

भारत सरकार/Government of India

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

उत्तर-पूर्वी परिषद् सचिवालय/North Eastern Council Secretariat

नोग्रीम 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

S. Rajkumar

- 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

Annex-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.

Annexure-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-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.

of .

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 5.

**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

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
27.6.24

(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
27.6.24

(Anjana)

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

Annex-II**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