

Government of India  
Ministry of Development of North Eastern Region

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Jodhpur Officer Hostel, Pandara Park,  
India Gate, New Delhi - 110003.

Dated: 26.09.2025

**OFFICE MEMORANDUM**

**Subject: Comprehensive Guidelines for Administration of Special Development Packages (SDPs) for a) Bodoland Territorial Council (BTC), approved under implementation of Memorandum of Settlement signed on 27.01.2020 by Government of India, Government of Assam and Bodo Groups; and b) Karbi Anglong Autonomous Territorial Council (KAATC), approved under implementation of Memorandum of Settlement signed on 04.09.2021 by Government of India, Government of Assam and the Karbi Groups- reg.**

The undersigned is directed to refer to the above cited subject and to forward herewith the Comprehensive Guidelines for administration of Special Development Packages (SDPs) for a) Bodoland Territorial Council (BTC), approved under implementation of Memorandum of Settlement signed on 27.01.2020 by Government of India, Government of Assam and Bodo Groups; and b) Karbi Anglong Autonomous Territorial Council (KAATC), approved under implementation of Memorandum of Settlement signed on 04.09.2021 by Government of India, Government of Assam and the Karbi Groups (copy enclosed).

2. The Comprehensive Guidelines for Administration of Scheme of 'SDPs (BTC-KAATC)' of Ministry of Development of North Eastern Region (MDoNER) have been prepared after duly incorporating the the past observations from NITI Aayog and the Line Ministries regarding the project proposals of SDPs and the amendments made from time to time in the Guidelines of administration of the SDPs (BTC-KAATC) issued vide O.M. No. NLCPR-12/6/2020-O/o US(NLCPR) dated 03.10.2023.

3. The Checklists for Project selection/ sanction of the Comprehensive Guidelines have also been revised to ensure the quality of Concept Notes and DPRs submitted by the State Governments of Assam under the SDPs of MDoNER.

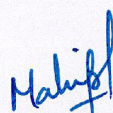
4. The copy of the directions for filling the revised checklist for Project selection and Project sanction, may be seen under the Annexure D of the Comprehensive Guidelines of administration of the SDPs (BTC-KAATC).

5. This Comprehensive Guidelines are to be adopted by State Government of Assam. State Government of Assam is requested to direct the concerned Line Departments and field officers of State to adopt the revised checklist format with immediate effect.

6. The comprehensive guidelines shall only be applicable for the project Concept Notes/DPRs that will be submitted to this Ministry post issuance of this O.M.

7. This issues with the approval of the Competent Authority.

Enclosure: As stated above.

  
26.09.2025  
(Mahipal Yadav)

Under Secretary to the Government of India



**To,**

Chief Secretary, Government of Assam

**Copy to:**

1. Chief Executive Officer, NITI Aayog
2. Secretary, Ministry of Home Affairs
3. Secretary, Ministry of External Affairs
4. Secretary, Department for Promotion of Industry and Internal Trade (DPIIT)
5. Secretary, North Eastern Council, Shillong
6. AS & FA, MDoNER

**Copy for information to:**

1. PS to Hon'ble Minister, MDoNER
2. APS to Hon'ble MoS, MDoNER
3. PPS to Secretary, Ministry of DoNER
4. PSs to AS(S), SA(DJ), JS(NK), JS(SS), JS(AD)
5. All Directors/ Deputy Secretaries and equivalent Officers in MDoNER
6. Sr. Director, NIC for uploading on the Official Website of MDoNER

**Comprehensive Guidelines for administration of Special Development Package (SDP)  
for:**

- a) Bodoland Territorial Council (BTC), approved under implementation of Memorandum of Settlement signed on 27.01.2020 by Government of India, Government of Assam and Bodo Groups ; and**
- b) Karbi Anglong Autonomous Territorial Council (KAATC), approved under implementation of Memorandum of Settlement signed on 04.09.2021 by Government of India, Government of Assam and the Karbi Groups.**

**1. Background**

**1.1 Special Development Package for the BTC:**

A Memorandum of Settlement (MoS) was signed by Government of India, Government of Assam and Bodo Groups (ABSU and NDFB factions) on 27.01.2020. As per clause 10.1 of MoS dated 27.01.2020, both the Government of Assam and the Government of India are required to earmark a sum of Rs.250 crore each, per annum, for a period of three years starting from F.Y. 2021-22, for development of the areas under the BTC. The illustrative lists of specific projects to be taken up on priority under the Special Development Package for BTC are attached as Annexure-II, III and IV of the Memorandum of Settlement (MoS) dated 27.01.2020. These guidelines must therefore be read in conjunction with the said MoS.

The Special Development Package for BTC was allocated for implementation to the Ministry of Development of North Eastern Region by the Ministry of Home Affairs vide OM No 11012/06/2020-NE.VI dated 26/02/2020.

These guidelines will be applicable for the projects sanctioned by Ministry of Development of North Eastern Region against Government of India (GoI) contribution towards the said Special Development Package for Bodoland Territorial Council (BTC).

**1.2 Special Development Package for the KAATC:**

A Memorandum of Settlement (MoS) was signed by Government of India, Government of Assam and the Karbi Groups on 04.09.2021. As per clause 5.1 of MoS, both the Government of Assam and the Government of India are required to earmark a sum of Rs.100 crore each, per annum, for a period of five years starting from FY 2021-22, for development of infrastructure in Karbi Anglong Autonomous Territorial Council (KAATC) area. The illustrative list of specific projects to be taken up on priority under the Special Development

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Package is appended at Annexure -II of Memorandum of Settlement (MoS) dated 04.09.2021. These guidelines must therefore be read in conjunction with the said MoS.

The Special Development Package for KAATC was allocated for implementation to the Ministry of Development of North Eastern Region by the Ministry of Home Affairs vide OM No. 11012/26/2022-NE-IV dated 17/06/2022.

These guidelines will be applicable for the projects sanctioned by Ministry of Development of North Eastern Region against Government of India (GoI) contribution towards the said Special Development Package for Karbi Anglong Autonomous Territorial Council (KAATC).

**1.3** These guidelines will take effect from 01.04.2022; subject further to the removal of difficulties, if any, with the approval of the Competent Authority.

## **2. Administration of Special Development Packages for the BTC and the KAATC:**

**2.1** The Special Development Packages for the BTC and the KAATC will cover the Bodoland Territorial Council area in the state of Assam, and the Karbi Anglong Autonomous Territorial Council area in the state of Assam, respectively.

**2.2** MDoNER will administer the Special Development Packages for the BTC and the KAATC towards selection, sanction and monitoring of projects under them, in consultation with the State Government of Assam and respective Councils. The steps for planning, implementation will be taken through Implementing Agencies (IAs) of the respective BTC/KAATC, via the Planning Department of State Government of Assam.

**2.3** The following guidelines detail the process to be followed for projects to be covered under Special Development Packages for the BTC and the KAATC covering, inter alia,

- a. identification and prioritization of project proposals by the BTC/ the KAATC and submission of project proposals (for selection) to the State Government; and subsequent submission of prioritized list of projects to the Ministry;
- b. selection of the candidate projects by the State Government;
- c. preparation of DPRs, techno-economic vetting and approval of the DPRs by the BTC/ the KAATC; submission of projects (for sanction) to the State Government; and subsequent submission of projects (for sanction) to the Ministry;
- d. sanction of projects by the Ministry;
- e. award of works by Implementing Agencies;
- f. release of funds as per extant guidelines of Ministry of Finance;
- g. monitoring and evaluation of projects;
- h. completion and operationalization of projects.

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**2.4** The Hon'ble Minister, MDoNER will be the 'Competent Authority' for the packages, unless specified otherwise.

### **3. Objectives**

Development of areas falling under the Bodoland Territorial Council (BTC) and the Karbi Anglong Autonomous Council Regions, as per the respective Memoranda of Settlement mentioned in Paras 1.1 and 1.2 of this document.

### **4. Institutional and Administrative Arrangements**

#### **4.1 Empowered Inter-Ministerial Committee (EIMC) at Central Level**

There will be an Empowered Inter-Ministerial Committee (EIMC), chaired by the Secretary, Ministry of Development of North Eastern Region, comprising representatives of the BTC/ the KAATC and relevant line Ministries, as indicated below:

- i. Secretary, Ministry of Development of North Eastern Region - Chairperson.
- ii. Chief Secretary of Assam - Co-Chairperson
- 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. Foreign Secretary or his/ her representative not below the rank of Joint Secretary - Member.
- vi. Secretary, Department for Promotion of Industry and Internal Trade or his/ her representative not below the rank of Joint Secretary - Member
- vii. Representative from the administrative machinery of the concerned Council, not below the rank of Joint Secretary (Member)
- viii. Representative(s) of line Ministries/ Departments/ organizations concerned with the project/ subject in question not below the rank of Joint Secretary - Member.
- ix. Financial Adviser, Ministry of Development of North Eastern Region - Member
- x. Joint Secretary in-Charge of Special Development Packages for the BTC/ the KAATC in the Ministry of Development of North Eastern Region - Member Secretary.

*Note: Representatives of the State Government may be co-opted by the EIMC as and when felt necessary.*

#### **4.2 Functions of the EIMC**

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

- i. To consider the project proposals submitted under the Special Development Packages for the BTC/ the KAATC, duly submitted by the BTC/ the KAATC and recommended by the Government of Assam, in accordance with the guidelines and make suitable recommendations for their selection and sanction in a two stage process.

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- ii. To consider any issue concerned with implementation of Special Development Packages for the BTC/ the KAATC and/or projects sanctioned under it and make suitable recommendations, including for relaxation/ minor modifications, if any, to the provisions of the guidelines.
- iii. To review the progress of implementation of the projects under Special Development Packages for the BTC/ the KAATC.
- iv. To make suitable recommendations with respect to any issue concerning implementation of projects already sanctioned under Special Development Packages for the BTC/ the KAATC.
- v. Such other miscellaneous matters connected with the implementation of Special Development Packages for the BTC and the KAATC, as considered necessary
- vi. To select, sanction, monitor implementation and review progress of projects sanctioned under other schemes or Special Packages of this Ministry, as and when mandated after due approval of competent authority

#### **4.3 Meetings of EIMC**

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 the NER.

#### **4.4 State Level Empowered Committee (SLEC):**

The State Government of Assam will constitute a State Level Empowered Committee (SLEC) chaired by Chief Secretary of the State, with the Secretary Planning as the Convenor and comprising Principal Secretary of the BTC/ the KAATC, Finance and other concerned Secretaries of the State Government Departments, and technical experts deemed necessary, as Members. The Ministry of DoNER will be represented in the SLEC, by the Joint Secretary in-charge of the BTC/ the KAATC and the Financial Adviser or his/ her representative. Representatives from the concerned institution of repute may be specially invited to the respective meetings of the SLEC.

#### **4.5 Functions of SLEC:**

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

- i. To review the preliminary project proposals being posed under Special Development Packages for the BTC/ the KAATC by the State Government to the EIMC at MDoNER, in terms of quality, viability and tangible socio-economic impact of the projects and their alignment with the guidelines.
- ii. To prioritize and recommend project proposals to be posed by State Government under Special Development Packages for the BTC/ the KAATC.





- iii. To review and approve for selected projects, the DPRs / techno-economic appraisal undertaken by designated reputed institutes like IIT, IIM, NIT, etc. and make suitable recommendations to MDoNER towards sanction of these projects.
- iv. Regular review and monitoring of the Implementing Agencies' (IAs) project implementation process, inter alia, the award of work, timely completion and sending regular/periodic reports to MDoNER relating to projects previously sanctioned under Special Development Packages for the BTC/ the KAATC.
- v. Improving/ strengthening project management system in the State / the BTC/the KAATC to avoid cost and time overruns in sanctioned projects.
- vi. Ensuring proper mechanisms for Operation and Maintenance (O&M) of projects sanctioned under Special Development Packages for the BTC/ the KAATC throughout their lifecycle.
- vii. To consider any other issue as may be received from the IAs seeking removal of any difficulty in the implementation of projects or clarification of guidelines; and make suitable recommendations to the EIMC, including for relaxation/minor modifications, if any, to the provisions of the guidelines.

#### **4.6 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.

### **5. Financial Outlays**

**5.1** The total approved expenditure outlays for the Special Development Packages for the BTC and the KAATC for the period from 2022-23 to 2025-26 will be as laid down in the EFC meeting dated 29-09-2022 read with clarification dated 10-11-2022.

**5.2** The total approved expenditure outlay shall account for the fund requirement for projects sanctioned under the Special Development Packages for the BTC and the KAATC during the period from 2022-23 to 2025-26.

### **6. Identification, Prioritization and Submission of Project Proposals**

#### **6.1 Identification of Projects:**

The BTC/ the KAATC shall formulate project proposals within the ambit projects specified in the "Illustrative list of projects" specified under the respective MoS's Annexures.



### 6.1.2 Negative List

Projects not commensurate in terms of sector, nature of projects etc with the projects given in the illustrative list of Memorandum of Settlement would not be taken up under the respective Special Development Packages.

**6.1.3 Project Site(s):** It shall be the onus of the project proposing Councils or their agencies to ensure that the project site should be available unencumbered to be handed over to the IA for taking up project implementation activities. In no case, the package funds shall be used for purchase / acquisition of land/site for any project. The latitude and longitude of the project site; in case of project spread across multiple locations the coordinates of all sites, must be indicated, preferably in the concept note itself and necessarily in the DPR. The project site 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.

**6.1.4 Cost Estimates:** The cost estimates for the projects posed under the packages should be based on latest Schedule of Rates (SOR) of the concerned line department / State Government. 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 project cost estimates at the stage of DPR shall be prepared as per the latest schedule of rates applicable and technically sanctioned by the designated technical authority of the concerned central/state line department(s) to whom such powers have been delegated. The techno-economic vetting thereof, shall be further undertaken through the institutions of repute.

**6.1.4.1** The cost towards land acquisition and staff component (secretariat expenses) will be inadmissible under the package and will have to be borne by the State Government/Council concerned.

**6.1.4.2** A portion (upto 1% of the approved outlay) of the budget of the package can be earmarked for "**administrative expenses**" for the package by MDoNER. This would include charges towards a technology driven comprehensive monitoring architecture, covering all activities starting from project formulation, project approval, project implementation, field inspection and validation visits; setting up a Project Management Unit; capacity building, etc.

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**6.1.4.3** 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 has to be ensured in every case.

**6.1.4.4** The **Operations and Maintenance (O&M)** cost for the first four years after project completion shall be made a part of the total project cost. 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 package beyond the first four years after completion shall be borne by the State Government/ the Council concerned.

## **6.2 Prioritization of Projects:**

The projects submitted by the BTC / the KAATC to the State Governments shall be checked for eligibility as per the respective MoS, and then prioritized by the Planning Department of the Government of Assam, upto the limit of the yearly allocation under the package. The Planning Department shall then obtain approval of Chief Secretary, Government of Assam, on the prioritized list and the individual proposals included therein.

## **6.3 Submission of Proposals for selection:**

**6.3.1** The BTC/ the KAATC will submit the proposals (along with all requisite documents and checklist) to the Ministry of DoNER through Planning Department of Government of Assam, for funding under the respective Special Development Package, after due approval of the Chief Secretary.

**6.3.2** Checklist for **Selection (Annexure-A)** shall include the specified requisite documents *inter alia* Concept notes highlighting the need/justification for undertaking such projects, intended beneficiaries, cost estimates based on latest Schedule of Rates, envisaged Output & Outcomes linked to targeted district-level SDG gaps, etc.

**6.3.3** The Planning Department of the Government of Assam must ensure that before submission of prioritized list of projects for selection in any particular year, projects have



already been sanctioned under the State Government's contribution for the previous year under the MoS. The list of these sanctioned projects must also be submitted to the Ministry.

**6.3.4 Mode of Submission of proposals:** Initially, the proposals under the packages may be submitted to Nodal Wing for the packages at MDoNER either through email or physically. However, once a workflow-based online system is launched by MDoNER, all proposals (along with the necessary supporting documents) must necessarily be submitted to MDoNER through the online system only, and no proposal will thereafter be accepted through any other mode.

## **7. Project Selection at MDoNER:**

**7.1** The prioritized list of proposals received from the Planning Department of the Government of Assam will only be considered in the Ministry if projects under the State Government's contribution for the previous year under the MoS have already been sanctioned. Sustainable Development Goals (SDGs) shall be used for selection of projects.

**7.2** MDoNER, on receipt of the project proposals / concept notes, will, after preliminary scrutiny of the same as expeditiously as possible, circulate the same to the concerned Central line Ministries/Departments, NITI Aayog, IFD MDoNER (as applicable), etc. for their preliminary comments to be sent, within 2 weeks.

**The Line Ministries/NITI Aayog will furnish their comments within two weeks from the receipt of the Concept Notes and within 30 days from the receipt of the DPRs through the Poorvottar Vikas Setu Portal of MDoNER. In case no comments/observations are received on the Poorvottar Vikas Setu portal by the MDoNER within the stipulated period as stated above, it will be presumed that the concerned Line Ministries/NITI Aayog have no comments to offer on the concerned project proposal and the EIMC would be at the liberty to take appropriate decision in the matter. (included vide O.M. No. NEC-11/14/2022-UNDER SECRETARY(A) dated 18.12.2024).**

For projects in sectors like power and water, comments from respective authorities like Central Electricity Authority (CEA), Central Ground Water Board (CGWB), etc. may also be obtained. In the preliminary comments, the concerned ministry/department is expected to provide broad guidance on the following aspects:

- a) Whether any components of project that can be funded under an existing scheme of the line dept/ministry
- b) Choice of technology to be considered
- c) Standard cost norms to be followed
- d) Convergence related points to be considered when preparing DPR





7.3 After receipt of preliminary comments of Central line Ministries/Departments, IFD MDoNER, etc., if any, the Nodal Division in MDoNER will place the same together with the comments based on the preliminary scrutiny, if any, before EIMC for consideration for selection of the projects. Projects that address gaps identified by Sustainable Development Goals (SDG) indices shall be preferred for selection.

7.4 EIMC, after due consideration of the project proposals placed before it will make suitable recommendations for the **selection** of the projects. The recommendations of EIMC would be submitted to Competent Authority in MDoNER for approval.

7.5 Recommendations of EIMC as approved by the Competent Authority, will be conveyed to the State Government/Council to enable them to get the DPRs of the selected projects prepared and take further necessary steps for obtaining sanction eventually.

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

## **8. Preparation of Detailed Projects Report (DPR) and its techno-economic vetting**

8.1 The BTC/ the KAATC will prepare Detailed Project Reports (DPRs) of the selected projects communicated to them after convening of the EIMC. The scope of the project in the DPR must be the same as proposed in the Concept Note and approved by Competent Authority at MDoNER based on recommendations of EIMC.

8.2 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 quantifiable details for Output-Outcome deliverables including but not limited to the number of beneficiaries, targeted SDGs, quantum of employment generation, project sustainability and O&M components required.

8.3 The State Government/ the Council will also submit project techno-economic appraisal report of such DPRs from institutes of national repute like IIT/IIM/NIT, etc. For projects in sectors in which the institute of repute may not have in-house expertise, the institute may get the appraisal done from another institute that has the necessary sectoral expertise. The cost of DPR preparation and techno-economic vetting by these institutes shall be an admissible component to be included in the project cost proposed under the packages.

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8.4 The final proposal, along with the techno-economic appraisal of DPR of the project, will be placed before the State Level Empowered Committee (SLEC) for approval and making suitable recommendations to MDoNER for sanction of the project. Proposal placed before the SLEC must contain the DPR, Technical and economic vetting of the project from institution of national repute like IIT/ IIM/NIT, 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 project with other schemes, robust Monitoring and Evaluation mechanism, etc.

8.5 Planning Department of the State will submit the final proposal to MDoNER for sanction along with SLEC recommendations/minutes together with a **Sanction Checklist (Annexure-B)** and all regulatory and statutory documentation, inter alia, forest & environment clearances, land availability certificate, non-duplication certificate, abstract of costs, report of techno-economic vetting of DPRs by SLEC, output-outcome brief/analysis, etc. The final proposal should also be accompanied with the Executive Summary of the DPR and the techno-economic appraisal report of the institute of national repute.

## 9. Sanction of Projects:

9.1 MDoNER, on receipt of the final proposal for sanction, will, after preliminary scrutiny of the same, circulate the same to the concerned Central line Ministries/Departments, NITI Aayog, IFD MDoNER, etc. for vetting/comments.

9.2 After obtaining the comments of Central line Ministries/Departments, NITI Aayog, IFD MDoNER, etc., if any, the Nodal Division of the Packages in MDoNER will place the same before EIMC for consideration for recommending approval / sanction of the project.

9.3 The EIMC, after due consideration of the project proposals placed before it, will make suitable recommendations for the **sanction** of the projects. The recommendations of EIMC would be submitted to the Competent Authority in MDoNER for approval. After approval duly to the recommendations of EIMC by the Competent Authority in MDoNER, the **Administrative and Financial Sanction (AFS)** of the project will be issued in consultation with Integrated Finance Division (IFD), MDoNER.





## **10. Award of Works by Implementing Agencies**

**10.1** Works shall be awarded by the State Government / Council within six months of the issue of the AFS by the Ministry of DoNER and a copy of the work order must be endorsed to the Ministry. In case, no work order is received by Ministry of DoNER 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.

**10.2** No work shall be undertaken by the State Government/ the Council before the issue of AFS by the Ministry of DoNER. 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 be liable to be not funded by the Ministry of DoNER.

**10.3** State Government/ the Council should award the contract through open competitive bidding after fulfilling all codal formalities as per State Government's prescribed procedures in a transparent manner to ensure value for money. State Government should mandatorily ensure e-tendering process with 2 stage bidding. If e-tendering is not followed, then the work order is liable to cancel, subject to approval of competent authority.

**10.4** To limit construction risk (time and cost over runs), infrastructure projects should be awarded in Engineering-Procurement-Construction (EPC) mode, on fixed cost basis, with provision for liquidated damages. The tender notices and contracts may also include binding clauses for incentives to contractors for early completion and penal provision for delay. The latest General Financial Rules (GFR) of the Ministry of Finance, Government of India, as applicable, shall be strictly followed.

**10.5** In case of projects worth more than Rs 100 (hundred) crore, there should be adequate contractual provisions for concurrent monitoring of the projects by an independent third party agency.

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

## **11. Change in Scope**

**11.1** 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.

**11.2** 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 the EIMC giving adequate justifications for such minor changes, along with the **Checklist at Annexure-C**.

## **12. Release of Funds under the Packages**

**12.1** Release of funds for the sanctioned projects under the packages 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.

**12.2** Before release of funds for any project, however, the Programme Division of the Ministry must ensure that the State Government has submitted requisite documentation for justification of the release of funds, such as Utilization Certificates (UCs) for funds already released, latest Quarterly Progress Reports (QPR), geo-tagged photographs, etc., as proof of physical progress in the project as well as utilization of funds already released.

**12.3** Projects worth Rs.50 (fifty) crore and above shall be inspected by officials of MDoNER before release of the last installment of funds.

**12.4** While sanctioning of new projects for each of the Councils will be based entirely on their alignment with the guidelines and on the quality of project proposal in terms of their viability and tangible socio-economic impact, actual fund releases to the Implementing Agencies of the State/ Councils shall be made from the approved budgetary allocations of MDoNER for a particular year flexibly, depending on the actual progress in implementation of ongoing projects, submission of necessary documents as per GFR, compliance of any other prescribed conditions against earlier releases, etc.

**12.5** Following mechanism to be adopted to release funds in four instalments for a sanctioned project under the scheme:





SN	Installment No.	Quantum of Installment	Milestone for eligibility
1	Installment -1	25% of admissible central share as per the approved cost or tendered cost of the project, whichever is less.	On receipt of demand letter accompanied with the Work Order.
2	Installment -2	-do-	75% utilization of Installment-1 and codal formalities as per the checklist
3	Installment -3	-do-	100% utilization of Installment-1; 75% of Installment-2; codal formalities as per the checklist
4	Installment -4	-do-	100% utilization of earlier installment; 75% utilisation of Installment-3; and codal formalities as per the checklist

(included vide O.M. No. Infra-11/37/2024-O/o DS(SDM) dated 22.07.2024).

### 13. Monitoring & Evaluation Mechanism

**13.1** The prime responsibility of monitoring of the projects sanctioned under the packages vests with State Government/ the BTC/ the KAATC and its designated officers, including the officers of Implementing Agency, Planning Department of the Government of Assam and SLEC. The objective of monitoring will be to ensure the completion of projects as per the committed time schedule, sanctioned cost and prescribed quality standards.

**13.2** The BTC/ the KAATC and the Government of Assam shall put in place a robust mechanism for monitoring the implementation of projects sanctioned under the packages. The head of the designated implementing agency will be deemed as a Nodal Officer, and Secretary (Planning) of the State Government will be deemed as Chief Nodal Officer for monitoring purpose, which will ensure the completion of projects as per the committed schedule.

**13.3** The SLEC must monitor the implementation of previously sanctioned projects as a specific part of the agenda during its meetings convened. For this purpose, quarterly physical



and financial progress report of the project should be furnished by the Implementing Agency to the SLEC, within three weeks of the end of the quarter under report.

**13.4** The State Government / the BTC/ the KAATC must carry out periodic inspections for ensuring faster execution, quality checking of the projects and their timely completion. For project worth more than Rs 100 crore, inspections shall be carried out at predefined milestones. While such milestones could be individual project-specific, the inspections should be conducted no later than 25%, 50%, 75% and 100% of physical progress of the projects.

**13.5** The Field Technical Support Units (FTSUs) operationalized by MDoNER in all the eight North East States shall also report the monthly progress of projects until their operationalization to MDoNER. The quarterly reports to be furnished by the FTSUs to MDoNER should be countersigned by the Project Implementing Agency to ensure consistency. MDoNER may also conduct inspection(s) of the project on sample basis through its officers.

**13.6** All Implementing Agencies must adopt Information Technology and Space Technology (geo-tagging of assets, PM Gati Shakti) for better monitoring of projects. MDoNER/NEC will facilitate the State Government/ the BTC/ the KAATC in this monitoring by providing the necessary technology platform and guidance to the designated Chief Nodal Officers of all States.

**13.7** Third party monitors may also be engaged for concurrent monitoring to ensure timely completion of projects. The EIMC may also recommend third party monitoring of selected projects, preferably from amongst those costing more than Rs.100 crores.

#### **14. Completion and Operationalization of Projects**

**14.1** The project should be operationalized and put to its intended use at the earliest possible. For timely completion and operationalization of infrastructure projects, use of EPC contracts with liquidated damages should be followed by the Implementing Agencies. All projects must be got completed within the scheduled time frame as given in the work order/contract agreement. 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 State Government / the BTC/ the KAATC. MDoNER will not provide any additional funds to meet such time or cost overruns.





**14.2** After completion of the project, a Completion Certificate along with necessary documents will be submitted by the Implementing Agency through Planning Department of the State Government.

**14.3** The State Government shall also ensure proper upkeep, operation and maintenance of the assets / facilities created through the project.

**14.4** The State Government/ the BTC/ the KAATC shall ensure that the land on which the project is constructed and the assets/ facilities created out of package funds will not be transferred/ sold/ alienated/ mortgaged without the approval of Ministry of DoNER, Government of India.

## **15. Transparency and Publicity of Information**

In order to ensure that the information about development schemes/plans/projects being financed by Government of India through the packages 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, 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.

## **16. Interpretation/Relaxation/Modification to the Guidelines**

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

**16.2** In cases of any doubt or lack of clarity related to these guidelines, arising during the life cycle of a project, the relevant rules, guidelines, codes, manuals, etc., of the concerned Central Ministries would be applicable.

**16.3** Within the broad framework of the MoS, MDoNER may, based on the recommendations of the EIMC and with the approval of the Competent Authority make necessary modifications to the guidelines / grant relaxation in any clause of the guidelines, which are considered necessary for ensuring smooth implementation of the package and/or removing any bottlenecks in its implementation.



**16.4** In exception 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.

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A handwritten signature, possibly reading 'My', in black ink.



## Checklist for Project Selection

[ Ref. Para 6.3.2 of the Guidelines ]

Sl.No.	Item	Remarks
1.	<p>Concept Note, highlighting the following:</p> <ul style="list-style-type: none"> <li>a. Rationale for the project must include following points <ul style="list-style-type: none"> <li>i. Project Scope and <b>(must include a detailed stakeholder matrix and clearly define roles of State Government departments, Central Ministries, private sector, civil society, and the beneficiary population)</b> Introduction</li> <li>ii. Gap analysis with regards to existing schemes of government of India <b>(GIS- based)</b></li> <li>iii. Socio-Economic impact</li> <li>iv. Cultural significance</li> <li>v. Community engagement</li> <li>vi. Future development potential</li> <li>vii. Additional details if any</li> </ul> </li> <li>b. KPIs for monitoring the project</li> <li>c. SDG or other indices that the KPIs will impact and how</li> <li>d. Cost estimates as per latest SoR</li> </ul>	
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	





## Checklist for Project Sanction

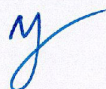
[ Ref. Para 8.5 of the Guidelines ]

SN	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 Ministry/ Department and conditions specified by EIMC ( <i>if any</i> ) at time of selection of project	
3.	Endorsement on DPR by SLEC and submission of project proposal to MDoNER (minutes of SLEC to be enclosed)	
4.	<p>Proposal submitted to MDoNER must indicate, inter alia, the following:</p> <ol style="list-style-type: none"> <li>Project Snapshot</li> <li>Expected beneficiaries and socio-economic impact</li> <li>Alignment of proposed project with the focus areas indicated under the package/ guidelines</li> <li>Timelines for implementation</li> <li>Structured roadmap covering approvals, construction, and operational phase including contingencies via PERT Charts</li> <li>Sustainability Plan</li> <li>Use of energy efficient solutions for sustainability</li> <li>Mechanism for O&amp;M (during and after project life)</li> <li>O&amp;M Mechanism identifying responsible agencies.</li> <li>Financial Plan for operational sustainability (<b>Ownership, revenue model, and operational responsibilities post MDoNER funding period.</b>)</li> <li>Cost Estimates, clearly indicating the basis for unit costs</li> <li>All Sources of funding the project (<b>Mandatory disclosure on whether Private Investment or PPP has been explored, If feasible, a plan for leveraging VGF/co-funding mechanisms should be detailed</b>)</li> <li>Location(s) of project with geo-coordinates</li> <li>Satellite image / photograph of projects site with GIS based accessibility study for evaluation of connectivity</li> <li>Alignment with Gati Shakti Master Plan to demonstrate convergence</li> </ol>	





	<p>p. Compliance with guidelines of concerned line Ministry/ Department</p> <p>q. Output-Outcome framework with KPIs for monitoring the project to be provided as per the sectoral indicators mentioned under Point C of Annexure D of the Guidelines</p> <p>r. Provision for project evaluation(s)</p>	
5.	Report of the institute of national repute on the techno-economic appraisal of DPR, along with the Executive Summary of the DPR	
6.	<p>Statutory Clearances, <i>as applicable, such as:</i></p> <p>a. Forest &amp; Environment</p> <p>b. Town and Country Planning</p> <p>c. Industries</p>	
7.	<p>Certificates for following:</p> <p>a. Availability of encumbrance-free land for the project</p> <p>b. Certification that costs proposed is as per the latest applicable Schedule of Rates</p> <p>c. Non-duplication Certificate, duly endorsed to the concerned line department in the States, within whose purview the project falls</p>	
8.	<p>Identification of Risks and Mitigation Measures to address potential challenges.</p> <p>i. Technical Risks</p> <p>ii. Administrative risk</p> <p>iii. Environmental Risk</p> <p>iv. Risks due to natural disasters</p> <p>v. Operational risks</p>	





**Checklist for Change in Scope of Sanctioned Project**

[ Ref. Para 11.2 of the Guideline ]

S.No.	Item	Remarks
1.	Reason for proposing Change in Scope, along with certification that the proposed change is within the package 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 national repute that had previously appraised the project proposal	
5.	Approval from SLEC on the Change in Scope	
6.	Compliance with comments of concerned line Ministry/ Department or EIMC received previously, if any	





**Directions for filling the Checklist for Project selection and Project sanction for proposals submitted under the Special development packages of BTC and KAATC**

**A . General Instructions**

1. The checklist has been revised and carefully structured to enhance clarity and understanding of the Project proposal.
2. This Annexure provides the guidelines for filling up the additional points added in the checklist of project sanction/selection
3. In accordance with **Point No. 8 of the Checklist for project sanction (Annexure - B)**, it is important to identify potential challenges in project execution and outline effective mitigation strategies to ensure smooth implementation. The state government is committed to addressing these challenges through a structured and well-coordinated approach, enabling timely resolutions and supporting successful project delivery. Below are key examples:

**i. Technical Risks -**

Projects may face technical challenges such as design flaws, material defects, technology limitations, or unexpected system failures. To minimize these risks, it is essential to use standardized materials, conduct thorough engineering evaluations, follow established construction or implementation methods, and ensure regular quality checks throughout the project lifecycle.

**ii. Administrative Risks-**

Delays due to approvals, policy changes, budget constraints, or administrative inefficiencies can affect project timelines. To mitigate these issues, it is important to secure necessary approvals early, maintain transparent communication with stakeholders, plan finances carefully, and have contingency plans for administrative roadblocks.

**iii. Environmental Risks-**

Projects that interact with natural ecosystems may contribute to pollution, resource depletion, habitat disruption, or increased environmental footprint. These risks can be minimized by conducting environmental impact assessments, implementing sustainable practices, choosing eco-friendly materials, and adopting responsible waste management strategies.

**iv. Risks Related to Natural Disasters-**

Natural events like earthquakes, floods, hurricanes, wildfires, or extreme weather conditions can impact operations and safety. To enhance resilience, it is crucial to design structures or systems with disaster-resistant features, develop emergency response plans, incorporate climate-adaptive solutions, and establish protocols for risk preparedness.





v. **Operational Risks-**

Once a project is implemented, operational challenges such as system failures, cybersecurity risks, inefficient maintenance, or lack of workforce training can arise. These risks can be mitigated by installing monitoring systems, establishing preventive maintenance schedules, enforcing security protocols, and ensuring proper training for personnel involved in the project.

**B. Inclusion of Specific Points in the Project Rationale**

The project rationale has been expanded to incorporate key considerations, as outlined below:

- i. **Cultural Significance** – An assessment of how the project aligns with local heritage, traditions, and identity, while highlighting its role in preserving cultural landmarks and fostering social acceptance.
- ii. **Community Engagement** – A detailed explanation of how stakeholder participation is integrated into planning and execution, emphasizing its importance in addressing local needs and ensuring long-term impact.
- iii. **Financial Plan for Operational Sustainability** – A structured outline of the funding model, revenue sources, and maintenance strategies to ensure the project's long-term viability and efficiency.

These points shall be specifically included only for the following sectors

Item	Item S.No.	Annexure	Applicable on Following Sectors
Cultural Significance	1(a).(iv)	A	Tourism / Cultural, Agri / Livelihood
Community Engagement	1(a).(v)	A	Tourism / Cultural, Agri / Livelihood, Educational / Skill Development, Sports, Science and Technology, Industrial Processing Plants, Waste Management, Civil Aviation
Financial Plan for Operational Sustainability	4 (f) (ii)	B	Tourism / Cultural, Agri / Food Processing, Sports, Science and Technology, Industrial Processing Plants, Waste Management, Civil

**C. Key Performance Indicators -**

The Key Performance Indicators (KPIs) outlined below serve as fundamental benchmarks for project monitoring. Additional KPIs relevant to specific sectors/projects may be included to provide further clarity and depth.

Sector	KPI for Monitoring the Project	Frequency of Data
Tourism/ Cultural	Tourist Footfall	Annually
	Expected Revenue	Quarterly
	Seasonality of Footfall	Monthly

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	Community Engagement	Annually
	<b>All projects must be linked with HR training, guide development, branding, and marketing plan.</b>	One time Assessment
	<b>Impact metrics should be delineated: Projected tourist footfall, local expenditure, and revenue generation.</b>	One time Assessment
<b>Healthcare</b>	<b>Evidence of non-duplicacy with NHM/PM-ABHIM or state schemes.</b>	One time Assessment
	<b>Tie-ups with telemedicine/tertiary care centers preferred.</b>	One time Assessment
	Number of Additional Patients Benefitted	Monthly
	Increase in OPD and IPD Admissions	Quarterly
	Reduction in Annually Mortality Rates	Annually
<b>Education</b>	Number of New Students Enrolled	Annually
	Access and Equity - Participation of Rural, Low-Income, and Differently-Abled Students	Annually
	<b>Whether Link with academia, industry and government through formal MoUs.</b>	One time Assessment
	<b>Must include onboarding plan for Education Professionals/Support Staff.</b>	One time Assessment
	<b>Evaluate Connectivity tech options (VSAT vs. 4G) on cost-effectiveness.</b>	One time Assessment
	<b>Demonstrate reduction in recurring costs (e.g., digital education offsetting salary load).</b>	One time Assessment
	<b>Benchmark costs with similar completed/approved projects.</b>	One time Assessment
	<b>Explore alternatives for high-cost items (e.g., modular fencing, solar water pumps).</b>	One time Assessment
<b>Agri / Livelihood</b>	No. of Beneficiaries	Annually
	Increase in Production Output (both quality and quantity)	Annually/Quarterly
<b>Water Supply and Associated Infrastructure</b>	Number of Households Provided with 24/7 Water Availability	Monthly

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<b>Power</b>	Number of Households Provided with 24/7 Power Availability	Monthly
	Technical Feasibility Study	One time Assessment
	Readiness for implementation (e.g., clearances, ROW availability)	One time Assessment
	Must reflect integration with state power distribution roadmap or central reforms (RDSS, IPDS, etc.).	One time Assessment
<b>Sports</b>	Utilization plan: Projected events, training batches, athlete numbers.	One time Assessment
	Synergy mapping with nearby facilities.	One time Assessment
	Branding, community engagement, training calendar, marketing plan.	One time Assessment
	Security contingency plans, especially in sensitive zones.	One time Assessment
	Expected Revenue	Annually
	Number of New Students/Youth Benefitted	Monthly/Quarterly
	Increase in National and State-Level Representation	Annually
	Number of Coaches to be Deployed	Annually
<b>Science and Technology</b>	Expected Cost Savings as Result of Implementing New Technology	Annually
	No. of Professional Trainings and Developments	Quarterly
	Whether Link with academia, industry and government through formal MoUs.	One time Assessment
	Revenue projections (5 years) - Commercialization plan for innovations.	One time Assessment
	Clearly defined PPP models and options for VGF or startup incubation support.	One time Assessment
<b>Industrial Processing Plants</b>	Increase in Output	Quarterly
	Expected Cost Savings as a Result of Implementing New Technology	Annually
<b>Surveys and Investigations</b>	Survey Coverage Area	One-time Assessment
	Feasibility of the Project	One-time Assessment



<b>Waste Management</b>	Increase in Percentage of Waste Collection	Monthly
	Percentage of Waste Reduced Through Recycling or Composting	Quarterly

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