

17 Manuals of RTI

A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public.

- a) Name and address of the Affiliated Body - North eastern Council, New NEC Complex, Nongrim Hills, Shillong - 793003
- b) Type of Affiliated Body (Board, Council, Committee, Other Bodies) - Council.
- c) Brief introduction of the Affiliated Body (Establishment Year, Objective/Main Activites).

Establishment Year - It was established in 1972 under the NEC act 1971.

Objective - Securing balanced development of the North Eastern Region and for Inter-State Coordination. Review of matters taken by NE States for the maintenance of security and public order in the region.

Main Activities - It acts as a coordinator in expediting various State projects in the field of roads, air connectivity, medical and health sector, irrigation, flood control and water resources development, power sector, agriculture and allied sector, environment, manpower development, science and technology and information and public relations.

- a) Role of the Affiliated Body (Advisory/Managing/Executive/Others) - Advisory
- b) Structure and Member Composition - NEC is headed by Chairman, Minister, DoNER is the ex-officio Chairman. He is assisted by Secretary and a team of advisors.
- c) Head of the Body - Chairman
- d) Address of main office and its Branches - North Eastern Council, New Complex, Nongrim Hills, Shillong - 793003
- e) Frequency of Meetings - Twice in a year
- f) Can public participate in the meetings? - No, only invitees.
- g) Are minutes of the meetings prepared? - Yes

NLCPR -Committee.

There shall be a committee called 'NLCPR Committee' to administer NLCPR Scheme consisting of:

- (i) Secretary, Ministry of Development of North Eastern Region - Chairman
- (ii) Finance Secretary or his representative not below the rank of Joint Secretary-Member
- (iii) Home Secretary or his representative not below the rank of Joint Secretary - Member

- (iv) Principal Adviser/ Adviser, In-charge of North Eastern State (and Sikkim) in NITI Aayog - Member
- (v) Financial Advisor, Ministry of DONER -- Member
- (vi) Joint Secretary / Joint Secretaries In-charge of Non-lapsable Central Pool of Resources in the Ministry of Development of North Eastern Region - One JS being Member Convener

The functions of the Committee are:

- (a) To ensure equitable distribution of NLCPR resources amongst NE States keeping in mind existing inter-State and intra-State regional disparity, Human Development Indices (HDI) including per capita income, poverty level (BPL), density of infrastructure, population, area and terrain etc. besides performance of the States in implementing NLCPR projects.
- (b) To assess projects/schemes proposed by the States of the NE and Sikkim under NLCPR in terms of viability and tangible socioeconomic impact.
- (c) To recommend allocation of funds for such schemes/projects.
- (d) To closely monitor and review the progress of the projects/schemes, including the deputation of appropriate officials of the Central Government, for field inspections on a periodic basis.
- (e) To suggest policy changes to obviate procedural and other bottlenecks in the execution of programmes/projects/schemes.
- (f) The Committee would meet as often as necessary (at least once in two months) and would submit periodic recommendations to the Union Minister for Development of North Eastern Region on various aspects of NLCPR projects.

Transparency and Publicity of Information

In order to ensure that the information about developmental schemes being financed through the Non-lapsable Central Pool of Resources reaches the ultimate beneficiaries, i.e. the targeted beneficiaries, there is a need to ensure greater transparency and publicity of information. For this purpose, the following shall be ensured:

- (a) All the schemes/projects being supported from the Central Pool shall be given wide publicity in local media.
- (b) Notice Board, including social audit aspects, should be available at the project implementation site. The Board should indicate the date of sanction of the project, likely date of completion, estimated cost of the project, source of funding i.e. Non-lapsable Central Pool of Resources (Government of India), contractor(s) name and the physical Target. After completion of projects, State Government will put a permanent display on site like plaque on the wall etc. after asset is created displaying details of NLCPR funding.

- (c) State Government shall disseminate information through media, print, electronic, through appropriate means on the schemes being implemented from the Central Pool.

Release of funds and implementation of project.

- i) After receipt of recommendation(s) of the SLEC by Ministry of DoNER, the matter will be placed before NLCPR Committee in consultation with IFD, for sanction and release of funds to the State Government.
- ii) The funds shall be released by Ministry of DoNER in two installments. The first installment will consist of 40 % of central share of assistance and second installment will be for the balance central share of 60 %. A token amount of Rs. 10.00 lakh will be released by the Ministry as part payment of the first installment so that tender formalities could be initiated and finalized by the State Government. Thereafter, the State Government will approach the Ministry with a copy of work order/award letter for claiming the release of balance of first installment of funds.
- iii) It shall be mandatory on part of State Governments to award contract(s) after following a transparent tender procedure. Tender notices and contracts will incorporate binding clauses for incentives to contractors for early completion and penal provisions for delays.
- iv) Works should be awarded within six month of the issue of the sanction by the Ministry and a copy of the work order endorsed to the Ministry of DoNER. In case, no work order is received by Ministry of DoNER within a period of six months of the release of first installment of funds, the sanction of the project shall stand cancelled.
- v) Tender notices and contracts will incorporate binding clauses for incentives to contractors for early completion and penal provisions for delay.
- vi) No work shall be undertaken before issue of Administrative Approval and Expenditure Sanction by the Competent Authority on the basis of estimates framed. Execution of Contract Agreement or Award of work should be done before commencement of the work. Any work done prior to sanction of the project will not be funded by the Ministry.
- vii) It shall be incumbent on the State Government to release the funds for the project to the Implementing Agency within a period of one month of release of funds by the Ministry of DoNER. If the released fund is not transferred to the Implementing Agency within 1 month and a copy of such transfer is not received in Ministry of DoNER, the project will stand chances of being cancelled and money utilised for completion of other ongoing projects.
- viii) Tender notices etc, issued by the State Governments are necessarily to be linked to the Ministry of DoNER/NEC websites.
- ix) Normally fresh sanctions will not be issued if unspent balance of a State is more than 3 times of the normative allocation of the State.

- x) Second installment of central assistance will be released by the Ministry of DoNER once the State Government has mandatorily released and utilized full State share and the physical progress is not less than 50%. Further, release of second installment will be preceded by State Government furnishing Utilization Certificate along with physical and financial progress report, duly signed by the Secretary of the implementing Department and countersigned by the Planning Secretary of the State Government.
- (xi) Projects of value of Rs.20 crore and above will be inspected by DoNER /NEC officials before release of last installment of funds.
- (xii) Request for release of subsequent installments of funds submitted by the State must be accompanied with:
- Utilization Certificates (UCs)
 - Progress Reports (PRs)
 - Photographs of the works completed
 - Inspection report of Nodal officer indicating the physical & financial progress of the project, etc.
- (xiii) UCs shall be submitted in the prescribed proforma only when the expenditure on the project has been incurred by the implementing agency. Planning Secretary on behalf of the State and, in case of a Union Ministry, an officer not below the rank of Joint Secretary, should sign the UCs.
- (xiv) A Completion Certificate should be submitted by the State Governments on completion of projects. On completion of projects of Rs. 20 crore and above, an inspection will be conducted by officer(s) of Ministry of DoNER /NEC and a report submitted to the Ministry of DoNER. The monitoring of a sample of 5% of the projects will be done by Independent Agencies.
- (xv) Any delay in completing the projects in time will invite a cut in the subsequent normative allocation of the State Government. However, re-scheduled date of completion in the case of delay because of unforeseen circumstances can be approved by the Ministry on the recommendation of the SLEC.
