible socio-economic impact together with the representatives of concerned line Ministries/Departments of Government of India and State Governments; and make suitable recommendations for selection from amongst the candidate projects
- ii. To consider the final project proposals received from the SLECs/SEC together with the comments of the concerned central line Ministries/Departments and make suitable recommendations for approval of the Competent Authority
- iii. To recommend effective means for Monitoring and Evaluation through field inspection *inter alia* through suitable third-party agencies
- iv. To review the progress of project implementation under "Schemes of NEC", through the North Eastern Council (NEC) as well as the SLEC
- v. To suggest suitable mechanisms for Operation and Maintenance (O&M) of the projects undertaken under 'Schemes of NEC'
- vi. To consider any other issue as may be received from the NEC or SLEC or SEC seeking removal of any difficulty in the implementation of 'Schemes of NEC' projects or clarification on guidelines; and make suitable recommendations, including for relaxation/minor modifications, if any, to the provisions of the Scheme.

4.4.3 Meetings of EIMC at Central level

EIMC will meet as frequently as needed, but at least once in three months. EIMC can meet physically, virtually or in hybrid mode, at New Delhi or at any other place in NER.

5. Financial Outlays

5.1 The total approved expenditure outlay for the "Schemes of NEC" scheme for the period from 2022-23 to 2025-26 shall be calculated as per the principles laid down in the EFC meeting dated 29-09-2022 read with the clarification dated 10-11-2022. The outlay so calculated shall be separately circulated to all concerned by the Ministry, after due approval by the Competent Authority.

5.2 The total approved expenditure outlay shall account for the fund requirement for:

- (i) meeting the committed liabilities of the projects sanctioned till 2021-22 under "Schemes of NEC"
- (ii) sanctioning of new projects w.e.f. 01.04.2022 onwards
- (iii) catering to the administrative expenditure for the scheme



6. **Components under "Schemes of NEC" and their *inter se* allocations:**

The three components under the scheme and their allocations, as per approval of the Competent Authority, are as under:

	Central Agency Component (CAC) (40% of 70% component)	State Normative Component (SNC) (60% of 70% component)	Focused Development Component (FDC) (30% Component)
Focus Areas	Bamboo, Piggery, Regional Tourism, Higher Education, Tertiary Healthcare (including Health Education) & special interventions in backward areas, livelihood, science and technology interventions, surveys and investigations and promotion of NER. Detailed at <i>Annexure-I</i> .		Afforestation of denuded hills, organic farming, studies into problems of ethnic groups in NER, documentation of disputes, study of various languages/scripts, to revive the lost languages/script, and other such other projects of importance.
State-wise normative allocation	No	Yes (as per Annexure)	No
Who will pose projects	Central Agencies may pose projects to NEC	State govt will pose projects (after approval from CS) to NEC	State/Central Agencies/NEC may pose projects to NEC
Flexibility Clause	N/A	States may propose projects, upto 25% of their State-specific normative allocation, for sectors not specified in Annexure-1	N/A

- a. **Central Agency Component (CAC)**—to support overall development in the sectors of importance identified for the North Eastern States, as indicated at **Annexure-I**. Project projects that benefit multiple States in the region will be considered under this component.

Note: 28%^[3] of the annual outlay for new sanction under the Scheme will be earmarked for CAC component. There will be no state-wise

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normative allocation under this component. Under this component, Central Agencies may pose projects to NEC.

- b. **State Normative Component (SNC)**—to support overall development in the sectors of importance to the North Eastern States.

Note: 42%^[4] of the annual outlay for new sanction under the Scheme will be earmarked for SNC component. The State-wise financial limit for sanctioning of new projects for each of the States under the SNC shall be calculated based on the normative ratios indicated in the **Annexure-III**. Under this component, State governments will pose projects, after approval from Chief Secretary, to NEC.

- c. **Focused Development Component (FDC)** —for focused development of deprived areas, neglected sections of society and emerging priority sectors in the North Eastern States. An indicative list of areas/sectors under this component is mentioned at **Annexure-IV**.

Note: 30% of the annual outlay for new sanction under the Scheme will be earmarked for FDC component. There will be no state-wise normative allocation under the FDC component. Under this component, State/Central Agencies/NEC may pose projects to NEC.

Note: In all the above 3 components, expenditure may also be incurred for undertaking promotional activities for NER. However, the expenditure on such promotional activities must not exceed 5% of the total allocation. Furthermore, the guidelines to be followed for sanction of such activities are mentioned at **Annexure-V**.

7. Identification, Prioritization and Submission of project proposals

7.1 Identification of Projects under Schemes of NEC

Concerned line Departments of the State/Central Agencies will formulate project proposal in line with the **focus areas** and **preferences** indicated below for each of the components, while also avoiding any project proposals that may fall under the specified **Negative List**.

7.1.1 Identification of Projects under Central Agency Component:

Under the Central Agency Component (CAC) of the scheme, **focus shall be on projects pertaining to the approved priority Sectors (Annexure-I)**,

subject to the condition that these projects are of regional character and spread in two or more States, except projects related to Sikkim. Furthermore, these projects must not fall in the ambit of or not being taken up by other Ministries/Departments under their schemes.

7.1.2 Identification of Projects under State Normative Component:

Under the State Normative Component (SNC) of the scheme, **focus shall be on projects pertaining to the approved priority Sectors (Annexure-I)**, subject to the condition that these projects are not falling in the ambit of or not being taken up by other Ministries/Departments under their schemes.

Under the State Normative Component, States can propose projects, upto double of their approved normative allocation for new sanction, in sectors, which are illustratively indicated at **Annexure-I**. Furthermore, States also have the flexibility to propose projects, upto 25% of their State-specific normative allocation, for sectors not specified in **Annexure-I**, but which are considered important as per local felt needs, as per the recommendations of the State Governments. To avoid a thin spread of resources, the projects undertaken under this 25% flexibility clause should generally be of bigger size to have maximum impact.

7.1.3 Identification of Projects under Focused Development Component:

Under the Focused Development Component (FDC) of the scheme, an indicative list of preferred areas in which the project proposals may be posed is mentioned at **Annexure IV**.

7.2 Under all components of Schemes of NEC, **Preference** shall be accorded *inter se* for projects which are –

- a. included in a comprehensive plan/core network for any identified sector, drawn up for a State to saturate the related requirements
- b. targeted at bridging developmental deficits, assessed on the basis of KPIs of Sustainable Development Goals (SDGs) or Multidimensional Poverty Index (MPI), to enable goal-based planning, gap-based prioritization and indices-based outcome targeting
- c. addressing the developmental infrastructure requirements of deficit areas or backward populations, identified as per central government ministries/departments – such as border villages, tribal areas and other Economically Backward Classes (EBCs)
- d. Under FDC, the project selection shall be based on the indicative list of areas/sectors for focused development of deprived areas; deprived/neglected sections of society and emerging priority sectors in NER as given at **Annexure-V**.
- e. The projects under FDC shall as far as possible be in convergence with the projects covered under the Schemes, Vibrant Villages programme, BADP Scheme, SAMBHAV Scheme etc.

7.3 Negative List

Projects/proposals under the following sectors would not be taken up under any component of the "Schemes of NEC":

- i. Road Connectivity infrastructure projects, including bridges, culverts, etc.
- ii. The costs towards land acquisition, relief and rehabilitation and staff establishment components will not be admissible under the Scheme
- iii. Individual Beneficiary-oriented proposals, with or without "Direct Benefit Transfer" components
- iv. Projects which are coverable under any scheme of the concerned line Ministry of the Government of India, and for which the concerned line Ministry has already provided funds or plans to provide funds
- v. Projects of non-public nature seeking to create accommodation or administrative buildings for any central or state government or their agencies; or for requirements of institutions, whether public, private or autonomous
- vi. Any other specific sector project that may be further specified to be in the Negative List by the competent authority

7.4 Average Project Size, Project Site and Cost Estimates: To maximize the impact of available resources, projects of small size should typically be avoided under 'Schemes of NEC'.

7.4.1 Minimum Project Size:

	Central Agency Component (CAC)	State Normative Component (SNC)	Focused Development Component (FDC)
Minimum/Average Project Size	Rs.10 crore	Rs.10 crore	NA
	Aggregate of projects costing less than Rs.5 crore shall not exceed 40% of the annul outlay for new sanctions under both CAC and SNC components		NA

Under the Central Agency Component and State Normative Component, the average project size/cost shall be generally more than Rs.10 crore. However, under the Focused Development Component, the size of the project may not be a binding condition because of its nature. Further, under the CAC and SNC components, the aggregate of projects costing less than Rs.5 crore shall not exceed 40% of the cumulative annual outlay for State Normative Component and Central Agency Component. Only in exceptional cases, and for reasons to be recorded in writing, the EIMC may recommend smaller size of projects, especially in livelihood sectors, giving due justification for the same.

7.4.2 Project Site(s): The project site under all the components of the scheme, should be indicated with detailed latitude and longitude information, and in case

of projects spread across multiple locations, the coordinates of all sites must be indicated.

7.4.3 Cost Estimates: The cost estimates for the projects posed under all the components of the scheme should be based on latest Schedule of Rates (SOR) of the State/CPWD, as the case may be. For projects other than Civil works, for which no SoRs are available, estimates may be prepared by the concerned department(s) as per prevailing rules, regulations and practices of the concerned line Ministry of the Government of India. The reasonableness of cost estimates will be certified by the Competent Authority of the concerned department(s) and countersigned by the Chief Secretary in case of proposer is State Government. In case of any ambiguity, the matter may be posed before the EIMC for appropriate guidance.

7.4.3.1 The cost towards land acquisition and staff component (secretariat expenses) will be inadmissible under all the components of the scheme and will have to be borne by the State Government concerned.

7.4.3.2 A portion (up to 1% of the approved outlay) of the budget of the entire scheme (inclusive of all components of the scheme) can be earmarked for "**administrative expenses**" for administration of the scheme by MDoNER/NEC. This would include charges towards a state of art technology driven comprehensive monitoring architecture, for monitoring all the activities starting from project formulation, project approval, project implementation, inspection and validation visits etc. setting up a Project Management Unit; expenditure towards conducting technical field inspections, and capacity building.

7.4.3.3 The total cost sanctioned for any project must be inclusive of the GST. The **CGST and SGST** applicable must therefore be explicitly mentioned in the cost estimates at the stage of submission of the project DPR for seeking sanction of projects.

Note: The various unit costs in the applicable Schedule of Rates may be inclusive or exclusive of the CGST and SGST. Nonetheless, the explicit mention as prescribed herein above must be ensured in every case.

7.4.3.4 The **Operations and Maintenance (O&M)** cost for the first four years after completion of defect liability period may be made a part of the total project cost in case of Infrastructure projects. The mechanism proposed for O&M support beyond the four year period may also be clearly indicated in the DPR and highlighted during the EIMC meeting. Unless specified otherwise, the O&M cost of the projects sanctioned under the scheme shall be borne by the State Government concerned.

7.4.3.5 The infrastructure projects which have been physically completed and put to use, but financially not closed due to continuation of O & M, may be treated as completed with a remark against the project as "**Physically completed but financially active due to O & M.**"



7.5 Prioritization of Projects under Schemes of NEC

	CAC	SNC	FDC
Who will prioritize projects	Central Agencies may pose projects to NEC	State Govt. will pose projects (after approval from CS) to NEC	State/Central Agencies/NEC may pose projects to NEC

7.5.1 Prioritization of Projects under Central Agency Component

For projects under the Central Agency Component, the project proposals can be posed by the Central Agencies. The Central Agencies will submit the proposals (along with all requisite documents and checklist) to NEC, for funding under "Schemes of NEC" after due approval of the Head of the Department as the case may be. The prioritization/selection of projects will be done by SEC at NEC.

7.5.2 Prioritization of Projects under State Normative Component

For projects under the State Normative Component (SNC), the **Planning Department of the State** will **prioritize** the eligible proposals so received up to the limit of normative allocation for the State and obtain **approval of SLEC chaired by Chief Secretary** of the State to the priority list and the individual proposals included therein. The Planning departments will then submit the prioritized list of proposals (along with all requisite documents and checklist) to NEC, for funding under "Schemes of NEC".

7.5.3 Prioritization of Projects under Focused Development Component

Under the Focused Development Component, the project proposals can be posed by the State/Central Agencies/NEC. The proposals (along with all requisite documents and checklist) will be submitted to NEC, for funding under "Schemes of NEC" after due approval of the SLEC/Head of the Department as the case may be. The prioritization/selection of projects will be done by SEC at NEC.

7.6 Submission of Projects for selection under all components of 'Schemes of NEC'

7.6.1 Under all the components of 'Schemes of NEC', the project proposals must be accompanied with a **Selection Checklist (Annexure-VI)** of requisite documents viz. Concept notes highlighting the need/justification for undertaking such projects, intended beneficiaries, rough cost estimates based on latest Schedule of Rates, envisaged Output & Outcomes linked to targeted district-level SDG gaps, etc.

7.6.2 Mode of Submission of proposals: Initially, the proposals under the scheme may be submitted to MDoNER/NEC through email or physically. However, once a workflow-based system for the scheme is launched by MDoNER, all proposals (along with the necessary supporting documents) must necessarily be submitted to MDoNER/NEC (for both selection and sanction) through the online system only, and no proposal will thereafter be accepted through any other mode.

8. Selection of projects under all components of 'Schemes of NEC'

8.1 NEC, on receipt of the project proposals will, after preliminary scrutiny of the same as far as possible within one week, will place the same before Sectoral Empowered Committee (SEC) of NEC for consideration for selection/prioritization.

8.2 SEC, after due consideration of the project proposals placed before it (as per scheme guidelines) will make suitable recommendations for the **selection** of the projects. The recommendations of SEC issued in the form of Minutes of the meeting. The recommendations of SEC will be conveyed to the State Government/Central Agencies to enable them to get the DPR of the selected project prepared and take further steps for submission of the proposal to NEC for sanction.

Note: The list of projects posed by State Governments before the SEC will be suggestive guides and the SEC will not be bound by that priority. Project acceptance would depend on its soundness in terms of its viability and tangible socio-economic impact and availability of fund.

9. Preparation of Detailed Projects Report (DPR) and its techno-economic appraisal

9.1 The State Government or Central Agencies as the case may be will prepare Detailed Project Reports (DPRs) of the selected projects communicated to them after convening of the SEC. The scope of the project in the DPR must be the same as proposed in the Concept Note and approved by Competent Authority at NEC based on recommendations of SEC. However, EIMC at Central or NEC Level as the case may be, may allow minor changes in the scope of the project and/or estimated cost of the project if these have become essential on consideration of ground situation at the time of preparation of DPR. State Government/Central Agencies must give adequate justifications for any such minor changes in the scope/cost, etc.

9.2 In DPR, the provision and cost for evaluation of the project at the end of the completion of the project may also be included. For projects with long gestation periods, a mid-term evaluation may also be provisioned. The DPR must contain the quantified details for Output-Outcome deliverables including but not limited to the number of beneficiaries, targeted SDGs, quantum of employment generation, footfall of tourists, project sustainability and O&M components required.

9.3 The DPR prepared by the State Government/Central Agencies will be submitted to NEC for their Techno-economic vetting. The cost of DPR preparation shall be an admissible component to be included in the project cost proposed under the scheme.

9.4 The final proposal, along with the technical and economic appraisal of DPR of the projects, will be placed before the EIMC at NEC level for the projects costing up to the delegated Financial Powers of Secretary, NEC for appraisal/Sanction. For the projects costing beyond the delegated financial powers of Secretary, NEC, the final proposal along with the techno-economic appraisal report of DPR of the projects, will be forwarded to MDoNER along with suitable recommendations for placing before EIMC at Central Level for their appraisal/Sanction. Proposal placed before the EIMC must contain the DPR, Technical and economic appraisal report of the project by concerned sector of NEC, confirming the reasonableness of cost estimates, mechanism for O&M, sustainability plan, all the necessary/applicable



regulatory and statutory clearances like forest & environment, land acquisition, certificate regarding non-duplication of projects with other schemes, robust Monitoring and Evaluation mechanism, etc. as per **Sanction Checklist (Annexure-VI)**.

10. Sanction of projects under all components of 'Schemes of NEC'

NEC/MDoNER, on receipt of the project DPR and techno-economic appraisal report, will, circulate the same to the concerned Central line Ministries/Departments, NITI Aayog, IFD NEC, etc. for comments to be sent within 2 weeks. After scrutiny of the project proposal in accordance with scheme guidelines, and comments of Central line Ministries/Departments, NITI Aayog, IFD MDoNER, etc., if any, will place the same before EIMC at MDoNER/NEC for consideration for sanction of the project, as per the delegated Financial Powers.

10.1 Sanction of projects costing less than Rs.5 crore

For the appraisal/sanction of projects costing less than Rs.5 crore, the final proposal, along with the technical and economic appraisal of DPR of the projects, will be placed before Financial Advisor (NEC) for appraisal before seeking approval from Secretary (NEC).

10.2 Sanction of projects costing between Rs.5 crore and Rs.15 crore

For the appraisal/sanction of projects costing between Rs.5 crore to Rs.15 crore, the final proposal, along with the technical and economic appraisal of DPR of the projects by the concerned sector of NEC, will be placed before the EIMC at NEC level as per scheme guidelines. The EIMC at NEC, after due consideration of the project proposals placed before it as per scheme guidelines, will make suitable recommendations for the **sanction** of the projects. The recommendations of EIMC would be submitted to Secretary, NEC for approval. After approval of Secretary NEC to the recommendations of EIMC, the project will be sanctioned by issuance of **Administrative and Financial Sanction (AFS)** of the project in consultation with Integrated Finance Division (IFD), NEC.

10.3 Sanction of projects costing more than Rs.15 crore

For the appraisal/sanction of projects costing more than Rs.15 crore, the final proposal, along with the technical and economic appraisal of DPR of the projects by the concerned sector of NEC, will be forwarded to MDoNER along with suitable recommendations of NEC, for the consideration of EIMC at MDoNER as per scheme guidelines. The EIMC at MDoNER, after due consideration of the project proposals placed before it as per scheme guidelines, will make suitable recommendations for the **sanction** of the projects. The recommendations of EIMC would be submitted to the competent authority as per Ministry of Finance, Department of Expenditure OM No 24(35)/PF-II/2012 dated 05 August 2016 amended from time to time for approval. After approval of the recommendations of EIMC by the competent authority, the project will be sanctioned by issuance of **Administrative and Financial Sanction (AFS)** of the project in consultation with Integrated Finance Division (IFD), MDoNER.

10.4 In exceptional circumstances, and for reasons to be recorded in writing, the competent authority, on the recommendations of the EIMC, may relax any of the above conditions.

11 Award of Works by Implementing Agencies

11.1 Works shall be awarded by the State Government/Central Agencies within six months of the issue of the AFS by the Ministry and a copy of the work order must be endorsed to the Ministry of MDoNER/NEC. In case, no work order is received by Ministry of DoNER/NEC within a period of six months from the date of AFS, the sanction of the project may be liable for cancellation, unless approved by the Competent Authority at MDoNER/NEC to be taken forward.

11.2 No work shall be undertaken by the State Government before the issue of AFS by the Ministry of DoNER/NEC. No execution of Contract Agreement or Award of works should be done before issue of AFS. Any work done prior to issuance of AFS of the project will not be funded by the Ministry.

11.3 The User Department must tender within 3 months of issue of AFC by the Ministry. Approval from MDoNER/NEC must be taken if the tender is issued after 3 months but within 6 months of issue of Administrative and Financial Sanction (AFS). Tendering after 6 months of issues of AFS will not be permitted.

11.4 The Implementing Agencies (IAs) should award the contract based on competitive bidding through open e-tendering after fulfilling all codal formalities as per State Government's prescribed procedures in a transparent manner to ensure value for money.

11.5 To limit construction risk (time and cost over runs) Infrastructure projects costing more than Rs.20 crore should be awarded in EPC mode, on fixed cost basis, with provision for liquidated damages. The latest General Financial Rules (GFR) of the Ministry of Finance, Government of India, as applicable, shall be strictly followed.

11.6 The tender notices and contracts may also include binding clauses for incentives to contractors for early completion and penal provision for delay.

Note: If it is not feasible to award the project work in EPC mode, EIMC would be empowered for relaxation in this regard on case-to-case basis.

12 Change in Scope

12.1 Change in scope of a project selected by the EIMC would not be permitted in the usual course. However, at times there may arise situations that necessitate some minor change in scope/cost of the projects. For instance, the ground situation may necessitate some minor change in scope/cost with reference to the previously indicated scope/cost at the time of submission of concept note considered by the EIMC. Similarly, the ground situation may also necessitate some change in scope/cost of a project during its implementation, with reference to the previously sanctioned cost/scope of the project (as per DPR) by the EIMC.

12.2 In both these cases, any proposal for change in scope/cost of a project will be governed by the Ministry of Finance, Department of Expenditure OM no 24(35)/PF-II/2012 dated 05-08-2016 as amended from time to time. Any such

minor change envisaged in the scope/cost of the project must be submitted before giving adequate justifications for such minor changes, along with the Checklist at **Annexure-VIII**.

13 Release of funds under the scheme

13.1 Release of funds for the sanctioned projects under the scheme will be done using appropriate Central Nodal Agency (CNA) model, as per M/o Finance, D/o Expenditures' guidelines dated 9.3.2022 and instructions issued from time to time in this regard.

13.2 Before release of funds for any Project, however, NEC must ensure that the State Government or Central Agency as the case may be, have submitted the requisite documentation for justification of the release of funds such as Utilization Certificates (UCs) for funds previously released as per GFR as amended from time to time, latest Quarterly Progress Report (QPR), geo-tagged photographs, etc. as proof of physical progress in the Project as well as utilization of funds already released.

13.3 Projects shall be inspected by NEC officials from time to time during implementation. Projects worth Rs.20 Crore and above shall be inspected by NEC officials before release of the last instalment of funds.

14. Monitoring & Evaluation Mechanism

14.1 The primary responsibility of monitoring of the projects sanctioned under the scheme vests with the State Government and its designated officers, including the officers of Implementing Agency, Planning Department and SLEC. Monitoring of projects, including by MDoNER / NEC officials and third-party monitors, should be undertaken on concurrent basis to ensure timely completion of projects

14.2 The State Government/ Central agency will put in place a robust monitoring mechanism for proper execution of the projects sanctioned under the scheme. The head of the designated implementing agency of the State Government/ Central agency will be deemed as a Nodal Officer, and Secretary (Planning) of the State Government will be deemed as Chief Nodal Officer for monitoring purposes, who will ensure the completion of projects as per the committed schedule. Quarterly physical and financial progress report of the project should reach MDoNER within three weeks of the end of the quarter under report.

14.3 The NEC/SEC must monitor the implementation of previous sanctioned projects as a specific part of the agenda during its meetings convened.

14.4 The State Government must carry out periodic inspections for ensuring faster execution, quality checking of the projects and their timely completion. It



must also make use of Information Technology and Space Technology (geo-tagging of assets, NeSDR) for monitoring the projects, besides ensuring its convergence with the Gati Shakti Master Plan.

14.5 The Field Technical Support Units (FTSUs) operationalized by MDoNER in all the eight North East States shall also regularly monitor the progress of projects until their operationalization.

14.6 The inspection will be carried out preferably at milestones of 25%, 50%, 75% and 100% of physical progress of the projects, before release of funds.

14.7 MDoNER will also conduct inspection(s) of the project on sample basis through its officers. The EIMC may also recommend third party monitoring of the "Schemes of NEC" projects.

15. Completion and Operationalization of Projects

15.1 The project should be operationalized and put to its intended use at the earliest possible. For timely completion and operationalization of projects, use of EPC contracts with liquidated damages should be followed by the Implementing Agencies as per conditions laid down. All projects must be got completed within the scheduled time frame as given in the AFS. Any cost overrun over and above the approved/ sanctioned cost in any project, due to delay in implementation or any other reasons, shall be borne by the concerned States.

15.2 After completion of the project, a Completion Certificate along with utilization certificate of the total fund released will be submitted by the implementing agency through Planning Department of the State Government or by central Agencies as the case may be.

15.3 The State Government shall also ensure proper upkeep, operation and maintenance of the assets/ facilities created through the "Schemes of NEC" projects.

15.4 The State Government shall ensure that the land on which the project is constructed and the assets/ facilities created out of the Schemes of NEC will not be transferred/ sold/ alienated/ mortgaged without the approval of Ministry of DoNER, Government of India.

16. Transparency and Publicity of Information

In order to ensure that the information about development schemes/plans/projects being financed through the "Schemes of NEC" reaches the targeted beneficiaries, there is need to ensure greater transparency and publicity of information. Hence such basic details of the project such as date of completion, cost of the project, source of funding i.e. "Schemes of NEC", name

of the designated agency for execution of the project, contractor's name, etc. must be available in public domain and given wide publicity in media (including social media) as per the guidelines of Government of India in this regard.

17. **Relaxation/Modification to Scheme Guidelines**

17.1 Within the broad framework of the guidelines, MDoNER may, from time to time, issue instructions for ensuring effective and timely implementation of the scheme, processing / appraisal of the proposals in a time-bound fashion, regular monitoring, supervision, and such other related matters.

17.2 Within the broad framework of the scheme, MDoNER may, based on the recommendations of the EIMC and with the approval of the Minister MDoNER make necessary modifications to the scheme's guidelines/grant relaxation in any clause of the scheme guidelines, which are considered necessary for ensuring smooth implementation of the scheme and/or removing any bottlenecks in its implementation.

17.3 In exceptional circumstances, and for reasons to be recorded in writing, the competent authority, on the recommendations of the EIMC, may relax any of the above conditions.

Annexure - I**List of Priority Sectors**

- i. Bamboo sector: In order to realise the potential of turning bamboo into green gold in the NER, NEC would support multi-sectoral interventions covering the entire value chain including support to regional centres of excellence including strengthening of state, regional level and national level institutions located in NER.
- ii. Piggery: Value chain development of piggery right from setting up of swine flu vaccine plants to proposed processing and packaging, meeting locally unmet internal consumption demand and ultimately export to neighbouring countries of ASEAN and China.
- iii. Regional Tourism: Promotion of theme based regional tourism circuit. Support would be provided for completion of infrastructure projects under M/o Tourism where substantial work has been accomplished.
- iv. Higher Education, Tertiary Healthcare (including Health Education) & special interventions in backward areas as follows:
 - a. Support to augment infrastructure of higher education including hostels etc.
 - b. Support to tertiary healthcare (including medical education), both State Centre, in NER to cater to the need of the region which would in turn attract both education and medical tourists from other parts of the country and neighbouring countries;
 - c. Special interventions in the Sixth schedule areas; backward districts and militancy affected districts & Autonomous Council Areas, in the form of creation of supports and infrastructure, training of teachers of science and mathematics;
 - d. Telemedicine in above areas; and
 - e. Educational interventions through remote media like satellite TV, digital and other media.
- v. Livelihood Projects: Interventions throughout the value chain in other sectors which are local strengths of NER having great potential of augmenting livelihood employment generation and augmenting incomes and capture the entire value chain from production till processing and packaging in areas like (a) Floriculture; (b) Medicinal and Aromatic plants (c) Bee-keeping (d) Poultry (e) Fishery (f) Handloom (g) Handicraft and (h) Horticulture/Agri-Allied could also be taken up.
- vi. Science and Technology interventions in the NER (STINER) including use of remote sensing applications for planning and project monitoring; popularization of ICT uses and innovation for livelihoods; setting up of Technology Facilitation Centres (TFCs) with focus on appropriate technological interventions for farm, non farm and other sectors across NER; Early Warning System (EWS) for disaster mitigation including use of space technology.
- vii. Surveys & Investigations: Support for undertaking surveys and investigation and preparation of DPR for various infrastructure



projects including hydro-electric power, flood management, irrigation, soil erosion etc.

viii.

Promotion of the North Eastern Region: Setting up of Centres for awareness generation, advocacy and promotion of NEC; creating networks with Centres of Excellence on priority across sectors throughout the country; augmenting of the Regional documentation Centre as a move towards making NEC into a State of the Art Resource Centre. Guidelines for taking up projects under this head is at **Appendix-A**.

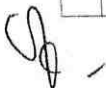


Annexure -II

Designated appraisal and approving authorities for projects/sub-schemes (hereinafter referred to as projects) under "Schemes of NEC"

S N	Description	Appraisal Authority	Approving Authority	Remarks
1	For Projects Up to Rs.5 cr.	FA of NEC	Secretary, NEC	The procedure for prioritizing of projects by SEC of NEC as per NEC guidelines shall be followed before appraisal and approval. Thereafter, concerned division of NEC will process the project proposal(s) on merits, and if found in order, will place before the FA/EIMC chaired by Secy. (NEC) for appraisal. EIMC will have representative from M/o Finance, M/o DoNER and Line Ministries. The Planning adviser, Financial Adviser, Economic Adviser (E&M) and concerned Sector Head of NEC as members.
2	For projects above Rs. 5 cr but up to Rs. 15 cr.	EIMC Chaired by Secretary (NEC)	Secretary NEC	
3	For Projects above Rs. 15 cr., but up to	EIMC Chaired by Secretary, M/o DoNER	Secretary, M/o DoNER	After following the procedure for prioritization of projects by SEC of NEC, proposals from NEC will be sent to

	Rs.100 cr.			the PD of M/o DoNER with the approval of Secretary, NEC for appraisal and approval. If PD after doing a preliminary scrutiny of the proposal, finds it in order, will send the same to Niti Aayog/Concerned Line Ministries/IFD/Technical Wing M/o DoNER etc. for comments /inter-ministerial consultations, and place it before the EIMC at central level along with such comments as per instructions issued by D/o Expenditure and M/o DoNER from time to time.
4	For Projects above Rs. 100 cr, but up to Rs. 500 cr	EIMC chaired by Secretary DoNER	Minister, M/o DoNER	After following the procedure for prioritization of projects by SEC of NEC proposals from NEC will be sent to the PD of M/o DoNER with the approval of Secretary NEC for appraisal and approval. If PD, after doing a preliminary scrutiny of the proposals find it in order will send the same to Niti Aayog/Concerned Line Ministries/IFD/Technical Wing M/o DoNER etc. for comments /inter-ministerial consultations, and place it before the EIMC along with such comments as per instructions issued by



				D/o Expenditure and M/o DoNER from time to time.
5	For Projects above Rs. 500 cr, but upto Rs. 1000 cr.	EFC/PIB Secretary, except departments/Schemes/Projects from with special dispensation has been notified by the competent authority.	Chaired by Minister M/o DoNER and Financial Minister except where special powers have been delegated by the Financial Ministry.	After following the procedure for prioritization of projects by SEC of NEC, proposals from NEC will be sent to the PD of M/o DoNER with the approval of Secretary, NEC for appraisal and approval. If PD, after doing a preliminary scrutiny of the proposal, find it in order, will send the same to Niti Aayog/Concerned Line/Ministries/IFD/Technical Wing/ M/o DoNER etc. for comments/inter Ministerial consultations and thereafter, PD will send it to DoE for placing before the EFC along with such comments as per instructions issued by D/o Expenditure and M/o DoNER from time to time.
6.	For Projects above Rs. 1000 cr.		Cabinet/Committee of the Cabinet concerned with the subject.	

Note: In all cases under SL. No. 1 and 2 above, AFS will be vetted by and sanctions issued with the concurrence of FA, NEC. In cases under SL. No. 3 to 6, AFS will be vetted by and sanctions issued with the concurrence of JS/AS&FA, M/o DoNER before its formal issuance.

Of

ANNEXURE – III**Normative allocation of the state component of Schemes of NEC Outlay**

Following is the normative allocation of the state component of the NEC among NE states:

Sl No	States	Percentage
1.	Arunachal Pradesh	13%
2.	Assam	20%
3.	Manipur	12%
4.	Meghalaya	12%
5.	Mizoram	12%
6.	Nagaland	12%
7.	Sikkim	7%
8.	Tripura	12%
9.	Total NE States	100%



ANNEXURE – IV**Indicative List of areas/sectors for focused development of deprived areas; deprived/neglected sections of society and emerging priority sectors in the North eastern States:**

- a. Programmes for afforestation of denuded hills in NER. The plantation will involve tall growing trees other than bamboo.
- b. Programmes/projects for development of organic farming in NER.
- c. Commissioning of studies to look into problems of ethnic groups in NER like Bru, Chakmas, etc. and possible solutions to the identified problems.
- d. Documentation of disputes between different States of North East for further action by MHA.
- e. Study of various languages/scripts of NE States and measures to revive the lost languages/scripts.
- f. Such other projects of importance for focussed development of deprived areas, vulnerable and neglected groups/sections of society and other emerging priority sectors.



Annexure-V**Checklist for Project Selection**

S.No.	Item	Remarks
1.	Concept Note, highlighting the following: <ol style="list-style-type: none"> rationale for the project, intended beneficiaries and its socio-economic benefit alignment of proposed project with the focus areas indicated under the scheme guidelines KPIs for monitoring the project SDG or other indices that the KPIs will impact and how Rough cost estimates as per latest SoR 	
2.	Convergence Plan – indicating how the proposed project converges with the other ongoing interventions of government in the space	
3.	Prioritized list of projects, duly approved by the Chief Secretary	

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Annexure-VI**Checklist for Project Sanction**

S.No.	Item	Remarks
1.	Approval of Concept Note from MDoNER (<i>Minutes of EIMC</i>)	
2.	Compliance with the comments (<i>if any</i>) of the concerned line department and conditions specified by EIMC (<i>if any</i>) at time of selection of project	
3.	Endorsement on DPR by NEC and submission of project proposal to MDoNER (minutes of SEC under NEC to be enclosed)	
4.	Proposal submitted to MDoNER must indicate, inter alia, the following: <ul style="list-style-type: none"> a. Expected beneficiaries and socio-economic impact b. Alignment of proposed project with the focus areas indicated under the scheme guidelines c. Timelines for implementation d. Sustainability Plan e. Mechanism for O&M (during and after project life) f. Cost Estimates, clearly indicating the basis for unit costs g. All Sources of funding the project h. Location(s) of project with geo-coordinates i. Satellite image / photograph of project site j. Alignment with Gati Shakti Master Plan k. Compliance with guidelines of concerned line department l. Output-Outcome framework with KPIs for monitoring the project m. Provision for project evaluation(s) 	
5.	Report of NEC on the techno-economic appraisal of DPR	
6.	Statutory Clearances, <i>as applicable, such as:</i> <ul style="list-style-type: none"> a. Forest & Environment 	
7.	Certificates for following: <ul style="list-style-type: none"> a. Availability of encumbrance-free land for the project b. Certification that costs proposed is as per the latest applicable Schedule of Rates c. Non-duplication Certificate, duly endorsed to the concerned line department in the States/Central Agency, within whose purview the project falls 	

Annexure-VII**Checklist for Change in Scope of Sanctioned Project**

S.No.	Item	Remarks
1.	Reason for proposing Change in Scope, along with certification that the proposed change is within the scheme guidelines	
2.	Revised Timeline for completion	
3.	Change in the cost of project due to proposed change	
4.	Vetting of revised cost by the institute of repute that had previously appraised the project proposal	
5.	Recommendation from NEC on the Change in Scope	
6.	Compliance with comments of concerned line department or EIMC received previously, if any	

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Appendix-A

Guidelines for selecting proposals under head for Promotion of North Eastern Region [para 7.1.2 (viii)]**1. Proposals eligible for funding:**

Proposals that promote the comparative strengths and potential of the NER can be taken up such as:

- i. Road shows and pilot projects to promote, advocate and publicise **good practices in the priority areas** identified by the NEC viz: Bamboo sector, Regional Tourism, Livelihoods, Organic NER, Handloom, Handicrafts & Horticulture, Clean & Green NER, Food Processing and Entrepreneurship or any other priority fixed by the NEC from time to time.
- ii. Dissemination and advocacy of **information/education on various Govt. programs using ICT and mobile technology** with a greater focus on innovations and initiatives designed to benefit relatively more remote, deprived areas and disadvantaged sections of society in NER.
- iii. **Business Summits, Conventions, Seminars, Workshops, Consultations, Brainstorming meetings, Exhibitions etc.** in domains connected to developmental priorities of the North Eastern Region.
- iv. **Specialised media campaigns** on themes concerning NER like organic farming, cleanliness (Swachata), bamboo etc.
- v. **Web Presence and Media. presence of the NEC and potential of NER** including social media
- vi. **Evaluations/ Impact Studies/assessments** related to development/promotion of NE Region.

3. Eligibility norms

- i. Ministries of GoI
- ii. PSUs of MDoNER
- iii. Central universities and colleges there-under (as listed in MoHRD)
- iv. NE State universities / deemed universities (as listed in MoHRD)
- v. Government Institutions of National importance (e.g. IITs/IIMs/BARC).
- vi. Proposals of Traditional Institutions, Autonomous Bodies, eligible non-government bodies registered on NGO- Darpan web site of NITI Aayog, provided the same are recommended by the Planning Department of the concerned state or through the concerned Central Ministries

4 Submission of proposals

- i. Proposals will be submitted in prescribed format (Form A, B, C & D).
- ii. Director (IPR) in the NEC would be in-charge of Advocacy & Publicity and will examine and process all proposals for consideration of the Screening Committee of Advocacy & Publicity before taking the final approval of the



competent authority. The Screening Committee meeting will be held on a monthly basis (as far as possible).

5. Administration of Promotion Activities

5.1 All proposals shall be examined by the concerned division before they are placed before the Screening Committee. The Screening Committee shall have the following members:

- | | | |
|------|-------------------------------------|------------------|
| i. | Planning Adviser | Chairman |
| ii. | Economic Adviser (E&M) | Member |
| iii. | Representative of Financial Adviser | Member |
| iv. | All Sectoral Heads in the NEC | Members |
| v. | Director (IPR) NEC | Member Secretary |

Representative(s) of the organizations that seek financial assistance or are concerned with the subject may be invited to these meetings.

5.2 The Committee shall decide the quantum of financial assistance, timing and duration of the programme and other parameters concerning the proposal and recommend accordingly for sanction. No sanction shall issue without the recommendation of the Committee.

5.3 For clearer scrutiny and vetting of proposals, the following steps will be kept, in view:

- i. The Organisation should follow the General Financial Rule 2017 and its subsequent amendments/instructions/orders etc. issued time to time by the Government of India while disbursement of funds released as Grants-in-Aid.
- ii. TA/DA Accommodation for non-officials (artisans/farmers) participating in events at our invitation: Ordinarily, the lowest class entitled for Central Government employees (for farmers/artisans). However, for Shilp Gurus or any persons who have been awarded/recognized for their works and extraordinary circumstances/exceptions prior permission from competent authority will be obtained on case to case basis.
- iii. Local Conveyance: FR /SR of GOI will be applicable. For group participants, bus / van will be hired. Approval of competent authority may be sought with justification for exceptions if any.
- iv. Stalls / exhibition space: Rent shall be paid at not more than ITPO rates (i.e. ITPO basic space rates). Approval of competent authority may be sought with justification for exceptions if any.
- v. All Bills/Vouchers should be GST paid.

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- vi. The concerned authorised and registered CA must certify (countersigned by the HoD) that the A&P Guidelines have been followed. Consolidated and duly certified/stamped bill statements only need to be attached and not each and every bill in original. However, Ministry / NEC may ask for original bills in special circumstances.
- vii. All payments will be paid through EAT Module of PFMS.

5.4 Release of Advertisements/ Campaigns etc.

- i. Release of advertisements in print/electronic media and other media related issues would be governed by the provisions of the extant rules, issued by Directorate of Advocacy and Visual Publicity, Ministry of Information & Broadcasting, Government of India and in no case should be contravened.
- ii. An outcome report specifying the targets of the project / programme and achievements in financial and physical prospective should be submitted after each event.

5.5 Projects recommended by the Committee shall be put up for concurrence of Financial Adviser before obtaining the approval of the Secretary NEC.

6. Financial Parameters

6.1 Ceilings of financial assistance: The amount of financial assistance for various programmes would be normally as under:

Sl. No	Programme	Financial Ceiling
1.	Workshop	Rs10 lakh
2.	Business Summit/ Road shows	
3.	Convention	
4.	Seminar/ Symposium	
5.	Evaluations/ Impact Studies/ Assessments/ Other Advocacy related works relevant to NER	Rs 20 lakh

6.2 In the case of theme based Media Campaigns (e.g. Swachhta Abhiyan, etc.), release of funds would be subject to the Terms and Conditions of the specific campaign, subject to DAVP Guidelines.

6.3. Release of second and subsequent instalments shall depend upon review of the progress/ acceptable quality of the project by the concerned division.

7. Other Conditions for acceptance of proposals

7.1 All sanctions of NEC will be issued in favour of the Organizations/ Institutions/ Agency and not to individuals.

7.2 The Organisation or Institution shall maintain separate accounts of the financial assistance provided by the NEC for undertaking a project. It should also maintain a list of beneficiaries who have received the benefit directly and all payments of the fund should be made through electronic mode.

7.3 The Organisation or Institution shall not accept any financial assistance from any other source(s) for the same project without the prior permission of NEC. While applying for assistance under this Scheme, the organization or Institution should certify to the effect that it has not received any financial assistance from any other source(s) for the same project. If this is the case, applicant may furnish justification for seeking financial assistance from multiple sources for consideration of the Screening Committee.

7.4 For long term projects, the Organisation or Institution shall furnish monthly report of the project along with a statement of expenditure actually incurred during the quarter. The organization/ institution shall record a certificate to the effect that the expenditure has been incurred in accordance with the Terms and Conditions of release of funds stipulated in the Sanction Letter.

7.5. Reports, duly audited accounts and Utilization Certificates shall be submitted on the completion of the Projects/events as prescribed in the Sanction Letter.

7.6 In the case of Seminars/ Workshops/ Symposiums, ten copies of the proceedings should be furnished along with Utilisation Certificate, etc.

7.7 In the case of Media Campaign/ Evaluations/ Impact Studies/ assessments etc., the organizations/ institutions engaged by the NEC shall not make available to any other person organization/ institution, the material compiled or data collected for the project/ task, without prior permission of the Ministry of DoNER and will be bound by the Terms and Conditions of release of funds stipulated in the Sanction Letter.

7.8 The organizations/institutions, other than in the case of media campaign will have to execute bonds in favour of the NEC on judicial stamp paper of Rs.10/- denomination. Execution of Bond will not apply to quasi-Government Institutions, Central Autonomous Organisations and Institutions whose budget is approved by the Government.

7.9 On completion of the activity, the organization/institution shall submit final report along with supporting documents/data including high resolution photographs/ videographs and all relevant material in soft and hard copy format.

7.10 Operations of the institutions/organizations that receive financial assistance from Government of India are governed by relevant sections of the General Financial Rules (GFR). Hence, compliance with relevant, prescribed Government Rules and formalities should be ensured.

7.11. The institutions/organisations should not have been black-listed by any Department/Ministry / Government Organisation. While applying for assistance under this Scheme, the institutions/ organisations should certify to the effect that it has not been black listed by any Department/Ministry / Government Organisation.



7.12 The accounts of the institutions/organizations which received financial assistance from the NEC will be open to Audit at any time by the Comptroller and Auditor General of India or his nominee at his discretion.

^[1]The erstwhile SFC has now been renamed as EIMC.

^[2]As per guidelines of Ministry of Finance

^[3]After provisioning 30% of the annual scheme outlay for Focused Development Component, 40% of the balance allocation will be earmarked for CAC. i.e. 40% of the 70% = 28% of the annual scheme outlay.

^[4]After provisioning 30% of the annual scheme outlay for Focused Development Component, 60% of the balance allocation will be earmarked for SNC. i.e. 60% of the 70% = 42% of the annual scheme outlay.

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APPENDIX IVAnnexure-IGENERIC STRUCTURE OF A DETAILED PAPER/DETAILED PROJECT REPORT

- (i) Context/Background:** This section should provide a brief description of the sector/sub-sector as well as the national strategy and policy framework. This section should also provide a general description of the scheme/project being posed for appraisal.
- (ii) Problems to be addressed:** This section should elaborate the problem to be addressed through the project/scheme at the local/regional/national level. Evidence regarding the nature and magnitude of the problems should be presented, supported by baseline data/survey/ reports etc.
- (iii) Aims and Objectives:** This section should indicate the development objectives proposed to be achieved, ranked in order of importance. The outputs/deliverables expected for each development objective should be spelt out clearly.
- (iv) Strategy:** This section should present an analysis of alternative strategies available to achieve the development objectives. Reasons for selecting the proposed strategy should be brought out. Basis for prioritization of locations should be indicated (wherever relevant). Opportunities for leveraging government funds through public-private partnership or savings through outsourcing must be explored. This section should also provide a description of the ongoing initiatives, and the manner in which duplication can be avoided and synergy created with the proposed scheme/project.
- (v) Target Beneficiaries:** There should be clear identification of target beneficiaries. Stakeholder analysis should be undertaken, including consultation with stakeholders at the time of scheme/project formulation. Options regarding cost sharing and beneficiary participation should be explored and incorporated in the project. Impact of the project on weaker sections of society, positive or negative, should be assessed and remedial steps suggested in case of any adverse impact.
- (vi) Legal Framework:** This section should present the legal framework, if relevant, within which the scheme/project will be implemented, as well as the strengths and weaknesses of the legal framework in so far as it impacts on achievement of stated objectives.
- (vii) Environmental Impact:** Environmental Impact Assessment should be undertaken, wherever required, and measures identified to mitigate the adverse impact, if any. Issues relating to land acquisition, diversion of forest land, wildlife clearances, rehabilitation and resettlement should be addressed in this section.
- (viii) Technology:** This section should elaborate on the technology choices, if any; evaluation of the technology options, as well as the basis for choice of technology for the proposed project.

(ix) Management: Responsibilities of different agencies for project management or scheme implementation should be elaborated. The organization structure at various levels, human resource requirements, as well as monitoring arrangements should be clearly spelt out.

(x) Finance: This section should focus on the cost estimates, budget for the scheme/project, means of financing and phasing of expenditure. Options for cost sharing and cost recovery (user charges) should be explored. Infrastructure projects may be assessed on the basis of the cost and tenor of the debt. Issues relating to project sustainability, including stakeholder commitment, operation-maintenance of assets after project completion and other related issues should also be addressed in this section.

(xi) Time Frame: This section should indicate the proposed *zero* date for commencement and also provide a PERT/CPM chart, wherever relevant.

(xii) Cost Benefit Analysis: Financial and economic cost-benefit analysis of the project should be undertaken wherever such returns are quantifiable. Such an analysis should generally be possible for infrastructure projects, but may not always be feasible for public goods and social sector projects. Even in the case of latter, the project should be taken up for appraisal before the PIB and some measurable outcomes/deliverables suitably defined.

(xiii) Risk Analysis: This section should focus on identification and assessment of implementation risks and how these are proposed to be mitigated. Risk analysis could include legal/contractual risks, environmental risks, revenue risks, project management risks, regulatory risks, etc.

(xiv) Outcomes: Success criteria to assess whether the development objectives have been achieved should be spelt out in measurable terms. Base-line data should be available against which success of the project will be assessed at the end of the project (impact assessment). Similarly, it is essential that base-line surveys be undertaken in case of large, beneficiary-oriented schemes. Success criterion for scheme deliverables/outcomes should also be specified in measurable terms to assess achievement against proximate goals.

(xv) Evaluation: Evaluation arrangements for the scheme/project, whether concurrent, mid-term or post-project should be clearly spelt out. It may be noted that continuation of schemes from one period to another will not be permissible without a third-party evaluation.

Last but not the least, a self-contained **Executive Summary** should be placed at the beginning of the document. *In cases where only a Concept Paper or Feasibility Report is attached to the EFC/PIB proposal, it should cover the main points mentioned in the generic structure above.*

APPENDIX V

~~Appendix A~~

Guidelines for selecting proposals under head for Promotion of North Eastern Region [para 7.1.2 (viii)]

1. Proposals eligible for funding:

Proposals that promote the comparative strengths and potential of the NER can be taken up such as:

- i. Road shows and pilot projects to promote, advocate and publicise **good practices in the priority areas** identified by the NEC viz: Bamboo sector, Regional Tourism, Livelihoods, Organic NER, Handloom, Handicrafts & Horticulture, Clean& Green NER, Food Processing and Entrepreneurship or any other priority fixed by the NEC from time to time.
- ii. Dissemination and advocacy of **information/education on various Govt. programs using ICT and mobile technology** with a greater focus on innovations and initiatives designed to benefit relatively more remote, deprived areas and disadvantaged sections of society in NER.
- iii. **Business Summits, Conventions, Seminars, Workshops, Consultations, Brainstorming meetings, Exhibitions etc.** in domains connected to developmental priorities of the North Eastern Region.
- iv. **Specialised media campaigns** on themes concerning NER like organic farming, cleanliness (Swachata), bamboo etc.
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- vi. **Evaluations/ Impact Studies/assessments** related to development/ promotion of NE Region.

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- i. Ministries of GoI
- ii. PSUs of MDoNER
- iii. Central universities and colleges there-under (as listed in MoHRD)
- iv. NE State universities / deemed universities (as listed in MoHRD)
- v. Government Institutions of National importance (e.g. IITs/IIMs/BARC).
- vi. Proposals of Traditional Institutions, Autonomous Bodies, eligible non-government bodies registered on NGO- Darpan web site of NITI Aayog, provided the same are recommended by the Planning Department of the concerned state or through the concerned Central Ministries

4 Submission of proposals

- i. Proposals will be submitted in prescribed format (Form A, B, C & D).
- ii. Director (IPR) in the NEC would be in-charge of Advocacy & Publicity and will examine and process all proposals for consideration of the Screening Committee of Advocacy & Publicity before taking the final approval of the

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competent authority. The Screening Committee meeting will be held on a monthly basis (as far as possible).

5. Administration of Promotion Activities

5.1 All proposals shall be examined by the concerned division before they are placed before the Screening Committee. The Screening Committee shall have the following members:

i.	Planning Adviser	Chairman
ii.	Economic Adviser (E&M)	Member
iii.	Representative of Financial Adviser	Member
iv.	All Sectoral Heads in the NEC	Members
v.	Director (IPR) NEC	Member Secretary

Representative(s) of the organizations that seek financial assistance or are concerned with the subject may be invited to these meetings.

5.2 The Committee shall decide the quantum of financial assistance, timing and duration of the programme and other parameters concerning the proposal and recommend accordingly for sanction. No sanction shall issue without the recommendation of the Committee.

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- iv. Stalls / exhibition space: Rent shall be paid at not more than ITPO rates (i.e. ITPO basic space rates). Approval of competent authority may be sought with justification for exceptions if any.
- v. All Bills/Vouchers should be GST paid.

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- vi. The concerned authorised and registered CA must certify (countersigned by the HoD) that the A&P Guidelines have been followed. Consolidated and duly certified/stamped bill statements only need to be attached and not each and every bill in original. However, Ministry / NEC may ask for original bills in special circumstances.
- vii. All payments will be paid through EAT Module of PFMS.

5.4 Release of Advertisements/ Campaigns etc.

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- ii. An outcome report specifying the targets of the project / programme and achievements in financial and physical prospective should be submitted after each event.

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5.	Evaluations/ Impact Studies/ Assessments/ Other Advocacy related works relevant to NER	Rs 20 lakh

6.2 In the case of theme based Media Campaigns (e.g. Swachhta Abhiyan, etc.), release of funds would be subject to the Terms and Conditions of the specific campaign, subject to DAVP Guidelines.

6.3. Release of second and subsequent instalments shall depend upon review of the progress/ acceptable quality of the project by the concerned division.

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7.2 The Organisation or Institution shall maintain separate accounts of the financial assistance provided by the NEC for undertaking a project. It should also maintain a list of beneficiaries who have received the benefit directly and all payments of the fund should be made through electronic mode.

7.3 The Organisation or Institution shall not accept any financial assistance from any other source(s) for the same project without the prior permission of NEC. While applying for assistance under this Scheme, the organization or Institution should certify to the effect that it has not received any financial assistance from any other source(s) for the same project. If this is the case, applicant may furnish justification for seeking financial assistance from multiple sources for consideration of the Screening Committee.

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7.5. Reports, duly audited accounts and Utilization Certificates shall be submitted on the completion of the Projects/events as prescribed in the Sanction Letter.

7.6 In the case of Seminars/ Workshops/ Symposiums, ten copies of the proceedings should be furnished along with Utilisation Certificate, etc.

7.7 In the case of Media Campaign/ Evaluations/ Impact Studies/ assessments etc., the organizations/ institutions engaged by the NEC shall not make available to any other person organization/ institution, the material compiled or data collected for the project/ task, without prior permission of the Ministry of DoNER and will be bound by the Terms and Conditions of release of funds stipulated in the Sanction Letter.

7.8 The organizations/institutions, other than in the case of media campaign will have to execute bonds in favour of the NEC on judicial stamp paper of Rs.10/- denomination. Execution of Bond will not apply to quasi-Government Institutions, Central Autonomous Organisations and Institutions whose budget is approved by the Government.

7.9 On completion of the activity, the organization/institution shall submit final report along with supporting documents/data including high resolution photographs/ videographs and all relevant material in soft and hard copy format.

7.10 Operations of the institutions/organizations that receive financial assistance from Government of India are governed by relevant sections of the General Financial Rules (GFR). Hence, compliance with relevant, prescribed Government Rules and formalities should be ensured.

7.11. The institutions/organisations should not have been black-listed by any Department/Ministry / Government Organisation. While applying for assistance under this Scheme, the institutions/ organisations should certify to the effect that it has not been black listed by any Department/Ministry / Government Organisation.

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7.12 The accounts of the institutions/organizations which received financial assistance from the NEC will be open to Audit at any time by the Comptroller and Auditor General of India or his nominee at his discretion.

[1] The erstwhile SFC has now been renamed as EIMC.

[2] As per guidelines of Ministry of Finance

[3] After provisioning 30% of the annual scheme outlay for Focused Development Component, 40% of the balance allocation will be earmarked for CAC. i.e. 40% of the 70% = 28% of the annual scheme outlay.

[4] After provisioning 30% of the annual scheme outlay for Focused Development Component, 60% of the balance allocation will be earmarked for SNC. i.e. 60% of the 70% = 42% of the annual scheme outlay.

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**Government of India
North Eastern Council**

Annexure - I

Proforma for Application

ORGANIZATION PROFILE

1. Name of the Organization
2. Name of the Website/ Social Media link
3. Address, Street, District State Pin Code, Phone & Fax No, (with STD Code) E-mail
4. Name, Designation, Aadhar Number & address of Chief functionary
5. Name of other key Functionaries & their Aadhar Number, Contact No. & Address
6. Registration details Act Under which registered Date of registration
7. FCRA NO. (if available)
8. PFMS Registration No. with NEC
9. Unique identifier of NGO Darpan, NITI Aayog Portal
10. Activities in brief
11. Thrust Area
12. Experience in the area in which funding is sought
13. Source of funds (last three years)

National/ International	Name of the Project	Amount received	Year

14. Banking details (Account No. Name & Address of the bank)
15. Has the work of your organization been evaluated by any independent agency, if yes, Please attach the evaluation report

PROJECT PROFILE

1. Title of the Project
2. Aims & Objectives
3. Duration
4. The project description needs to include following details
 - i. *Project goal*

- ii. *Project area*
- iii. *Target Group*
- iv. *Problems to be addressed*
- 5. Details of any 'need assessment' done in the area before deciding on the project
- 6. Beneficiary oriented? (Yes/ No)
- 7. Strategy / Action Plan
- 8. Voluntary contribution from the community
- 9. Monitoring & Evaluation indicators
- 10. Project sustainability (How will the activities be sustained after project support is completed)
- 11. Proposed Budget for the project

ATTACHMENTS TO BE FURNISHED

- 1. Registration certificate
- 2. By-laws & Memorandum of Association
- 3. Annual Report (latest one year)
- 4. Audit statements (for last three years)
- 5. Latest list of Executive Committee Members (copy of Aadhar Card)
- 6. List of Employee

All attached photocopies of documents should be attested by Gazetted officer/ Notary

Annexure – II

Self –Certificate regarding financial assistance received/ applied for from other Ministries/ Department of GoI/ State Government

(on official letter head)

This is to certify that the _____ (name of VO/NGO/Agency) has received/ applied for Rs. _____ which is _____% of the total budget of the event from _____ (name of Ministry/ Department of GoI/ State Govt.)

Signature with stamp

Annexure – III

Certificate for Financial Contribution Statement

(on official letter head)

This is to certify that the _____ (name of VO/NGO/Agency) is contributing Rs. _____ which is _____% of the total budget of the event.

Signature with stamp

Annexure – IV

Acknowledgement for receipt of Sanction

(on official letter head)

This is to acknowledge that the sanction of Rs. _____ (in words) to _____ (name of VO/NGO/Agency) has been received on _____ (date) for organizing _____ (name of the project).

NEC-17/26/2022-E and P Sec
Government of India

Ministry of Development of North Eastern Region

APPENDIX VI

Vigyan Bhawan Annexe
Maulana Azad Road
New Delhi - 110011
June 27, 2024

To

Secretary,
North Eastern Council,
NEC Secretariat, Nongrim Hills,
Shillong - 793003.

Subject: Admissibility of Agency Charges for executing projects under Central Sector Schemes - Reg.

Sir,

I am directed to refer to NEC letter No. NEC/FIN/MISC/01/2023 dated 08.11.2023 on **admissibility of agency charges for executing projects under Central Sector Schemes** of this Ministry and to state that the matter was duly considered in the Ministry. It has now been decided that the admissibility of agency charges, quality control charges and contingency charges in respect of MDoNER Schemes shall be as follows:

(i) Admissibility of Agency Charges:

SN	Implementing Agency	Agency Charges admissible
1	CENTRAL GOVERNMENT AGENCIES	
	(a) Government Departments	No
	(b) Central Government Autonomous Bodies, Societies, SPVs like NERCOMP & NECBDC (CBTC) and PSUs under MDoNER	Yes 5% for the projects upto Rs 5 cr, 3% for the projects Rs. 5 cr to 50 cr, 2% for the projects more than Rs. 50 cr.
2	STATE GOVERNMENT AGENCIES	
	(a) Government Departments	No
	(b) State Government Agencies/ Autonomous Bodies, Societies, SPVs	Yes 5% for the projects upto Rs 5 cr, 3% for the projects Rs. 5 cr to 50 cr, 2% for the projects more than Rs. 50 cr.
3	Other agencies	
	Trust, societies, FPO, Communities and other non-profit organizations	No

(ii) Admissibility of Quality Control Charges and Contingency

SN	Implementing Agency	Quality Control Charges	Contingency
1	State Agencies/ PSU (State/Centre)	1% - (Infra projects)	1% of project cost
2	State Govt. Deptt./ State Agency/ Societies (State)	1% - (Infra projects)	
3	NEC Agencies: (NERCOMP/NECBDC/NERAMAC/ NEHHDC)	1% - (Infra projects) NIL: Other Projects	
4	FPOs / Societies/Communities/ Non- Profit Organizations etc.	NIL	

2. It is clarified that provision of Quality Control Charges @ 1% may be considered only for those infrastructure projects in which 3rd Party Quality Assurance has been deployed.

3. The above norms may be strictly followed for all projects sanctioned under schemes of MDoNER/NEC. Additionally, strict compliance of rules and regulations as per GFR 2017 may be ensured.

4. This issues with the approval of the Competent Authority and concurrence of IFD, MDoNER vide Dy. No. **DIR(IFD)/10/2024 dated 02.05.2024.**

(Anjana)

Under Secretary to the Govt. of India
nagpal.anjana@nic.in

Copy to:

1. JS(AD), PLW, MDoNER
2. JS(SS), Infrastructure Wing, MDoNER
3. Shri B Thawng Sian Dong, DFA, NEC
4. Shri Purushottam Verma, Director/IFD, MDoNER

Copy for information to:

1. Sr. PPS to Secretary, MDoNER

(Anjana)

Under Secretary to the Govt. of India
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APPENDIX - VII

Ameseli

Project Completion Report (PCR) Format:**1. Project Objective** (About 100 words)**2. Project Scope**

Component/ Sub-Component	Original Scope	Revised Scope	Reason(s) for the modification if there have been any.
(1)			
(2)			
(3)			
(4)			
(5)			
(6)			
(7)			

3. Location Map & Latitude/Longitude: (Please attach map)**4. Implementation Schedule:**

Item	Date	Remarks	Reasons for any changes of the schedule, and their effects on the project
AFS issue date			
Release of instalment			
Tendering			
Date of Award of tender			
Date of commencement of work			
Scheduled date of completion			
Revised date of completion (if any)			
Actual date of Project completion			

5. Project Cost

Comparison of Original and Actual Cost by item

Component	Original Cost (Rs lakh)	Actual cost (Rs lakh)	Reason(s) for the wide gap between the original and actual, if there have been any, the remedies you have taken, and their results.
(1)			
(2)			
(3)			
(4)			
(5)			
(6)			
(7)			

6. Organizations for Implementation

Role of Executing Agency & Institutional Arrangement:

7. Photographs of Output of the project: (Please attach)**8. Benefits derived from the Project:****9. Operational & physical condition of each facility developed/supplied by the project.**

Facilities	Description of condition (Installed and commissioned or not)	Problems, its Background and Remedial Action Plan

10. Precautions (measures to be adopted/ points which require special attention) for sustainable utilization of the assets created:

11. Qualitative and Quantitative Data of Monitoring Indicators

Indicators	Original	Present	Target (two years after completion of the Project)

12. Monitoring Plan for the indicators

(Monitoring methods, agency in charge of monitoring, frequency, the term and so forth.)

Original	Actual

13. Achievement of the Project Objective (100 words)

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14. O&M and Management (for sustained operation of the assets created)

(Organization chart of O&M and the mechanism/ system put in place)

Original	Actual

15. Overall evaluation

(Please describe your evaluation on the overall outcome of the project in 100 words.)

16. Lessons Learnt and Recommendations

(Please raise any lessons learnt from the project experience, which might be valuable for the future projects, as well as any recommendations, which might be beneficial for better realization of the project effect, impact and assurance of sustainability, in 100 words).

Signature of Project Implementation Authority

with date, name & designation